



General Committee Agenda

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

Please bring this General Committee Agenda to the Council meeting on February 26, 2019.

	Pages
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. APPROVAL OF PREVIOUS MINUTES	
3.1 MINUTES OF THE FEBRUARY 4, 2019 GENERAL COMMITTEE (16.0)	8
1) That the minutes of the February 4, 2019 General Committee meeting be confirmed.	
3.2 MINUTES OF THE FEBRUARY 4, 2019 SPECIAL GENERAL COMMITTEE (16.0)	13
1) That the minutes of the February 4, 2019 Special General Committee meeting be confirmed.	
4. DEPUTATIONS	
5. PETITIONS	
6. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES	
6.1 MINUTES OF THE NOVEMBER 19, 2018 AND DECEMBER 17, 2018 ADVISORY COMMITTEE ON ACCESSIBILITY (16.0)	16
1) That the minutes of the November 19, 2018 and December 17, 2018 Advisory Committee on Accessibility meeting be received for information purposes.	
6.2 MINUTES OF THE NOVEMBER 21, 2018 ANIMAL CARE COMMITTEE (16.0)	21

- 1) That the minutes of the November 21, 2018 Animal Care Committee meeting be received for information purposes.
- 6.3 MINUTES OF THE JANUARY 18, 2019, JANUARY 22, 2019, JANUARY 25, 2019 AND JANUARY 29, 2019 BUDGET COMMITTEE (16.0)** 25
- 1) That the minutes of the January 18, 2019, January 22, 2019, January 25, 2019 and January 29, 2019 Budget Committee meeting be received for information purposes.
- 6.4 MINUTES OF THE NOVEMBER 5, 2018, DECEMBER 3, 2018 AND JANUARY 14, 2019 RACE RELATIONS COMMITTEE (16.0)** 62
- 1) That the minutes of the November 5, 2018, December 3, 2018 and January 14, 2019 Race Relations Committee meeting be received for information purposes.
- 6.5 MINUTES OF THE OCTOBER 4, 2018 AND NOVEMBER 1, 2018 SANTA CLAUS PARADE COMMITTEE (16.0)** 71
- 1) That the minutes of the October 4, 2018 and November 1, 2018 Santa Claus Parade Committee meeting be received for information purposes.
- 6.6 STAFF AWARDED CONTRACTS FOR THE MONTH OF JANUARY 2019 (7.12)** 77
- A. Moore, ext. 4711
- 1) That the report entitled “Staff Awarded Contracts for the Month of January 2019” be received; and,
- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.
- 6.7 AWARD OF CONSTRUCTION TENDER 134-T-18 WEST THORNHILL – PHASE 2D STORM SEWER AND WATERMAIN REPLACEMENT (7.12)** 114
- P. Kumar, ext. 2989 and F. Chan, ext. 3189
- 1) That the report entitled “Award of Construction Tender 134-T-18 West Thornhill – Phase 2D Storm Sewer and Watermain Replacement” be received; and,
- 2) That the contract for Tender 134-T-18 West Thornhill – Phase 2D Storm Sewer and Watermain Replacement be awarded to the lowest priced Bidder,

KAPP Infrastructure Inc. in the amount of \$7,579,708.08, inclusive of HST; and,

3) That a 10% contingency in the amount of \$757,970.81 inclusive of HST, be established to cover any additional construction costs and that authorization to approve expenditures of this contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,

4) That the construction award in the amount of \$8,337,678.89 (\$7,579,708.08 + \$757,970.81) be funded from the following capital projects:

(a) 058-6150-19239-005 “West Thornhill Flood Control Implementation - Phase 2D Construction”;

(b) 053-5350-19245-005 “Cast Iron Watermain Replacement – West Thornhill Phase 2D” as outlined under the financial considerations section in this report; and,

5) That the remaining funds in project #19239 “West Thornhill Flood Control Implementation - Phase 2D Construction” in the amount \$1,734,931.67 will not be required from the Stormwater Fee Reserve and the budget remaining in project #19245 “Cast Iron Watermain Replacement – West Thornhill Phase 2D” in the amount of \$1,266,495.44 will be returned to the original funding source; and,

6) That a 5-year moratorium be placed on any major servicing and utility installation along restored areas including Grandview Avenue (Jewell St to Henderson Ave), Highland Park Blvd – North/ South leg (from Grandview Ave to Highland Park Blvd), Henderson Avenue (from Grandview Ave to Dalmeny Rd) and Dalmeny Road (from Henderson Ave Cul-de-sac); and further,

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

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

122

P. Kumar, ext. 2989 and F. Chan ext. 3189

1) That the report entitled “Award of RFP 224-R-18 Consulting Engineering Services for Cast Iron Watermain Replacement/ Rehabilitation Design and Contract Administration ” be received; and,

2) That the Phase 1 (Laureleaf Area) detailed design work under contract 224-R-18 Consulting Engineering Services for Cast Iron Watermain Replacement/ Rehabilitation Design be awarded to the highest ranked, lowest priced Bidder, LEA Consulting Ltd., in the amount of \$289,391.19, inclusive of HST; and,

3) That a 10% contingency in the amount of \$28,939.12, inclusive of HST, be established to cover any additional design costs for Phase 1 (Laureleaf Area) and that authorization to approve expenditures of this contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,

4) That the Consulting Engineering Services for Phase 1 (Laureleaf Area) detailed design award in the amount of \$318,330.31 (\$289,391.19 + \$28,939.12) be funded from the capital project 053-6150-19242-005 “Cast Iron Watermain Replacement – Design”; and,

5) That the remaining budget of \$88,669.69 in capital project #19242 “Cast Iron Watermain Replacement – Design” will be returned to the original funding source; and,

6) That the 2020/21 contract administration and design work under contract 224-R-18 Consulting Engineering Services for Cast Iron Watermain Replacement/ Rehabilitation Design be awarded to the highest ranked, lowest priced Bidder, LEA Consulting Ltd., in the following amounts (inclusive of 10% contingency):

- 2020 Contract Administration Phase 1 (Laureleaf Area) in the amount of \$277,435.61 (\$252,214.20 + (\$25,221.42 - contingency))
- 2020 Design Phase 2 (various locations) in the amount of \$289,042.26 (\$262,765.69 + (\$26,276.57- contingency))
- 2021 Contract Administration Phase 2 (various locations) in the amount of \$264,395.07 (\$240,359.15 + (\$24,035.92- contingency)); and,

7) That the Consulting Engineering Services for construction and design award amounts for 2020/21 be requested as part of the 2020 and 2021 Capital budget process, subject to Council approval of the respective years capital budgets; and further,

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

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

129

A. Tang, ext. 2433

Note: Presentation attached.

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

7. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

8. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

8.1 PROPOSED PREGNANCY OR PARENTAL LEAVE POLICY FOR MEMBERS OF COUNCIL (12.1) 159

K. Kitteringham, ext. 4729 & M. Pettit, ext. 8220

- 1) That the report titled, *“Proposed Pregnancy or Parental Leave Policy for Members of Council”* be received for information purposes; and,
- 2) That Markham City Council adopt the proposed *Pregnancy or Parental Leave Policy for Members of Council* included as **Appendix “A”** and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

8.2 REVISED COUNCIL CODE OF CONDUCT IN ACCORDANCE WITH BILL 68 (16.23) 165

K. Kitteringham, ext. 4729, M. Pettit, ext. 8220

A. Tari, ext. 2082 and G. Lombardi, ext. 4290

- 1) That the report titled, *“Revised Council Code of Conduct in Accordance with Bill 68”* be received for information purposes; and,
- 2) That Markham City Council adopt the revised *Council Code of Conduct* included as **Appendix “C”** to this report; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

8.3 DIGITAL PAYMENT INITIATIVE (7.0) 209

S. Manson, ext. 7514

- 1) That the report entitled Digital Payment Initiative dated February 19th, 2019 be received; and,
- 2) That Council approve the Digital Payment Initiative effective January 1st, 2020; and further,
- 3) That staff be authorized and directed to do all things necessary to give effect to this resolution.

9. MOTIONS

10. NOTICES OF MOTION

11. 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".*

12. ANNOUNCEMENTS

13. 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: 3

February 4, 2019, 9:30 AM - 11:30 AM

Council Chamber

Roll Call	Mayor Frank Scarpitti	Councillor Reid McAlpine
	Deputy Mayor Don Hamilton	Councillor Karen Rea
	Councillor Jack Heath	Councillor Andrew Keyes
	Regional Councillor Joe Li	Councillor Amanda Collucci
	Regional Councillor Jim Jones	Councillor Khalid Usman
	Councillor Keith Irish	Councillor Isa Lee
	Councillor Alan Ho	Bryan Frois, Chief of Staff
	Staff	Catherine Conrad, City Solicitor and Acting Director of Human Resources
	Andy Taylor, Chief Administrative Officer	Joel Lustig, Treasurer
	Trinela Cane, Commissioner of Corporate Services	Josh Machesney, Election & Committee Coordinator
	Brenda Librecz, Commissioner of Community & Fire Services	
	Arvin Prasad, Commissioner Development Services	

1. CALL TO ORDER

The General Committee meeting convened at the hour of 9:35 AM with Regional Councillor Jack Heath in the Chair.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE JANUARY 21, 2019 GENERAL COMMITTEE (16.0)

Moved By Regional Councillor Jim Jones

Seconded By Councillor Alan Ho

1) That the minutes of the January 21, 2019 General Committee meeting be confirmed.

Carried

4. DEPUTATIONS

There were no deputations.

5. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

5.1 MINUTES OF THE NOVEMBER 15, 2018 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0)

Moved By Councillor Khalid Usman

Seconded By Regional Councillor Jim Jones

1) That the minutes of the November 15, 2018 Markham Environmental Advisory Committee meeting be received for information purposes.

Carried

5.2 2018 INVESTMENT PERFORMANCE REVIEW (7.0)

Moved By Councillor Andrew Keyes

Seconded By Councillor Amanda Collucci

1) That the reports dated February 4, 2019 entitled “2018 Investment Performance Review” be received; and,

2) That staff be directed to update the Development Charges Borrowing Policy and the Investment Interest Allocation Policy to reflect that all internal lending to the Development Charges Reserve will be at the Prime Rate for borrowing deemed to be less than 5 years in duration, and at the York Region debenture rate when borrowing is deemed to be over five years in duration; and further,

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

Carried

6. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

6.1 ADDITIONAL CITY OF MARKHAM COMMENTS ON THE PROVINCE'S INCREASING HOUSING SUPPLY IN ONTARIO CONSULTATION DOCUMENT (7.11)

Arvin Prasad, Commissioner, Development Services, provided a brief summary of the Staff report.

General Committee discussed the following with respect to Staff's comments on the Province's Increasing Housing Supply in Ontario Consultation Document:

- Public consultation with respect to development applications;
- Streamlining the development application process; and,
- Process for amending the Official Plan and Secondary Plans.

General Committee instructed Staff to review the Committee's discussion and review Staff's recommendations.

General Committee consented to refer this item to February 12, 2019 Council for consideration.

- 1) That the report entitled "Additional City of Markham Comments on the Province's Increasing Housing Supply in Ontario Consultation Document", dated February 4, 2019 be received; and,
- 2) That the report entitled "Additional City of Markham Comments on the Province's Increasing Housing Supply in Ontario Consultation Document", dated February 4, 2019, be forwarded to the Assistant Deputy Minister of Municipal Affairs and Housing; and,
- 3) That the City of Markham work with the Province to streamline the development application process including matters such as public consultation requirements in the approvals process; and,
- 4) That the City of Markham request the Province to review their One Window Planning Service for input, review, and approval of planning applications that includes streamlining review processes and utilize technology for enhanced coordination between Ministries; and further,

5) That the City of Markham request the Province to amend the *Development Charges Act, 1997 as amended*, to eliminate the 10% reduction for services and reduce the list of ineligible services.

7. MOTIONS

There were no motions.

8. NOTICES OF MOTION

There were no notice of motion.

9. NEW/OTHER BUSINESS

9.1 WINDROW AND WINTER MAINTENANCE WORKSHOP/TRAINING SESSION (5.10)

Councillor Karen Rea advised that as a result of the recent snowfall, she has had many calls from residents regarding the City's windrow and winter maintenance program.

Members of General Committee indicated that they would like a workshop/training and education session on the matter. Staff agreed to look at holding a workshop/training and education session in the coming months.

9.2 YORK REGION BUDGET INFORMATION (13.4)

Deputy Mayor Don Hamilton advised Members of General Committee that the Region of York is commencing their multi-year budget process. He further indicated that and if any Members of Council have questions regarding the Region's budget, they can reach out to a Regional Councillor for more information.

10. ANNOUNCEMENTS

There were no announcements.

11. CONFIDENTIAL ITEMS

General Committee consented to refer the following item to the February 12, 2019 Council agenda for consideration:

11.1.1. A Proposed or Pending Acquisition or Disposition of Land by the Municipality or Local Board (Ward 7) [Section 239 (2) (c)]

Moved By Deputy Mayor Don Hamilton
Seconded By Regional Councillor Jim Jones

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

Carried

11.1 LAND, BUILDING & PARKS CONSTRUCTION ISSUES

11.1.1 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 7) (8.0) [Section 239 (2) (c)]

12. ADJOURNMENT

The General Committee meeting adjourned at 10:45 am.

Moved By Deputy Mayor Don Hamilton
Seconded By Regional Councillor Jim Jones

1) That the General Committee meeting be adjourned.

Carried



Special General Committee Minutes

Meeting Number: 3

February 4, 2019, 12:00 PM - 3:00 PM

Canada Room

Roll Call	Mayor Frank Scarpitti	Councillor Karen Rea
	Deputy Mayor Don Hamilton	Councillor Andrew Keyes
	Councillor Jack Heath	Councillor Amanda Collucci
	Regional Councillor Joe Li	Councillor Khalid Usman
	Regional Councillor Jim Jones	Councillor Isa Lee
	Councillor Keith Irish	Bryan Frois, Chief of Staff
	Councillor Reid McAlpine	
Regrets Staff	Councillor Alan Ho	
	Andy Taylor, Chief Administrative Officer	Gord Miokovic, Manager, System Engineering
	Trinela Cane, Commissioner of Corporate Services	Eddy Wu, Manager, Operations & Maintenance
	Brenda Librecz, Commissioner of Community & Fire Services	Anna Antoniadis, Certification & Compliance Coordinator
	Catherine Conrad, City Solicitor and Acting Director of Human Resources	Vincent Feng, QMS Coordinator
	Phoebe Fu, Director of Environmental Services	Josh Machesney, Election & Committee Coordinator

1. CALL TO ORDER

The General Committee meeting convened at the hour of 12:19 pm with Regional Councillor Jack Heath in the Chair.

2. EDUCATION & TRAINING SESSION

2.1 STANDARD OF CARE FOR DRINKING WATER QUALITY MANAGEMENT STANDARD (DWQMS)/ SAFE DRINKING WATER LEGISLATION TRAINING (5.3)

Brenda Librecz, Commissioner, Community & Fire Services, introduced the item. She explained that City of Markham Council has a statutory duty of oversight of

the City of Markham's drinking water system, and to ensure that all staff and Members of Council comply with legislative requirements related to municipal drinking water systems.

Phoebe Fu, Director, Environmental Services, introduced Larry Moore, Trainer, Walkerton Clean Water Centre.

Larry Moore facilitated the training session and delivered an interactive PowerPoint presentation regarding the Standard of Care for Drinking Water Quality Management Standard and Safe Drinking Water Legislation Training.

The following topics were reviewed and discussed:

- Section 19 of the *Safe Water Drinking Act* (SWDA) regarding duty and liability of operating authorities of municipal drinking water systems;
- City of Markham's Drinking Water Quality Management System (DWQMS) for the management of the distribution system, monitoring, testing and response to incidents in accordance with SWDA and related legislation;
- Role of Council, Top Management (as defined in the Act) and staff;
- Risk assessment & risk management;
- Case studies of drinking water system failures:
 - Walkerton, ON;
 - North Battleford, SK;
 - Flint, MI; and,
- Case study of Stratford's water system emergency response success.

A test was administered to all in attendance with 100% of the participants passing.

The following Members of Council were in attendance and took the mandatory training: Mayor Frank Scarpitti, Deputy Mayor Don Hamilton, Regional Councillor Jack Heath, Regional Councillor Joe Li, Regional Councillor Jim Jones, Councillor Keith Irish, Councillor Reid McAlpine, Councillor Karen Rea, Councillor Andrew Keyes, Councillor Amanda Collucci, Councillor Khalid Usman, Councillor Isa Lee.

The following members of Staff were in attendance and participated in the training: Andy Taylor, Chief Administrative Officer, Brenda Librecz, Commissioner, Community & Fire Services, Trinela Cane, Commissioner, Corporate Services, Catherine Conrad, City Solicitor, Phoebe Fu, Director, Environmental Services, Jawaid Khan, Manager Water/Wastewater, Shipra Singh, Manager Infrastructure Capital Planning, Rob Muir, Manager, Stormwater.

The following staff were in attendance to observe: Eddy Wu, Manager O&M, Gord Miokovic, Manager SE, Anna Antoniadis, Coordinator Certification & Compliance, Vince Feng, Coordinator QMS, Irene Weiss, Administrative Assistant to Phoebe Fu.

Council requested for the book 'Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils' to be provided once available.

Moved By Mayor Frank Scarpitti

Seconded By Councillor Isa Lee

1) That the presentation entitled "Standard of Care for Drinking Water Quality Management Standard (DWQMS)/ Safe Drinking Water Legislation Training" by Larry Moore, Trainer, Walkerton Clean Water Centre, be received.

Carried

3. ADJOURNMENT

The Special General Committee meeting adjourned at 3:25 pm.

Moved By Regional Councillor Jim Jones

Seconded By Councillor Khalid Usman

1) That the Special General Committee meeting be adjourned.

Carried

Kimberley Kitteringham

Frank Scarpitti

Mayor

Advisory Committee on Accessibility

November 19, 2018

5:00 PM

Attendance:

Committee Members Present: Barry Martin, Chair, Brian Lynch, Tammy Mok, Robert Hunn, Jewell Lofsky, and Regional Councillor Nirmala Armstrong

Staff Present: Cheryl McConney-Wilson, Senior Diversity Coordinator, Vicky Chan, Project Manager, Facility Assets, Graham Seaman, Director of Asset Management & Sustainability, and Laura Gold, Council/Committee Coordinator

Regrets: Wanda Wright , Arlene Juanillo, Councillor Karen Rea, Laura Meffen, Jaqueline Bell, and Keith Irish

Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened at 5:12 pm with Barry Martin presiding as Chair.	
2. Minutes	The approval of the Minutes was deferred to the next meeting, as there was no quorum.	
3. Sustainability & Asset Management Approach to Accessibility in Renovations	<p>Vicky Chan, Project Manager, Facility Assets was in attendance to provide a presentation on the plans for the revitalization of Morgan Pool.</p> <p>The Committee provided the following feedback on the revitalization plans:</p> <ul style="list-style-type: none"> • Suggested the splash pad should be accessible or partially accessible; • Asked if the playground could be made accessible or if an accessible feature could be added; • Thought there was not enough parking spots, but understood the parking is limited by the site; • Suggested that the soap dispenser and sinks in the washrooms be automatic; • Suggested the pool be open longer than July, and August. 	

Advisory Committee on Accessibility

November 19, 2018

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Item	Discussion	Action
	Staff advised that the splash pad will be open from June until Thanksgiving, but that the pool will only remain open in July and August, as the pool is maned by summer students.	
4. New Business	<p><u>Christmas Party</u> The Committee will have its Christmas party in the Canada Room, as the City is doing construction on the 4th floor.</p> <p><u>Heritage Accessibility Grant</u> Regan Hutcheson will come to the January or February meeting to discuss heritage and accessibility.</p> <p><u>Ability Fair</u> Robert Hunn advised the Committee that there will be an Ability Fair in Mississauga at the International Centre in April.</p> <p><u>Robotics</u> The Committee requested that a representative from Cyberwork Robotics be invited to attend a future meeting. The company has invented a self-driving wheelchair.</p> <p><u>Accessible Markham</u> The Committee discussed collecting an inventory of accessible places in Markham. It suggested starting in one geographical area. It also wanted a central inventory of Markham's accessible services. It agreed to collect this information one service/program at a time. It ask the Clerk to get a list of accessible parks in Markham.</p>	<p>Invite a representative from Cyberwork Robotics to attend a future meeting.</p>
5. Adjournment	The Advisory Committee on Accessibility adjourned at 7:02 pm.	

Advisory Committee on Accessibility

December 17, 2018

5:00 PM

Attendance:

Committee Members Present: Barry Martin, Chair, Brian Lynch, Tammy Mok, Robert Hunn, Jewell Lofsky, Laura Meffen, and Councillor Keith Irish

Staff Present: Cheryl McConney-Wilson , and Laura Gold, Council/Committee Coordinator

Regrets: Wanda Wright , Arlene Juanillo, Councillor Karen Rea, and Jaqueline Bell

Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened at 5:12 pm with Barry Martin presiding as Chair.	
2. Minutes	<p>Moved by Brian Lynch Seconded by Laura Meffen</p> <p>That the November 19, and December 17, 2018 Advisory Committee on Accessibility Minutes be approved as presented.</p> <p style="text-align: right;">Carried</p>	
3. Accessibility Fair	<p>The Committee brainstormed ideas for the 2019 Accessibility Fair or a variation of the fair. It provided the following feedback:</p> <ul style="list-style-type: none"> • Holding a speaker series; • Educating people with disabilities and families with a disabled child about the disability tax credit; • Hosting a video contest on what accessibility means to you; • Educating/raising awareness about disability; • Holding the fair during National Disability Awareness Month or on another key day that recognizes disabilities; 	

Advisory Committee on Accessibility

December 17, 2018

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Item	Discussion	Action
	<ul style="list-style-type: none"> • Run the campaign mostly virtually, but also with a daily educational display in the Great Hall at Civic Centre; • Create a flyer with the accessible services available in Markham; • Having a booth promoting the Committee at key Markham events; • Focus on: <ul style="list-style-type: none"> ○ Transportation (Mobility Plus, Viva, accessible taxis, and personal accessible vehicle options) ○ Accessible Technology (including apps that help people with a disability) ○ Promoting Markham's accessible programs/ facilities (buildings, services, parks, trails and recreation) ○ Educating people with disabilities or who are newly disabled on how to get help in the short term and in the long term, including finding personal support workers, finding nurses and other health services, getting mobility aids, on renovating/adapting their home, understanding applicable accessibility legislation and on their rights); ○ Accessible recreational programs in Markham; ○ Celebrating accessibility in Markham; ○ Accessible parking (educating the public on who qualifies for accessible parking, and on the number of disabled parking spots businesses/other organizations have to provide); ○ Accessible buildings (educating the public on accessible building standards, for example, the width an accessible door needs to be and on ramps, and on the legislation that is coming into effect in 2025 to make building more accessible) 	
4. New Business	<p><u>Members that do not Attend Meetings</u></p> <p>Committee suggested finding ways for members unable to attend meetings due to their disability with ways to participate remotely (e.g. providing them with work they can do from home). Members that do not attend meetings and that do not have a good reason for not attending meetings should be removed from the Committee.</p>	

Advisory Committee on Accessibility

December 17, 2018

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Item	Discussion	Action
5. Adjournment	The Advisory Committee on Accessibility adjourned at 6:54 pm.	



Animal Care Committee

MINUTES

November 21, 2018

York Room

5:30 PM – 7:30 PM

<u>Members</u> Denielle Duncan, Chair Janet Andrews, Vice-Chair Dr. Esther Attard Councillor Valerie Burke Sherry Klein Rhiannon Lane (on Conference Call) Michelle Lustri Judy Postello	<u>Regrets</u> Julie Sook-Man Chan Aviva Harari Shirley Lesch
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<u>Staff</u> Christy Lehman, Licensing & Animal Services Coordinator John Britto, Committee Secretary (PT)

<u>Guests and Members of the Public</u> Terri Daniels

Call to Order: The Animal Care Committee convened at 5:35 p.m. on Wednesday, November 21, 2018, with Denielle Duncan, Chair presiding as Chair.

Item	Discussion	Action
1. Approval of the October 17, 2018, Animal Care Committee meeting minutes	Moved by: Janet Andrews, Vice Chair Seconded by: Dr. Esther Attard That the minutes of the October 17, 2018 Animal Care Committee meeting be approved, as presented. <p style="text-align: right;">CARRIED</p>	
2. Business arising from the Minutes	Christy Lehman, Licensing & Animal Services Coordinator advised that there is no update on the matter of signage in City parks in languages other than English, advising the public that feeding of wildlife is prohibited,	

	<p>With respect to the list of pet rescues, Denielle Duncan, Chair advised that a preliminary list has been sent to Christy Lehman, Licensing & Animal Services Coordinator. Denielle further advised that a few more small animal rescue groups will be added to the list next week.</p> <p>There was no update on the wildlife seminar as Chris Alexander, Supervisor, Licensing & Standards, was not present at the meeting.</p> <p>Christy Lehman, Licensing & Animal Services Coordinator advised that the Photos with Santa event scheduled for Saturday, November 24 and December 1, has been shared on the City's Facebook page. Responding to a question from Denielle Duncan, Chair, Christy advised that she will contact the OSPCA for further details as the event is being coordinated by them.</p> <p>Christy advised that she was not able to contact the City's Legal department to find out whether the OSPCA contract has been made public.</p>	<p>Christy to contact OSPCA for details of the Photos with Santa event.</p>
<p>3. Animal Control Program Update</p>	<p>a. <u>Cat Adoption & Education Centre</u></p> <p>Christy Lehman, Licensing & Animal Services Coordinator advised 137 adoptions were registered this year, with a total of 588 adoptions since the Centre opened.</p> <p>Christy further advised that the CAEC is looking to replace the broken cage with a cat condo that can accommodate 4 cats. The cost of the condo is approximately \$9,000. Christy suggested that the Committee consider making a donation towards this cost, and a plaque could be installed on the condo indicating the donation from the ACC.</p> <p>The Committee discussed various options for housing the cats and other small animals, as well, including guinea pigs.</p> <p>Rhiannon Lane suggested that SunnyMeadows Cages and Supplies, Barrie could be contacted for the condos. They have a wide range of animal and bird cages and they are fairly</p>	

	<p>competitively priced, details, including prices are available on their website.</p> <p>Responding to a question from Councillor Valerie Burke, Christy Lehman advised that the donations made by the Neighbours of Old Thornhill Village are deposited directly into the account managed by the City.</p> <p>The Committee discussed donating \$3,000 for the purchase of a cat condo for the CAEC.</p> <p>Moved by: Janet Andrews Seconded by: Michelle Lustri</p> <p>That the Animal Care Committee donate an additional \$3,000 to the Cat Adoption and Education Centre for the purchase a cat condo</p> <p style="text-align: right;">CARRIED</p> <p>Janet Andrews, Vice Chair advised that she has completed a first draft of the PowerPoint presentation, and she will email a .pdf of the final document to the Committee members for their feedback. This will be used for a deputation to the General Committee in the new year.</p> <p>Councilor Burke suggested that a formal Request for Deputation be sent to the Clerks Department so it can be included in the General Committee agenda.</p> <p>b. <u>Barn Cat Program</u></p> <p>No updates.</p> <p>c. <u>By-law Review</u></p> <p>No updates</p>	
4. Events	<p>a) <u>Fund Raising</u></p> <p>Denielle Duncan, Chair advised of the following fund-raising activities:</p> <ul style="list-style-type: none"> i) \$504.95 – jam sales; and ii) \$600 – Krispy Kreme. <p>b) <u>Events scheduled for the remainder of the year</u></p>	

	<p>Denielle Duncan, Chair advised that the Committee will not be participating in the Markham Santa Claus Parade this year, but will participate in the Unionville Parade.</p> <p>The Committee will hold a potluck following the December meeting. Denielle requested all members to bring a dish for the potluck.</p> <p>The Committee discussed the letter dated October 3, 2018 from Chris Alexander, Supervisor Licensing & Standards to the Markham Fair, with respect to community events the include different animal species.</p>	
5. New Business	<p>Denielle Duncan, Chair thanked Councillor Valerie Burke for her support and help to the Animal Care Committee, and presented her with a bouquet of flowers and a Thank You card from the Committee.</p>	
6. Date of next meeting	Wednesday, December 19, 2018	
7. Adjournment	The Animal Care Committee meeting adjourned at 6:15 p.m.	



**FIRST MEETING OF THE
2019 BUDGET COMMITTEE
COUNCIL CHAMBER, MARKHAM CIVIC CENTRE
JANUARY 18, 2019
1:00 PM**

MINUTES

Attendance:

<p>Members Present: Councillor Amanda Collucci, Budget Chief Councillor Andrew Keys, Vice-Chair Deputy Mayor Don Hamilton Councillor Karen Rea Councillor Keith Irish Councillor Reid McAlpine Councillor Khalid Usman</p> <p>Guests: Regional Councillor Jack Heath Mayor Frank Scarpitti (ex-officio) Councillor Isa Lee</p> <p>Regrets: None</p>	<p>Staff Present: Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner of Corporate Services Brenda Librecz, Commissioner of Community & Fire Services Arvin Prasad, Commissioner of Development Services Catherine Conrad, City Solicitor Brian Lee, Director of Engineering Mary Creighton, Director of Recreation Joel Lustig, Treasurer Andrea Tang, Senior Manager of Financial Planning Matthew Vetere, Senior Financial Analyst Laura Gold, Council/Committee Coordinator</p>
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The Budget Committee convened at 1:09 p.m. with Councillor Amanda Collucci presiding as Chair.

1. Budget Presentation

Andrea Tang, Senior Manager of Financial Planning presented the Budget Presentation.

A. 2019 Budget Process and Communication Plan

A Committee Member asked what type of public input was considered in the budget process to date. Staff advised that feedback on the budget is collected throughout the year from surveys and comments from residents to Members of Council.

A short video on "How Markham develops the annual city budget" was shown at the meeting.

B. 2019 Proposed Capital Budget

Committee inquired if the Federal Government was proposing any changes to the distribution of gas tax revenue to municipal governments. Staff were unaware of any changes being proposed at this time.

Life Cycle Reserve Study

A Committee Member inquired if staff consider inflation when calculating the future replacement cost of an assets. Staff advised that an assumption on inflation was included in the forecasted replacement cost of assets.

A Committee Member inquired if investment income is used to help fund the replacement of assets. Staff advised that interest is earned from the reserve fund and interest income is included as one of the inflows in the Life Cycle Reserve Study.

C. 2019 Proposed Operating Budget

Restoring Ontario's Competitiveness Act (Bill 66)

Arvin Prasad, Commissioner of Development Services advised that a report will be brought forward to Development Service Committee (DSC) on January 28, 2019 on the Bill 66, Restoring Ontario's Competitiveness Act (Bill 66) implications. Staff are still reviewing and analyzing the legislation. A staff response to the legislation will be submitted to the Province.

Committee requested the following regarding Restoring Ontario's Competitiveness Act (Bill 66) Provincial consultation:

- That Members of Council be copied on the staff submission on the proposed legislation; and,
- That the following be included in the submission cover letter:
 - A request to extend the Provincial feedback period;
 - That the City does not support the reduction of environmental protection; and,
 - That the City supports municipalities having more authority over the planning process and the streamlining of the planning process.

Tax Rate Increase

Staff advised that every 1% tax rate increase will generate additional \$1.525M in tax levy.

Recreation Fees

Committee discussed whether the Budget Committee should discuss recreation fees that could be further increased (in addition to annual CPI increase) and implemented in 2019 at a future Budget Committee meeting. After some discussion, it was agreed that further discussion on recreation fees will not be discussed as part of the 2019 Budget process. It will be discussed at a future General Committee meeting.

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Staffing Requests

Committee briefly discussed the staffing requests. It was agreed to have further discussions on the staffing requests at a future Budget Committee meeting.

E3

Committee requested that a list of the E3 initiatives over the years be presented at a future Budget Committee meeting.

2018 Year-end results of operations

A Committee Member asked when the 2018 year end results of operations be available. Staff advised that this information will be presented to the General Committee in March 2019.

D. Next Steps

The next steps were reviewed.

2. Adjournment

The Budget Committee adjourned 3:31 p.m.



**SECOND MEETING OF THE
2019 BUDGET COMMITTEE
COUNCIL CHAMBER, MARKHAM CIVIC CENTRE
JANUARY 22, 2019
9:30 PM**

MINUTES

Attendance:

<p>Members Present: Councillor Amanda Collucci, Budget Chief Councillor Andrew Keys, Vice-Chair Deputy Mayor Don Hamilton Councillor Karen Rea Councillor Keith Irish Councillor Reid McAlpine Councillor Khalid Usman</p> <p>Guests: Regional Councillor Jack Heath Regional Councillor Jim Jones</p> <p>Regrets: None</p>	<p>Staff Present: Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner of Corporate Services Brenda Librecz, Commissioner of Community & Fire Services Arvin Prasad, Commissioner of Development Services Catherine Conrad, City Solicitor Stephen Chait, Director of Economic Growth, Culture & Entrepreneurship Biju Karumanchery, Director of Planning and Urban Design Eric Lariviere, Manager of Flato Markham Theatre Brian Lee, Director of Engineering Joel Lustig, Treasurer Cathy Molloy, Manager of Markham Museum Niamh O'Laoghaire, Manager of Varley Gallery Andrea Tang, Senior Manager of Financial Planning Matthew Vetere, Senior Financial Analyst Jonathan Tate, Senior Business Analyst Laura Gold, Council/Committee Coordinator</p>
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The Budget Committee convened at 9:33 am with Councillor Amanda Collucci presiding as Chair.

1. Review of the Capital Budget

Feedback on the Capital Budget Review Process

A Committee Member inquired how the budget was developed prior to it being presented to the Budget Committee. It was suggested to provide more background information such as presenting profit and loss statements on each business units prior to the review of the operating

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and capital budgets in order to have a better understanding on the big picture/context on what's being presented.

Staff provided an overview of how the City's Capital Budget is developed, advising that projects were identified through the business planning process. As well, masterplans, reserve studies and DC background study were considered when developing the budget. Projects were reviewed and prioritized by Director's Forum and the Executive Leadership Team.

Staff also advised that the total proposed capital budget was \$126M of which \$47M was from the Life Cycle Replacement and Capital Reserve Fund and Waterworks Reserve for asset replacements/rehabilitation programs as identified through the reserve studies and confirmed the need for replacements by condition assessments. Another \$47M was from Development Charges for growth related projects which were guided by the Development Charge Background Study that was approved by Council in 2017.

A Committee Member suggested to present a summary on three to five year capital expenditures on City facilities to the Budget Committee as part of the Budget process.

Development Services Committee

Culture, Museum, Theatre and Art Centre Capital Budget Items

Stephen Chait, Director of Economic Development & Culture was in attendance to answer questions regarding the Culture, Museum, Theatre, and Art Centre Capital Budget Items.

Culture

Item	Total Cost	Discussion
19001 Public Art Program	\$145,000	<p>A Committee Member inquired if the Public Art Acquisition Reserve receives funds from developers and how public art decisions are made.</p> <p>Staff advised that the City receives voluntary contributions for public art from developers that are deposited to the Public Art Acquisition Reserve.</p> <p>A Public Art Master Plan is being created to guide the City on placement and selection of public art. The plan will help the City be more strategic in its decisions with respect to public art. The public will be consulted on the proposed plan. It is anticipated that the plan will go to Council for approval in June 2019.</p>

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Item	Total Cost	Discussion
		<p>The City has also incorporated public art into City facilities and assets (e.g. community centres and bridges).</p> <p>It was noted that these funds will also be used to fund the part time public art coordinator position. The contract position is required on a continual basis to administer the City's public art program.</p>

Moved by Deputy Mayor Hamilton**Seconded by Councillor Karen Rea****That the Budget Committee approve Culture Capital Budget Item No. 19001.****Carried**Museum

Item	Total Cost	Discussion
19002 - Chapman House Community Kitchen	\$586,200	<p>A Committee Member inquired the high cost of the project.</p> <p>Staff advised that the cost of the project is to restore the house (both exterior and interior) and to repurpose the Chapman House to a community kitchen. Staff advised that the house is a small bungalow with approximately 1500 square feet. The project is contingent on receiving the federal grant. The City is only eligible for the grant if both the exterior and interior of the house are restored.</p> <p>Staff advised that the community kitchen will generate net new revenues and programming resources. It makes the museum more attractive as a rental facility, and it adds programming opportunities connected to food and diversity.</p>

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		A breakdown of the project's budget by component was presented.
19003 - Museum Site and Facility Maintenance	\$104,300	
19004 Wilson Variety Hall Usage Study – Phase 1 of 2	\$15,300	

Moved by Councillor Khalid Usman**Seconded by Councillor Karen Rea****That the Budget Committee approve the Museum Capital Budget Items.****Carried**

Theatre

Item	Total Cost	Discussion
19005 – Audio Consoles & Microphone Replacement	\$344,100	A Committee Member inquired what happens to the audio equipment when it is replaced. Staff advised that the used equipment is traded-in and.
19006 – Building Envelope Repairs	\$255,500	
19007 – Facility & Stage Maintenance	\$34,300	
19008 – Furniture & Carpet Replacement	\$140,400	A Committee Member inquired why a consultant was required to decide which furniture and carpet should be purchased for the Theatre lobby. Staff advised that the consultant is required to maximize the use of the space and to ensure it is designed aesthetically.
19009 – Highway 7 Theatre Electronic Signs	\$91,600	Committee requested that the City provide a report to the General Committee on its emergency communication strategy. Staff agreed to bring forward a report to a future General Committee on the City's emergency communication strategy and on some of the other features of the City's emergency management program, including

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Item	Total Cost	Discussion
		<p>how information can be centrally coordinated and communicated, the development of common emergency messaging, and how the City is working with cultural groups to communicate and help residents in an emergency.</p> <p>A Committee Member inquired if the sign could also be used to promote City/Civic Centre events.</p> <p>Staff advised that electronic sign could be used to promote both theatre and community messaging.</p> <p>A sign for Civic Centre and the theatre will also be placed at Warden and Highway 7 as part the Civic Centre gateway project. The sign is not an electronic sign, but it will be lit.</p> <p>A Committee Member inquired if there was a Civic Centre Master Plan and suggested that the signs being put up at Civic Centre should be coordinated to ensure they complement each other and work well with the site as a whole.</p> <p>Staff advised that the City does not currently have a Master Plan for Civic Centre, but staff do collaborate on any work that is done at the facility or on its grounds.</p> <p>It was noted that Council may prioritize during its strategic planning process the creation of a Civic Centre Master Plan in this term of Council if it deems to be a high priority.</p>
10910 Unionville High School Boiler Replacement	\$252,000	<p>Staff clarified that this project is to replace the heating source to the Theatre that is currently situated at the Unionville High School. The City is working with Markham District Energy Inc. (MDEI) and Unionville High (YRDSB) to determine the method of supplying the heat.</p>

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Item	Total Cost	Discussion
		<p>The funds need to be put aside as a placeholder to meet contractual obligations and so that the work can be done during in summer.</p> <p>A report will be brought forward to the General Committee on the matter.</p> <p>Staff advised that the President of MDEI is in active discussion with the High School. A boiler will not be required if MDE provides the service. However, it will still require funding to hook up to a centralized energy system.</p> <p>Committee requested that the title of this Capital Budget Item be updated to "Theatre Heating Supply".</p> <p>It was clarified that MDEI currently only provides cooling to the Theatre.</p>
19261 HVAC Consultation & Design	\$50,900	<p>A Committee Member asked if this item was connected to the replacement of the Theatre's heating system.</p> <p>Staff advised that the Theatre's HVAC system will be required to be updated when the new heating system is installed.</p>

Theatre Accessibility

A Committee Member noted that an elevator needs to be installed between the first and second floor at the Theatre to make it more accessible, suggesting that this should be presented as a future capital budget item.

Moved by Councillor Khalid Usman

Seconded by Councillor Andrew Keyes

That the Budget Committee approve that Theatre Capital Budget Items.

Carried

Art Centre

Item	Total Cost	Discussion
19011 Gallery Deacon Room Renovation	\$22,500	A Member asked how art acquisitions are made at the Gallery.

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		<p>Staff advised that the Varley McKay Art Foundation of Markham funds art acquisitions and approves donations of art work to the Gallery. The cost of an acquisition may vary from \$3K to \$70K.</p> <p>A Committee Member advised that some Unionville residents were not pleased with the courtyard re-landscape and were concerned with the upkeep of the McKay Art Centre. Staff advised that a 2018 capital project was approved for the maintenance of the house which included interior and exterior painting, flooring and lighting around the facility. Exterior painting will be done in May 2019. It was delayed due to weather conditions.</p>
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Moved by Deputy Mayor Don Hamilton**Seconded by Councillor Khalid Usman****That the Budget Committee approve the Art Centre Capital Budget Items.****Carried****Planning & Design Capital Budget Items**

Biju Karumanchery, Director of Planning and Urban Design was in attendance to answer question regarding the planning, and design capital budget items.

Unionville Streetscape

A Committee Member suggested there should be funds in the 2019 budget for the Unionville Streetscape. Staff agreed to investigate if there was a possibility to put funds aside so that the project could be started in 2019.

Planning

Item	Total Cost	Discussion
19012 Accessibility & Age Friendly Guidelines	\$182,400	A Committee Member suggested staff to consider how building houses too close to the road and building three story townhomes impact accessibility and health when

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		developing the accessibility & age friendly guidelines.
19013 Annual York Region Employment Survey	\$38,000	
19014 Consultant Studies	\$97,000	
19015 Designated Heritage Property Grant Program (Year 3 of 3)	\$30,000	
19016 Heritage Façade Improvements /Sign Replacement	\$15,000	
19017 Natural Heritage System Study (Phase one of two)	\$81,400	<p>A Committee Member requested that staff provide a presentation on this project at a future Development Services Committee meeting.</p> <p>Staff agreed that the presentation would identify all natural heritage features in the City (wetlands, woodlots and meadows) and identify ownership (City, private, other levels of government). Once this information is available and understood, then a management strategy will be established.</p> <p>It was noted that the Rouge National Park should be included in this inventory even though the lands are being transferred to the federal government.</p>
19019 Future Urban Area Natural Heritage Restoration Plan	\$45,800	
19020 Housing Strategy	\$100,000	<p>A Committee Member suggested that the City should identify possible solutions for affordable housing.</p> <p>Staff advised that the City is in the process of creating Inclusionary Zoning By-Law, which considers housing options and incentives that can be provided to developers to encourage them to develop these types of housing. The study will take some time to complete.</p>

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		Staff have also been working with developers to include purpose-built second suites, coach houses and two story houses with a master bedroom on the main floor.
19021 LPAT/OMB Growth Related Hearings	\$305,300	<p>A Committee Member inquired the process if there is remaining budget or insufficient budget for a capital project.</p> <p>Staff advised that the remaining funds will be returned to the original funding source(s). As well, there is a policy that guides approval on requests for additional funds.</p>
19022 Planning & Design Staff Salary Recovery	\$498,300	<p>Clarification was requested on this project.</p> <p>Staff advised that this project is to fund staff who work on growth related projects that are funded by Development Charges.</p>
19023 Secondary Plans	\$178,100	<p>. A Committee Member inquired if the Study from 2008 can be used.</p> <p>Staff advised that the study was done in 2008, well before intensification along Hwy 48. Staff added that some of the concepts identified in the 2008 study could be considered.</p>

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Moved by Deputy Mayor Don Hamilton**Seconded by Councillor Karen Rea****That the Budget Committee approve the Planning Capital Budget Items.****Carried**Design

Item	Total Cost	Discussion
19024 Berczy Beckett East Park – Design Construction	\$553,800	
19025 – Box Grove Park Pavilion and Washrooms - Design	\$138,400	
19026 – Cornell Centre NP and Woodlot Construction	\$996,800	
19027 – Cornell Park Maintenance Building - Construction	\$1,107,600	
19028 – Markham Centre Rouge-side Promenade Parks – Design	\$214,900	A Committee Member requested that a presentation on the larger vision of the park be provided at a future Development Services Committee Meeting once the issues with school have been resolved. They also noted that there is an issue with the number of bridges that cross the river at the Rouge Park Promenade.
19029 - Wismer Greenspire Parkette – Design and Construction	\$548,300	

Moved by Deputy Mayor Don Hamilton**Seconded by Councillor Khalid Usman****That the Budget Committee approve the Design Capital Budget Items.****Carried****2. Adjournment**

The Budget Committee adjourned at 12:01 pm



**THIRD MEETING OF THE
2019 BUDGET COMMITTEE
COUNCIL CHAMBER, MARKHAM CIVIC CENTRE
JANUARY 25, 2019
9:00 AM**

MINUTES

Attendance:

<p>Members Present: Councillor Amanda Collucci, Budget Chief Councillor Andrew Keys, Vice-Chair Deputy Mayor Don Hamilton Councillor Karen Rea Councillor Keith Irish Councillor Reid McAlpine Councillor Khalid Usman</p> <p>Guests: Regional Councillor Jim Jones</p> <p>Regrets: None</p>	<p>Staff Present: Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner of Corporate Services Brenda Librecz, Commissioner of Community & Fire Services Arvin Prasad, Commissioner of Development Services Catherine Conrad, City Solicitor Mary Creighton, Director of Recreation Dave Decker, Fire Chief Biju Karumanchery, Director, Planning & Urban Design Nasir Kenea, Chief Information Officer Brian Lee, Director of Engineering Joel Lustig, Treasurer Graham Seaman, Director of Sustainability Andrea Tang, Senior Manager of Financial Planning Jonathan Tate, Senior Business Analyst Veronica Siu, Senior Business Analyst Laura Gold, Council/Committee Coordinator</p>
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The Budget Committee convened at 9:04 a.m. with Councillor Amanda Collucci presiding as Chair.

1. Deputation

Norman Pemberton requested that winter washroom facilities be placed at Milne Dam Conservation Park to allow for residents to enjoy the park in the winter months.

Moved Councillor Karen Rea

Seconded by Councillor Reid McAplne

That the Budget Committee investigate the feasibility of having winterized washrooms/portable washrooms at Milne Dam Conservation Park and other parks.

Carried

2. Review of the Capital Budget

Development Services Commission (Continuation from the Last Meeting)

Engineering

Brian Lee, Director of Engineering was in attendance to answer questions regarding the Engineering Capital Budget Items.

item	Total Cost	Discussion
19030 – Active Transportation Awareness Program	\$86,500	<p>A Committee Member asked for background information on this item.</p> <p>Staff advised that this budget item is to promote the benefits of transit and other types of more sustainable transportation.</p>
19031 – Bike Sharing Implementation Plan	\$35,500	<p>A Committee Member suggested suggested running the bike sharing program through a public private partnership, noting an organization had already come forward with a business proposal which would not require funding from the City.</p> <p>Staff advised that the project is to develop criteria for an appropriate business model, bike station locations, equipment and technological requirements and operational impact for potential vendors to bid on the provision of this service.</p> <p>A Committee Member suggested that scooters should be included as part of the pilot project.</p> <p>Brian Lee, Director of Engineering was requested to bring back more information on this item.</p> <p>Moved by Councillor Karen Rea Seconded by Councillor Reid McAlpine</p> <p>That Capital Budget Item No. 19031 be deferred.</p> <p style="text-align: right;">Carried</p>

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19032 – Downstream Improvement (Design)	\$228,500	
19033 –Elgin Mills Road Environmental Condition Study	\$347,900	
19035 – Hwy 404 Midblock Crossing, N of 16 Avenue & Cachet Woods	\$10,894,800	
19036 – Intersection Improvements (Construction)	\$1,862,900	<p>A Committee Member requested an update on the traffic improvements made on Main Street Markham.</p> <p>An update on the traffic improvements made on Main Street Markham was provided. Last year the controllers of the streetlights were updated so that they can be synchronized. However, the City needs to better understand how traffic can be improved on local roads that intersect with regional intersections.</p> <p>A Committee Member advised that there had been requests from residents to install traffic signals at the intersections of 19th Avenue & Warden Avenue, and 19th Avenue and Hwy 48.</p> <p>The Committee suggested that staff work with York Region to better synchronize local traffic signals with Regional intersections.</p>
19037 – John Street Multi Use Pathway (Construction)	\$4,697,400	<p>A Committee Member requested that this item be deferred to a future meeting.</p> <p>Moved Councillor Keith Irish Seconded by Deputy Mayor Jack Heath</p> <p>That Capital Budget Item No. 19037 be deferred.</p> <p style="text-align: right;">Carried</p>
19038 – Markham Road Multi use Pathway Cross-Rides (Design)	\$59,100	
19039 – Sidewalk Program (Design)	\$452,000	
19041 – Markham Centre Trails EA for Areas 1,2 and 4	\$330,300	An overview of the trail plans was provided. Staff identified additional funds are required to conduct a detailed design for Phase 1, noting that a conceptual design was completed. A

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		new request will be brought forward to a future Budget Committee meeting.
19042 – Miller Pond Site Preparation and Property Acquisition	\$14,330,000	<p>Committee asked for more information on this item.</p> <p>Staff advised that a storm water pond is required to support future urbanization of the area. The proposed road alignment was displayed to the Committee.</p> <p>The Committee asked that this item be deferred and that more background information on the item be provided at a future Budget Committee Meeting.</p> <p>Moved by Councillor Reid McAlpine Seconded by Deputy Mayor Don Hamilton</p> <p>That Capital Budget Item No. 19042 be deferred.</p> <p style="text-align: right;">Carried</p>
19043 - Municipal Inspection and Construction Guidelines Update	\$31,000	
19044 – North Markham Transportation Needs Assessment	\$577,200	A Committee Member requested that reversible lanes be looked at as an option when conducting future traffic studies.
19045 –Smart Commute Markham and Richmond Hill	\$76,300	A Committee Member suggested that metrics should be identified and measures to assess success of this program.
19046 –Staff Salary Recovery	\$733,200	
19047 - Stormwater Thermal Cooling Pilot Project	\$232,900	<p>A Committee Member inquired if this project could be funded jointly/in-partnership with other agencies.</p> <p>Staff advised that Markham has been a leader in environmental protection. External agencies do not provide direct funding; however they provide in-kind services.</p>
19048 – Streetlight Program (Construction)	\$1,762,900	
19049 –Streetlight Program (Design)	\$175,100	
19050 – Traffic Operational Improvements	\$88,900	

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19051 – Traffic Safety Audit (City Wide)	\$175,400	<p>Committee asked for more information on this item.</p> <p>Staff advised that this project is to identify the types of collision based on incident records from the York Region Police. Improvement requirements and priorities to improve road safety will be identified upon completion of the study. Staff advised that majority of the safety issues are not due to design of the roads, but mostly due to driver behaviour. There will be a focus on educating residents on road safety. Some Committee Members suggested forming a taskforce to discuss road safety.</p>
19052		
19260		

Moved by Councillor Reid McAlpine**Seconded by Councillor Karen Rea**

That the Budget Committee approve the Engineering Capital Budget Items (excluding Capital Budget Items 19031, 19037 and 19042).

Carried**Corporate Services Capital Budget Items**Information Technology Services

Nasir Kenea, Chief Information Officer answered questions regarding the Information Technology Services Items.

Item No.	Total Cost	Discussion
19053 – Finance Tax System Update	\$50,900	
19055 – Library Tablets	\$28,700	<p>A Committee Member inquired about the cost of the tablets and the type of tablets being purchased.</p> <p>Staff advised that these tablets are slightly more expensive, as the City is purchasing tablets that can log into the City's network. This type of tablet is required for the Library to deliver its programs from remote locations and to teach digital literacy. The tablets will be used by part time and seasonal employees that do not have a City laptop or tablet.</p>

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		The type of tablets (android or iPads) being purchased is still being determined.
19059 – ES – Waste Depots – Internet Connectivity & Computers	\$13,700	
19060 – Waterworks – Computer Truck Mounts & Toughbooks	\$172,000	Staff advised that the Toughbooks are mounted to the vehicle to protect the device and for safety purposes. The cost of this item includes both the Toughbooks and the mounting.
19061 – ITS Additional Adobe Licenses	\$50,600	
19062 – Infrastructure Support Specialist	\$120,700	A Committee Member inquired if this is a contract or full time position. Staff advised that this position is the continuation of an existing contract position.
19063 –Life Cycle Asset Replacement	\$1,836,500	A Committee Member inquired about the City's policy regarding leasing versus purchasing. Staff advised that when comparing leasing versus purchasing it is the City's practice to conduct a cost benefit analysis. In this case, the phones are being purchased, so that the lifecycle of the asset can be extended. A Committee Member asked if all staff need a desk top phone if they are being provided with a City mobile phone. Staff advised that an analysis of this concept is currently being undertaken. It was advised that inclusion of the waterworks toughbooks in the comment section of the request form was incorrect and should be deleted on the form.
19258 Legislative Services – Bus Support to new System	\$168,500	A Committee Member inquired if the position requirements for the implementation of the system were known when it was being approved.

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		Staff advised that the resource requirements were considered to support the implementation. It was suggested that in the future this type of background information be presented with the Capital Budget Item to provide more context.
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Moved by Deputy Mayor Don Hamilton**Seconded by Councillor Khalid Usman****That the Budget Committee approved the ITS Capital Budget Items.****Carried**Finance

Joel Lustig, Treasurer was in attendance to answer questions regarding the Finance Capital Budget Items.

Item	Total Cost	Discussion
19064 – Internal Project Management	\$877,000	

Moved by Councillor Andrew Keyes**Seconded by Councillor Khalid Usman****That Budget Committee approve the Finance Capital Budget Items.****Carried**Sustainability

Graham Seaman, Director of Sustainability & Asset Management was in attendance to answer questions regarding the Sustainability Capital Budget Items.

Item	Total Cost	Discussion
19066 Facility Emergency Management Program	\$245,200	
19067 Green Print Community Sustainability Program	\$50,900	Staff advised that the project costs includes educational and outreach materials to be distributed at public events and festivals.

Moved by Councillor Keith Irish
Seconded by Councillor Karen Rea

That Budget Committee approve the Sustainability Capital Budget Items.

Carried

Asset Management

Graham Seaman, Director of Sustainability & Asset Management was in attendance to answer questions regarding the Asset Management Capital Budget Items.

Item	Total Cost	Discussion
19068 – 8100 Warden Facility Improvements	\$143,700	A Committee Member inquired about the long term strategy for this facility. Staff advised there are is no long term strategy for this facility. It will remain status quo.
19069 –Accessibility Retrofit Program	\$50,000	
19070 – Bird Safe Film	\$51,000	
19071 – Building Condition Audit Program	\$143,900	
19072 –Civic Centre improvements	\$400, 400	An overview of improvements being made at Civic Centre was provided. It was noted that the City is replacing pavers at the end of their lifecycles with other materials (no longer replace with pavers). For this project, it will be replaced with concrete.
19074 – Corporate Accommodations	\$525,000	Committee asked for an update on the status of the Councillors Lounge. Committee was advised the staff are working to enhance the sound proofing in the Councillors Lounge. It was also noted that a second meeting room on the main floor is being prepared for Members of Council. New furniture will be purchased for the Councillor Lounge.

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Item	Total Cost	Discussion
19075 –Corporate Security and & Systems Replacement	\$556,300	<p>A Committee Member inquired about the roles and responsibilities of the Manager of Corporate Security position which Staff provided an overview.</p> <p>Staff advised that the security gates at the Princess St. works yard and at 8100 Warden Av. are required to control access, protect City's property and act as asset deterrent. are</p>
19076 – Fire Facility Improvements	\$125,800	
19077 – Library Facility Improvements	\$81,700	
19079 – Municipal Building Backflow Prevention Survey & Testing	\$56,100	
19081 – Operations Facility Improvements	\$97,200	
19082 – Other Facility Improvements	\$233,800	Staff advised that heritage homes on City properties will continue to be maintained.
19083- Recycling Depot Improvements	\$20,600	<p>A Committee Member inquired if the City could add more of a heritage character to the recycling depot in Unionville.</p> <p>Staff advised this can be investigated when the lifecycle for the depot is up for renewal.</p>
19084 – Roofing Maintenance & Repair	\$91,800	
19085 – Roofing Repairs and Replacement Projects	\$968,140	<p>A Committee Member inquired if the Heintzman House roof was being repaired or replaced.</p> <p>Staff confirmed that the roof is being replaced.</p>
19086 – Salt Barn	330,300	<p>A Committee Member asked if the City should be making improvements to the Miller Work Yard if it will be opening up a new work yard in the future.</p> <p>Staff advised the improvements to the Miller Work Yard are required regardless of the status of the new work yard. This is a stop gap measure to address a larger term need.</p> <p>Moved by Councillor Karen Rea Seconded by Councillor Khalid Usman</p> <p>That Capital Budget Item No. 19086 be deferred.</p>

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Item	Total Cost	Discussion
		Carried
19087 – Satellite Community Centre Improvements	\$122,600	
19088 –Stabilization of Structures at 3565 19 th Avenue	\$752,000	<p>A Committee Member asked for more information on this item.</p> <p>Staff advised that the project includes cost to stabilize the heritage house and demolish other structures on the site.</p> <p>Moved by Councillor Karen Rea Seconded by Councillor Khalid Usman</p> <p>That Capital Budget Item No. 19088 be deferred. Carried</p>
19089 – Unionville Library LED Lighting Upgrade – Additional Funding	\$50,900	
19259 -115 & 135 Torbay Road Buildings Demolition	\$1,000,000	

Moved by Councillor Keith Irish**Seconded by Khalid Usman**

That the Budget Committee approve the Asset Management Capital Budget Items (excluding Capital Budget Item Nos. 19086 and 19088).

CarriedFire & Emergency Services

Item	Total Cost	Discussion
19090 – Air Cylinder Replacement	\$8,800	
19091 – Bunker Gear Replacement	\$9,000	

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19092 – Fire Station – Markham Centre Design	\$413,200	<p>This item was removed from the 2019 Capital Budget. The item will be brought back to the General Committee at a later date when required.</p> <p>A Committee Member suggested staff to duplicate the design of an existing fire station for future fire stations.</p> <p>Staff advised that the internal flow of a fire station is fairly standard from one site to another.</p>
19093 – Firefighting Tools & Equipment Replacement	\$96,700	
19094 – Hazardous Materials Photo Ion/HCN Detectors Replacement	\$8,000	
19096 – Rapid Intervention Crew Rescue Packs Replacement	\$16,300	
19097 – Replacement of Equipment due to Staff Retirements	\$93,400	
19097 – Safety Equipment – Medical Simulator	\$8,900	

Moved by Councillor Khalid Usman**Seconded by Councillor Andrew Keyes****That Budget Committee approve the Fire Capital Budget Items (excluding Capital Budget No. 19092).****Carried****3. Next Meeting Date**

Committee agreed to hold the Tuesday, January 29, 2019 Budget Committee meeting from 9:00 am to 12:30 pm.

4. Adjournment

Moved by Councillor Keith Irish

Second by Councillor Khalid Usman

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That the Budget Committee adjourn at 11:52 am.

Carried



**FOURTH MEETING OF THE
2019 BUDGET COMMITTEE
COUNCIL CHAMBER, MARKHAM CIVIC CENTRE
JANUARY 29, 2019
9:00 AM**

MINUTES

Attendance:

<p>Members Present: Councillor Amanda Collucci, Budget Chief Councillor Andrew Keys, Vice-Chair Deputy Mayor Don Hamilton Councillor Karen Rea Councillor Keith Irish Councillor Reid McAlpine Councillor Khalid Usman</p> <p>Guests: Regional Councillor Jack Heath Mayor Frank Scarpitti (ex-officio) Councillor Isa Lee</p> <p>Regrets: None</p>	<p>Staff Present: Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner of Corporate Services Brenda Librecz, Commissioner of Community & Fire Services Arvin Prasad, Commissioner of Development Services Catherine Conrad, City Solicitor Catherine Biss, Chief Executive Officer, Markham Public Libraries Graham Seaman, Director of Sustainability Mary Creighton, Director of Recreation Joel Lustig, Treasurer Andrea Tang, Senior Manager of Financial Planning Jonathan Tate, Senior Business Analyst Jay Pak, Senior Financial Analyst Laura Gold, Council/Committee Coordinator</p>
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The Budget Committee convened at 9:01 am with Councillor Amanda Collucci in the Chair.

1. Approval of the Minutes

Moved by Regional Councillor Reid McAlpine

Seconded by Deputy Mayor Don Hamilton

That the January 18, 2019 Budget Committee Minutes be approved as presented.

Carried

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2. Confidential Session

Moved by Councillor Andrew Keyes

Seconded by Councillor Keith Irish

That, in accordance with Section 239 (c) of the Municipal Act, Budget Committee resolve into an in-camera session at 9:04 am to discuss the following confidential matters:

- 1) A proposed or pending acquisition or disposition of land by the municipality or local board (Capital Budget Item No. 19086 Salt Barn)**
- 2) A proposed or pending acquisition or disposition of land by the municipality or local board (Capital Budget Item No. 19088 Stabilization of Structures at 3565 19th Avenue)**

CARRIED

Moved by Deputy Mayor Hamilton

Seconded by Councillor Keith Irish

That the Budget Committee resolve its in-camera session at 10:05 am.

CARRIED

Moved by Councillor Karen Rea

Seconded by Khalid Usman

That the Budget Committee approve Asset Management Capital Budget item 19086 -Salt Barn.

CARRIED

The Budget Committee deferred the decision on Capital Budget Item No. 19088 Stabilization of Structures at 3565 19th Avenue to a future Budget Committee meeting.

Joel Lustig, Treasurer advised that Brian Lee, Director of Engineering, will provide more details on the following projects with budget requests greater than \$1M: #19031 Bike Sharing Implementation Program, #19035 Hwy 404 Mid-block crossing North of 16th and Cachet Woods, #19037 John Street Multi-Use Pathway Cross-Rides, and #19042 Miller Pond Site Preparation and Property Acquisition at a future Budget Committee meeting.

3. Review of the Capital Budget

Markham Public Library Capital Budget Items

Catherine Biss, Chief Executive Officer, Markham Public Libraries was in attendance to answer questions regarding the Library Capital Budget Items.

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Item	Total Cost	Discussion
19167 Customer Service Improvement (E-Resources)	\$52,800	A Committee Member asked if additional resources will continue to be required to support the library's e-resources. Staff advised they will be using Library collections budget to fund e-resources in the future. Staff advised that publishers charge high amounts for e-resources, and there is demand for both printed books and e-books. The Library will utilize more of its collection budget each year on e-books as the diversion from printed books to e-books takes place over time.
19168 Library Collections	\$2,048,925	
19169 Library Furniture, Equipment & Shelving Replacement	\$141,000	

Moved by Mayor Frank Scarpitti**Seconded by Councillor Andrew Keyes****That the Budget Committee approve the Library Capital Budget Items.****Carried**Extending Library Hours on Sundays

A letter from Ben Hendricks, Chair of the Markham Public Library Board, was presented to the Committee with a request to extend hours on Sundays at the Cornell Public Library and Milliken Mills Public Library. The incremental cost will be \$50,366.78.

A Committee Member requested that an analysis on library usage (on all days of the week) be presented to the Budget Committee. It was suggested to explore the option of modifying library hours to accommodate extended hours on Sunday without incurring additional costs.

A Committee Member also suggested that library hours should be consistent across Markham.

A Committee Member presented the idea of having study rooms elsewhere in the Community Centre that can be used outside of library hours to meet student demand for longer library hours.

Moved by Mayor Frank Scarpitti**Seconded by Councillor Karen Rea**

That the Budget Committee defer the Markham Public Library Board's request to the end of the budget process when more information is available on library usage.

Carried

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Recreation Services

Mary Creighton, Director of Recreation was in attendance to answer questions on the Recreation Capital Budget Items.

Item	Total Cost	Discussion
19099 – Angus Glen C.C Mixing Valves	\$32,600	
19100 – Boiler Tank Relining	\$14,200	
19101 – Library Carpet	\$68,200	A Committee Member inquired why carpet replacement at the library is more expensive than carpet replacement at other facilities. Staff advised the cost is higher as it includes the cost of moving the library shelves.
19102 – Library Hanger System	\$20,400	
19103 – Power Washers	\$24,400	
19104 – Pump Replacement	\$26,500	
19105 – Score Clock Replacement	\$25,400	
19106 – Vestibule Heaters	\$13,300	
19107 – Wayfinding Signage	\$36,800	
19108 – Angus Glen Tennis Centre Clubhouse Painting	\$18,400	
19109 – Angus Glen Tennis Centre Netting	\$20,500	
19110 – Arena Ice Plant Monitoring System	\$131,100	
19111 – Armadale C.C. Flooring	\$46,000	
19112 – Armadale C.C. Exhaust Fan Replacement	\$22,900	
19113 – Armadale C.C. Heater Replacement	\$21,700	
19114 – Camp Chimo Canoe Dock	\$5,100	
19115 – Camp Chimo Challenge Course Equipment	\$21,400	
19116 – Centennial C.C. Pool Equipment Refurbishment	\$18,800	
19117 – Clatworthy Arena – Audio Equipment	\$14,800	
19118 - Clatworthy Arena – Walk Behind Floor Scrubber	\$9,700	

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19119 - Clatworthy Arena – Arena Condensor	\$85,400	
19120 – Cornell C.C – Chlorine Tank Relocation	\$10,200	<p>A Committee Member inquired if the cost could be covered under warranty.</p> <p>Staff advised that warranty had expired. Staff added that it would not be covered under warranty as it was a design issue.</p>
19121 - Cornell C.C – Fitness Sauna Wood Replacement	\$24,000	
19122 – Crosby C.C. Ceiling Tiles	\$31,500	
19123 - Cornell C.C Low Emissivity Ceiling	\$71,500	
19125 – Heintzman House Industrial Refrigerator	\$6,700	
19127- ILMP – Optimization of Outdoor Sport Fields	\$35,600	<p>A Committee Member asked for more information on the study and if the consultant will work closely with local sports groups. It was also asked if sports strategy/sports parks will be included in the study.</p> <p>Staff advised that the City will be hiring a consultant to look for opportunities and deficiencies in regards to the City's outdoor sports fields. The consultant will conduct the study working closely with sports groups.</p> <p>Staff advised that there will be an opportunity to discuss parks strategy/sports park when Staff brings forward the Integrated Leisure Master Plan update.</p>
19129 Milliken Mills C.C.- Library, Pool, and Arena Doors	\$109,900	
19130 Milliken Mills C.C. – Exhaust Fan Replacement	\$78,900	
19131 Milliken Mills C.C. – Pool Mechanical Replacement	\$255,400	
19132 Milliken Mills C.C. – Pool Pressure Washer Replacement	\$10,200	<p>A Committee Member inquired why the price of the power washers vary from project to project.</p> <p>Staff advised that the cost of the pressure washer varies based on the size and power of the pressure washer being purchased.</p>
19133 Milliken Mills C.C. – Pool Ramp Tile Conversion	\$40,700	

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19134 Milliken Mills C.C. – Storage Unit Replacement	\$113,700	<p>A Committee Member inquired on the cost of the storage units.</p> <p>Staff advised that they are large storage units. There is no off the shelf product due to the height and width. Staff are exploring to determine if there are other products at lower costs.</p>
19135 Milliken Mills C.C. – Vinyl Tile Replacement	\$37,700	
19136 Milliken Mills C.C. – West Patio Restoration	\$129,700	
19137 Milliken Mills C.C. – Universal Change Room – Phase 2 of 2	\$1,361,600	<p>Director Creighton provided a presentation on this Capital Budget Item.</p> <p>Staff advised that universal change rooms are required for safety purposes, as a child over the age of 7 must enter the gender specific change room of their gender.</p> <p>Councillor Isa Lee advised that Ward 8 residents have expressed concern with respect to the universal change room concept being proposed. A petition of 300 signatures was presented to the Committee. The petition was signed mostly by seniors whose preference is for gender specific change rooms.</p> <p>An option of having gender specific change rooms during the day Monday to Friday, and transition to Universal Change Room for the evenings and weekend was proposed to the Committee as a possible solution to the seniors' concerns.</p> <p>Committee briefly discussed expanding the pool area and moving the aquatics staff office to make more room for gender specific, and a universal change room. Staff advised that the aquatics staff office needs to be centrally located so that staff can see the whole pool from the office.</p> <p>Committee recommended that the funding be approved and that another community meeting be held on the matter. It also requested that staff</p>

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		to explore a different concept for the showers that would offer more privacy.
19138 Morgan Pool Revitalization – Construction Phase 2 of 2	\$2,335,400	<p>A Committee Member asked if the pool was being enlarged.</p> <p>It was advised that different options were looked at for the revitalization of Morgan Pool, but based on the feedback from the community the pool will remain rectangular in shape and will not be enlarged.</p> <p>A Committee Member inquired when the results from the Integrated Leisure Master Plan will be available and if the report will address deficiencies in City pools (e.g. like deficiencies in the accessibility features of the pool).</p> <p>Staff advised that the study will address deficiencies in City pools and that an initial presentation on the consultant's findings will be presented end of March/early April, followed by a final review 1 month after.</p>
19139 Mount Joy C.C. Arena Score Clock	\$12,700	
19140 Mount Joy C.C. Painting	\$42,700	
19141 Mount Joy C.C. Indoor Soccer Lighting Replacement	\$40,700	
19142 Old Unionville Library Electrical Replacement	\$5,300	
19144 Pingle House Carpet Replacement	\$5,300	
19145 Recreation AED Program	\$18,100	
19146 Recreation Aquatic Equipment	\$70,400	
19147 Recreation Fitness Equipment	\$160,200	
19148 Recreation Membership Model Study	\$50,900	<p>A Committee Member inquired if this study is required.</p> <p>Staff advised that the study will explore full scope of membership models and include financial analyses, for example the City may look at a YMCA type of model as one option. The study will identify ways to increase resident participation.</p>
19149 Recreation Pool Grouting	\$50,000	

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19150 Recreation Program Equipment	\$81,200	
19151 Recreation Tables and Chairs Replacement	\$52,700	
19152 Rouge River C.C. Automatic Door Replacement	\$5,200	
19153 Rouge River C.C. Flooring Replacement	\$17,300	
19154 Rouge River C.C. Mechanical Unit Replacement	\$120,800	
19155 Rouge River C.C. Overhead Door and Exhaust Fan Replacement	\$58,900	
19156 St Roberts Soccer Dome LED Lighting Replacement	\$25,400	
19157 Thornhill C.C. Industrial Kitchen Equipment	\$7,500	
19158 Thornhill C.C. Main Hall Refurbishment	\$60,300	
19159 Thornhill C.C. - Seniors Centre Flooring Refurbishment	\$24,700	
19160 Thornhill C.C. -Therapy Pool Filter	\$11,500	
19161 Thornlea Pool – Air Compressor Replacement	\$6,800	
19162 Thornlea Pool – Door Replacement	\$27,000	
19163 Thornlea Pool – Painting	\$13,000	
19164 Thornlea Pool – LED Lighting Replacement	\$20,000	
19165 Thornlea Pool – Lighting Fixture Replacement	\$21,500	
19166 Water Street Senior Centre Roof Top Unite (Replacement)	\$19,500	<p>A Committee Member asked why one roof was being replaced after 15 years and 30 years for another roof.</p> <p>Staff advised that the life cycle of a roof is typically around 15 years, but through proper maintenance of the roof the life cycle can sometimes be extended.</p>

Moved by Deputy Mayor Don Hamilton**Seconded by Councillor Reid McAlpine****That the Recreation Capital Budget Items be approved as presented.**

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CarriedOperations Roads

Morgan Jones, Director of Operations was in attendance to answer questions regarding the Operations-Roads Capital Budget Items.

Item	Total Cost	Discussion
19170 Asphalt Resurfacing	\$6,730,200	<p>Director Jones provided an oral presentation on the City's Asphalt Resurfacing Program.</p> <p>Committee requested that the 2019 pavement condition results be presented to the General Committee.</p> <p>Staff advised that the results would be tabled to General Committee in September 2019.</p> <p>A Committee Member asked if the budget for the program has been increased to reflect growth.</p> <p>Staff advised that the 2019 budget for the program was increased by \$400k when compared to the 2018 budget.</p>
19171 Boulevard Repair		
19172 Bridge Structure Preventative Maintenance – Roads		
19173 City Owned Entrance Feature Rehabilitation		
19174 City Owned Fence Replacement Program		Staff clarified that the lengths of fence being replaced vary in length.
19175 Don Mills Storm Channel		
19176 Emergency Repairs		
19177 Guiderails – Install/Repair/Upgrade		
19178 Incremental Growth Related Winter Maintenance Vehicles		
19179 Localized Repairs Curb & Sidewalk	Pre-Approved	<p>A Committee Member inquired about how sidewalks are selected for repair.</p> <p>Staff advised that sidewalks are repaired based on priority.</p>

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19181 Parking Lots Rehabilitation		<p>A Committee Member asked how long a sidewalk would be replaced from the time it was marked.</p> <p>Staff advised that it would generally take 1 to 2 years. If the sidewalk is not included in the current year's program, it will be included in next year's program.</p>
19182 Retaining Walls Program		
19183 Storm Water Retention Pond Maintenance Program		

Moved by Deputy Mayor Don Hamilton**Seconded by Councillor Karen Rea****That the Budget Committee approve the Operations - Roads Capital Budget Items be approved.****Carried**Operations - Parks

Morgan Jones, Director of Operations was in attendance to answer questions regarding the Operations-Parks Capital Budget Items.

Item	Total Cost	Discussion
19184 Bleachers (Metal) Replacement – James Edward Park		
19185 Bridge Structure Preventative Maintenance – Parks		
19186 Cemetery Fence Repair		<p>A Committee Member asked if a rod iron fence could be put up at Markham cemeteries instead of the standard chain fence, specifically requesting that this type of fence be put up at Hagerman West Cemetery.</p> <p>Staff advised that the program is based on replacing like for like items. Staff will advise the incremental costs.</p>
19187 City Park Furniture/Amenities		<p>Committee asked if the City could standardize park amenities, like benches.</p> <p>Staff advised that they have been working towards the standardization of park amenities</p>

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		through the life cycle replacement of these items.
19188 Court Resurfacing/ Reconstruction		
19189 Fence (Backstop and Outfield)		
19190 Fence (Tennis Courts)		
19191 Floodlights, Poles & Cross Arms Replacement		Staff clarified that budget request varies year over year based on the number of poles being replaced and type of poles. This year's request is higher due to replacement of a concrete pole which costs more.
19193 Planter Replacement		<p>A Committee Member suggested that staff look at less expensive ways of beautifying Civic Centre, so that funds can be re-directed to beautify other City facilities.</p> <p>Staff advised that planters are used to beautify Civic Centre and are used as a soft approach for security purposes.</p>
19196 Rejuvenation of Community Centres Landscapes – Year 2 of 3		
19197 Relamping & Fixture Refurbishment		
19198 Replacement of Recycling Containers		<p>A Committee Member inquired if the City is able to recycle materials collected from recycling bins in parks.</p> <p>Staff advised that most materials are contaminated and cannot be recycled.</p>
19200 Markham Trees for Tomorrow		<p>A Committee Member inquired if there were any opportunities to grow this program.</p> <p>Staff advised that City is currently conducting a forestry study which may present opportunities to increase Markham's tree canopy. Staff will bring forward a report to General Committee in Q1 or Q2 with data on effectiveness of program and survival rate.</p>
19201 Shade Structure Replacement/ Refurbishment		
19202 Sportsfield Maintenance & Reconstruction		
19203 Stairway Repair		

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Moved by Councillor Keith Irish

Seconded by Councillor Karen Rea

That the Budget Committee approved the Operations – Parks Capital Budget Items.

Carried

4. Budget Committee Meeting Schedule

The Committee agreed to extend the time of the February 5, 2019 Budget Committee meeting.

Moved by Councillor Khalid Usman

Seconded by Councillor Karen Rea

That the February 5, 2019 Budget Committee be held from 9:00 am to 12:30 pm.

Carried

5. Adjournment

Moved by Councillor Karen Rea

Seconded by Councillor Reid McAlpine

That the Budget Committee adjourn at 12:41 pm.

Carried



RACE RELATIONS COMMITTEE FOR THE CITY OF MARKHAM

Ontario Room, Markham Civic Centre
November 5th, 2018

MINUTES

<p>Attendance:</p> <p><u>Committee</u> Andrew Yu, Chair Arul Rajasingam Edward Choi Faiz Mohyuddin Harmony Law Maggie Quirt Nayani Nandakumar Rina George-Alexander Sabat Ismail Sujane Kandasamy Surinder Razdan</p> <p>Regional Councillor Joe Li Emma Girard, <i>Communications Advisor</i> Cheryl McConney-Wilson, <i>Diversity Specialist</i> (Call in)</p> <p><u>Staff</u> Anna Lee, Committee Co-ordinator</p>	<p><u>Regrets</u> Devendra Mishra Herleen Sayal</p>
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The Race Relations Committee convened at 7:02 PM with Andrew Yu presiding as Chair.

1. Chair's Opening Remarks

Chair Andrew Yu welcomed everyone to the meeting.

2. Changes or Additions to the Agenda

The agenda was accepted as distributed.

3. Approval of the Minutes

Moved by Maggie Quirt
 Seconded by Surinder Razdan

That the minutes of the Markham Race Relations Committee Meetings held on June 4, 2018, September 10, 2018 and October 1, 2018 be adopted.

Carried

4. Markham Human Resources Update

- **Terms of Reference**

- Terms of Reference draft has been shared with the committee members. Members shared and discussed some comments relating to the draft and to ensure it is clear and concise. The committee members will take time to review the draft and send any comments to the Chair, Andrew Yu, this week. Andrew will compile and send Cheryl McConney-Wilson, Diversity Specialist, and Laura Gold, Council and Committee Coordinator, the feedback by end of this week. The Terms of Reference Draft is to be presented to the new Council in January for adoption once it is endorsed by the committee.

- **New Council**

- The Mayor will be appointing the new council members of the Race Relations Committee in the new year (2019).

5. Race Relations Business

- **Many Faces of Markham**: Saturday, April 27th, 2019, “EVERYONE WELCOME: Empowering Markham students as emerging champions in Equity”
- The theme and venue have been finalized by the Many Faces of Markham sub-committee. The event will be taking place at Bur Oak Secondary School aligned with the student focus. The sub-committee is now concentrating on finding professionals to assist in the logistics of the event, as well as 1 or 2 keynote speakers. Volunteers will also be needed for the auditions, judging and assisting during the event.
- Rina George-Alexander will be working with Corporate Communications to put together the invitation and information package to send to schools in December.
- **Human Rights Day**: Proclamation and Flag-Raising, Monday, December 10th, 2018
- The new Council will be having their general council meeting the same day. The flag raising will occur earlier in the morning (before the general council meeting).
- Cheryl will send Yvonne a note that this will be coming through for final approval.

6. New Business

- **Event ideas for International Day for Elimination of Racism**: Thursday, March 21st, 2019
- Brainstorming ideas for this day to help to spread the work about this day and to educate the greater community. Committee members will send any ideas to Andrew for consideration.
- **Possible “Everyone Welcome” family-friendly community event at City Hall lawn**: Sunday, July 28th, 2019
- Ideas to build on the Many Faces of Markham event and continue with it with another event in the summer; the date is flexible. Can communicate and promote this event at The Many Faces of Markham event.

Race Relations Committee

November 5, 2018

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- **Ideas for local community engagement activities**
- Ideas during the months of January-March in 2019 focusing on community outreach and engagement. Reaching out to the community and various groups within our community to host an event where discussions can be held.

7. Next Meeting Date

The next meeting of the Race Relations Committee will be held on Monday, December 3, 2018 at 7:00PM in the Ontario Room.

8. Adjournment

Moved by Surinder Razdan

Seconded by Edward Choi

The Race Relations Committee adjourned at 9:00 PM.

Carried



RACE RELATIONS COMMITTEE FOR THE CITY OF MARKHAM

Ontario Room, Markham Civic Centre
December 3rd, 2018

MINUTES

<p>Attendance:</p> <p><u>Committee</u> Andrew Yu, Chair Arul Rajasingam Edward Choi Faiz Mohyuddin Harmony Law Maggie Quirt Nayani Nandakumar Rina George-Alexander Sabat Ismail</p> <p><u>Guest</u> Cheryl Marcus, <i>Markham Public Library, Community Outreach Librarian, Newcomers</i> Liz Myers, <i>Markham Public Library, Community Librarian</i></p> <p><u>Staff</u> Anna Lee, Committee Co-ordinator</p>	<p><u>Regrets</u> Devendra Mishra Herleen Sayal Sujane Kandasamy Surinder Razdan Regional Councillor Joe Li Cheryl McConney-Wilson, <i>Diversity Specialist</i></p>
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The Race Relations Committee convened at 7:00 PM with Andrew Yu presiding as Chair.

1. Chair's Opening Remarks

Chair Andrew Yu welcomed everyone to the meeting.

- Anti-racism Initiative Survey link Laura Gold sent via email will close December 9th, 2018.
- Hanukkah Menorah Lighting will be taking place on December 5th, 2018 4PM, at the Markham Civic Centre – will be honouring Pittsburgh massacre victims, as well.
- Cornell Community Centre will be holding an information session on hiring probationary firefighters on December 5th, 2018 6PM-9PM.

2. Changes or Additions to the Agenda

The agenda was accepted as distributed.

Moved by Arul Rajasingam

Seconded by Maggie Quirt

Carried

3. Approval of the Minutes

Moved by Maggie Quirt
 Seconded by Arul Rajasingam

That the minutes of the Markham Race Relations Committee Meetings held on November 5, 2018, be adopted.

Carried

4. Markham Human Resources Update

- **Terms of Reference**
 - Could possible be on the Agenda for the Council meeting in December 2018 or January 2019 but waiting for confirmation.
- **Terms of Reference**
 - New RRC councillors to be announced in January 2019.

5. Race Relations Business

- **Human Rights Day Proclamation and Flag-Raising, Monday 10 December, 8:30 am**
 - Flag raising will be outdoors; Mayor will likely give a short speech (indoors). Portion of the proclamation will be read.
- **Many Faces of Markham, Saturday 27 April 2019: "EVERYONE WELCOME: Empowering Markham students as emerging champions in Equity"**
 - The Chief Commissioner of the Ontario Human Rights Commission – Renu Mandhane will be present and the Keynote Speaker.
 - Judging will be on March 17th, 2019 (last Sunday of March Break) – location TBD but most likely in the Canada Room at the Markham Civic Centre.
 - Anticipating great participation from all School Boards for this event as schools are waiting for the event information packages.
 - Markham Public Library would like to partner with us for this event to support and participate in the most engaging way. The Markham Public Library will have posters posted at all the locations – the posters will be quality controlled by Corporate communications beforehand.
 - Coordinate efforts with RRC, MPL and Corporate Communications to promote this event through social media, the City of Markham website, newspapers, community partners, and networks – potentially including it in the monthly newsletter. Create and use existing hashtags for social media to further promote the event: #MFOM2019 #ManyFacesofMarkham, MarkhamRaceRelationsCommittee, MarkhamProud, etc.

Race Relations Committee

December 3, 2018

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- Submissions can be acted upon after the Event – have them circulated around the MPL branches, have the students expand and think more about diversity.
- **International Day for Elimination of Racism, Thursday 21 March 2019**
- **Canadian Multiculturalism Day, Thursday 27 June 2019**
- **Everyone Welcome rally @ City Hall lawn, Sunday 28 July 2019**
- **Potential bystander intervention training initiative**
 - How can we help people to be mentally prepared on how to react to possible events/happenings?

6. New Business

- **Partnership and collaboration with Markham Public Library**
 - There are 6 Community Librarians with difference areas of focus that are defined by the Community.
 - Using the MPL spaces for events, discussions, showing films etc., especially during Black History Month, International Women’s Day, etc. to engage in the communities we live in.
 - A way to connect community members, organizations and groups and making networks of support and foundations.
 - Liz Myers will send MPL 2019 Programming and Events to the RRC members.
 - The Strategic Plan community consultations is coming up – will involve RRC in this stage to open conversations on how the MPL and RRC can collaborate in the upcoming years
 - We have regular schedule of things we are doing and will send that to RRC
 - Space gets booked up as a lot of people come into the library

7. Next Meeting Date

The next meeting of the Race Relations Committee will be held on Monday, January 14, 2019 at 7:00 pm in the Ontario Room.

8. Adjournment

Moved by Edward Choi

Seconded by Faiz Mohyuddin

The Race Relations Committee adjourned at 8:45 PM.

Carried



RACE RELATIONS COMMITTEE FOR THE CITY OF MARKHAM
Ontario Room, Markham Civic Centre
January 14th, 2019

MINUTES

<p>Attendance:</p> <p><u>Committee</u></p> <p>Andrew Yu, Chair</p> <p>Arul Rajasingam</p> <p>Edward Choi</p> <p>Harmony Law</p> <p>Sabat Ismail</p> <p>Surinder Razdan</p> <p>Regional Councillor Joe Li</p> <p><u>Staff</u></p> <p>Cheryl McConney-Wilson, <i>Diversity Specialist</i></p> <p>Anna Lee, Committee Co-ordinator</p>	<p><u>Regrets</u></p> <p>Devendra Mishra</p> <p>Herleen Sayal</p> <p>Sujane Kandasamy</p> <p>Maggie Quirt</p> <p>Nayani Nandakumar</p> <p>Rina George-Alexander</p> <p>Faiz Mohyuddin</p>
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The Race Relations Committee convened at 7:10 PM with Andrew Yu presiding as Chair.

1. Chair's Opening Remarks

Chair Andrew Yu welcomed everyone to the meeting.

- **City of Markham Board/Committee Information Night** on Thursday, January 31 from 7PM to 9PM at Markham Civic Centre in the Great Hall & Canada Room. This is open to the public to learn about the Markham Committees and the application process.
- **York Region Alliance of African Canadian Communities (YRAACC)** is holding their 2nd Annual Black History celebration event at Thornlea Secondary School on Saturday, February 16th, 2019 from 11AM to 2PM. This year's theme is "Celebrating the Success of Our Black Families in YR". Andrew can send more information to those that are interested in the event.
- **The Police Community Advisory Council** are holding a contest for high school students in grades 9 to 12 to submit an original poster that promotes unity, diversity, inclusion, equity, hate crime prevention and human rights. All entries are due by Thursday, March 22, 2019 at 4PM and one winning entry from each grade will receive a \$250 cash prize and will be recognised at the Social Justice in York Region Conference on May 2, 2019. Andrew can send more information to those that are interested in the event.

2. Changes or Additions to the Agenda

The agenda was accepted as distributed.

Race Relations Committee

January 14, 2019

Page 2 of 3

Moved by Arul Rajasingam
Seconded by Surinder Razdan

Carried

3. Approval of the Minutes

Moved by Harmony Law
Seconded by Sabat Ismail

That the minutes of the Markham Race Relations Committee Meetings held on December 3, 2018, be adopted.

Carried

4. Markham Human Resources Update

- **Terms of Reference**

- The Terms of Reference amendments made by the RRC have been accepted by the clerks. The Committee Councillors (who will be appointed) will review and approve the Terms of Reference and present it to the General Council for final approval. The RRC Terms of Reference is not in the Council Agenda for January. Andrew will send Terms of Reference to RRC members so they may review and be prepared to move a motion in the February 4, 2019 meeting.

- **New RRC Councillors in January 2019**

- New RRC councillors will be appointed and announced in January 2019.

5. Race Relations Business

- **Many Faces of Markham, Saturday 27 April 2019: "EVERYONE WELCOME: Empowering Markham students as emerging champions in Equity"**

- The event will be held during the day and having a food option onsite for lunch will be beneficial for those that do not bring food and/or need to leave for lunch during the event. We would have a pizza business sponsor and donate the pizza and drinks. The plan would be to hold an optional charity fundraiser with a suggested donation amount, which would be non-compulsory. The fundraiser would benefit the Yellow Brick House of York Region. Yellow Brick House representatives will be present at the event to raise awareness of the services they provide and the work they do in York Region with those that want to learn more about the organization.

- **Black History Month**

- Planning a Community discussion panel for Black History Month to discuss the accomplishments of historical Canadian figures and the future of Black History Month. A way to engage the community in the importance and celebration of Black History Month. Event will be held on a Saturday afternoon (potential date: Feb.23rd, 2019) and Sabat Ismail will be looking into potential spaces to hold the event and sending options to Andrew and Laura for availability and booking. The committee will discuss possible speakers they could invite, as well as reaching out to associations or organizations for

Race Relations Committee

January 14, 2019

Page 3 of 3

representatives at the discussion panel. Once all the details are finalized, the committee will ask the City and Markham Public Library for assistance for materials and promoting the event.

6. Next Meeting Date

The next meeting of the Race Relations Committee will be held on Monday, February 4, 2019 at 7:00 pm in the Ontario Room.

7. Adjournment

Moved by Arun Rajasingam

Seconded by Edward Choi

The Race Relations Committee adjourned at 9:00 PM.

Carried



MINUTES

MARKHAM SANTA CLAUS PARADE COMMITTEE
ROTARY CLUBS OF MARKHAM
Ontario Room, Markham Civic Centre
October 4, 2018

Attendance

Jim Sandiford, Rotary Club of Markham Sunrise Inc. - Chair
Eric Lizotte, Manager, Corporate Security
Susan Peterson
Joel Lustig, Treasurer
Andy Taylor, Chief Administrative Officer
Yvonne Lord-Buckley, Supervisor Corporate Community Events
Nikolas Dimitrakopoulos, York Regional Police
Alida Tari, Acting Manager, Access & Privacy

Regrets

Cathy Molloy, Manager, Museum
Craig Breen, Supervisor, Roads Operations
Councillor Colin Campbell
Heather Hogan, Marketing & Communications Coordinator
Councillor Alan Ho
Peter Still
Andrea Berry, Senior Manager, Corporate Communications & Community Engagement

The meeting convened at 4:04 PM with Jim Sandiford in the Chair.

1. MINUTES OF THE SEPTEMBER 6, 2018 SANTA CLAUS PARADE COMMITTEE MEETING

The Committee approved the September 6, 2018 Santa Claus Parade Committee meeting as presented.

2. 2018 THEME

The theme was confirmed as "Peace on Earth."

The Committee discussed having the names of the Grand Marshall(s) on the banner once they are confirmed.

3. DATE OF PARADE AND PARADE FLOAT SET UP

The 2018 Markham Santa Claus Parade is confirmed to be held on Saturday November 24, 2018.

Josh Machesney, Acting Council/Committee Coordinator will send out an updated meeting invitation to the individuals assisting with Parade set up confirming the start time at 12:00 p.m. at the Crupi Yard.

4. GRAND MARSHALL

Joel Lustig, Treasurer advised that the Mayor's office is suggesting that the following 2018 Olympian Gold Medal winners and members of the Markham Thunder Women's Hockey team be requested if they would like to be the Grand Marshalls:

- Laura Stacey
- Laura Fortino
- Jocelyne Larocque

Yvonne Lord-Buckley, Supervisor Corporate Community Events will follow up on this.

5. SANTA CLAUS FLOAT

Jim Sandiford confirmed that the reindeers will be provided to the Town of Stouffville for their parade with a signed agreement.

6. SPONSORSHIPS

Joel confirmed the following sponsorships have been secured:

- \$3,500 from Toronto Dominion Bank (TD)
- \$3,000 from Mattamy Homes
- \$2,500 from Alectra
- Honda will provide one (1) van and two (2) Big Reds
- BMW will provide two (2) vehicles if required

Andrea Berry will be contacting Tim Horton's.

The Committee agreed that the extra sponsorship funds collected will be used to fund the Facebook Live streaming.

7. TRAFFIC PLAN

Nikolas Dimitrakopoulos, York Regional Police reviewed the proposed traffic plan that is similar to previous years that includes 11 paid officers and he has requested 25 auxiliary officers.

There was discussion regarding Hostile Vehicle Mitigation, and Nikolas advised that he will discuss this further with Craig Breen.

Markham Santa Claus Parade Committee

Minutes – October 4, 2018

Page 3

The Committee discussed the time that the roads will be closed with no further access to them. This time will need to be confirmed. It was suggested that the van used to transport the Members of Council be left within the perimeters of the road closure in the event that there are late arrivals.

8. OTHER BUSINESS

It was suggested that an additional meeting be scheduled for Thursday November 1, 2018 at 4:00p.m.

ADJOURNMENT

The meeting adjourned at 4:54 p.m.



MINUTES

MARKHAM SANTA CLAUS PARADE COMMITTEE
ROTARY CLUBS OF MARKHAM
Ontario Room, Markham Civic Centre
November 1, 2018

Attendance

Jim Sandiford, Rotary Club of Markham Sunrise Inc. - Chair
Joel Lustig, Treasurer
Yvonne Lord-Buckley, Supervisor Corporate Community Events
Craig Breen, Supervisor, Roads Operations
Heather Hogan, Marketing & Communications Coordinator
Andrea Berry, Senior Manager, Corporate Communications & Community Engagement
Laura Gold, Council Committee Coordinator

Regrets

Councillor Alan Ho
Councillor Colin Campbell
Andy Taylor, Chief Administrative Officer
Peter Still
Nikolas Dimitrakopoulos, York Regional Police
Cathy Molloy, Manager, Museum
Eric Lizotte, Manager, Corporate Security
Susan Peterson

The meeting convened at 4:01 PM with Jim Sandiford in the Chair.

1. MINUTES OF THE OCTOBER 4, 2018 SANTA CLAUS PARADE COMMITTEE MEETING

The Committee approved the October 4, 2018 Santa Claus Parade Committee Minutes as presented.

2. 2018 THEME

The theme was confirmed as "Peace on Earth."

4. UPDATE OF PARADE AND PARADE FLOAT SET UP

Staff were asked to provide Joel Lustig with the number of vehicles required for the parade (one or two).

The Committee agreed to build a story on Facebook leading up to the event and during the event rather than paying for the live broadcast of the parade on Facebook. It was noted that short live clips of the parade can still be posted on Facebook during the parade using hotspots.

Jim Sandiford advised that the paperwork for the City floats still needs to be submitted.

Staff will help with set-up of the float on the Friday prior to the parade at 12:00 pm. The applicable staff were also requested to meet Jim Sandiford at 8:00 am on the day of the parade in front of the trailer.

Staff were hoping on using crew trucks from contractors instead of blocker truck to block off the area to mitigate some of the cost with achieving the same outcome.

5. GRAND MARSHALL

The City agreed to supply the banner for the Santa Claus Parade.

6. SANTA CLAUS FLOAT

Member of Council will be picked-up and taken to the parade. The last pick-up will be at 10:05 am. A list of Councillors attending the event is required. Heather Hogan will arrange with the Mayor's Office for an invite with the parade details to be sent out to the Councillors.

It was noted that a ladder or bench is needed to help the Councillors get on and off the float.

6. SPONSORSHIPS

No update was provided on this item.

7. TRAFFIC PLAN

There will be a hard road closure of 16th Avenue at 10:30 am.

A notice will be placed in the paper regarding the road closure. Signs will also be posted on the perimeter of the parade. Staff did not want to do rolling road closures this year.

8. OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting adjourned at 4:40 pm.



Report to: General Committee

Report Date: February 1, 2019

SUBJECT: Staff Awarded Contracts for the Month of January 2019

PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled "Staff Awarded Contracts for the Month of January 2019" be received;
2. And that Staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

To inform Council of Staff Awarded Contracts >\$50,000 for the month of January 2019 as per Purchasing By-law 2017-8.

BACKGROUND:

Council at its meeting of March 21, 2017 amended By-Law 2017-8, A By-Law To Establish Procurement, Service and Disposal Regulations and Policies. The Purchasing By-Law delegates authority to staff to award contracts without limits if the award meets the following criteria:

- 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.

If one (1) of the above noted criteria is not met then any contract award >\$350,000 requires Council approval.

Where the contract being awarded is a Request for Proposal (RFP) the approval authority limits of staff is up to \$350,000.

Number	BMFT Objective	Description	Award Details	Commission
1.	Engaged, Diverse and Thriving City	089-S-18 Supply and Implementation, Ticketing System Replacement for Flato Markham Theatre	Non-Competitive Bidder	CS
2.	Engaged, Diverse and Thriving City	256-S-18 Upgrading BiblioCommons as part of Markham Public Library website redesign to include the addition of the content management module	Non-Competitive Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
3.	Exceptional Services by Exceptional People	254-T-18 Replacement of Electronic Signage System at Selected Fire Station	Lowest Priced Bidder	CS
4.	Exceptional Services by Exceptional People	034-R-12 Audio Visual Support and Maintenance - Contract Extension	Non-Competitive Bidder	CS

Number	BMFT Objective	Description	Award Details	Commission
5.	Safe & Sustainable Community	141-T-18: Construction of Sanitary and Storm Sewers on Houghton Boulevard	Lowest Priced Bidder	DS
6.	Safe & Sustainable Community	210-Q-18 Supply of Traffic Control Services	Lowest Priced Bidder	C&FS
7.	Safe & Sustainable Community	211-Q-18 Supply and Delivery of Curbside Blue Bins	Lowest Priced Bidder	C&FS
8.	Safe & Sustainable Community	245-T-18 Supply and Delivery of Sodium Chloride (Highway Coarse Rock Salt)	Lowest Priced Bidder	C&FS
9.	Safe & Sustainable Community	228-T-18 Load, Haul (Off-site) and Disposal of Soils	Lowest Priced Bidder	C&FS
10.	Safe & Sustainable Community	221-R-18 Consulting Engineering Services for Bridges and Culverts OSIM Inspections	Highest Ranked /Lowest Priced Bidder	C&FS
11.	Safe & Sustainable Community	222-R-18 Consulting Engineering Services for Underground Streetlight Cable Replacement Program - Design and Contract Administration	Highest Ranked /Lowest Priced Bidder	C&FS
12.	Safe & Sustainable Community	223-R-18 Consulting Engineering Services for Culverts Rehabilitation Works	Highest Ranked /Lowest Priced Bidder	C&FS
13.	Safe & Sustainable Community	260-T-18 Supply and Delivery of Personnel Protective Clothing	Lowest Priced Bidder	C&FS
14.	Safe & Sustainable Community	238-S-18 Supply and Delivery of Fire Department Dress Uniforms	Non-Competitive Bidder	C&FS
15.	Safe & Sustainable Community	250-S-18 Consulting Engineering Services for Contamination Monitoring Program at 555 Miller Avenue	Non-Competitive Bidder	CS

Number	BMFT Objective	Description	Award Details	Commission
16.	Stewardship of Money and Resources	248-S-18 Continuous Electrical Safety Services Program	Lowest Priced Bidder	CS
17.	Stewardship of Money and Resources	261-Q-18 Supply and Delivery of Two Full Size Crew Cab, 4x4, 8 Cylinder Gasoline Engine, 2500 Series Pick Up Trucks	Lowest Priced Bidder	C&FS
18.	Stewardship of Money and Resources	162-Q-18 Uniforms for Provisional Offences Officers	Lowest Priced Bidder	CS
19.	Stewardship of Money and Resources	241-S-18 Parts & Maintenance of Ice Surfacing Machines	Non-Competitive Bidder	C&FS
20.	Stewardship of Money and Resources	259-S-18 Marketing Services for Flato Markham Theatre	Non-Competitive Bidder	DS

2019-02-08

X 

Joel Lustig
Treasurer
Signed by: cxa

2019-02-08

X 

Trinela Cane
Commissioner, Corporate Services
Signed by: cxa

**Number 1****STAFF AWARD REPORT****Page 1 of 3**

To:	Andy Taylor, Chief Administrative Officer
Re:	089-S-18 Supply and Implementation, Ticketing System Replacement for Flato Markham Theatre
Prepared by:	Eric Lariviere, Manager Markham Theatre, Ext. 7546 Elton Chong, Client Advisor, ITS, Ext. 5368 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and implementation of a new ticketing system for Flato Markham Theatre for a period of five (5) years (2019-2023).

RECOMMENDATION

Recommended Supplier	AudienceView Ticketing Corporation (Non-Competitive Procurement)	
Current Budget Available	\$49,500.00	400-101-5399-18070 Theatre – Ticketing System Replacement
Less Cost of award	\$ 42,739.20	Year 1 – Jan 2019 to Dec 2019
	\$ 45,792.00	Year 2 – Jan 2020 to Dec 2020*
	\$ 50,880.00	Year 3 – Jan 2021 to Dec 2021*
	\$ 50,880.00	Year 4 – Jan 2022 to Dec 2022*
	<u>\$ 50,880.00</u>	Year 5 – Jan 2023 to Dec 2023*
	\$241,171.20	Cost of Award (Inclusive of HST)
	<u>\$6,411.00</u>	Allowance**
	\$247,582.20	Total Cost of Award (Inclusive of HST)
Budget Shortfall after this award	\$349.80	***

* Subject to Council approval of the 2020-2023 budgets.

**required for on-site implementation support and associated disbursements, if required.

***The remaining budget in the amount of \$349.80 will be returned to the original funding source.

Staff recommends that the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (h) which states “Where it necessary or in the best interest of the City to acquire non-standard items from a preferred supplier.”

OPTIONS/DISCUSSIONS

Over the last 14 years, and currently the Flato Markham Theatre (Theatre) uses the system TixHub for ticketing sales. This system provides a software solution that sells tickets on various platforms from phones to tablets and desktop computers. Although it provides basic accounting and ticket selling capacity, its marketing capabilities are very limited, and do not provide for a sophisticated use of data analysis. The Theatre has a mandate to increase capacity and capabilities, and is seeking to ensure that the ticketing system is the best tool for customer acquisition, retention, reporting and revenue generating.

In 2017, the City retained the consulting services of Interkom Inc. (“Interkom”) for ticketing system review which included: sales and service system/review; needs assessment; establishment of business and technical requirements; and, an implementation plan recommendation. As part of their scope of work, Interkom prepared a report based on a needs assessment conducted through the following: meetings and interviews with Theatre staff and stakeholders; assessing current business processes and needs in regards to ticketing and marketing; assessing current system as to its capabilities and utilization; and, determining current trends in the ticketing and customer relations management software industry in North America. Also, Interkom benchmarked the current system utilized by the Theatre against ticketing software used against venues such as: Toronto; Mississauga; Kingston; Burlington; St. Catharines; and, others to identify best practice in the industry and the benefits of a high-quality system.

089-S-18 Supply and Implementation, Ticketing System Replacement for Flato Markham Theatre Page 2 of 3

Interkom's ticketing system review included an in-depth assessment of the following three systems:

- (1) TixHub (incumbent) - \$35,764 year-1 cost
- (2) AudienceView - \$42,739 year-1 cost
- (3) Tessitura - \$207,070 year-1 cost

These systems were selected based on their representation of a broad and diverse range of ticketing systems in the market: two of the systems reviewed (AudienceView; and, TixHub) are cloud based systems; and, the third system (Tessitura), has a cloud based option for a third-party vendor that owns and manages the hardware and software processes.

After a detailed review, the recommendation is to award the contract to AudienceView for the ticketing replacement project. Unlike the current ticketing platform, AudienceView's solution will allow the Theatre to operate as a more robust digital driven organization. The system provides all the required functions with additional capabilities for ticketing, membership, online and mobile sales. It also provides superior capabilities to the current system, including targeted digital marketing, segmenting and dynamic content, and measuring conversions, variable dynamic pricing, fundraising, reporting and analytics and database management. Additionally, AudienceView will integrate a new website for the Theatre which is user friendly and easier to navigate. This is a critical component to generate and increase revenues.

The recommended system will allow for the following:

- Drive Revenue: provide capability for revenue management pricing that allows the Theatre to adjust pricing based on market conditions; control over the package and ticketing experience for customers with flexible tools; a single shopping cart experience for everything a user organization has to offer to its customers; increase revenue through marketing retargeting and reduction of shopping cart abandonment;
- Corporate Sponsorships: providing a system with the ability to create robust referral programs for customers who register, providing a list of unique links that can be shared through social media accounts;
- Memberships, Benefits & Loyalty: allows the offer of memberships and benefits to customers based on purchases and other loyalties;
- Campaign Management:
- Email Marketing & Customer Correspondence:
- Reporting, Business Intelligence & Web Analytics: collect information through email marketing reports and analytics which assist with the identification of purchasing trends; and, can also identify what links are clicked, allowing to compare actions such as clicks from text links versus clicks from images. Integration with Google Analytics for an end-to-end e-commerce solution - providing a collection of reports and graphs that can be produced from the data websites.

AudienceView is a Toronto based company that has a large client base within the performing arts and athletics sector, in both Canada and the United States; and, partners with over 100 performing arts organizations (with the largest being Tobin Centre for the Performing Arts in North America). AudienceView processes over 65 million tickets annually. Through the consultant's assessment process AudienceView demonstrated they are well qualified and have successfully completed similar projects. Of the three systems assessed, AudienceView has the most up to date user interface and is highly intuitive in its utilization.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The year 1 service and maintenance fee in the amount of \$49,150.20 inclusive of an allowance of \$6,411 will be funded from capital project #18070 "Theatre – Ticket System Replacement" with an available budget of \$49,500. The remaining budget of \$349.80 (\$49,500 - \$49,150.20) will be returned to the original funding source.

089-S-18 Supply and Implementation, Ticketing System Replacement for Flato Markham Theatre Page 3 of 3

The service and maintenance fee in years 2-5 will be funded from the Theatre operating budget, subject to Council approval, in the amounts as follows:

Year	Annual Costs			Annual Revenue/Expense Opportunities			Net Impact	Incremental Annual Revenue
	Award Amount Audience View (A)	Tender Retail Annual Service Fee (B)	Total Annual Cost (C) = (A) + (B)	Incremental e-sales service fee (D)	ITS Budget for TixHub (E)	Marketing Efficiencies (F)	Overall Budget Impact (G) = (C) – (D) – (E) – (F)	
2020	\$45,792.00	\$233.70	\$46,025.70	(\$21,355.75)	(\$7,067.23)	(\$17,602.72)	\$0.00	\$ 3,000.00
2021	\$50,880.00	\$233.70	\$51,113.70	(\$21,355.75)	(\$7,067.23)	(\$22,690.72)	\$0.00	\$10,000.00
2022	\$50,880.00	\$233.70	\$51,113.70	(\$21,355.75)	(\$7,067.23)	(\$22,690.72)	\$0.00	\$10,000.00
2023	\$50,880.00	\$233.70	\$51,113.70	(\$21,355.75)	(\$7,067.23)	(\$22,690.72)	\$0.00	\$10,000.00
2024								\$10,000.00

Annual Costs

AudienceView Award – The total award to AudienceView is \$241,171.20. The first year will be awarded through capital account #18070. The remaining four years of the contract (2020-2024) will be funded through the Theatre's and ITS's operating budget.

Tender Retail Annual Service Fee - A separate vendor contract with Tender Retail for terminal maintenance and service fee will be awarded separately from the AudienceView contract.

Annual Revenue/Expense Opportunities

Incremental E-Sales Service Fee - The City currently charges \$2 for an online service fee. Under the current agreement with TixHub, the Theatre retains \$1 and the remaining \$1 is allocated to TixHub. Under the contract with AudienceView, the Theatre will retain the full \$2. The incremental revenue assumption assumes no growth in ticket sales.

ITS Budget – The existing software maintenance operating budget available for the TixHub service agreement will be allocated from the TixHub contract to the AudienceView contract.

Marketing Efficiencies – Theatre has identified efficiencies in marketing that will result in a reallocation of resources. For example, reducing print advertising and reduced box office operation costs.

As identified in the chart above, the annual costs will be offset with the identified annual revenue/expense opportunities with no overall budget impact.

Incremental Annual Revenue – Staff have identified additional base budget revenues opportunities. Starting in 2020, Staff anticipate \$3,000 in 2020 and incremental growth of \$10,000 every year for a total of \$43,000 by 2024.

Staff will adjust the Theatre Operating budget for the years 2020-2024 accordingly, subject to Council approval of the 2020-2024 operating budgets.

There is no impact to the Life Cycle Reserve Study.

**Number 2****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	256-S-18 Upgrading BiblioCommons as part of Markham Public Library website redesign to include the addition of the content management module
Prepared by:	Michelle Sawh, Manager, Service Delivery, Markham Public Library, Ext. 4233 June Fry, Client Advisor, ITS, Ext. 2539 Rosemarie Patano, Senior Construction Buyer, Ext 2990

PURPOSE/BACKGROUND

To obtain approval to award the contract for upgrading the BiblioCommons to include the addition of the content management module (BiblioWeb 3.0).

RECOMMENDATION

Recommended Supplier	Bibliocommons (Non-Competitive Procurement)	
Current Budget Available	\$ 57,800.00	400-101-4299-18071 Web Based Discovery & eResource Mgmt Solution
	\$ 47,795.00	998-100-5361 Svce. Agreements-Computer Software
	\$ 105,595.00	Total
Less cost of award	\$ 47,793.11	400-101-4299-18071 Web Based Discovery & eResource Mgmt Solution
	\$ 47,793.11	998-100-5361 Svce. Agreements-Computer Software*
	\$ 95,586.22	Total
Budget Remaining after this award	\$ 10,006.89	400-101-4299-18071 Web Based Discovery & eResource Mgmt Solution**
	\$ 1.89	998-100-5361 Svce. Agreements-Computer Software
	\$ 10,008.78	Total

*2019 Subscription Fee

**Balance remaining in the amount of \$10,006.89 in capital project 18071 Web Based Discovery & eResource Mgmt Solution will be returned to original funding source.

Staff further recommends:

The tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (b) which states "Where there is only one source of supply for the goods to be purchased;"

BACKGROUND

In August 2010, Markham Public Library (MPL) began using BiblioCommons' services for online catalogue, mobile app, and BiblioCommons language module for both French and Chinese languages. Currently, Markham Public Library has well over 100,400 registered Bibliocommons users. These registered BiblioCommon users are all current customers who have a "My MPL Account" on the MPL online catalogue to manage their accounts, including: placing item on-hold; pay fees; and, access digital resources, etc.

Markham Public Library is looking to expand its partnership with BiblioCommons by including their online content management module (BiblioWeb 3.0) and events management module (BiblioEvents) as part of the MPL website redesign.

DISCUSSION

In January 2016 the City launched the portal refresh project to develop a newly designed, service-based website. The City retained Akendi Inc. who has extensive experience in user experience and web design to lead the initiative. After a comprehensive user research process Akendi made a recommendation to the Portal Steering Committee that the Library pursue an independent site whereby access to online catalogues and other library services are in one place – which currently is not the case because the catalogue services are only available as cloud-based service to the Library. In making the recommendation Akendi noted the differences and volume of services offered through the Library website versus that of the City's. Individuals using the City's website were information seeking - for example determining their garbage schedule, drop-in schedules, or the process for obtaining a permit. Library website visitors were seeking information while also using the site as an engagement opportunity and discovery tool. Users had a number of online tasks they wished to complete such as accessing their account, paying library fees, reserving a room, booking space and accessing e-books. The City project team sponsors (including the CEO, Markham Public Library; and, the Commissioners of Community and Fire Services and Corporate Services) agreed with this recommendation.

**256-S-18 Upgrading BiblioCommons as part of Markham Public Library website redesign
to include the addition of the content management module**

Page 2 of 2

DISCUSSION (Continued)

With BiblioWeb 3.0, MPL will have a completely integrated website, catalogue, and events system, ensuring that MPL deliver a seamless user experience. As a fully-hosted integrated content management system, it includes: theming, training, support and upgrades. Further, BiblioEvents is also included as a standard feature within BiblioWeb 3.0: integrating fully with the BiblioCore Catalog; and, providing staff with the necessary tools to manage all library events.

BiblioCommons is a privately owned company, headquartered in Toronto and has been building online public library services for 10 years and uses an agile development model to roll out new features and improvements to libraries and users. Bibliocommons works exclusively with public libraries and has implemented their integrated platform (BiblioWeb, BiblioCore, and BiblioEvents) in the US, Canada, Australia and New Zealand. BiblioCommons has implemented and launched 23 libraries on the combined platforms. Other major libraries using BiblioWeb include: Calgary Public Library, Edmonton Public Library, Chicago Public Library, and Boston Public Library. MPL would be the first library in Ontario to use the innovative BiblioWeb.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. As this is a cloud-based software system where annual maintenance costs are paid through annual operating subscription costs, there is no life cycle study reserve impact.

ENVIRONMENTAL CONSIDERATIONS

Not applicable.

**Number 3****STAFF AWARD REPORT****Page 1 of 1**

To:	Trinela Cane, Commissioner of Corporate Services
Re:	254-T-18 Replacement of Electronic Signage System at Selected Fire Stations
Prepared by:	Sameem Shah, Facility Asset Coordinator ext. 6190 Flora Chan, Senior Buyer, Ext. 3189

PURPOSE/BACKGROUND

To obtain approval for the replacement of 4 existing backlit exterior signs with 4 LED signs at Fire Station: FS 91 (7801 Bayview Ave.), FS 93 (2930 Major Mackenzie Dr), FS 94 (7300 Birchmount Rd) and FS 96 (5567 14th Ave). These signs will provide consistent messaging and the ability to inform residents during emergency situations.

It is anticipated the project will be completed by April 19, 2019.

RECOMMENDATION

Recommended Bidder	Libertevision Ontario Inc. (Lowest Priced Bidder)	
Current Budget Available	\$ 30,514.00 \$ 40,600.00 <u>\$ 81,600.00</u> \$152,713.83	67-6150-15140-005 Fire Facility Improvements 750-101-5399-16193 Fire Facility Improvements 270-101-5399-18093 Fire Facility Improvements Total
Less cost of award	\$110,181.66 <u>\$ 11,018.17</u> \$121,199.82	Cost of Award (Inclusive of HST) Contingency (10%) Total Cost of Award (Inclusive of HST)
Budget Remaining after this award*	\$ 31,514.01	*

*The remaining balance of \$31,514.01 will be retained for media players and set-up services by City's current contractor for content management system software (\$6,919.68) and various consulting services for cabling, electrical and IT related works. Any unused amount will be returned to original funding source at the end of the project. (270-101-5399-18093).

BID INFORMATION

Bids closed on	December 10, 2018
Number picking up bid documents	10
Number responding to bid	6

PRICE SUMMARY (Inclusive of HST)

Bidders	Bid Price (Inclusive of HST)
Libertevision Ontario Inc.	\$110,181.66
1601666 Ontario Inc. o/a Signarama Peterborough	\$182,862.72
Steel Art Signs Corp.	\$211,884.59
Sunset Neon Ltd	\$212,271.36
Enseicom Inc.	\$232,348.61
Spectra Advertising	\$245,526.53

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact. Each electronic sign has a lifespan of 20 years. Therefore, the life cycle impact within the 25 year period is \$121,199.82. The life cycle reserve study will be adjusted accordingly.

ENVIRONMENTAL CONSIDERATIONS

Existing sign will be disposed in compliance with applicable legislations and by-laws.

**Number 4****STAFF AWARD REPORT****Page 1 of 1**

To:	Andy Taylor, Chief Administrative Officer
Re:	034-R-12 Audio Visual Support and Maintenance - Contract Extension,
Prepared by:	Sugun Rao, Manager Technology, Ext. 4868 Rosemarie Patano, Senior Construction Buyer, Ext 2990

PURPOSE/BACKGROUND

To obtain approval to extend the contract for the audio visual equipment in the Canada Room, Council Chamber and the Great Hall for two (2) additional one (1) year terms (January 01, 2019 to December 31, 2020), at the same 2018 itemized pricing for the first renewal year (2019).

The recommended vendor will provide the following services: Warranty and support model which includes a dedicated customer service representative; remote virtual private network (VPN) support; all parts and labour; software and programming; loaner equipment; mission critical spare inventory; 24 hours x 7 days on-site replacements or repair and all related shipping and logistics costs, and an articulated service level agreement (SLA) ensuring quick service turnaround time, local and dedicated support teams; and special price discount.

RECOMMENDATION

Recommended Bidder(s)	MacLean Media Systems Inc. (Non-Competitive Procurement)	
Current Budget Available	\$34,726.62	400-404-5460 Computer Hardware Mtce.
Less cost of award	\$34,041.77	Jan.2019 – Dec.2019 (Warranty and Support)
	<u>\$35,744.22</u>	Jan.2020 – Dec 2020 (Warranty and Support)
	\$69,785.99	Total Award (Inclusive of HST)
Budget Remaining after this award	\$ 684.85	*

*Favourable variance of \$684.85 will be included as part of the 2019 year-end results of operations.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (c) “When the extension of an 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 non-standard items and Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service.

OPTIONS / DISCUSSIONS

In 2012, Staff awarded the contract to MacLean Media Systems Inc (“MacLean”) for the hardware/software, warranty, support and maintenance of the audio visual (“AV”) systems in the Canada Room, Council Chambers and the Great Hall for a period of 6 years (2013-2018).

With a minimum of 2 years life remaining in the current AV System (based on an 8 year life cycle), Staff do not recommend a change in the support and maintenance provider at this time as it may disrupt the service level received by the City. Additionally, Maclean was the lowest priced bidder (20% to 34% lower) in the 2012 competitive process and scored the highest on technical submission. Therefore, to ensure the systems are maintained, Staff recommended extending the contract with Maclean for a further 2 years.

As compared to the previous award, this contract represents 2% price reduction in 2019. There is a 5% price escalation in year 2020 as compared to 2019.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget and life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 5****STAFF AWARD REPORT****Page 1 of 2**

To:	Arvin Prasad Commissioner, Development Services
Re:	141-T-18 Construction of Sanitary and Storm Sewers on Houghton Boulevard
Prepared by:	Alberto Lim, Senior Capital Works Engineer, Ext. 2860 Tony Casale, Sr. Construction Buyer, Ext. 3190

PURPOSE / BACKGROUND

To obtain approval to award the contract for the construction of sanitary and storm sewers and appurtenances on Houghton Boulevard including manholes, catch basins, leads, lateral service connections to the property line and the restoration of the road.

It is anticipated that construction will commence May 2019 and be completed by June 2019.

RECOMMENDATION

Recommended Bidder	Hard Rock Sewer & Watermain (Lowest Priced Bidder)	
Current Budget Available	\$ 379,992.00	083 5350 18331 005 Houghton Blvd Sewers
Less cost of award	\$ 222,359.85	Construction (Incl. of HST)
	\$ 55,000.00	Allowance *
	\$ 27,735.99	Contingency @ 10%
	\$ 305,095.84	Total Construction Award (Incl. of HST)
	\$ 18,305.75	Construction Administration (6%)
	\$ 39,611.50	Internal Management
	\$ 363,013.09	Total Cost of Award**
Budget Remaining after this award	\$ 16,978.91	***

* The allowance is for unshrinkable fill which will be required for backfilling the construction of the sanitary and storm sewers on an existing road.

** The actual costs of the project will be charged back equally to the five affected residents.

*** The remaining of \$16,978.91 will be returned to the original funding source.

BID INFORMATION

Bid closed on	October 9, 2018
Number picking up document	18
Number responding to bid	12

PRICE SUMMARY

Bidders	Bid Price (Incl. of HST)
Hard Rock Sewer & Watermain	\$ 222,359.85
Howlett Development & Construction Services Ltd.	\$ 287,449.61
FDM Contracting Co. Ltd.	\$ 291,272.74
CRCE Construction Ltd.	\$ 303,295.68
Atlantis Underground Services Ltd.	\$ 304,970.65
Wyndale Paving Co. Ltd.	\$ 311,862.35
Dom-Meridian Construction Ltd.	\$ 316,300.61
KAPP Infrastructure Inc.	\$ 349,797.46
Sam Rabito Construction Ltd.	\$ 357,859.39
JCR Contracting Ltd.	\$ 396,071.29
N.S.J. WaterWorx Group Ltd.	\$ 659,374.27
Elirpa Construction & Materials Ltd.	\$ 681,542.69

141-T-18 Construction of Sanitary and Storm Sewers on Houghton Boulevard**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT**

There is no operating budget impact. The City's operating cost for sewer maintenance is budgeted at \$100 per kilometer. The length of the sewer is 50m and there is no incremental operating costs.

Storm and sanitary sewers have a lifecycle of 100 years and will have no cost impact to the Life Cycle Reserve Study over the next 25 years.

ENVIRONMENTAL CONSIDERATIONS

The existing five residents on Houghton Boulevard affected by this construction are all on septic tank system for sanitary service and natural drainage for storm runoff service. The construction of the sanitary and storm sewers on Houghton Boulevard will allow these residents to eliminate their septic tank system and also alleviate basement flooding on their properties.

**Number 6****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	210-Q-18 Supply of Traffic Control Services
Prepared by:	Eddy Wu, Manager, Waterworks Operations & Maintenance, Ext. 2445 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply of traffic control services on an as required basis for one (1) year with an option to extend the contract for two (2) additional years at the same itemized pricing. The requirement of traffic control services on an "as needed" basis is needed for general maintenance and emergency repairs completed by Operations and Waterworks.

The vendor provides the following on-site during the general maintenance and emergency repairs by Operations and Waterworks:

- Flag, Traffic Control Personnel
- Crash Truck
- Arrow Board Trailer
- Full Matrix LED Solar Message Board –size 63"x98"
- Full Matrix LED Solar Message Board - size 36"x56"
- Barrels
- Signs

The above noted equipment must be set up within two (2) hours after request by the City. The contract will commence January 1, 2019.

RECOMMENDATION

Recommended Bidder(s)	Traffic Control People Inc. (Lowest Priced Bidder)	
Current Budget Available	\$39,430.00	Various (see Financial Considerations)
Less cost of award	\$56,693.04	2019 Inclusive of HST*
	\$56,693.04	2020 Inclusive of HST*
	\$56,693.04	2021 Inclusive of HST*
	\$170,079.12	Total Cost of Award
Budget Remaining after this award	(\$17,263.04)	**

*Subject to Council approval of the 2019-2021 budgets.

**The shortfall will be addressed through existing budget reallocations as part of the 2019 budget process.

BID INFORMATION

Bid closed on	November 15, 2018
Number picking up bid document	5
Number responding to bid	4

PRICE SUMMARY

Bidders	Bid Price (Incl. of HST)
Traffic Control People Inc.	\$56,146.08
Barricade Traffic Services	\$64,435.70
Stinson Equipment Limited o/a Stinson Owl-Lite	\$86,037.57
Direct Traffic Management Inc.	\$101,164.81

Note: Staff negotiated with Traffic Control People and were successful in reducing the hourly rate for the crash truck from \$140 to \$105 per hour and the per day rental price for traffic barrels from \$2.00 to \$0.50 resulting in a cost reduction of \$4,299.36. As compared to the previous contract (248-T-15), this contract represents a 30% increase; however, prices will remain fixed for three (3) years.

210-T-18: Supply of Traffic Control Services**Page 2 of 2****FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Allocated to this award	Cost of Award	Budget Remaining
Watermain Breaks	760-100-5300	13,215	16641	- 3,426
T&D Residential Services	760-111-5300	2,834	2000	834
T&D ICI Services	760-112-5300	2,834	4000	- 1,166
T&D Valves	760-113-5300	2,834	2000	834
T&D Hydrants	760-115-5300	1,417	2000	- 583
T&D Main Line	760-510-5300	2,834	6000	- 3,166
T&D Residential Services	760-511-5300	1,417	4000	- 2,583
T&D ICI Services	760-512-5300	1,417	2000	- 583
Special Events	700-995-4290	7,794	14052	- 6,258
ROW - Contracted Service	700-501-5501	2,834	4000	- 1,166
Totals:		39,430	56693	- 17,263

OPERATING BUDGET AND LIFE CYCLE IMPACT

The shortfall in the amount of \$17,263.04 will be addressed through existing operating budget reallocations as part of the 2019 budget process.

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

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 7****STAFF AWARD REPORT****Page 1 of 1**

To:	Andy Taylor, Chief Administrative Officer
Re:	211-Q-18 Supply and Delivery of Curbside Blue Bins
Prepared by:	Michael Dipasquale, Supervisor, Waste Management, Ext. 3710 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of curbside blue bins for one (1) year with an option to extend the contract for three (3) additional years. The additional years will be adjusted in accordance with the consumer price index (CPI) Canada All-Items, September-to-September.

RECOMMENDATION

Recommended Bidder(s)	Nova Products (Lowest Priced Bidder)	
Current Budget Available	\$43,500.00	770 772 4131 Blue Boxes For Resale
Less cost of award	\$46,320.00	2019 Inclusive of HST*
	\$46,320.00	2020 Inclusive of HST*
	\$46,320.00	2021 Inclusive of HST*
	<u>\$46,320.00</u>	2022 Inclusive of HST*
	\$185,284.60	Total Cost of Award
Budget Remaining after this award	(\$ 2,820.00)	

*Subject to Council approval of the 2019 - 2021 operating budgets.

BID INFORMATION

Bid closed on	November 30, 2018
Number picking up bid document	3
Number responding to bid	3

PRICE SUMMARY

Bidders	Estimated Annual Quantity	Unit Price (Incl. of HST)	Bid Price (Incl. of HST)
Nova Products	8,000	\$5.79*	\$46,320.00
Orbis Canada Ltd.	8,000	\$6.87	\$54,960.00
Gracious Living Corporation	8,000	\$8.04	\$64,320.00

*Staff negotiated with Nova Products and were successful in reducing the unit price from \$5.85 to \$5.79 (Incl. of HST) which represents a savings of \$488.45 based on 8,000 blue bins. As compared to the previous contract, this contract represents an increase of 6.4%.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no 2019 operating budget impact and no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The blue box program contributes to our waste diversion target, decreases landfill waste and slows the rate of resource depletion and pollution.

**Number 8****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	245-T-18 Supply and Delivery of Sodium Chloride (Highway Coarse Rock Salt)
Prepared by:	Craig Breen, Supervisor – Road Operations, Ext. 3000 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to award the contract for a secondary vendor to supply and deliver sodium chloride (highway coarse rock salt).

The contract term is one (1) winter road operating season 2018/19 with an option to renew for the 2019-2020 winter road operating season. The prices are fixed for year one (2018/2019 winter road operating season) and escalated by the Consumer Price Index (CPI) – (Toronto All-Items) for year two (2019/2020 winter road operating season) based on the percentage change in the CPI (March to March) up to a maximum amount of 3%.

RECOMMENDATION

Recommended Bidder	Rafat General Contractor Inc. (Lowest Priced Bidder)	
Current Budget Available	\$1,680,477.00	700-504-4525 Salt
Less cost of award	\$ 0.00	December 2018 Inclusive of HST
	\$ 915,840.00	Jan 1 – Dec 31, 2019 Inclusive of HST*
	<u>\$ 915,840.00</u>	Jan 1 – Apr 30, 2020 Inclusive of HST*
	\$1,831,680.00	Total Cost of Award
Budget Remaining after this award	\$ 764,637.00	**

*Subject to Council approval of the 2019-2020 budgets.

** The remaining budget in the amount of \$764,637.00 will be used to purchase salt from Compass Minerals. The award is based on 6,000 tonnes and is subject to change based on actual requirements. Any shortfall will be funded from the overall winter maintenance budget.

BID INFORMATION

Bid closed on	November 20, 2018
Number picking up bid document	6*
Number responding to bid	2

* Of the bidders that picked up the bid document but did not submit a bid; they advised that they cannot handle due to present plant/workloads and shortage of salt.

PRICE SUMMARY

Bidders	Qty/Year (Tonne)*	Unit Price	Bid Price (Inclusive of HST)
Rafat General Contractor Inc.	6,000 sodium chloride	\$150.00**	\$915,840.00
Draglam Salt	4,000 sodium chloride	\$155.00 (sodium chloride)	\$1,007,424.00
	2,000 treated sodium chloride	\$185.00 (treated sodium chloride)	

*Bidders could provide a bid on sodium chloride and/or treated sodium chloride as long as the combined total tonnes added up to 6,000.

**As compared to our primary sodium chloride vendor, this pricing represents an increase of 79.3% with a current unit price of \$83.65/tonne sodium chloride (2018 pricing).

OPTIONS/DISCUSSIONS

Compass Minerals Canada Corp. (Compass Minerals) is the City's primary vendor for the supply and delivery sodium chloride (Highway Coarse Rock Salt) until 2022. Under our current contract, which is also utilized by York Region and eight other municipalities within York Region, Compass Minerals is required to provide an estimated annual quantity of 19,600 tonnes of sodium chloride to the City.

245-T-18: Supply and Delivery of Sodium Chloride (Highway Coarse Rock Salt)**Page 2 of 2**

The following table outlines the yearly salt consumption for the past 4 years provided by Compass Minerals.

Year	Usage (tonnes)
2017	27,528
2016	17,283
2015	24,087
2014	28,287

Since August, staff from Procurement and Operations have numerous conversations with Compass Minerals to discuss deliveries for the upcoming winter season and understand the situation with their production. In 2018, Compass Minerals had a 12-week strike at their Goderich Mine, this is the mine that provides Sodium Chloride to the City.

As a result of the strike and the potential salt shortage this year, Compass Minerals will not guarantee any quantities above 19,600 tonnes. Therefore, to ensure road safety is not comprised and the City complies with Ontario's Minimum Maintenance Standards for winter maintenance, Ontario Reg. 239/02. Procurement and Operations are recommending awarding the contract for a secondary vendor to supply and delivery of sodium chloride (highway coarse rock salt).

OPERATING BUDGET AND LIFE CYCLE IMPACT

The award is based on 6,000 tonnes and is subject to change based on actual requirements. Any shortfall will be funded from the overall winter maintenance budget.

There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The City utilizes computerized spreader control devices to effectively manage the quantity of winter control material applied to the streets, while maintaining approved service levels. All vehicles are calibrated at the beginning of the winter season to ensure application rates are maintained. City staff continually monitors weather conditions through the use of RWIS, (Road Weather Information System), and Environment Canada to optimize our responses to weather occurrence.

**Number 9****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	228-T-18 Load, Haul (Off-site) and Disposal of Soils
Prepared by:	Eddy Wu, Manager, Waterworks Operations & Maintenance, Ext. 2445 Zoyeb Vahora, Supervisor, Contract Administration, Ext. 2275 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE/BACKGROUND

To obtain approval to award the contract for the load, haul and disposal of soils. It is anticipated the project will be completed by January 2019.

RECOMMENDATION

Recommended Bidder(s)	Salandria Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$240,000.00	Various Accounts (See Financial Considerations)
Less cost of award	\$206,064.00	Inclusive of HST
Budget Remaining after this award	\$ 33,936.00	*

*The remaining budget will be included as part of the 2018 year-end results of operations. The volume of soil disposal fluctuates on a yearly basis depending on operational requirements. Therefore, staff recommend the 2019 budget remain at \$240,000.

BID INFORMATION

Bid closed on	November 27, 2018
Number picking up bid document	19
Number responding to bid	15

PRICE SUMMARY

Bidders	Bid Price (Inclusive of HST)
Salandria Ltd.	\$206,064.00
SAFFA Engineering Inc.	\$245,750.40
Rafat General Contractor Inc.	\$289,634.40
KG Services	\$292,534.56
Urgiles Brothers Excavating	\$337,716.00
A & G The Road Cleaners Ltd.	\$346,492.80
Lombardi Construction Inc.	\$350,995.68
Golder Associates Ltd.	\$361,909.44
Greenspace Landscaping and Property Services Inc.	\$366,336.00
Ace Property Care Inc	\$366,336.00
Melfer Construction Inc.	\$371,296.80
Loc Pave Construction Limited	\$373,968.00
Tri-Phase Environmental Inc.	\$404,496.00
Ground Force Environmental Inc.	\$408,464.64
Roni Excavating Ltd.	\$446,929.92

228-T-18: Load, Haul (Off-site) and Disposal of Soils**Page 2 of 2****FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget allocated to this project	Cost of Award	Budget Remaining
Watermain Breaks	760-100-5300	120,000	103,032	16,968
Sewer Line Breaks	760-500-5300	60,000	51,516	8,484
Drainage - Tipping Fees	700-507-5760	40,000	34,344	5,656
ROW Tipping Fees	700-501-5760	20,000	17,172	2,828
Totals:		240,000	206,064	33,936

The \$33,936 will be reported as part of the 2018 results of operations.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or the Life Cycle Replacement and Capital Reserve Fund.

ENVIRONMENTAL CONSIDERATIONS

The soils will be disposed at an approved MOECP site duly authorized to receive such materials.

**Number 10****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	221-R-18 Consulting Engineering Services for Bridges and Culverts OSIM Inspections
Prepared by:	Shipra Singh, Manager, Infrastructure Capital Planning, Environmental Services ext.2747 Flora Chan, Senior Buyer ext. 3189

PURPOSE/ BACKGROUND

To obtain approval to award the contract for inspection of bridges and culverts as per the Ontario Structure Inspection Manual (OSIM) inspection program for 3 years (2019, 2020 and 2021). The work will commence in April of each year and will be completed by August/ September subject to weather conditions.

The following are the planned inspections for 2019-2021:

Structures	2019	2020 (Estimated)	2021 (Estimated)
Vehicular Bridges (Detail Visual Inspection)	12	9	14
Pedestrian Bridges (Detail Visual Inspection)	37	37	44
Large Culverts (Detail Visual Inspection)	30	32	35
Small Culverts (CCTV Inspection)	31	31	37
Boardwalks (Detail Visual Inspection)	-	10	-
Total	110	119	130

RECOMMENDATION

Recommended Supplier	WSP Canada Group Limited (Highest Ranked/ Lowest Priced Bidder)	
Current Budget Available	\$ 66,000.00	750-101-5399-19221 Bridges and Culverts – Condition Inspection (Pre-approved by Council on Nov 27, 2018)
Less cost of award	\$ 48,590.40	2019 Inspections
	\$ 5,088.00	Cash Allowance*
	<u>\$ 5,367.84</u>	Contingency (10%)
	\$ 59,046.24	2019 Total Award inclusive of HST
	 \$ 52,111.30	2020 Inspections
	\$ 8,140.80	Cash Allowance*
	<u>\$ 6,025.21</u>	Contingency (10%)
	\$ 66,277.31	2020 Total Award inclusive of HST**
	 \$ 64,220.74	2021 Inspections
	\$ 8,140.80	Cash Allowance*
	<u>\$ 7,236.15</u>	Contingency (10%)
	\$ 79,597.69	2021 Total Award inclusive of HST**
	 \$204,921.24	Total award (2019-2021)
Budget Remaining after award	\$ 6,953.76	*** (\$66,000.00 - \$59,046.24)

*Cash allowance is for the flushing of blocked culverts that cannot be determined at the time of the award and will only be paid out if required.

**Subject to Council approval of the 2020 and 2021 capital budgets.

***The balance of \$6,953.76 for 2019 will be returned to the original funding source.

BID INFORMATION

Bids closed on	November 1, 2018
Number picking up bid documents	16
Number responding to bid	6

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage system.

Stage One (1) – Technical Evaluation:

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 5%, Qualifications and Related Experience of the Project Manager and Project Team 30%, Project Delivery 20% totaling 70%.

Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those Bidders who qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation.

Stage Two (2) – Price Evaluation:

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Stage 1 & 2 – Combined Overall Scoring

The scores from the Stage 1 and 2 evaluations were combined to formulate final overall scoring, as summarized below:

Bidders	Total Score (100 points)
WSP Canada Group Limited	93.2
Associated Engineering (Ont.) Ltd.	86.9
GM Blue Plan Engineering	79.4
Orbit Engineering Limited	48.8
TSI Inc.	45.4
Sirati Partners Consultants Ltd.	43.7

*Total Bid prices for 3 years ranged from \$186,292.03 to \$206,654.21 (including cash allowance).

WSP Canada Group Limited (“WSP Canada”), the highest ranked bidder with the highest technical score and lowest price, demonstrated a good understanding of the project, had experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The lifecycle reserve study will be adjusted accordingly. There is no incremental operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 11****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	222-R-18 Consulting Engineering Services for Underground Streetlight Cable Replacement Program – Design and Contract Administration
Prepared by:	Prathapan Kumar, Senior Manager, Infrastructure, Environmental Services ext. 2989 Flora Chan, Senior Construction Buyer, ext. 3189

PURPOSE/ BACKGROUND

To obtain approval to award the contract for underground streetlight cable replacement design and contract administration.

Timeline:

- Design completion by Nov 2019
- Construction between May 2020 to Nov 2020

RECOMMENDATION

Recommended Supplier	IBI Group Professional Services (Canada) Inc. (Highest Ranked/Lowest Priced Bidder)	
Current Budget Available	\$117,025.00	058-6150-19229 -005 Streetlights Underground Cable Replacement / Repair (Pre-approved by Council on Nov 27, 2018)
Less cost of award	\$ 79,085.84 <u>\$ 7,908.58</u> \$ 86,994.42 \$ 83,565.31 <u>\$ 8,356.53</u> \$ 91,921.84 \$178,916.26	Detailed Design Services Contingency (10%) Cost of Design Award (incl. HST impact) Contract Administration & Construction Inspection* Contingency (10%) Cost of CA Award (incl. HST impact) Total Award (incl. HST impact)
Budget Remaining after award	(\$ 61,891.26)	**

*The contract administration and construction inspection award amount is calculated as a fee per construction week, based on an estimated construction period of 15 weeks. The construction period may change subject to detailed design and therefore the purchase order is subject to change.

**The budget shortfall of (\$61,891.26) will be funded from the construction component of the budget (\$1,178,775). The 2019 budget was based on previous contract pricing of 9% of the construction estimate. The bid price came in at 12.5% of the construction estimate and was due to the following: Under the detailed design component, the cost for underground utility survey requirements is \$22k higher compared to the 2015 contract. This is due to the unavailability of as-built information in older areas. Additionally, hourly rates have increased by 15% compared to the 2015 project costs. Any additional funding will be requested through the 2020 budget process based on consultant estimate established through detailed design.

BID INFORMATION

Bids closed on	November 2, 2018
Number picking up bid documents	7
Number responding to bid	5

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage system.

222-R-18 Consulting Engineering Services for Underground Streetlight Cable Replacement Program (2019)
– Design and Contract Administration **Page 2 of 2**

Stage One (1) – Technical Evaluation

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 2%, Qualifications and Related Experience of the Project Manager and Project Team 25%, Project Delivery 28% totaling 70%.

Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those Bidders who qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation.

Stage Two (2) – Price Evaluation

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Stage 1 & 2 – Combined Overall Scoring

The scores from the Stage 1 and 2 evaluations were combined to formulate final overall scoring, as summarized below:

Bidders	Total Score (100 points)
IBI Group Professional Services (Canada) Inc.	92.8
GHD Limited	81.4
LEA Consulting Ltd.	77.5
DPM Energy Inc.	47.3
Moon-Matz Ltd.	40.0

*Total Bid prices for Design and CA ranged from \$162,251.15 to \$224,829.56.

IBI Group Professional Services (Canada) Inc. (“IBI Group”), the highest ranked / lowest priced bidder, demonstrated a good understanding of the project, had experienced and qualified project team and illustrated a comprehensive plan and methodology for the project. IBI Group has also successfully completed two similar streetlight cable replacement projects in 2015 and 2016 with satisfactory performance.

Staff negotiated with IBI Group a 3% or \$5,495.04 cost reduction from their original bid price (168,146.19) as allowed under the Purchasing By-Law.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The life cycle reserve study will be updated based on this award. There is no incremental impact to the operating budget.

ENVIRONMENTAL CONSIDERATIONS

The consultant will oversee the construction contract and review, monitor and ensure compliance with contractor environmental submissions. Additionally, they will maintain environmental compliance records complying with environmental statutes and regulations.

**Number 12****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	223-R-18 Consulting Engineering Services for Culverts Rehabilitation Works
Prepared by:	Shipra Singh, Manager, Infrastructure Capital Planning, Environmental Services ext. 2747 Flora Chan, Senior Buyer ext. 3189

PURPOSE/ BACKGROUND

To obtain approval to award the contract for consulting engineering services for culverts rehabilitation for three (3) structures.

Based on the 2017 - 2018 condition inspection program results, staff requested budget for rehabilitation of the following three (3) structures under the 2019 capital budget:

1. C072: Culvert at 19th Avenue; 150m west of McCowan Road
2. C082: Culvert at Edward Jeffery's Avenue; 55m west of Petunia Street
3. C088: Culvert at Wilfred Murison Avenue; 23m west of Bridle Walk

The Bid was issued requesting pricing for the following:

- Stage 1 - Detailed condition survey, preliminary design and financial analysis
- Stage 2 - Detailed design
- Stage 3 - Contract administration and construction inspection

Stage 1 & 2 work will commence in January 2019 and be completed by December 2019.

RECOMMENDATION

Recommended Bidder	CIMA Canada Inc. (Highest Ranked / Lowest Priced Bidder)	
Current Budget Available	\$180,000.00	058-6150-19223-005 Structures Rehabilitation (3 Structures)
Less cost of award	\$ 29,807.54 \$ 12,292.61 \$110,714.88 \$ 10,176.00 \$ 16,299.10 \$179,290.13	Stage 1 Award Stage 2 Award* Stage 3 Award** Cash Allowance for Geotechnical Investigation during Design Stage Contingency 10% Total Award (Incl. of HST)
Budget Remaining after this award	\$ 709.87	***

*The detailed design (Stage 2) award amount is calculated as a percentage of construction cost, based on an estimated construction cost. The construction cost estimate may change subject to preliminary design and therefore purchase order for Stage 2 is subject to change.

**The contract administration and construction inspection (Stage 3) award amount is calculated as a fee per construction week, based on an estimated construction period of 24 weeks. The construction period may change subject to detailed design and therefore the purchase order for Stage 3 is subject to change.

***The remaining budget of \$709.87 will be returned to original funding source.

BID INFORMATION

Bids closed on	November 20, 2018
Number picking up bid document	16
Number responding to bid	9

223-R-18 Consulting Engineering Services for Culverts Rehabilitation Works – Stages 1, 2 & 3 Page 2 of 2**PROPOSAL EVALUATION**

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage system.

Stage One (1) – Technical Evaluation

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 5%, Qualifications and Related Experience of the Project Manager and Project Team 20%, Project Delivery 30% totaling 70%.

Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those Bidders who qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation.

Stage Two (2) – Price Evaluation

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Stage 1 & 2 – Combined Overall Scoring

The scores from the Stage 1 and 2 evaluations were combined to formulate final overall scoring, as summarized below:

Bidders	Total Score (100 points)
CIMA Canada Inc.	90.4
Jewell Engineering Inc.	72.0
Associated Engineering (Ont.) Ltd.	71.3
Aquafor Beech Limited	70.1
McIntosh Perry Consulting Engineers Ltd.	69.2
LEA Consulting Ltd.	68.9
Chisholm Fleming & Associates	65.5
TSI Inc.	48.3
Sirati & Partners Consultants Limited	34.9

*Total Bid prices ranged from \$162,991.03 to \$295,545.64 (Including Cash Allowance).

CIMA Canada Inc., the highest ranked and lowest price bidder, demonstrated a good understanding of the project, had experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 13****STAFF AWARD REPORT****Page 1 of 2**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	260-T-18 Supply and Delivery of Personnel Protective Clothing
Prepared by:	Shahid Rehman, Inventory Control Coordinator, Fleet and Supplies, Ext. 4896 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of personnel protective clothing for the Operations and Waterworks Departments.

The contract term is one (1) year term starting January 1, 2019 with an option to renew the contract for three (3) additional one (1) year periods. The extension years are subject to annual price increases based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending August 31 in the applicable year.

RECOMMENDATION

Recommended Bidder	AGO Industries Inc. (Sole Bidder)	
Current Budget Available	\$ 31,200.00	700-998-4260 OPDEP Uniforms
	<u>\$ 5,843.10</u>	760-998-4260 WADEP Uniforms
	\$ 37,043.10	Total
Less cost of award	\$ 36,981.67	2019 Inclusive of HST*
	\$ 36,981.67	2020 Inclusive of HST*
	\$ 36,981.67	2021 Inclusive of HST*
	<u>\$ 36,981.67</u>	2022 Inclusive of HST*
	\$147,926.68	Total Cost of Award
Budget Remaining after this award	\$ 61.43	**

*Subject to Council approval of the 2019-2022 budgets.

** The remaining budget in the amount of \$61.43 will be included as part of the 2019 year-end results of operations.

BID INFORMATION

Bid closed on	December 17, 2018
Number picking up bid document	4*
Number responding to bid	1

*Of the bidders that picked up the bid document but did not submit a bid - two bidders advised they could not meet the specifications for all the items listed and one bidder advised they could not submit pricing as the individual responsible for providing pricing was not available before the bid closed.

Staff also contacted bidders that had interest in previous years, but did not submit a bid and the following feedback was received; one bidder advised they were no longer interested in bidding on these contracts as the process required a number of resources to complete the bid and they often did not get awarded the contract; one bidder advised they did not feel they would be competitive against other bid takers. The other previous bidder could not be reached.

PRICE SUMMARY

Sole Bidder	Bid Price (Inclusive of HST)
AGO Industries Inc.	\$36,981.67

Note: The bid document identified 44 different types of clothing requirements (vests, shirts, jackets and pants) with various size requirements (small to 5XL). As compared to the 2016-2018 contract, prices received under the 2019-2022 contract have increased by 7%.

260-T-18: Supply and Delivery of Personnel Protective Clothing**Page 2 of 2****FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Available for this item	Cost of Award for Jan 1-Dec 31, 2019	Budget Remaining
Operations - Uniforms	700-998-4260	\$31,200.00	\$31,138.57	\$61.43
Waterworks - Uniforms	760-998-4260	\$ 5,843.10	\$ 5,843.10	\$ 0.00
TOTAL		\$37,043.10	\$ 6,981.67	\$61.43

The budget remaining of \$61.43 will be included as part of the 2019 year-end results of operations.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The remaining budget of \$61.43 will be included as part of the 2019 results of operations. The 2020 operating budget for Operations department will be adjusted accordingly subject to Council approval of the 2020 budget.

There is no impact to the life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 14****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	238-S-18 Supply and Delivery of Fire Department Dress Uniforms
Prepared by:	Chris Nearing, Deputy Fire Chief, Ext. 5960 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to extend the contract for the supply and delivery of the Fire Department dress uniform requirements for three (3) additional years from (2019 to 2021).

RECOMMENDATION

Recommended Bidder	Uniform Uniforms (Non-Competitive Procurement)	
Current Budget Available	\$33,000.00	420-599-4260 Uniforms
Less cost of award	\$33,000.00	2019 - Inclusive of HST*
	\$33,000.00	2020 - Inclusive of HST*
	<u>\$33,000.00</u>	2021 - Inclusive of HST*
	\$99,000.00	Total Cost of Award
Budget Remaining after this award	\$0.00	

*Subject to Council approval of the 2019-2021 budgets.

A 2% increase per annum increase for all items is applicable in 2020 and 2021.

Staff further recommends:

THAT the tender process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (c) when the extension of an existing Contract would prove more cost-effective or beneficial;

And

(g) where it is in the City's best interest not to solicit a competitive Bid.

OPTIONS / DISCUSSIONS

In 2013, the City awarded the contract through a Request for Proposal (RFP) process for the supply and delivery of Fire Department dress uniform requirements to Uniform Uniforms. The contract included the supply and delivery of single-breasted tunic, trousers, shirts, sweaters, caps, insignia rank, jackets, ties, and belts. Additionally, the vendor was to provide on-site measurement of staff, alternations, and tailoring services.

This contract expired on December 31, 2018 and over the past few months, Staff from Fire and Procurement have undertaken extensive market research, including contacting various vendors and other municipalities. Staff are aware that this is a niche market with only two (2) vendors in 2013 who were qualified through the City's RFP process.

Staff recommend extension of the contract with Uniform Uniforms for three (3) additional years based on the following rationale:

Service level/quality of product

Uniform Uniforms have the specialized fabric colour readily available, they provide alterations to products as required at no extra cost, provide custom tailored products, exceptional quality products and exceptional service. Additionally, other vendors' products are not custom tailored, but are purchased "off the rack" and a local tailor at additional cost would have to be utilized to alter clothing items.

Price rationale

In comparing Uniform Uniforms pricing against two (2) other vendors, the pricing from Uniform Uniforms for single-breasted was 14% lower, trousers (21% lower), shirts (8% lower), caps (14% lower) and insignia (50% lower). Overall, Uniform Uniforms has significantly lower itemized pricing for the high usage items mentioned above and comparable pricing for items such as sweaters, jackets, ties and belts.

238-S-18 Supply and Delivery of Fire Departments' Dress Uniforms**Page 2 of 2****Price rationale**

In comparing Uniform Uniforms pricing against two (2) other vendors, the pricing from Uniform Uniforms for single-breasted was 14% lower, trousers (21% lower), shirts (8% lower), caps (14% lower) and insignia (50% lower). Overall, Uniform Uniforms has significantly lower itemized pricing for the high usage items mentioned above and comparable pricing for items such as sweaters, jackets, ties and belts.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental 2019 operating budget impact. The annual 2% escalation for the years 2020 and 2021 will be addressed as part of the 2020 and 2021 Operating Budget process. There is no impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 15****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	250-S-18 Consulting Engineering Services for Contamination Monitoring Program at 555 Miller Avenue
Prepared by:	Vicky Chan, Project Manager, Sustainability & Asset Management, Ext. 2567 Flora Chan, Senior Buyer, Ext. 3189

PURPOSE/BACKGROUND

To obtain approval to award the contract for consultant services for contamination monitoring program of the groundwater, indoor air quality, methane and other gases for three (3) years at the same itemized pricing.

Since the decommissioning and removal of City's old underground fuel storage tanks, each site was tested for contamination and remediated in accordance to regulatory requirements by Technical Standards and Safety Authority (TSSA). At 555 Miller Avenue, external geo-environmental and hydrogeological investigations were done to determine existing underground soil and groundwater conditions and presence of petroleum hydrocarbon (PHC) and volatile organic compound (VOC) were confirmed. Based on investigation results and current use of property, long-term ground water monitoring was recommended as the most suitable and most economical remediation option.

The scope of work includes:

- two (2) semi-annual methane and total gas monitoring at the southern part of the facility
- four (4) quarterly groundwater monitoring and indoor air quality testing at the northern part of the facility
- four (4) quarterly reports to summarize all results from field activities
- one (1) yearly report to provide data analysis of the monitoring program.

RECOMMENDATION

Recommended Bidder	Peto MacCallum Ltd. (Non-Competitive Procurement)	
Current Budget Available	\$30,500.00	056-6150-15261-005 Fuel Facilities Improvements
Less cost of award	\$26,950.00	Year 1 - December 1, 2018 to November 30, 2019
	<u>\$ 2,695.00</u>	Contingency (10%)
	\$29,645.00	Year 1 Award*
	\$26,950.00	Year 2 - December 1, 2019 to November 30, 2020
	<u>\$ 2,695.00</u>	Contingency (10%)
	\$29,645.00	Year 2 Award*
	\$26,950.00	Year 3 - December 1, 2020 to November 30, 2021
	<u>\$ 2,695.00</u>	Contingency (10%)
	\$29,645.00	Year 3 Award*
	\$90,500.26	Total Award (including HST impact)
Budget Remaining after this award	\$ 333.25	**

*Subject to Council approval of the 2020 and 2021 capital budgets. Contract renewal will be made on an annual basis, subject to site findings and year-end review recommendation. At the end of the 3-year monitoring program, Staff will review annual site findings and consultant's recommendations to determine if further monitoring is required.

**The remaining balance of \$333.25 will be returned to original funding source.

Staff further recommends that the City's tender process be waived in accordance with Purchasing By-Law 2017-8, 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/ DISCUSSIONS**Proven Track Record**

Peto MacCallum Ltd. (PML) was previously awarded related work as the highest ranked bidder (205-R-14) and has successfully completed similar projects and related investigations at this site for the Engineering and Sustainability & Asset Management departments. Staff is satisfied with the level of service, professionalism and technical expertise provided by PML.

250-S-18 Consulting Engineering Services for Contamination Monitoring Program at 555 Miller Avenue Page 2 of 2**Technical Expertise**

PML is an independent Canadian consulting engineering company, specializing in geo-environmental, geotechnical, foundation, hydrogeological, and construction materials engineering, quality control/quality assurance inspection and testing, and building science services in Canada.

Efficiency, Cost and Time Savings

The monitoring wells previously installed by PML as part of the initial investigations can be re-utilized in this monitoring program. This eliminates the need for additional installation or verification of monitoring wells (\$5,500 by another consultant) and minimizes any duplication of efforts / costs that would be associated with engaging another consultant.

Other cost savings and efficiencies are expected through knowledge transfer from previous work, including access to all previous site records.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating or life cycle impact. Staff is currently in discussion with the adjacent property owner (Miller Compost) for cost sharing opportunities in Year 2 and Year 3 of the monitoring program, thus minimizing any financial impact to future operating budget.

ENVIRONMENTAL CONSIDERATIONS

The monitoring program represents the most suitable remediation option to address the contaminated soil and ground water identified, based on the current use of property (if development or selling of property is not considered).

**Number 16****STAFF AWARD REPORT****Page 1 of 1**

To:	Andy Taylor, Chief Administrative Officer
Re:	248-S-18 Continuous Electrical Safety Services Program
Prepared by:	Sameem Shah, Facility Asset Coordinator Ext. 6190 Flora Chan, Senior Buyer Ext. 3189

PURPOSE/BACKGROUND

To obtain approval to award the contract for continuous electrical safety services program in accordance with the Ontario Electrical Safety Code for three (3) years at the same itemized pricing. As part of the mandate, Electrical Safety Authority (ESA) is responsible for inspecting electrical work performed in accordance with the Ontario Electrical Safety Code.

Routine electrical inspection by ESA includes:

- Electrical service upgrades
- Newly installed electrical equipment and devices
- Routine maintenance of electrical systems
- Existing electrical systems for safety and code violations

RECOMMENDATION

Recommended Bidder	Electrical Safety Authority (ESA) (Non-competitive Procurement)	
Current Budget Available	\$ 52,627.37	750 750 5314 Service Agreements – Facility Maintenance
Less cost of award	\$ 53,892.07	January 1, 2019 – December 31, 2019
	\$ 53,892.07	January 1, 2020 – December 31, 2020*
	<u>\$ 53,892.07</u>	January 1, 2021 – December 31, 2021*
	\$161,676.21	Total Cost of Award, inclusive of HST
Budget Remaining after this award	\$(1,264.70)	**

* Subject to Council approval of the 2020 and 2021 Operating Budgets.

**The budget shortfall of (\$1,264.70) will be included as part of the 2019 operating budget subject to Council approval.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (b) where there is only one source of supply for the goods to be purchased.

Electrical Safety Authority (“ESA”) operates as a delegated authority on behalf of the provincial government in accordance to PART VIII, section 113 of the Electricity Act and the Safety and Consumer Statutes Administration Act.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Compared to the previous 3-year contract (245-S-15), the annual cost increased by \$1,264.70 due to price escalation of 2.2% (\$1,134.70), addition of one location – Elson Miles Farm (\$250.08) and offset by the removal of the hardcopy code books (\$120.08).

There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 17****STAFF AWARD REPORT****Page 1 of 1**

To:	Morgan Jones – Director, Operations
Re:	261-Q-18 Supply and Delivery of Two (2) Full Size Crew Cab, 4x4, 8 Cylinder Gasoline Engine, 2500 Series Pick Up Trucks
Prepared by:	Peter Englezakos, Supervisor, Fleet and Supplies, Ext. 4896 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of two (2) full size crew cab, 4x4, 8 cylinder gasoline engine, 2500 series pick-up trucks. Delivery of the vehicles are anticipated by May 2019.

RECOMMENDATION

Recommended Bidder	Finch Auto Group (Lowest Priced Bidder)	
Current Budget Available	\$79,956.90	057-6150-18246-005 Corporate Fleet Replacement - Fire
Less cost of award	\$78,678.78	Inclusive of HST
Budget Remaining after this award	\$1,278.12	*

*The remaining balance of \$1,278.12 will be returned to the original funding source.

OPTIONS/DISCUSSIONS

The current 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).

BID INFORMATION

Bid closed on	January 4, 2019
Number picking up bid document	10
Number responding to bid	6

PRICE SUMMARY

Bidders	Bid Price (Inclusive of HST)
Finch Auto Group	\$78,678.78
Downtown Autogroup	\$85,307.44
Heritage Ford Incorporated	\$85,722.62
Donway Ford Sales	\$85,783.68
Winegard Motors Limited	\$86,581.48
Trillium Ford Lincoln Ltd.	\$91,628.77

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact.

The Life Cycle reserve study will be updated accordingly as part of the 2019 update.

ENVIRONMENTAL CONSIDERATIONS

All units in this award utilize the most current technology, reducing overall engine emissions.

**Number 18****STAFF AWARD REPORT****Page 1 of 1**

To:	Kimberley Kitteringham, Director, Legislative Services and Communications
Re:	162-Q-18 Uniforms for Provisional Offences Officers
Prepared by:	Travis Gallyot, By-Law Enforcement & Licensing Clerk, Ext. 2457 Darius Chung, Senior Buyer, Ext. 2025

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of uniforms for the City's by-law offences officers. The contract will be for one (1) year with the option to extend at the same for two (2) additional one year periods at the same itemized pricing.

As part of the scope of work, the vendor will supply and deliver various garments which include but is not limited to:

- Short/Long Sleeve Shirts
- Pants
- Sweaters
- Seasonal Jackets

There are a total of 43 by-law offences officers. Each garment piece will be custom embroidered to include the City of Markham patches, name identification, and tailored to fit Markham epaulettes.

RECOMMENDATION

Recommended Bidder	Cintas Corporation (Lowest Priced Bidder)	
Current Budget Available	\$28,395.98	310-323-4260 (Offences Officer Uniforms)
Less cost of award	\$28,395.98	Year 1 – January 1, 2019 – December 31, 2019
	\$28,395.98	Year 2 – January 1, 2020 – December 31, 2020
	<u>\$28,395.98</u>	Year 3 – January 1, 2021 – December 31, 2021
	\$85,187.40	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	*

*2019, 2020, 2021 Operating budget are subject to Council Approval.

Note: Award amount is to the full budget amount.

BID INFORMATION

Bids closed on	October 12, 2018
Number picking up bid documents	13
Number responding to bid	7

PRICE SUMMARY (Inclusive of HST)

Bidders	Bid Price (Inclusive of HST)*
Cintas Corporation	\$46,415.94
Fundy Tactical	\$47,635.89
The Uniform Group Inc	\$49,212.15
The Uniforms Experts North America Inc.	\$49,565.52
Unisync Group Ltd.	\$52,005.47
835090 Ontario Ltd. O/A Uniform Uniforms	\$55,903.38
Martin & Levesque Inc.	\$56,286.51

* The bid included a high level estimate of garment quantities based on 43 officers that may or may not be required. Staff recommend awarding the contract to the budget amount whereby each officer is budgeted \$660.37 inclusive of HST.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental 2019 operating budget impact. There is no impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 19****STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	241-S-18 Parts & Maintenance of Ice Surfacing Machines
Prepared by:	Ryan Hanna, Community Facility Coordinator, Ext. 4444 Darius Chung, Senior Buyer, Ext. 2025

PURPOSE/BACKGROUND

To award the contract to Zamboni Company Ltd. for the parts and maintenance of the City's ice resurfacing machines for a period of five (5) years.

RECOMMENDATION

Recommended Supplier	Zamboni Company Ltd. (Non-Competitive Procurement)	
Current Budget Available	\$ 51,796.00	Various accounts - See Financial Considerations
Less cost of award	\$ 51,500.00	January 1 – December 31, 2019*
	\$ 51,500.00	January 1 – December 31, 2020*
	\$ 51,500.00	January 1 – December 31, 2021*
	\$ 51,500.00	January 1 – December 31, 2022*
	\$ 51,500.00	January 1 – December 31, 2023*
	\$257,500.00	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 296.00	**

*Subject to Council's approval of the 2019-2023 operating budgets.

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 (b) "where there is only one source of supply for the goods to be purchased" and:

(h) "Where it is necessary or in the best interest of the City to acquire non-standard items from a preferred supplier who has a proven track record with the City in terms of pricing, quality and service."

OPTIONS/DISCUSSIONS

Zamboni Company Ltd. has been the sole source vendor for the supply and delivery of ice re-surfacing machines since 1993 and has been the vendor for the supply of parts and maintenance on all City owned and operated ice resurfacing machines.

Currently there are no other vendors who can satisfy the conditions of this contract as Zamboni Company Ltd (Zamboni) is the only authorized dealer for the supply of proprietary parts and services to Zamboni Ice Resurface Machines. Zamboni offers no dealer representation in Ontario. Zamboni offers Original Equipment Manufacturer (OEM) parts only from their facility in Brantford, Ontario and honour warranties on the parts. The ability to purchase Zamboni proprietary parts ensures that warranty is maintained on the Zamboni equipment.

Zamboni quoted labour rates are consistent across all municipalities which they service and are comparable with current shop rates for repair and maintenance in the automotive industry (similar scope), which range between \$100.00 per hour to \$160.00 per hour. Zamboni labour rates will remain the same for the first year and will not exceed \$120.00 per hour for the length of the contract.

OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT

Facility	Operating Account	2018 Budget Available	Cost of Award *	Balance Remaining
Angus Glen Community Centre	504-921-5314	\$13,578.00	\$13,500.00	\$78.00
Mount Joy Community Centre	503-922-5314	\$ 5,500.00	\$ 5,500.00	\$32.00
Markham Village Community Centre	503-923-5314	\$ 4,727.00	\$ 4,700.00	\$27.00
Thornhill Community Centre	501-921-5314	\$10,359.00	\$10,300.00	\$59.00
Clatworthy Arena Community Centre	501-922-5314	\$ 4,023.00	\$ 4,000.00	\$23.00
Milliken Mills Community Centre	502-921-5314	\$ 2,011.00	\$ 2,000.00	\$11.00
Centennial Community Centre	503-921-5314	\$ 7,543.00	\$ 7,500.00	\$43.00
Crosby Community Centre	502-922-5314	\$ 4,023.00	\$ 4,000.00	\$23.00
	Total	\$51,796.00	\$51,500.00	\$ 296.00

*The award estimate is based on 2018 requirements.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 20****STAFF AWARD REPORT****Page 1 of 1**

To:	Andy Taylor, Chief Administrative Officer
Re:	259-S-18 Marketing Services for Flato Markham Theatre
Prepared by:	Eric Lariviere, Manager, Markham Theatre, Ext.7546 Darius Chung, Senior Buyer, Ext. 2025

PURPOSE/BACKGROUND

To obtain approval to extend the marketing services contract for the Flato Markham Theatre for one (1) year. Pricing shall remain firm for the term of the contract.

The work includes but is not limited to:

- Marketing collaboration and planning and strategy for 2019 subscription;
- Development of the marketing communication plan for the diamond season
- Public relations/publicity;
- Media planning and buying;
- Facilitating surveys and advertising;
- Social media and digital marketing;
- Brand development and creative design;
- Database management, copywriting and content development;

RECOMMENDATION

Recommended Supplier	Interkom Inc. (Non-Competitive Procurement)	
Less cost of award	\$ 108,069.12	January 1, 2019 – December 31, 2019* (Inclusive of HST)

*The cost of award will be funded from the Manager, Marketing vacant position and subject to Council approval of annual Operating Budget. This position will not be filled at this time and the recommended supplier will carry out work associated with this position for 2019. The budget for this position is \$120,775 (\$94,726 salary + benefits) which results in a savings of \$12,705.88 which will be reported as part of the year end results of operations

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 (c) “where the extension of an 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 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.”

OPTIONS/DISCUSSIONS

Due to the absence of a marketing manager, Interkom Inc. (Interkom) is the ideal candidate to continue this work as they managed the theatre’s dynamic marketing portfolio during the last marketing transition in 2016 and again in 2018. Staff is satisfied with the level of service provided by the supplier, who has demonstrated a good understanding of the City’s requirements and processes.

Interkom Inc. is a full-service agency providing communications and marketing solutions for the Flato Markham Theatre since January 2018 in replacement of the marketing manager’s position. Interkom has extensive experience, knowledge of current branding and a solid understanding of the entertainment/theatre industry.

Staff is recommending that the one (1) year extension achieved through the negotiation process with Interkom ensures the continuity of existing services without incurring significant inconvenience to the City. In 2019, Staff will review the options of issuing a RFP to the market for this contract if the marketing manger’s position has not been filled.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating impact and life cycle impact.

ENVIRONMENTAL CONSIDERATION

N/A



Report to: General Committee

Meeting Date: February 19, 2019

SUBJECT: Award of Construction Tender 134-T-18 West Thornhill – Phase 2D Storm Sewer and Watermain Replacement

PREPARED BY: Prathapan Kumar, Senior Manager, Environmental Services, Ext. 2989
Flora Chan, Senior Buyer, Ext. 3189

RECOMMENDATIONS:

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

PURPOSE:

The purpose of this report is to obtain Council approval to award the contract for the West Thornhill – Phase 2D Storm Sewer and Watermain Replacement.

BACKGROUND:

The stormwater flood control implementation strategy was approved by Council on November 8, 2011 for the West Thornhill area in accordance with the City's November 2010 Class EA Study. The City-wide Flood Control Program is a 30-year program with an estimated cost of \$234M - \$288M (2014 dollars). The first phase (1A, 1B & 1C) of the remediation includes storm sewer capacity upgrades in the Bayview Glen neighbourhood and the second phase (2A, 2B, 2C & 2D) includes the Grandview area. Phase 1 and 2 was proposed to be completed in a 5-year period by 2019 as outlined in the table below:

Area	Proposed Implementation Schedule	Status
Phase 1A: Bayview Glen Area	2014 - 2015	Total Completion as of Nov 2016; Maintenance completion Nov 2017
Phase 1B: Bayview Glen Area	2015 - 2016	Substantially completed as of Aug 2016; Maintenance completion Aug 2018
Phase 1C: Canadiana Road	2016	Substantially completed as of Dec 2016; Maintenance completion Dec 2018;
Phase 2A: Grandview Area	2016 - 2017	Substantially completed as of Dec 2016; Maintenance completion Dec 2018
Phase 2B: Grandview Area (Park & Proctor Ave)	2017 - 2018	Substantially completed as of Dec 2017; Maintenance completion Dec 2019
Phase 2C: Grandview Area	2018 - 2019	Anticipated Substantial Completion – Oct 2019;
Phase 2D: Grandview Area (This Award)	2019 - 2020	Construction Commencement April 2019
Phase 3: Clark Ave/ Henderson Area	2020 - 2023	
Phase 4: Royal Orchard Area	2021 & 2023 - 2026	

To support the program, on June 24, 2014, Council approved the structure of the stormwater fee rates in order to meet the annual revenue target for the first 5-year cycle of the Program. The new stormwater fee is a 30-year initiative, to improve storm drainage capacity and limit flooding risks in urban areas.

On June 24, 2014 Council approved a \$47 annual fee per residential property commencing 2015 and on September 28, 2015 Council approved \$29 annual fee per \$100,000 of current value assessment (CVA) for non-residential properties commencing 2016. Stormwater Fee will be re-assessed again in 2020.

Construction Tender for Phase 2D

Due to the scope of the project, contractors were prequalified to ensure that they had the necessary qualifications, experience and resources to complete the work in accordance with the City's requirements and within the specified timelines. Prequalification 279-P-13 was issued in accordance with the Purchasing By-law 2004-341.

Pre-Qualification Information (279-P-13)

Prequalification closed on	October 29, 2013
Number of Contractors picking up the Pre-qualification document	16
Number of Contractors responding to the Pre-qualification	12
Number of Contractors Pre-qualified	6

Construction Tender Information (134-T-18)

Bids closed on	January 25 2019
Number picking up the Bid document	4
Number responding to the Bid	4

Note: two (2) bidders that were pre-qualified did not pick up the bid document or submit a bid.

Price Summary

Bidder	Bid Price (Incl. of HST)
KAPP Infrastructure Inc.	\$ 7,579,708.08
Lancorp Construction Co Ltd.	\$ 8,632,636.02
Memme Excavation Company Limited	\$ 10,666,142.00
Dagmar Construction Inc.	\$ 11,119,367.83

OPTIONS/ DISCUSSION:Watermain Replacement

The existing cast iron watermain on Grandview Avenue, Highland Park Boulevard, Dalmeny Road and Delair Crescent are close to the end of their life cycle. Combined replacement of services will minimize disruption to the local community by avoiding replacement of watermain and repair of the roadway at a later date.

The replacement of cast iron watermain is consistent with the City's strategy to upgrade aged and deficient watermain to improve supply capacity and reliability. Replacement of these old cast iron watermain will also offer improved reliability (less risk of breaks) as well as improve water quality and flows for domestic and fire demand. Based on experience, cast iron watermain are susceptible to internal and external corrosion as they age which leads to poor water quality and increased watermain breaks. The new watermain replacement material will be PVC pipe, which has a service life of 90 years and is superior as it is heat resistant, chemical resistant and non-corrosive.

The Tender award includes the replacement of the existing watermain at a cost of \$2,834,910.56 inclusive of 10% contingency and HST impact.

Public Input

A Public Information Committee (PIC) meeting will be scheduled in February/ March 2019, prior to construction, to provide an update to the area residents and businesses, as well as to address any potential issues or concerns that the public may have on the proposed construction.

Traffic Management Plan

The objective of the traffic management plan is to limit the traffic within the construction zone (only local traffic will be allowed) and divert through traffic onto adjacent roadways.

Communications Plan

Staff will be providing regular updates to the affected stakeholders as well as providing early notification for any disruptions to driveway access or municipal services. The City's website will also be updated as required to provide up-to-date information on the status of the project.

Construction Moratorium

In early 2018, Environmental Services staff advised all utility companies (e.g. Alectra Utilities, Enbridge, Rogers and Bell Canada) that all upgrades to their infrastructure be completed prior to permanent restoration of roads in 2020.

Environmental Services staff is requesting that Council approve a 5-year moratorium on major construction work within the following roadway, which is to be enforced immediately after construction is complete. Minor and emergency repairs would be permitted. The moratorium would not affect any utility projects within the boulevard area.

- Grandview Avenue (Jewell St to Henderson Ave),
- Highland Park Blvd – North/ South leg (from Grandview Ave to Highland Park Blvd),
- Henderson Avenue (from Grandview Ave to Dalmeny Rd),
- Dalmeny Road (from Henderson Ave Cul-de-sac)

Project Schedule for Phase 2D:

- Mid March 2019 - Issue of Purchase Order
- Early April 2019 - Commencement of work
- December 20, 2019 - Completion of 70% work to base asphalt
- January to Spring 2020 - Winter Shutdown
- Spring 2020 to Summer 2020 - Complete remaining 30% work, top asphalt, restoration etc.

FINANCIAL CONSIDERATIONS AND TEMPLATE:

The following table summarizes the financial considerations for Phase 2D:

	Storm	Water	
Budget Allocation	\$7,836,900.00	-	058-6150-19239-005 "West Thornhill Flood Control Implementation - Phase 2D Construction" (Pre-Approved)
	-	\$4,454,000.00	053-6150-19245-005 "Cast Iron Watermain Replacement – West Thornhill Phase 2D" (Pre-Approved)
Budget Available for this Project (A)	\$7,237,700.00	-	058-6150-19239-005
	-	\$4,101,406.00	053-6150-19245-005
Less: Construction Cost (B)	\$5,002,516.67	\$2,577,191.42	} Awarded to KAPP Infrastructure Inc. Ltd. (134-T-18)
Less: Construction Contingency (10%) (C)	\$ 500,251.67	\$257,719.14	
Total Cost (D) = (B) + (C)	\$5,502,768.33	\$2,834,910.56	
Budget Remaining (E) = (A) – (D)	\$1,734,931.67	\$1,266,495.44	*

*The remaining funds in project #19239 "West Thornhill Flood Control Implementation - Phase 2D Construction" in the amount \$1,734,931.67 will not be required from the Stormwater Fee Reserve. The remaining funds in project #19245 "Cast Iron Watermain Replacement – West Thornhill Phase 2D" in the amount of \$1,266,495.44 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT

The constructed stormwater pipes and associated infrastructure is estimated to last 100 years and PVC watermain service life is estimated to be 90 years. As such, there is no incremental impact to the Life Cycle Reserve Study over the next 25 years. There is no incremental operating budget impact.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The proposed flood remediation program is aligned with City's goal to provide better quality services to the public and is consistent with the Building Markham's Future Together strategic priority on the "Growth Management" and "Environment" as it considers sustainability on the built environment.

BUSINESS UNITS CONSULTED AND AFFECTED:

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

RECOMMENDED BY:

2019-02-08

X 

Phoebe Fu
Director, Environmental Services
Signed by: cxa

2019-02-08

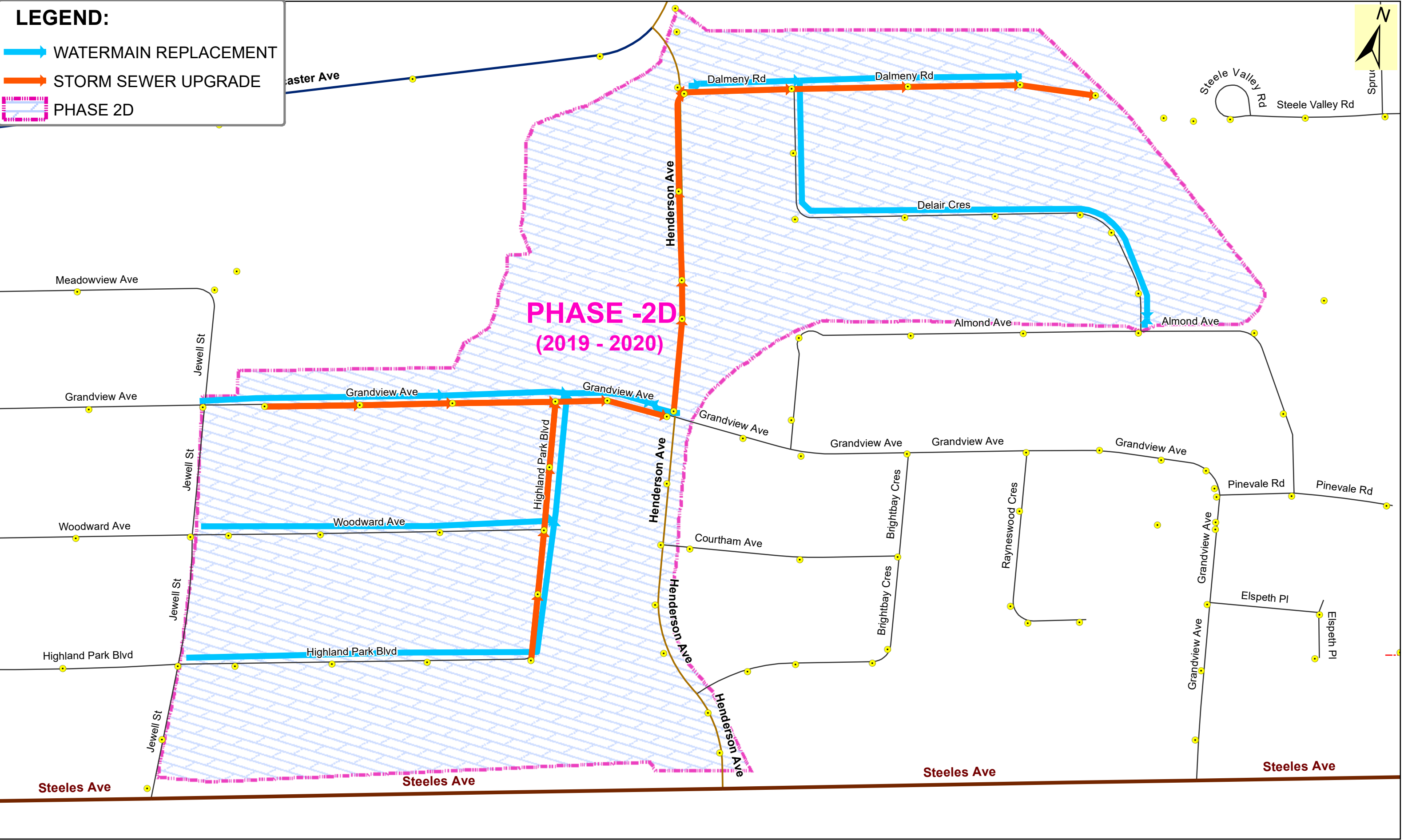
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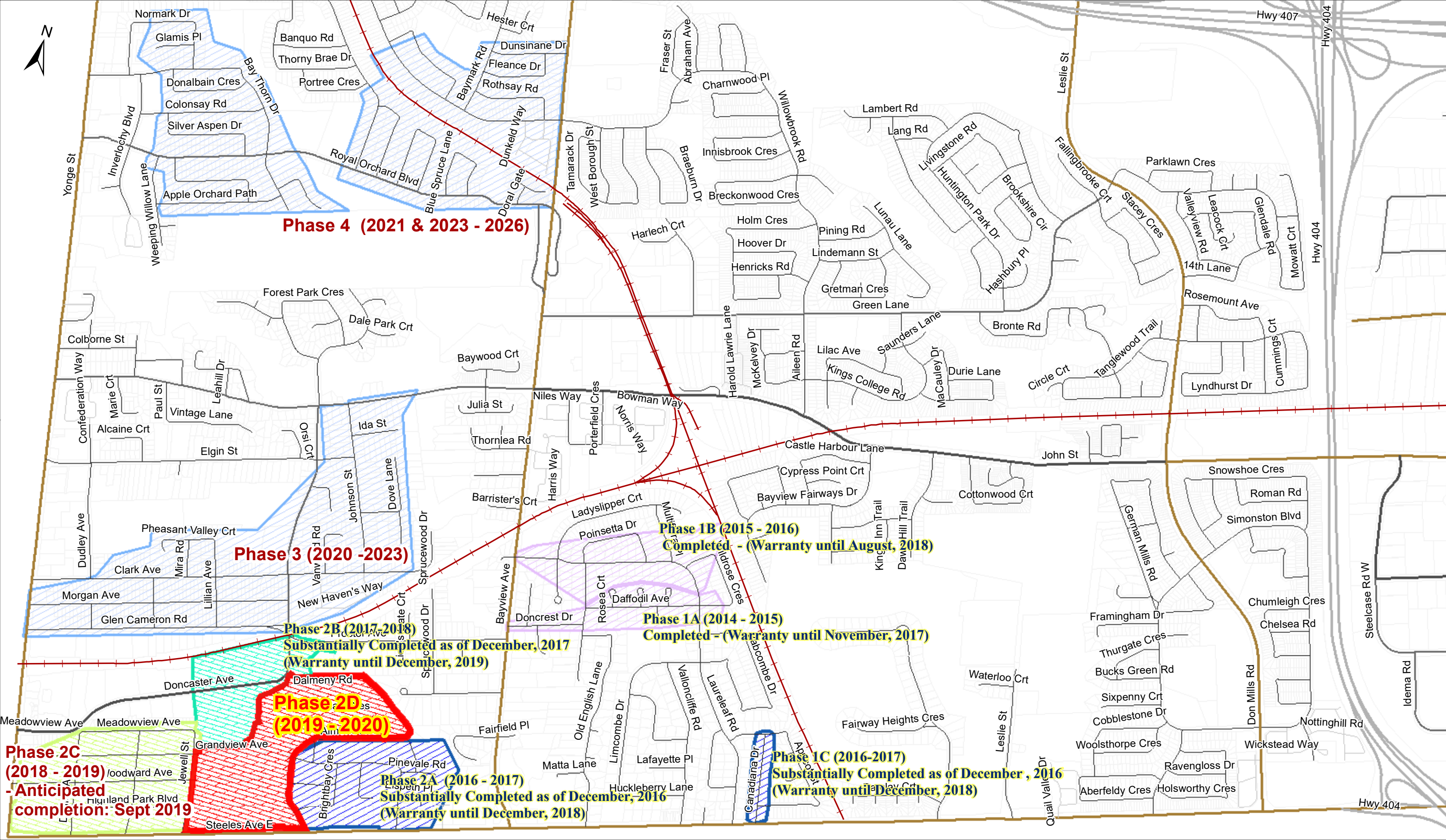
Brenda Librecz
Commissioner, Fire a& Community Services
Signed by: cxa

ATTACHMENTS:

[Attachment "A" - Location Map](#)

[Attachment "B" - West Thornhill Flood Control Implementation Phases](#)







Report to: General Committee

Meeting Date: February 19, 2019

SUBJECT: Award of RFP 224-R-18 Consulting Engineering Services for Cast Iron Watermain Replacement/ Rehabilitation Design and Contract Administration

PREPARED BY: Prathapan Kumar, Senior Manager, Ext. 2989
Flora Chan, Senior Buyer, Ext. 3189

RECOMMENDATIONS:

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

PURPOSE:

The purpose of this report is to obtain Council approval to award the contract for Consulting Engineering Services for Design and Contract Administration for the following:

- (a) **Phase 1:** Cast Iron Watermain Replacement Replacement of approx. 4,000 m length in Laureleaf area (refer to Attachment A); and
- (b) **Phase 2:** Rehabilitation of approx. 4,200 m length of Cast Iron watermain with Cured in Place Pipe (CIPP) lining at various locations. (refer to Attachment B)

BACKGROUND:

The scope of work under this award includes engineering services and all other sub-consultant services related to replace and rehabilitate the cast iron watermain.

The scope of work includes, but not limited to the following:

- Background Review and Data Collection
- Topographic Survey
- Sub Surface Utility Engineering Survey
- Geotechnical Investigation
- Tree Assessment
- Preliminary Design and Cost Estimates
- Detailed Design and Cost Estimates
- Preparation of Tender Documents

Additionally, after construction award, the consultant will provide contract administration and construction inspection services during the implementation of the project anticipated to be spread over a period of 2 years and post construction and warranty period inspection services. The consultant will retain specialist consultants to provide their services for arborist, or any other specialty consultant that may be needed during the construction phase.

Bid Information:

Bids closed on	November 21, 2018
Number picking up the Bid document	16
Number responding to the Bid	10

Proposal Evaluation:

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage process.

Stage One (1) – Technical Evaluation:

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 5%, Qualifications and Related Experience of the Project Manager and Project Team 30%, Project Delivery 20% totaling 70%. Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those Bidders who

qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation.

Stage Two (2) – Price Evaluation:

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Stage 1 & 2 – Combined Overall Scoring

The scores from the Stage 1 and 2 evaluations were combined to formulate final overall scoring, as summarized below:

Bidders	Score out of 100 points
LEA Consulting Ltd.	91.6
R.V. Anderson Associates Limited	84.0
Chisholm Fleming & Associates	82.5
Accardi Schaeffers & Associates Ltd.	82.3
Wood Environment and Infrastructure Solutions	82.2
Environmental Infrastructure Solutions Inc.	81.8
Associated Engineering (Ont.) Ltd.	76.6
CIMA Canada Inc.	68.3
The Municipal Infrastructure Group Ltd.	50.0
RA Engineering Inc	48.0

*Bid Prices ranged from \$1,044,730.23 to \$1,618,528.8.

LEA Consulting Ltd., the highest ranked bidder with the lowest price, demonstrated a good understanding of the project, had an experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

Project Schedule:

Phases	Anticipated Commencement	Anticipated Substantial Completion
Phase 1 – Cast Iron Watermain Replacement Design (Laureleaf Area)	April 2019	Nov 2019
Phase 1 – Cast Iron Watermain Replacement - CA (Laureleaf Area)	April 2020	Dec 2020
Phase 2 – Cast Iron Watermain Rehabilitation using CIPP Liner - Design (various locations)	Jan 2020	Aug 2020
Phase 2 – Cast Iron Watermain Rehabilitation using CIPP Liner – CA (various locations)	April 2021	Dec 2021

FINANCIAL CONSIDERATIONS AND TEMPLATE:**Design Services for Cast Iron Watermain Replacement (Laureleaf Area):**

The following table summarizes the financial considerations:

Phase 1 - Design	Budget Available for Design (A)	\$407,000.00	053-6150-19242-005 " Cast Iron Watermain Replacement - Design" (Pre-approved)
	Less: Design Award for Phase 4 (B)	\$289,391.19	Award to LEA Consulting Ltd. (incl. of HST impact)
	Less: Design Contingency (10%) (C)	\$ 28,939.12	
	Total Cost of Phase 1 - Design (D) = (B) + (C)	\$318,330.31	
	Budget Remaining (E) = (A) - (D)	\$ 88,669.69	*

* The remaining budget of \$88,669.69 will be returned to the original funding source.

Future Design + Contract Administration Services for 2020 and 2021:

The Purchase Order for the phases identified below will not be issued until 2020 and 2021, issuance of the Purchase Order will be subject to Council approval of the respective year's Capital Budgets. Under this award, Staff are able to lock in pricing for the design and contract administration and contract inspection required in these years.

Phase 1 - CA	2020 Budget	N/A	Subject to Council approval of the 2020 Capital budget
	Contract Administration – Phase 1(F)	\$252,214.20	
	CA Contingency (10%) (G)	\$ 25,221.42	
	Total Cost of Phase 1 CA (H) = (F) + (G)	\$ 277,435.61	
Phase 2 - Design	2020 Budget	N/A	Subject to Council approval of the 2020 Capital budget
	Rehabilitation Design – Phase 2 (I)	\$262,765.69	
	CA Contingency (10%) (J)	\$ 26,276.57	
	Total Cost of Phase 2 - Design (K) = (I) + (J)	\$289,042.26	
Phase 2 - CA	2021 Budget	N/A	Subject to Council approval of the 2021 Capital budget
	Contract Administration – Phase 2 (L)	\$240,359.15	
	CA Contingency (10%) (M)	\$ 24,035.92	
	Total Cost of Phase 2 – CA (N) = (L) + (M)	\$264,395.07	
Total Cost of Phase 1 CA + Phase 2 Design + CA (O) = (H + K + N)		\$830,872.94	

The cost estimate for Phases 1 and 2 contract administration is based on an estimated construction period of 35 weeks. The construction period may change subject to detailed design and therefore the purchase orders may need to be adjusted.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The constructed PVC watermain is estimated to last for 90 years and CIPP lining to last for 50 years. As such, there is no incremental impact to life cycle reserve study over the next 25 years. There is no incremental operating budget impact.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The proposed cast iron watermain replacement/ rehabilitation programs are in line with City's goal to provide better quality services to the public and is consistent with the Building Markham's Future Together strategic priority on the "Growth Management" and "Environment" as it considers sustainability on the built environment.

BUSINESS UNITS CONSULTED AND AFFECTED:

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

RECOMMENDED BY:

2019-02-06

X 

Phoebe Fu
Director, Environmental Services
Signed by: cxa

2019-02-06

X 

Brenda Librecz
Commissioner, Community & Fire Services
Signed by: cxa

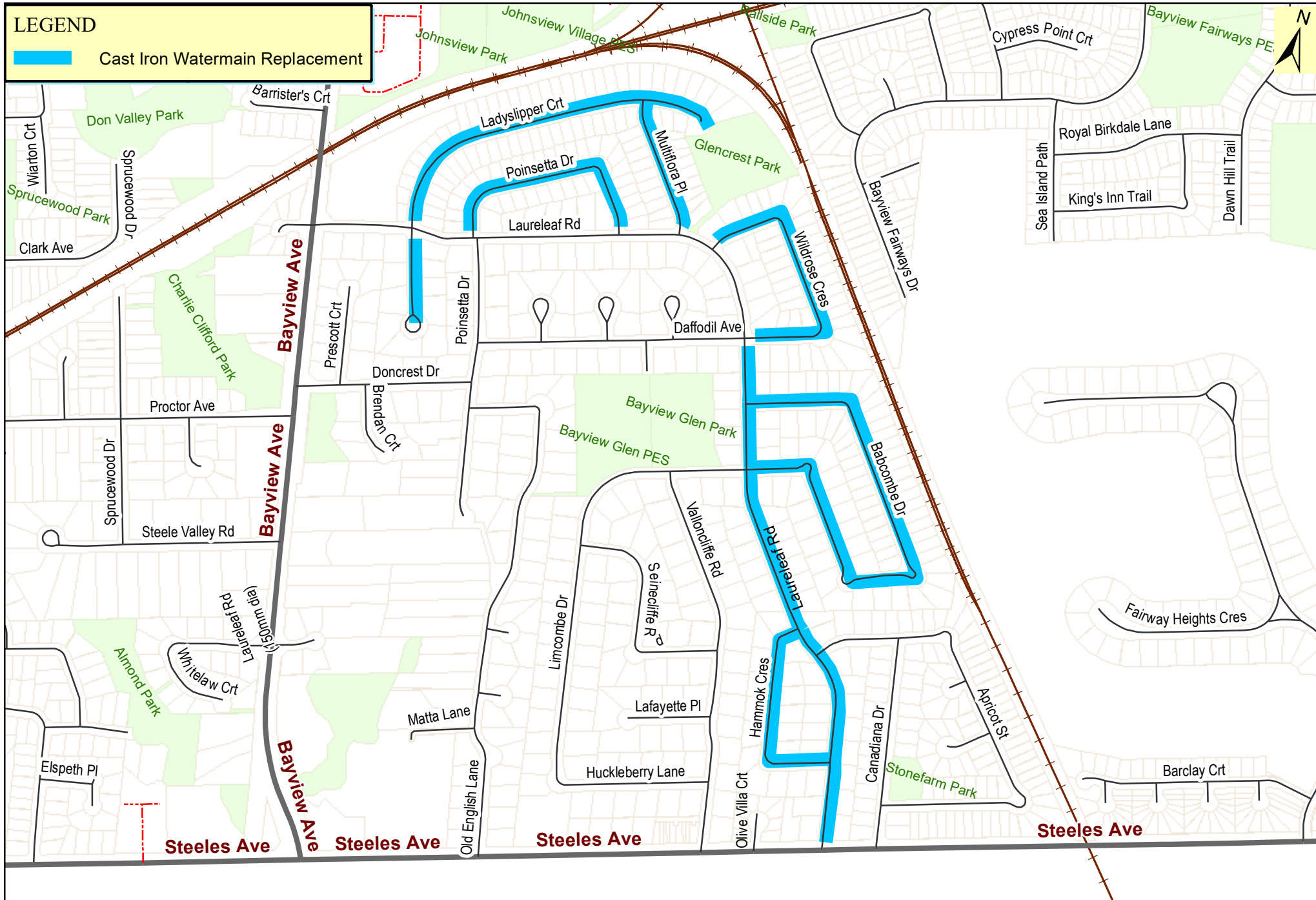
ATTACHMENTS:

[Attachment A & B – Watermain Replacement - Phase 1 & 2 Areas](#)



Attachment 'A' - Location Map Phase 1 - Cast Iron Watermain Replacement - 2019/2020

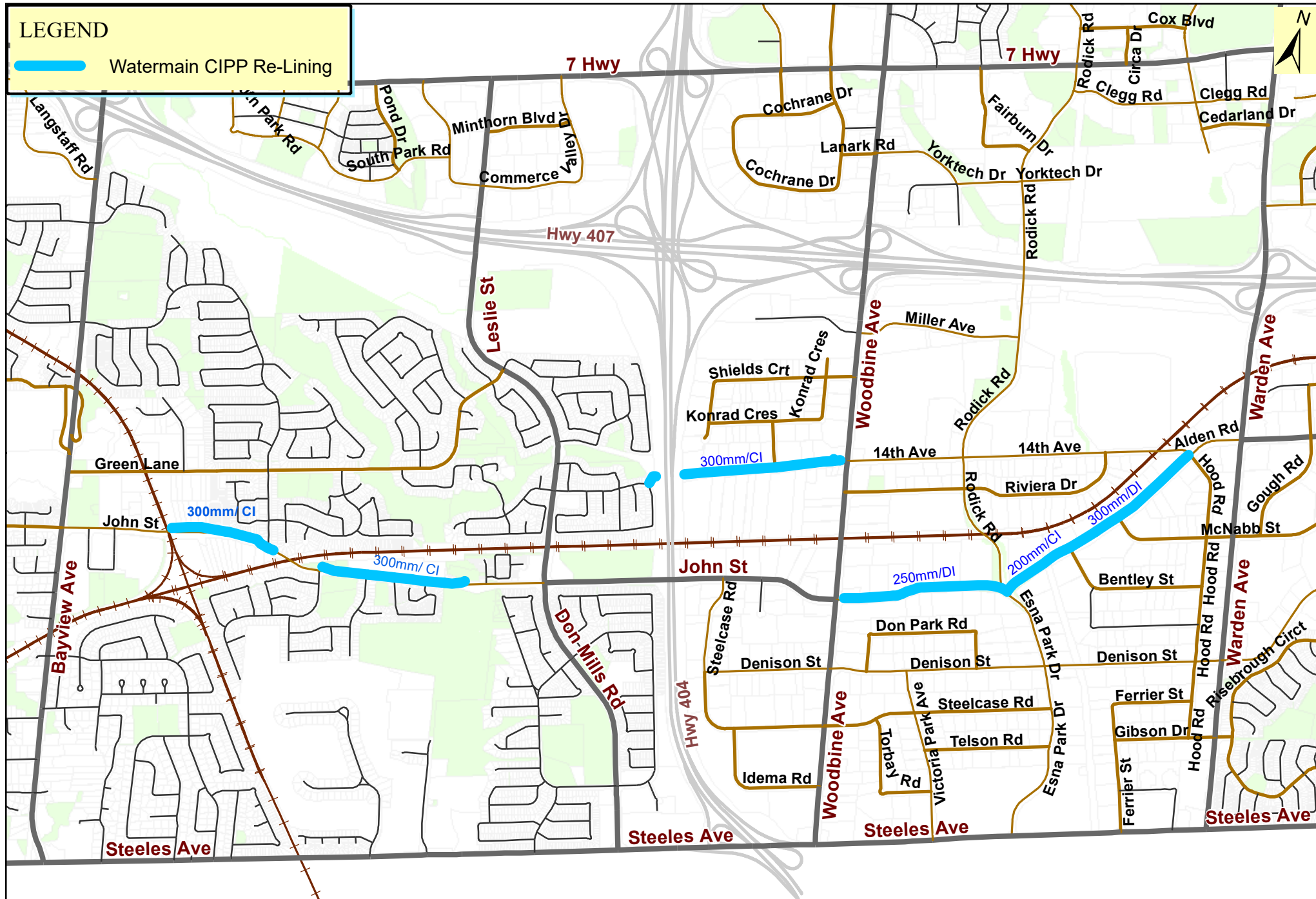
Laureleaf Area





Phase 2 - Watermain Rehabilitation using CIPP Lining - 2020/2021

John St, 14th Ave (end section), Esna Park & Alden Rd





2019 Budget Public Budget Consultation Meeting February 21st, 2019



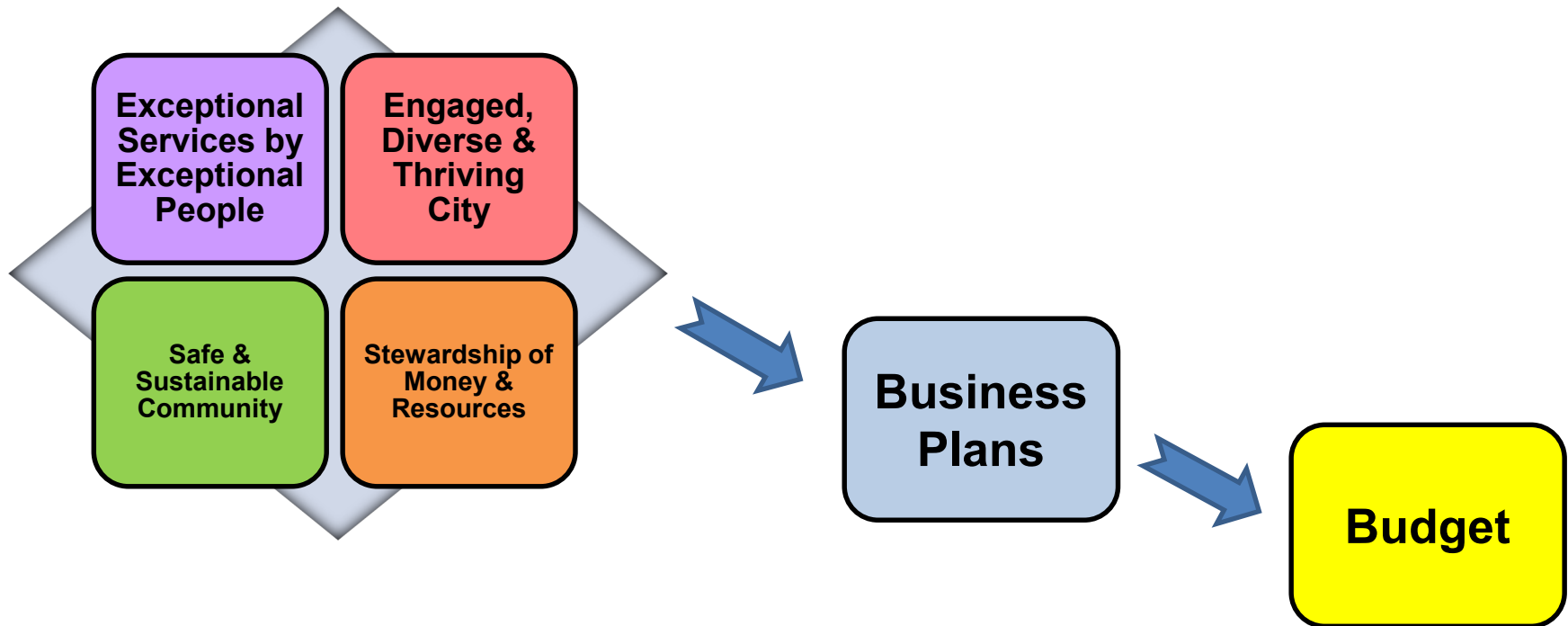
Agenda

1. 2019 Budget Process and Communication Plan
2. Economic Scan
3. 2019 Proposed Capital Budget
 - a. Funding Sources
 - b. Expenditures
 - c. Capital Budget Highlights
4. 2019 Proposed Operating Budget
 - a. Markham Pressures
 - b. Operating Budget
 - c. Impact to Residents
5. Next Steps



1. Budget Process and Communication Plan

Building Markham's Future Together: 2015 – 2019 Strategic Plan





1. 2019 Budget Process and Communication Plan

Planning & Engagement

Economic/Fiscal scan
Community Engagement
Business Plans
Reserve Studies
Master Plans
Development Charges
Background Study
Official Plan
Markham 2020

Staff Review

Proposed 2019
Budget
Staff, Commissioner
& CAO Review

Deliberation & Consultation

Budget Committee
Meetings
Public Consultation
meeting

Approval

General Committee
Council Decision

March – June 2018

July – December
2018

January – February
2019

March 2019

1. Budget Process and Communication Plan

Fiscal Stewardship: Government Finance Officers Association Awards

- 2018 Budget: Received the Distinguished Budget Presentation Award – 18th consecutive year
- 2017 Year-end Annual Report: Received the Canadian Award for Financial Reporting Program – 17th consecutive year



*Distinguished
Budget
PRESENTATION
Award*



Government Finance Officers Association

**Canadian Award
for
Financial Reporting**

Presented to

**Corporation of the City of Markham
Ontario**

For its Annual
Financial Report
for the Year Ended

December 31, 2017

Christopher P. Merrill
Executive Director/CEO

1. 2019 Budget Process and Communication Plan

Meeting #1	Friday, January 18 th	Budget process, fiscal scan, overview of the Operating and capital budgets, Life Cycle reserve study update
Meetings #2, 3, 4, 5	Tuesday, January 22 nd Friday, January 25 th Tuesday, January 29 th Tuesday, February 5 th	Capital Budget review by exception
Meeting #6	Friday, February 8 th	Capital Budget review by exception, Building, Planning, Engineering and Waterworks operating budgets
Meeting #7	Wednesday, February 13 th	Operating Budget
General Committee	Tuesday, February 19 th	Budget presentation for the public meeting
Public Meeting	Thursday, February 21 st	7pm – Open to the public
Council	Tuesday, March 19th	Council decision
Press Conference	Wednesday, March 20 th	



1. Budget Process and Communication Plan



2. Economic Scan

Real GDP

- Ontario: grew by 2.8% in 2017, is projected to have grown by 2.0% in 2018 and is projected to grow by 1.8% in 2019 and 1.7% in 2020 ⁽¹⁾

Inflation, CPI – All Items

- December 2018 (compared to December 2017): Canada 2.0%, Ontario 2.3%, Toronto 2.6%
- Bank of Canada: Forecasted inflation of 2.2% in 2019 ⁽²⁾

Economic Statistics

- Markham housing: sales were down 22.7% with average price down 14.6% in 2018 compared to 2017 ⁽³⁾
- Ontario housing: sales were down 13.7% with average price down 2.8% in 2018 compared to 2017 ⁽⁴⁾
- Ontario housing: sales forecasted to increase by 1.4% in 2019, with prices forecasted to increase 3.3% ⁽⁵⁾
- Fuel: Price of crude oil is expected to grow by 1.6% in 2019 compared to 2018 ⁽⁶⁾

Markham Pressures

- Wage Settlements: Canadian Union of Public Employees (CUPE), Markham Professional Fire Fighters Association (MPFFA), cost of living adjustment for Non Union Staff (COLA)
- Winter maintenance, waste collection and other contracts

1) Source: Ontario Government – Fall Statement 2018

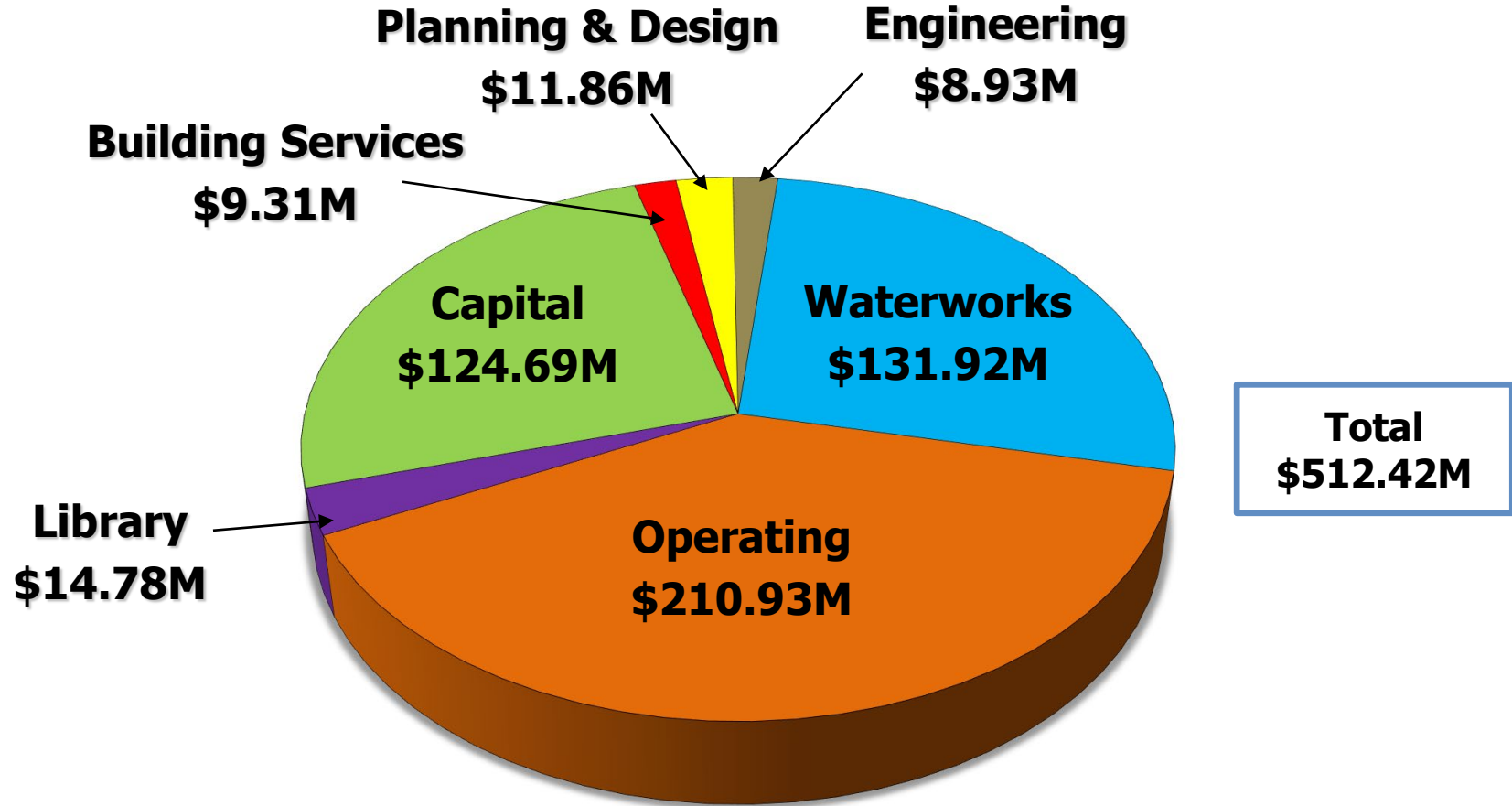
4) Source: Ontario Real Estate Association – Housing Market Stats

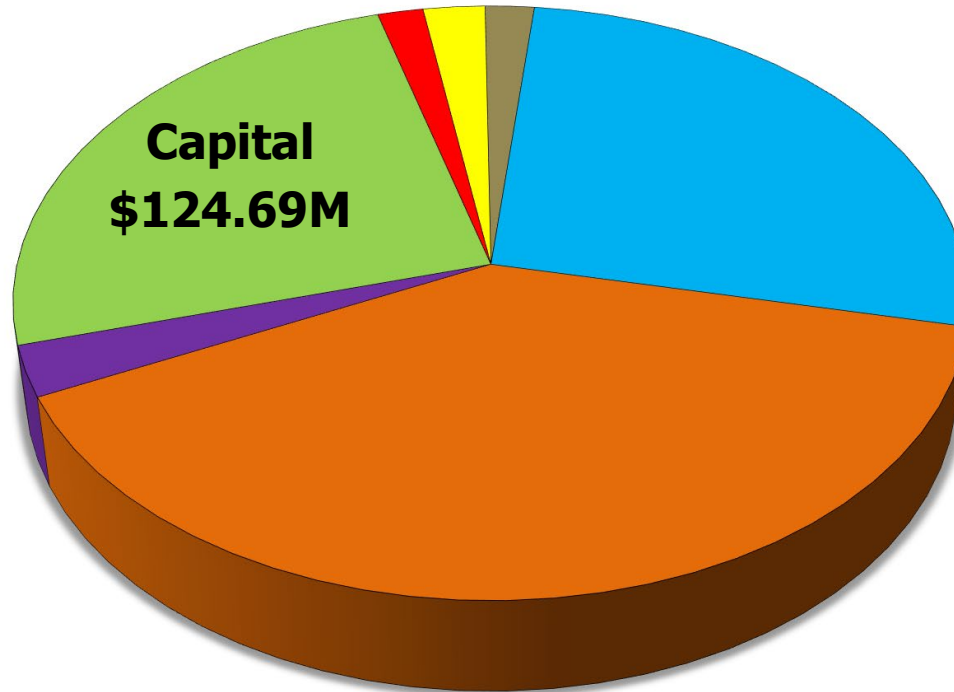
2) Source: Bank of Canada – July Monetary Policy Report

5) Source: Canadian Real Estate Association – Quarterly Forecast, December 18, 2018

3) Source: Toronto Real Estate Board – Market Watch December 2017, December 2018

6) Source: OilPrice.com – Reuters Poll Analysts Cut 2019 WTI Oil Price Forecast, November 2018

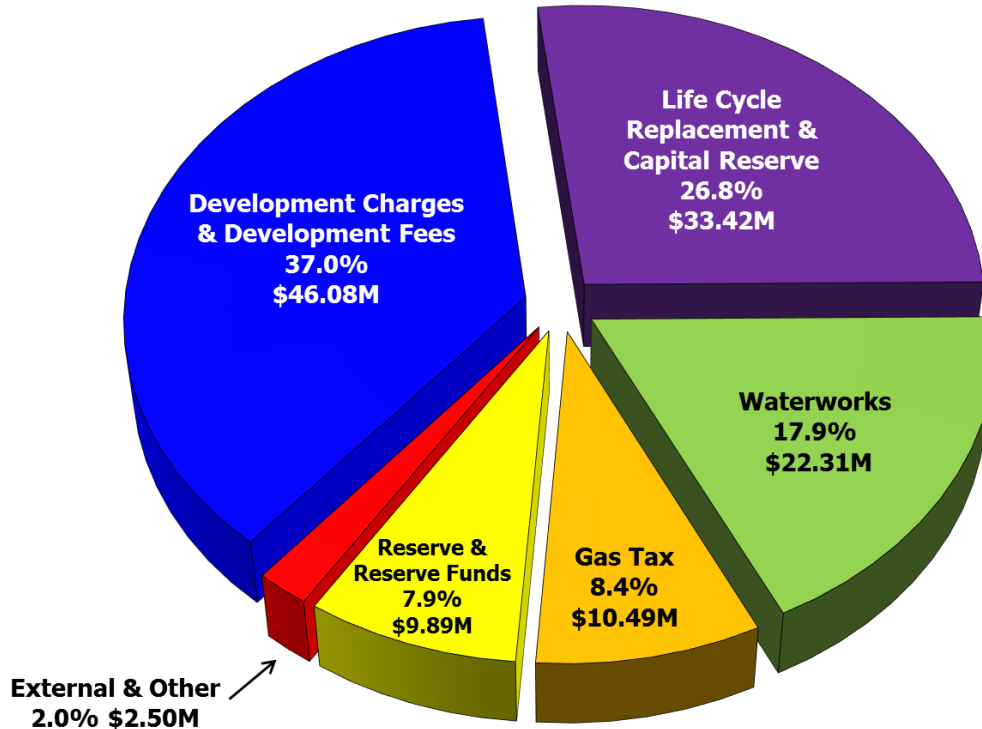






2019 Capital Budget Funding Sources

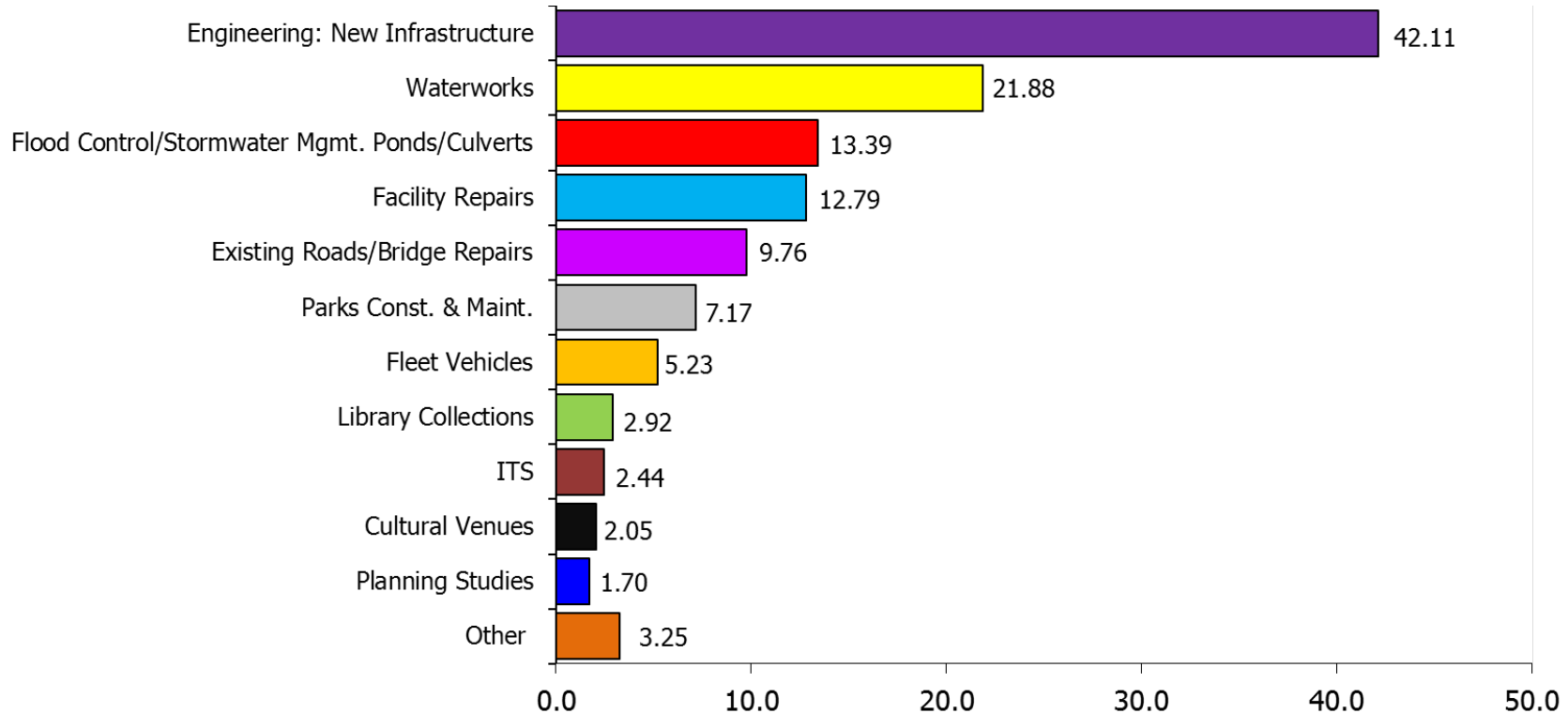
Total \$124.69M (\$ Millions)





2019 Capital Budget Expenditure Types

Total \$124.69M (\$ Millions)



2019 Capital Budget: \$124.69M

\$35.3M

New roads, stormwater management ponds and sidewalks



\$20.6M

Water system and water meter replacement/ upgrade program



\$11.2M

Exterior and interior facility improvement program



\$8.0M

Flood control program



\$6.7M

Asphalt resurfacing



\$4.9M

Multi-use pathways design and construction



\$3.5M

New park design and construction



\$3.5M

Streetlights design, construction, repair and replacement



\$2.9M

Library collections and e-resources



Engaged, Diverse and Thriving City (\$ in Millions)

2019 Capital Budget includes:

- | | |
|---|-------|
| 1. Cornell Park Maintenance Building – construction (completion: mid 2021) | \$1.1 |
| 2. Cornell Centre NP and woodlot – construction (6.09 hectares, completion: Fall/Winter 2020) | \$1.0 |
| 3. Berczy Beckett East Park – design & construction (0.40 hectares, completion: Fall 2020) | \$0.6 |
| 4. Wismer Greenspire Parkette – design & construction (0.14 hectares, completion: Fall 2020) | \$0.5 |
| 5. Markham Centre Rouge-side Promenade Parks – design (4.69 hectares, completion: late 2021) | \$0.2 |
| 6. Box Grove Park Pavilion and Washrooms – design (completion: mid 2021) | \$0.1 |



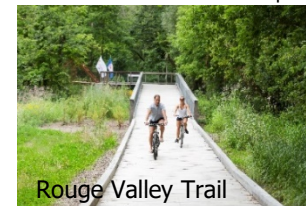
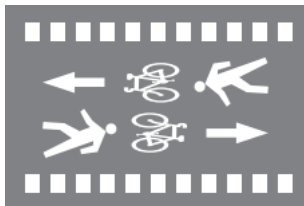
Engaged, Diverse and Thriving City (\$ in Millions)

Multi-use pathways (MUP)

- The City commenced the multi-year Rouge Valley Trail project in 2013 to build over 10km of off-road trail from 16th Avenue and Kennedy Road to Bob Hunter Memorial Park at the gateway of the Rouge National Urban Park.
- Phase 3B is near completion and will see the opening of a signature pedestrian/cyclist bridge over the Rouge Dam in the spring of 2019. Also, Phase 4A of this 5-phase project has also been awarded and construction will start in spring 2019. To date, 8km of trails have been constructed of the 10km planned.
- In 2019, the City will design a trail on the north side of Rouge Valley between Warden and Birchmount and replace the sidewalk along the north side of John Street from Bayview Ave. to Rodick Road with a new MUP.
- The City will also begin design on cross-rides (diagram below, left) along Markham Road between 16th Ave. and Major Mackenzie Dr. with anticipated construction in 2020.

2019 Capital Budget includes:

- | | |
|--|-------|
| 1. John Street Multi-Use Pathway Construction | \$4.7 |
| 2. Markham Centre Trails – Design (Phase 1 of 4) | \$0.1 |
| 3. Markham Road Multi-Use Pathway Cross-rides design | \$0.1 |



Safe and Sustainable Community (\$ in Millions)

Flood Control Program

- A 30 year, City-wide initiative to improve draining capacity to help protect public and private properties, and make critical infrastructure more resilient to climate change.
- Storm sewer capacity upgrades have progressed in several West Thornhill priority areas including the Bayview Glen neighbourhood and the Grandview neighbourhood. Current projects are expected to be completed by summer 2019.
- As of end of 2018, Phase 1 (Bayview Glen area) and Phase 2A/2B (Grandview Area) have been substantially completed. Construction is underway in Phase 2C (Grandview Area) and Phase 2D (Grandview Area) construction is planned for 2019. Design is currently underway for Phase 3 (Clark Ave/ Henderson Ave Area) and Phase 4 (Royal Orchard Area).
- In response to 2017 flooding in June and July 2017, City staff have advanced the following within the program:
 - West Thornhill Flood Control Implementation: Phase 4 Design from 2019 to 2018 and integrate sanitary sewer upgrades
 - Technical studies for storm and sanitary infrastructure improvements in Markham Village and Unionville areas from 2027 to 2017
 - Initiate sanitary system downspout disconnection program in Markham Village and Unionville areas in 2018

2019 Capital Budget includes:

- | | |
|---|--------|
| 1. Continuation of construction in the West Thornhill area (Phase 2D) | \$ 7.8 |
| 2. Don Mills Channel – Flood Proofing Education Program | \$ 0.2 |



Safe and Sustainable Community (\$ in Millions)

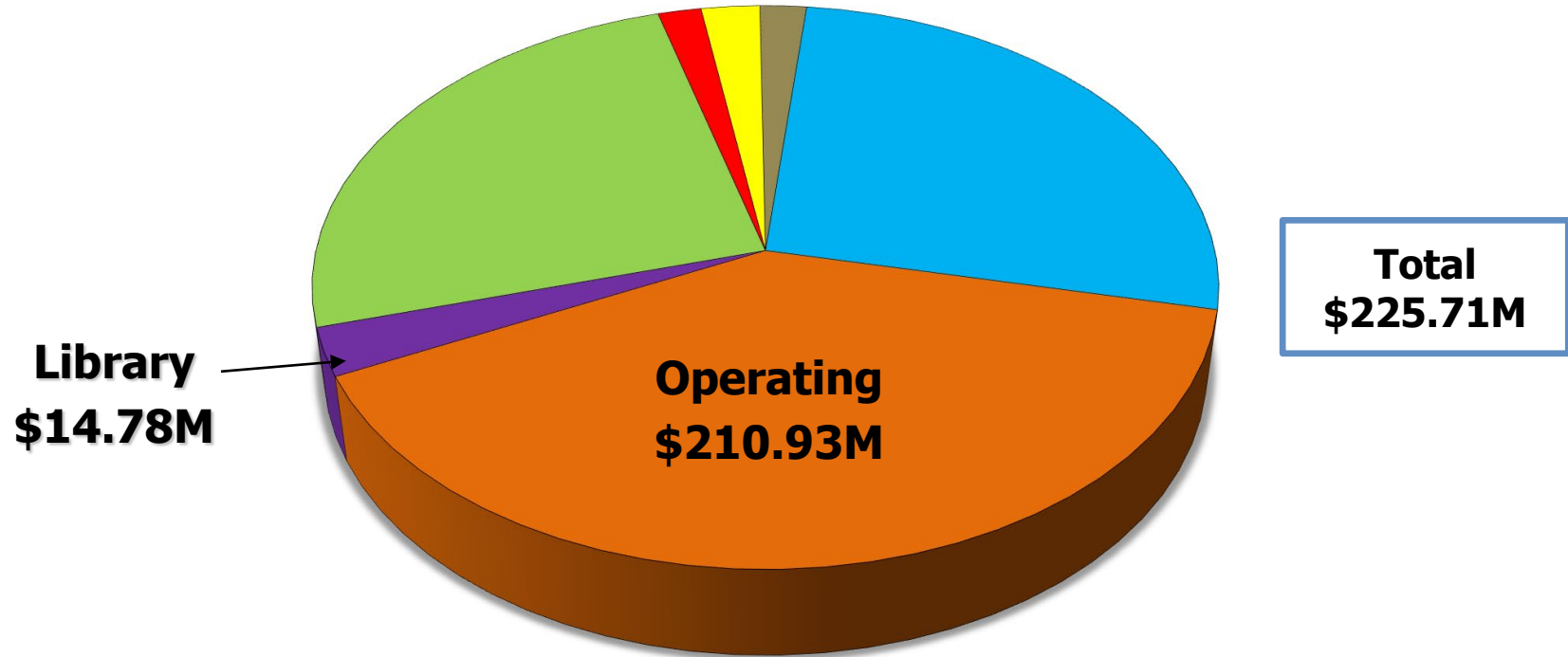
- | | |
|--|--------|
| 1. New roads, stormwater management ponds and sidewalks | \$35.3 |
| 2. Water system and water meter replacement/upgrade program | \$20.6 |
| 3. Exterior and interior facility improvement program at Community Centres, Libraries, Fire Stations, Civic Centre and other City facilities | \$11.2 |
| 4. Asphalt resurfacing | \$6.7 |
| 5. Streetlights – design and construction of new, repair and replacements | \$3.5 |
| 6. Intersection improvements | \$1.9 |
| 7. Sanitary sewer and pumping station rehabilitation program | \$1.3 |
| 8. Traffic operational improvements | \$0.1 |
| 9. Continuation of Trees for Tomorrow initiative | \$0.1 |



Exceptional Services by Exceptional People (\$ in Millions)

- | | |
|---|-------|
| 1. Library Collections & e-resources | \$2.9 |
| 2. Playstructure and Rubberized Surface Replacement | \$1.0 |
| 3. Courts Resurfacing & Reconstruction | \$0.2 |
| 4. Sportsfield Maintenance and Reconstruction | \$0.1 |







Personnel – \$2.91M



Growth – \$3.25M



Municipal Contracts – \$0.31M



Infrastructure

**Operating
Expenditures
Impact**

\$6.47M

Equivalent to a tax
rate increase of
4.24%



Revenues

(\$ Millions)

(Excl. Planning & Design, Engineering, Building Standards and Waterworks)

	2018 \$	2019 \$	Increase/ (Decrease) \$	Tax Rate Decrease %
Total Revenues	218.48	222.57	4.09	
Assessment growth (1.64%)			2.50	
Investment income			0.65	
Annual CPI and volume adjustments for user and program fees			0.50	
User fee market competitive analysis			0.55	
Other revenue			(0.11)	
Total Revenue Increase			4.09	(2.67%)



Expenditures

(\$ Millions)

(Excl. Planning & Design, Engineering, Building Standards and Waterworks)

	2018 \$	2019 \$	Increase/ (Decrease) \$	Tax Rate Increase %
Total Expenditures	218.48	224.95	6.47	
Personnel Costs				
Existing staff and benefits			2.91	
New staffing requests			0.32	
Offset by unused Bill 148 funds			(0.32)	
			2.91	
Growth				
Future staff and non-personnel ramp-ups related to new facilities			0.72	
Growth (roads & parks including part-time staff, waste, streetlights, winter maintenance)			1.80	
Transfer to capital program			0.53	
Capital induced operating costs			0.20	
			3.25	
Municipal Service Contracts				
Contract escalations (winter maintenance, security services, building/HVAC maintenance)			0.69	
Insurance			0.20	
E3 - net savings based on operational review, support services and awards			(0.66)	
Other			0.08	
			0.31	
Total Expenditures Increase			6.47	4.24%

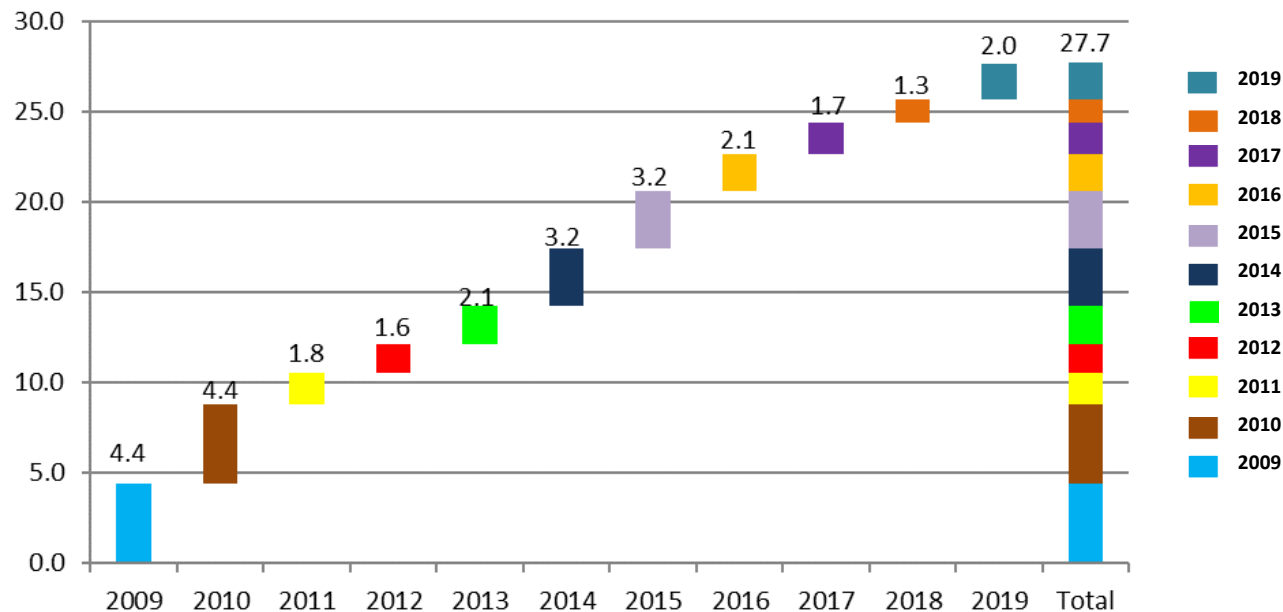
(\$ Millions)

(Excl. Planning & Design, Engineering, Building Standards and Waterworks)

	2018	2019	Increase/ (Decrease)	Tax Rate Increase/ (Decrease)
	\$	\$	\$	%
Revenues	218.48	222.57	4.09	(2.67%)
Expenditures				
Personnel	131.83	135.31	3.48	
Non-Personnel	86.65	89.64	2.99	
Total Expenditures	218.48	224.95	6.47	4.24%
Shortfall: Day-to-day operations	-	2.38	2.38	1.57%
Infrastructure Investment	-	0.76	0.76	0.50%
Net Shortfall	-	3.14	3.14	2.07%

Excellence Through Efficiency and Effectiveness (E3)

Cumulative savings to date: \$27.7M





**2019 savings to date
\$2.0M**

**Cumulative
savings to date
\$27.7M**

**Total savings
\$27.7M – equates to
tax rate increase
avoidance of 23.2%**




Impact to Average Residential Property

Property Type	2019 Average Current Value	2.07% Tax Rate Increase
Residential Homes* 	\$790,464	\$26.21
Residential Condominiums 	\$401,508	\$14.08
Average (Homes & Condominiums)	\$772,253	\$25.61

Every 1% tax rate increase (local portion only) is equivalent to an increase of \$12.37 in property taxes for an average residential property

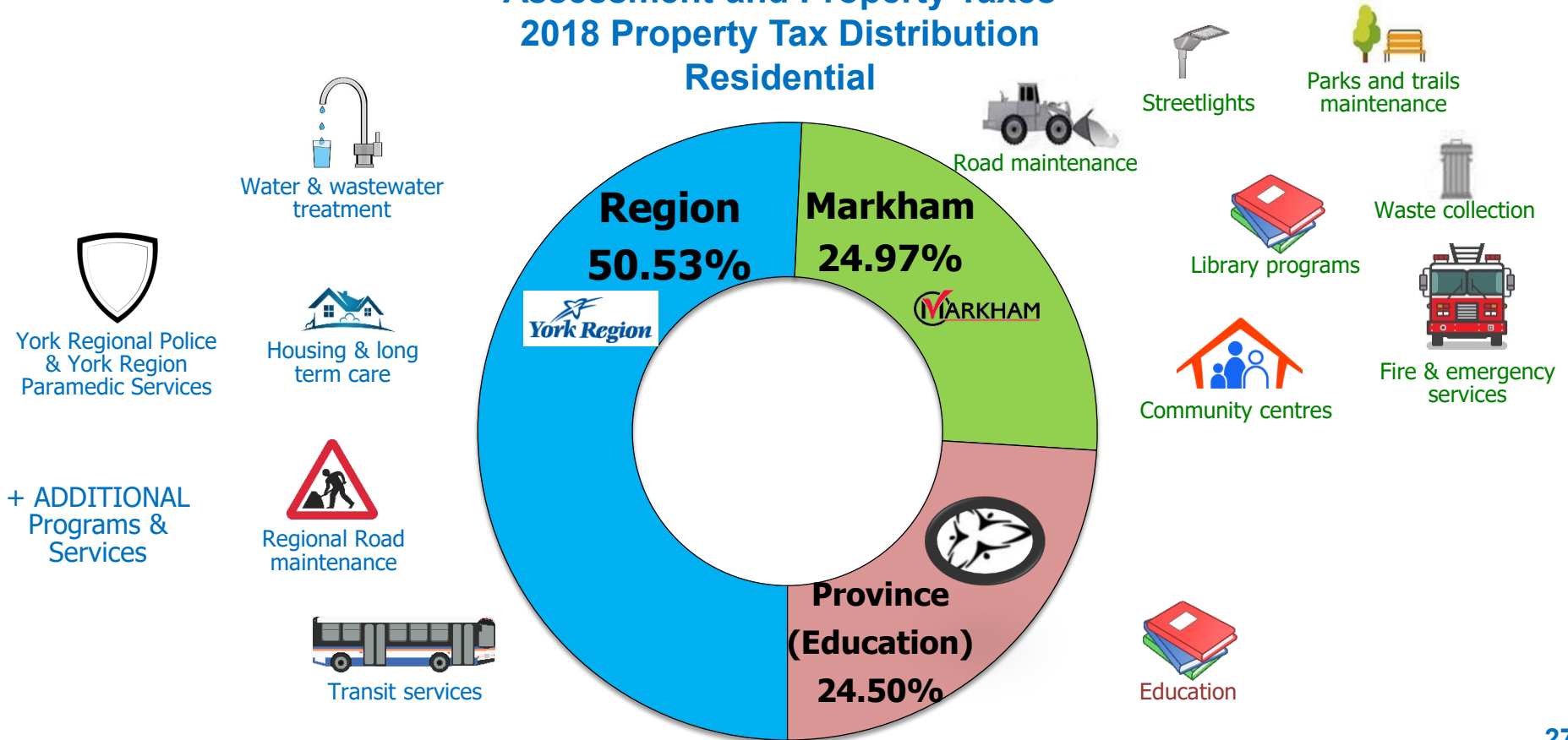
* Residential Homes include single family detached, linked homes, freehold townhouses, and semi-detached.

Impact to Average Residential Property

	2019 Increase	Increase \$
Tax rate increase – Markham  (includes 0.5% Infrastructure Investment)	2.07%	26
Tax rate increase – York Region 	3.37%	84
Water & wastewater fee 	7.80%	71
Total		181

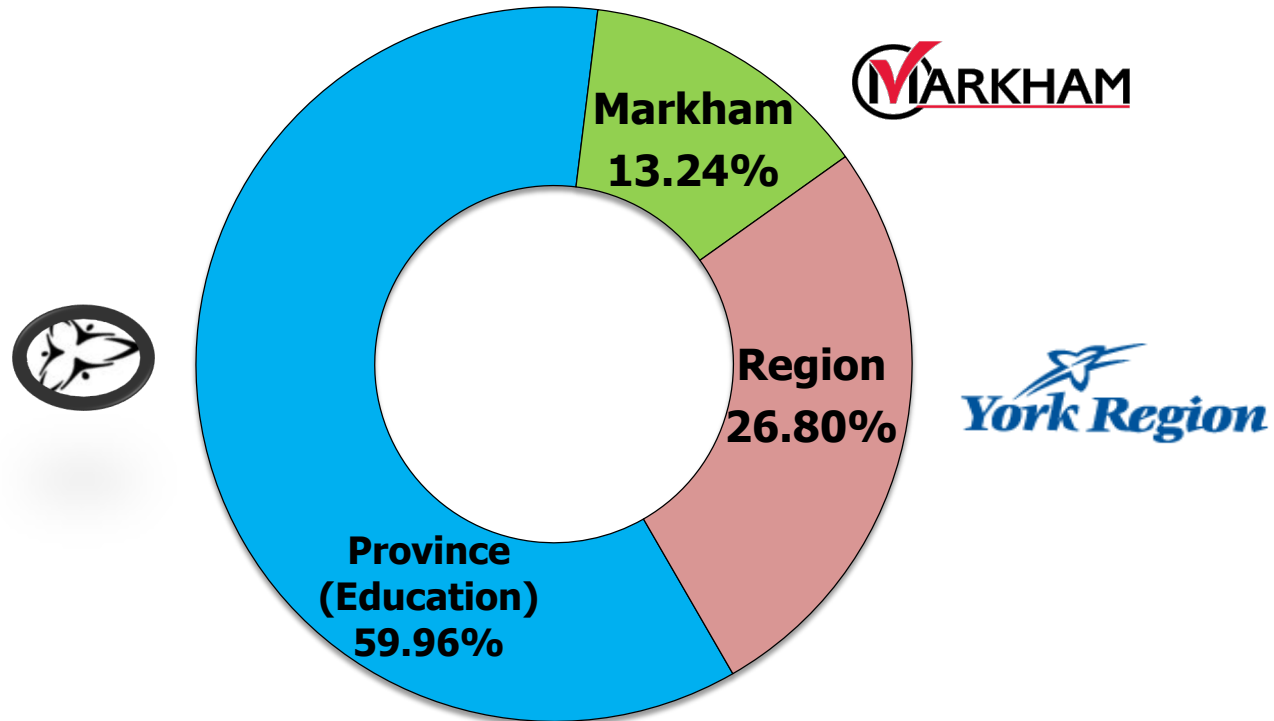
- Excludes continuation of the \$47 stormwater fee

Assessment and Property Taxes 2018 Property Tax Distribution Residential





Assessment and Property Taxes 2018 Property Tax Distribution Non-Residential



5. Next Steps

- Council Decision: Tuesday, March 19th
- Press Conference: Wednesday, March 20th – 1:30 p.m. – Canada Room



THANK YOU FOR ATTENDING





Report to: General Committee

Meeting Date: February 19, 2019

SUBJECT: Proposed Pregnancy or Parental Leave Policy for Members of Council

PREPARED BY: Kimberley Kitteringham, City Clerk, ext. 4729
Martha Pettit, Deputy Clerk, ext. 8220

RECOMMENDATION:

- 1) That the report titled, *“Proposed Pregnancy or Parental Leave Policy for Members of Council”* be received for information purposes; and,
- 2) That Markham City Council adopt the proposed *Pregnancy or Parental Leave Policy for Members of Council* included as **Appendix “A”** and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

Section 270 of the *Municipal Act* (the Act), as revised by Bill 68, requires that the City adopt and maintain a policy with respect to pregnancy or parental leaves for Members of Council. The purpose of this report is to provide Council with a proposed Policy for adoption.

BACKGROUND:

The Modernizing Ontario’s Municipal Legislation Act (Bill 68) was introduced in the Ontario Provincial Legislature in November, 2016 and received Royal Assent on May 3, 2017. As of March 1, 2019, Bill 68 requires all Ontario municipalities to adopt and maintain a policy with respect to the pregnancy or parental leaves of Members of Council.

Prior to Bill 68, if a Member of Council (Member) was pregnant, gave birth to a child or adopted a child, the Member was required to seek and receive a resolution of Council for an extended leave of absence, as would be required for an extended absence for any reason. Approval for this extended leave is provided for under Section 259(1)(c) of the *Act*, which provides that the Office of a Member of Council becomes vacant if the Member is absent from the meetings of Council for three successive months unless authorized to do so by a Council resolution. Bill 68 provides an exemption to this requirement, so that no Council resolution is required to grant a Member up to 20 consecutive weeks of leave if their absence is a result of the Member’s pregnancy, the birth of the Member’s child or the adoption of a child by the Member.

Unlike City employees who are entitled to maternity/pregnancy and/or parental leave for the birth or adoption in accordance with the *Employment Standards Act, 2000* and the employee’s applicable collective agreement (or terms and conditions of employment), Members of Council are not City employees, are not subject to collective agreements and are not eligible for employment insurance.

OPTIONS/ DISCUSSION:

The proposed *Pregnancy or Parental Leave Policy for Members of Council* is included as **Appendix “A”**. The Policy approach recognizes a Member’s ability to take pregnancy, parental or adoption leave, while providing for delegated authority that would allow legislative and administrative matters to be addressed in a manner consistent with the Member’s wishes, while also ensuring the Member can fulfill their statutory role. A Member will be authorized to take up to 20 weeks of leave, without a Council resolution authorizing the absence, for the birth of their child (whether they are the birth mother or the spouse of the birth mother) or the adoption of a child (either parent). The leave may commence up to 20 weeks prior to the anticipated date of birth. Where practicable, two weeks’ written notice is required.

A Member’s salary and benefits continue unaltered throughout the leave and a Member will have access to all of their office and technical resources. During the leave, a Member may choose to attend Council or committee meetings without triggering a termination of the leave. The Member may request that the City Clerk undertake some administrative oversight over the Member’s Office and Staff during the leave.

FINANCIAL CONSIDERATIONS

None.

HUMAN RESOURCES CONSIDERATIONS

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Human Resources and Legal Services.

RECOMMENDED BY:

2019-02-08

X

Kimberley Kitteringham
City Clerk
Signed by: cxa

2019-02-08

X

Catherine Conrad
City Solicitor & Acting Director of Human Resour...
Signed by: cxa


2019-02-08

X

Trinela Cane
Commissioner, Corporate Services
Signed by: cxa

ATTACHMENTS:

[Appendix "A" - Proposed Pregnancy or Parental Leave Policy for Members of Council](#)

	Pregnancy or Parental Leave Policy for Members of Council	
	Policy Category: <i>(Follow corporate standard to be developed)</i>	
	Policy No.:	Implementing Procedure No.:
Approving Authority: <i>Council</i>		Effective Date: <i>March 1, 2019</i>
Approved or Last Reviewed Date: <i>N/A</i>		Next Review Year: <i>2021</i>
Area(s) this Policy applies to: <i>Council Members</i>		Owner Department: <i>Legislative Services & Corporate Communications</i>
Related Policy(ies): <i>Council Code of Conduct</i>		

Note: Questions about this policy should be directed to the Owner Department.

1. Purpose Statement

This Policy provides guidance on how the City of Markham addresses a **Member of Council's** pregnancy or parental leave in a manner that respects a **Member's** statutory role as an elected representative.

2. Applicability and Scope Statement

In accordance with Section 270 of the *Municipal Act*, this Policy applies to all **Members of Council**.

3. Background

The City of Markham recognizes a **Member of Council's** right to take leave for the **Member's** pregnancy, the birth of the **Member's** child or the adoption of a child by the **Member** in accordance with Section 270 of the Act, as revised by Bill 68.

4. Definitions

"ACT" means the Municipal Act, 2001, as amended


"CITY" means The Corporation of the City of Markham.

"CITY CLERK" means the City Clerk and Returning Officer of the City.

"COUNCIL" means the Council of the City.

"MEETING" means any regular, special or other meeting of Markham City Council, of a local board or of a committee of either of them.

"MEMBER" means a Member of Markham City Council.

	<i>Pregnancy or Parental Leave Policy for Members of Council</i>	
	Policy No.:	Implementing Procedure No.:

“PREGNANCY LEAVE” means an absence of 20 consecutive weeks or less as a result of a Member’s pregnancy or delivery of a child.

“PARENTAL LEAVE” means an absence of 20 consecutive weeks or less as a result of

- the birth of a Member’s child where the Member is a parent but not the birth mother, and who is in a relationship of some permanence with the birth mother; or
- as a result of the adoption of a child by the Member;
in accordance with Section 259(1.1) of the Municipal Act, 2001.


5. Policy Statements

1. GENERAL PROVISIONS

- 1.1. A **Member** is eligible for up to a maximum of 20 weeks of **Pregnancy or Parental Leave**, not to extend beyond the end of a **Member’s** term of office.
- 1.2. For **Pregnancy Leave**, the leave may start up to 20 weeks before a **Member’s** expected date of delivery.
- 1.3. For **Parental Leave**, the leave may begin on the earlier of the date the child is born or the date the child first comes into the care, custody or control of the Member.
- 1.4. A **Member** must notify the **City Clerk** in writing of their intention to take leave two weeks before the start of the leave, where practicable. The notice should include:
 - The start date of the leave and the expected return date;
 - Information regarding who is responsible for the supervision of the Councillor’s Assistant; and,
 - Information about which duties, if any, will continue to be undertaken by the **Member** during the leave.
- 1.5 The **Member** shall provide written notice to the City Clerk of any changes to their return date.

2. SALARY AND BENEFITS

- 2.1. A **Member** on **Pregnancy Leave or Parental Leave** continues to receive their salary and is eligible for all benefits for the duration of their leave in accordance with the established remuneration and benefits for **Members**.

	<i>Pregnancy or Parental Leave Policy for Members of Council</i>	
	Policy No.:	Implementing Procedure No.:

3. MANAGEMENT OF A MEMBER'S OFFICE DURING LEAVE

- 3.1. Members** may choose to continue to manage their office during their leave, but they may also delegate some administrative oversight to the **City Clerk**. Any such delegation should be specific, communicated in advance of the leave and done in writing.
- 3.2. Members** will continue to have access to all equipment supplied to **Members**, including but not limited to access to their Civic Centre offices, information technology equipment, email, telephone and account access and the services of their Councillor's Assistant.

4. COUNCIL AND COMMITTEE MEETINGS

- 4.1.** Despite being on a **Pregnancy Leave** or **Parental Leave**, a **Member** may attend any **Meeting** and exercise all rights and privileges of their office.
- 4.2. Members** will continue to receive all **Meeting** agendas and minutes.
- 4.3.** A **Member's** absence from a **Meeting** while on **Pregnancy Leave** or **Parental Leave** is a right established by the **Act**, therefore **Council** will not be required to excuse the Councillor's absence by Council resolution during the period of the Leave. The absence, provided that the Leave does not exceed 20 weeks, does not count towards the time period for which unexcused absences result in a forfeiture of office as set out in Section 259 (1) of the **Act**.
- 4.4.** If a **Member** is absent from a **Meeting** due to **Pregnancy Leave** or **Parental Leave**, the **City Clerk** will record the reason for the absence in the **Meeting** minutes.

5. POLICY MANAGEMENT

- 5.1.** The **City Clerk** or Director, Human Resources or designates are delegated the authority to make administrative amendments to this Policy that may be required from time to time due to legislative changes or, if, in the opinion of both of them, the amendments do not change the intent of the Policy.



Report to: General Committee

Meeting Date: February 19, 2019

SUBJECT: Revised Council Code of Conduct in Accordance with Bill 68
PREPARED BY: Kimberley Kitteringham, City Clerk, ext. 4729
 Martha Pettit, Deputy Clerk, ext. 8220
 Alida Tari, Manager of Access and Privacy, ext. 2082
 Grace Lombardi, Legislative Services Coordinator, ext. 4290

RECOMMENDATION:

- 1) That the report titled, "*Revised Council Code of Conduct in Accordance with Bill 68*" be received for information purposes; and,
- 2) That Markham City Council adopt the revised *Council Code of Conduct* included as **Appendix "C"** to this report; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The *Modernizing Ontario's Municipal Legislation Act* (Bill 68) introduced several amendments to the *Municipal Act* relative to municipal codes of conduct and the roles and responsibilities of integrity commissioners. These changes take effect as of March 1, 2019. The purpose of this report is to provide Council with a revised *Council Code of Conduct* for adoption – the revised Code reflects the mandatory Bill 68 changes.

BACKGROUND:

Adopted in 2014, Markham's *Council Code of Conduct* governs the behaviour of Members of Council (see current Code attached as **Appendix "A"**). At present, the City's Integrity Commissioner (IC) Service is provided through ADR Chambers Inc. Since 2014, the IC has conducted four formal investigations into contraventions of the Code. Copies of the IC investigation reports are available on Markham's website under the Accountability and Transparency section.

The *Modernizing Ontario's Municipal Legislation Act* (Bill 68) was introduced in the Ontario Provincial Legislature in November, 2016 and received Royal Assent on May 3, 2017. Bill 68 amended Section 223 of the *Municipal Act* to require all Ontario municipalities to establish codes of conduct for members of municipal council and local boards. Bill 68 also enacted various changes relative to the content of codes as well as the activities of municipal Integrity Commissioners. These changes include the following:

- Changes to the responsibilities of a municipally appointed Integrity Commissioner (IC) – including the addition of *Municipal Conflict of Interest Act* complaints to their sphere of jurisdiction.
- Requests for advice from the IC to a councillor or local board member must be in writing – if the IC provides advice it shall also be in writing.

- If the IC provides educational information to the public, they may summarize advice they provided to a councillor or councillors but shall not disclose confidential information that could identify a person concerned.
- A municipality must now indemnify and save harmless the IC and any person acting under the instruction of the IC for costs reasonably incurred in connection with the defence of a proceedings if the proceeding relates to an act done in good faith in the performance of the IC's duties.
- Imposing restrictions on inquiries requested during a regular election year.

A table containing the full list of the Bill 68 amendments relative to municipal codes of conduct as well as the role and responsibilities of ICs is included as **Appendix "B"** for information.

OPTIONS/ DISCUSSION:

Attached to this report as **Appendix "C"** is the revised *Council Code of Conduct*. It reflects the required legislative changes resulting from the passage of Bill 68 as well as some minor housekeeping revisions. Staff intend to hold an Education and Training Session as part of a General Committee meeting in the Spring, 2019 to fully review Markham's Council Code of Conduct with the City's Integrity Commissioner. This Session will be especially helpful to new City Councillors and may result in additional, non-Bill 68 related changes to the Code. Staff will also be returning in the Spring with a proposed Code of Conduct for the City's Local Boards (adjudicative and non-adjudicative).

FINANCIAL CONSIDERATIONS

None.

HUMAN RESOURCES CONSIDERATIONS

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Human Resources and Legal Services were consulted in the preparation of this report.

RECOMMENDED BY:

2019-02-11

X



Kimberley Kitteringham
City Clerk
Signed by: cxa

2019-02-11

X



Trinela Cane
Commissioner, Corporate Services
Signed by: cxa

ATTACHMENTS:

[Appendix “A” – Current *Council Code of Conduct*](#)

[Appendix “B” - Table of Bill 68 amendments relative to municipal codes of conduct](#)

[Appendix “C” - Revised *Council Code of Conduct*](#) *(Revisions to the Current Code are highlighted in yellow)


	Council Code of Conduct	
	Policy Category: Governance/Protocol	
	Policy No.:	Implementing Procedure No.:
Approving Authority: <i>Council</i>		Effective Date: <i>February 1, 2014</i>
Approved or Last Reviewed Date: <i>Revised by Council on June 24, 2014</i>		Next Review Year: <i>2015</i>
Area(s) this policy applies to: <i>All Members of Council</i>		Owner Department: <i>Legislative Services</i>

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10. Gifts, Hospitality & Benefits
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12. Election Campaign work
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14. Business Relations
15. Transparency & Openness in Decision Making
16. Conduct at Meetings
17. Conduct of Members
18. Harassment & Discrimination
19. Compliance with Code of Conduct
20. Investigations

1. Interpretation:

1.1 Application

This Code applies to Members, except in respect of any of his or her own municipal election campaign related activities. Notwithstanding the above, Section 12: Election Campaign Work, applies to Members at all times.

1.2 Definitions

In the Council Code of Conduct (“Code”):

“City Records” means an original record which is either created or received by a department, division or officer of the City, related to a business function of the City. City Records do not include Constituent Records.

“Constituent Records” means a record which is generated or received by a Member acting in the capacity of an elected representative and relates to the Members’ mandate and function as an elected representative only. Such records are confidential to the Member, to the extent permitted by law. Constituent Records include a Member’s personal records, generated or received by them as a private citizen.

“Closed/In-Camera Meeting” means any meeting of Council that is closed to the public in accordance with s. 239 of the *Municipal Act, 2001*.

“Confidential Information” includes information in the possession of, or received in confidence by the City, that the City is prohibited from disclosing, or is required to refuse to disclose, or chooses not to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), or other legislation.

“Elected Official” includes individuals elected municipally, provincially or federally with whom the Member interacts.

“Family” includes a Member’s child, parent and spouse. For the purposes of this definition:

- a) child means a child born within or outside a marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- b) parent means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; and
- c) spouse means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside marriage.

“Gift” means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.

“Harassment” includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted.

“Member” means a Member of Markham City Council.

“Personal Information”, as defined in *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), means information about an identifiable individual, including but not limited to:

- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol or other particular assigned to the individual;
- d) the address, telephone number, fingerprints or blood type of the individual;
- e) the personal opinions or views of the individual except if they relate to another individual;
- f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- g) the views or opinions of another individual about the individual; and
- h) the individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

“Senior Executive” means any of the Chief Administrative Officer and Commissioners.

“Staff” includes anyone employed by the City of Markham including full-time, part-time, temporary or seasonal Staff, contract Staff, students and volunteers (in accordance with the *Municipal Act*, Members are not considered employees of the City).

2. Statutory Provisions Regulating Conduct

2.1 In addition to the Code, Members are required to comply with existing provincial or federal legislation, including but not limited to:

- a) *Municipal Act, 2001*;
- b) *Municipal Conflict of Interest Act*;
- c) *Municipal Elections Act, 1996*;
- d) *Municipal Freedom of Information and Protection of Privacy Act*;
- e) *Ontario Human Rights Code*;
- f) *Ontario Occupational Health and Safety Act*; and
- g) *Criminal Code of Canada*.

3. Purpose

3.1 The Code of Conduct identifies the City's expectations for the conduct of Members and establishes guidelines for appropriate conduct to ensure that:

- a) the decision making process of City Council is transparent, accessible and equitable, in accordance with the *Municipal Act*;
- b) decisions are made through appropriate channels of government structure;
- c) public office is not used for personal gain;
- d) the conduct of Members is of a high ethical standard; and
- e) there is fairness and respect for differences of opinion and a duty to work together for the common good.

The *Code of Conduct* also serves to uphold the principles, goals and values of the City and provide standards for appropriate interaction between Members, Staff, the public and Elected Officials.

4. Principles of the Code of Conduct

4.1 The following principles of conduct apply to all Members. Members are expected to:

- a) serve and be seen to serve their constituents in a conscientious and diligent manner;
- b) be committed to performing their functions with integrity and transparency;
- c) perform official duties and arrange their public affairs in a manner that promotes public confidence and respect, and will withstand close public scrutiny; and
- d) respect the role of Staff in the administration of the business affairs of the City.

4.2 The following principles of conduct apply to all Members. Members will:

- a) abide by the policies and by-laws of the City;
- b) avoid the improper use of the influence of their office, and conflicts of interest;
- c) seek to serve the public interest by upholding both the letter and the spirit of the laws, regulations, and policies established by the Government of Canada, Government of Ontario and Markham City Council; and
- d) fulfill their roles as set out in the *Municipal Act*.

5. Roles and Obligations

5.1 All Members are expected to:

- a) Respect the diversity of community views in developing an overall strategy for the future of the City;
- b) Set objectives and determine strategies to achieve the goals of the City as defined in the policies and by-laws approved by Council;
- c) Ensure sound financial management, planning and accountability; and
- d) Be aware of and understand statutory obligations imposed on Council as a whole, as well on each individual Member.

6. Confidentiality

Through the course of their official duties, Members may have access to Confidential Information. Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, financial, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor client privilege.

6.1 Members will not disclose or release any Confidential Information, in either oral or written form, acquired by virtue of their office, except when authorized by Council. Council may not authorize the disclosure of Confidential Information which the City is prohibited from disclosing under MFIPPA.

6.2 Members will not disclose confidential information that may benefit themselves or others, including Confidential Information regarding the bidding or procurement of City property, services or assets.

6.3 Members will not disclose the content of any matter, or the substance of discussions, individually or collectively, at a Closed/In-Camera meeting until the Council or Committee discusses the information at a meeting that is open to the public or releases the information to the public.

6.4 Members will not permit any persons other than those who are entitled thereto to have access to Confidential Information.

6.5 Members will keep information confidential. This is a continuing obligation even if the Member ceases to be a Member of Council.

7. Personal Information

In their decision making process, Members will have access to Personal Information contained in City Records that IS subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). In addition, Members may have access to Personal Information in their Constituent Records and from other interested parties that IS NOT subject to MFIPPA.

7.1 While it is noted that Constituent Records are not covered by MFIPPA, Members will treat Personal Information contained in Constituent Records in accordance with the principles of MFIPPA.

7.2 Members will not disclose Personal Information without the consent of the individual, or the City Clerk in the case of Personal Information contained in City Records.

7.3 Members will not permit any persons, other than those who are entitled thereto, to have access to Personal Information.

7.4 Members will not use Personal Information for personal or private gain, or for the gain of his or her Family or any other person or corporation.

7.5 Members will not access, or attempt to gain access to, Personal Information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by Council policy or MFIPPA.

8. Communications with the Public & Media Relations

8.1 Members, when communicating with the public and media, are expected to accurately communicate the decisions of Council, even where a Member disagreed with the decision of Council, so that there is respect for and integrity in the decision making process of Council.

9. Relations with Staff

9.1 Members are expected to:

- a) work through the Senior Executive and their designates and not attempt to direct the activities of Staff or departments;
- b) be respectful of Staff. Members will direct any criticisms of Staff to the Senior Executive and refrain from criticizing Staff in public and the media; and
- c) honour the requirement for Staff to remain neutral and not compel Staff to engage in partisan political activities or subject Staff to threats or intimidation for refusing to engage in such activities.

10. Gifts, Hospitality and Benefits

10.1 Members are permitted to accept Gifts that meet the following criteria, subject to the reporting requirements outlined in 10.3:

- a) where authorized by law;
- b) would normally accompany the responsibilities of a political office and are received as an incident of protocol or social obligation;
- c) political contributions reported in accordance with applicable law;
- d) services provided without compensation by persons volunteering their time to a Member;
- e) suitable mementos from a function honouring the Member;
- f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the federal government or by a foreign government within a foreign country or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity at an official event;
- g) tickets or admission to banquets, receptions, sporting events, cultural events, performances or similar events, for charitable, not-for-profit or community purposes, if:
 - i. Attendance is open and transparent and serves a legitimate charity fundraising or community purpose; and
 - ii. The value and venue location are reasonable;
- h) business meals that serve a legitimate public duty purpose;
- i) communications to the offices of a Member, including subscriptions to newspapers and periodicals related to the duties of Office; and
- j) sponsorships and donations for community events or initiatives organized or run by a Member, or a third party on behalf of a Member, where Council has authorized or endorsed the event or initiative.

10.2 Members are not permitted to accept any Gifts that are not listed in this Code connected directly or indirectly with the performance of his or her duties.

10.3 Members will maintain a list of all Gifts received in a calendar year, where the value of a single Gift, or the cumulative value of Gifts from a single source, exceeds \$350. This list must be available upon request by the Integrity Commissioner for the purposes of determining if the Gift is appropriate. Gifts described in clause 10.1(g) are exempt from the reporting requirement.

10.4 The Integrity Commissioner may call upon a Member to justify receipt of any Gift.

10.5 Members will not accept Gifts that would, to a reasonable member of the public, appear to be in gratitude or compensation for influence, to induce the Member to exercise his or her influence, or otherwise to go beyond necessary and appropriate public actions.

11. Use of City Property, Services & Other Resources

11.1 Members will not use for personal purposes, any City property, equipment, services or supplies, (for example, agency, board, or City-owned materials or website and City transportation delivery services, and any Member's expense budget), of any material consequence, other than for the purposes connected with the discharge of City duties, which may include activities within the Member's office of which City Council has been advised.

11.2 Members will not obtain or attempt to obtain financial gain from the use of City developed intellectual property, including but not limited to computer programs, technological innovations or other patentable items, while they are a Member or thereafter. All such property remains the exclusive property of the City of Markham.

11.3 Members will not use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.

12. Election Campaign work

12.1 Members will comply with the provisions of the *Municipal Elections Act*. Members will not use the facilities, equipment, supplies, services or other resources of the City for any election-related activities.

12.2 Members will not undertake campaign-related activities on City property unless permitted by the Returning Officer or their designate.

12.3 Members will not use the services of persons for election-related purposes during hours in which those persons receive compensation from the City.

13. Improper Use of Influence

13.1 Members will not use their influence for any purpose other than the exercise of their official duties.

13.2 Examples of prohibited conduct are the use of a Member's status as a Member of Council to improperly influence the actions or decisions of Staff or others to the private advantage of the Member or his or her Family, Staff, friends or associates, business or otherwise. This would include an attempt to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage through a Member's supposed influence within Council in return for present actions or inaction.

13.3 For the purpose of this provision, “private advantage” does not include a matter:

- a) that is of general application;
- b) that affects a Member, his or her Family, Staff, friends, or associates, business or otherwise as one of a broad class of persons; or
- c) that concerns the determination of the remuneration or benefits for Members as a whole.

14. Business Relations

14.1 Members will not, either personally or through a company he or she owns or controls, borrow money from any person that regularly does business with the City unless such person is regularly in the business of lending money. Members will not, either personally or through a company he or she owns or controls, will borrow money from any entity that regularly does business with the City unless such entity is regularly in the business of lending money.

14.2 Members are expected not to act as a paid agent before Council or Committee or any agency, board, or committee of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*.

14.3 Members will not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

15. Transparency and Openness in Decision Making

15.1 Members will conduct Council business and their duties in an open and transparent manner other than for those matters which, by virtue of the *Municipal Act* and other applicable legislation, are required or are authorized to be dealt with in a Closed/In-Camera session, so that stakeholders can view the process and rationale which has been used to reach decisions.

16. Conduct at Meetings

16.1 Members are expected to conduct themselves at Council and in City related business meetings with decorum, and where applicable, in accordance with the City’s Procedural By-law. Members are expected to show respect for deputants and fellow Members and Staff by being courteous and not distracting from the business of the Council during presentations and when other Members have the floor.

17. Conduct of Members

17.1 Members are expected to conduct themselves with appropriate decorum at all times and ensure that their behaviour does not bring the reputation of the City into disrepute.

17.2 Members are expected to be respectful of other Members, Staff and the public and their views and will encourage others to do the same.

18. Harassment & Discrimination

18.1 Harassment of another Member, Staff or any member of the public is prohibited under the *Ontario Human Rights Code*. Harassment, whether it occurs inside or outside the workplace, or whether it is related to the work environment or other activities of a Member, is inappropriate behaviour for the purpose of this Code of Conduct.

18.2 Members will not engage in workplace discrimination (as defined by the *Ontario Human Rights Code*), harassment (as defined by the *Ontario Human Rights Code* and the *Ontario Occupational Health and Safety Act*), or violence (as defined by the *Ontario Occupational Health and Safety Act*) when dealing with other Members, Staff, residents or other members of the public.

19. Compliance with Code of Conduct

19.1 Members are accountable to the public throughout the four-year Council term. Between elections they may become disqualified and lose their seat, for example, if they were to lose their eligibility under the *Municipal Act*, or for failing to declare a conflict of interest under the *Municipal Conflict of Interest Act*.

19.2 The *Municipal Act* authorizes Council to impose one or more of the penalties listed below, if so desired, on a Member following a report by the Integrity Commissioner that, in his or her opinion, the Member has contravened the Code of Conduct:

- a) A reprimand; or
- b) Suspension of the remuneration paid to the Member in respect to his or her services as a Member of Council or local board, as the case may be, for a period of up to 90 days.

20. Investigations

If a Member, the public or Staff believes a Member has contravened the Code of Conduct he or she may submit a written complaint in accordance with the established Investigation Protocol. (See Appendix A.)

"APPENDIX A"

**Council Code of Conduct**
Investigation Protocol

Under Section 223.4(1) of the *Municipal Act*, Council, a Member of Council or a member of the public may request the Integrity Commissioner to conduct an inquiry about whether a member of Council has contravened the Council Code of Conduct.

1. Request for Inquiry

- I. A request for an inquiry shall be in writing.
- II. All requests shall be signed by an identifiable individual (which includes the signing officer of an organization).
- III. A request shall set out all reasonable and probable grounds for the allegation that the member has contravened the Council Code of Conduct and shall include a supporting affidavit that sets out the evidence in support of the complaint.
- IV. Staff in the City Clerk's office, who are Commissioners of Oaths, are authorized to swear the supporting affidavit.
- V. In a municipal election year, a Code of Conduct request may not be filed within 90 days of the next general election.

2. Initial Review by Integrity Commissioner

- i. The request shall be filed with the City Clerk who shall forward the matter to the Integrity Commissioner for initial review to determine if the matter is, on its face, a complaint with respect to non-compliance with the Council Code of Conduct and not covered by other legislation or other Council policies.
- ii. If the request does not include a supporting affidavit, the Integrity Commissioner shall defer the review until an affidavit is received.
- iii. If the complaint, including any supporting affidavit, is not on its face, a complaint with respect to non-compliance with the Council Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity Commissioner shall instruct the City Clerk to advise the Complainant in writing as follows:
 - a. If the complaint on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the Integrity Commissioner shall refer it to the appropriate authorities and advise the Complainant that if the complainant wishes to pursue any such allegation, the Complainant must pursue it with the appropriate police service;
 - b. If the complaint on its face relates to non-compliance with the *Municipal Conflict of Interest Act*, the Complainant shall be advised to review the matter with the Complainant's own legal counsel;

Investigation Protocol

- c. If the complaint on its face relates to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the Complainant shall be advised that the matter will be referred to the City Clerk for review.
- d. If the complaint on its face is with respect to non-compliance with a more specific Council policy, with a separate complaint procedure, the Complainant shall be advised that the matter will be processed under that procedure; and
- e. In other cases, the Complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate.
- iv. The Integrity Commissioner may report to Council that a specific complaint is not within the jurisdiction of the Integrity Commissioner.
- v. The Integrity Commissioner shall report annually to Council on complaints made that were determined not to be within the jurisdiction of the Integrity Commissioner, but shall not disclose information that could identify a person concerned.

3. Integrity Commissioner Investigations

- i. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, shall terminate the investigation.
- ii. Other than in exceptional circumstances, the Integrity Commissioner shall not report to Council on any complaint described in subsection (i) except as part of an annual or other periodic report.

4. Investigation & Settlement

- I. If a complaint has been classified as being within the Integrity Commissioner's jurisdiction and not rejected under Section 2, the Commissioner shall investigate and may attempt to settle the complaint.
- II. Section 223.4(2) of the *Municipal Act* provides for the Integrity Commissioner to elect to investigate a complaint by exercise of the powers of a commission under Parts I and II of the *Public Inquiries Act*.
- III. When the *Public Inquiries Act* applies to an investigation of a complaint, the Integrity Commissioner shall comply with the procedures specified in that Act and this Complaint Protocol, but if there is a conflict between a provision of the Complaint Protocol and a provision of the *Public Inquiries Act*, the provision of the *Public Inquiries Act* prevails.
- IV. The Integrity Commissioner will proceed as follows, except where otherwise required by the *Public Inquiries Act*:
 - a. Serve the complaint and supporting material upon the Member whose conduct is in question with a request that a written response to the allegation by way of affidavit be filed within ten days or such longer period as the Integrity Commissioner may authorize in writing; and
 - b. Serve a copy of the response provided by the Member upon the Complainant with a request for a written reply within ten days or such longer period as the Integrity Commissioner may authorize in writing.

Investigation Protocol

- V. Section 33 of the *Public Inquiries Act* allows the Integrity Commissioner to speak to anyone relevant to the complaint, access and examine any of the information relevant to the complaint and to enter any City work location relevant to the complaint for the purpose of investigation and settlement. The Integrity Commissioner is to be provided free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality.
- VI. The Integrity Commissioner shall not issue a report finding a violation of the Code of Conduct on the part of any Member unless the Member has had reasonable notice of the basis for the proposed finding and any recommended sanction and an opportunity either in person or in writing to comment on the proposed finding and any recommended sanction.
- VII. The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction or retaliation encountered during the investigation.

5. Final Report

- I. The Integrity Commissioner shall report to the Complainant and the Member, generally no later than 90 days after the making of the complaint.
- II. Where the complaint is sustained in whole or in part, the Integrity Commissioner shall also report to Council outlining his or her findings and/or recommended penalty and the terms of any settlement.
- III. Where the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner shall not report to Council except as part of an annual or other periodic report.
- IV. Any recommended corrective action or penalty must be permitted by the *Municipal Act* and shall be designed to ensure that the inappropriate behaviour or activity does not continue and is not repeated.

6. Member Not Blameworthy

- I. If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall so state in the report and shall recommend that no penalty be imposed.

7. Copies

- I. The City Clerk shall give a copy of the report to the Complainant and the Member that was involved.

8. Report to Council

- I. The City Clerk shall process the report for the next meeting of General Committee, followed by Council. The report shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and has been reported out to the Members of Council.

9. Council Review

- I. Council shall consider and respond to the report within 90 days after the day the report is laid before it.
- II. Section 223.4 (5) of the *Municipal Act* allows the municipality to impose either of the following penalties on a Member of Council if the Commissioner reports to the municipality that, in his or her opinion, the Member has contravened the code of conduct:
 - a. A reprimand.
 - b. Suspension of the remuneration paid to the Member in respect of his or her service as a Member of Council, for a period of up to 90 days.

10. Confidentiality

- I. Section 223.5(1) of the *Municipal Act* provides that the Integrity Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties.
- II. If the Commissioner provides a periodic report to the municipality on his or her activities, the Commissioner may summarize advice he or she has given but shall not disclose confidential information that could identify a person concerned.
- III. If the Integrity Commissioner reports to the municipality his or her opinion about whether a Member of Council has contravened the applicable Council Code of Conduct, the Commissioner may disclose in the report such matters as in the Commissioner's opinion are necessary for the purpose of the report (including name of the Member whose conduct was investigated).



Municipal Act (Bill 68) Changes Regarding Municipal Codes of Conduct

Section No.	Subsection & Description of Regulation	Comments
223.2	Section 223.2 of the <u>Municipal Act</u> (MA) is repealed and replaced with a provision mandating all municipalities establish codes of conduct for members of council and local boards.	Markham City Council voluntarily adopted a Council Code of Conduct in 2014 and as such, no further action is required on this item.
223.3	Prohibits the enactment of a municipal by-law to provide that a Councillor or local board member who contravenes a Code of Conduct is guilty on an offence or is required to pay an administrative penalty.	No resulting changes to Markham's <u>Council Code of Conduct</u> are required.
223.3(1)	Section 223.2 of the MA is repealed and replaced with the following expanded list of functions that an Integrity Commissioner (IC) can perform: 1. The application of the code of conduct for members of council and the code of conduct for members of local boards. 2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behavior of members of council and of local boards. 3. The applications of sections 5, 5.1, and 5.2 of the <u>Municipal Conflict of Interest Act</u> (MCIA) to members of council and of its local boards. 4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member. 5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behavior of members. 6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA. 7. The provision of educational information to members of council, Members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.	Markham's current <u>Council Code of Conduct</u> has been amended to explicitly include these IC responsibilities.

Municipal Act Changes - Code of Conduct Requirements

Section No.	Subsection & Description of Regulation	Comments
223.3(1.1)	Mandates that if a municipality has not appointed its own IC, it must appoint an IC from another municipality.	As the City currently has an IC service provider (ADR Chambers Inc.), no resulting changes to Markham's <u>Council Code of Conduct</u> are required.
223.3(1.2)	Mandates that if a municipality has appointed an IC but has not assigned one or more of the responsibilities set out in the MA, the municipality must make arrangements for those responsibilities to be provided by an IC of another municipality.	Markham's current <u>Council Code of Conduct</u> has been amended to explicitly include these specific IC responsibilities.
223.3(2.1)	Mandates that requests by a member of council or of a local board for advice from the IC under paragraph 4, 5 or 6 of subsection (1) shall be made in writing.	Markham's current <u>Council Code of Conduct</u> has been amended to include this requirement.
223.3(2.2)	Mandates that if the IC to provide advice to members of council or of a local board under paragraph 4 ,5, or 6 of subsection (1), it must be in writing.	Markham's current <u>Council Code of Conduct</u> has been amended to include this requirement.
223.3(2.3)	Stipulates that if the IC provides educational information to the public under paragraph 7 of subsection (1), the IC may summarize advice they have provided but shall not disclose confidential information that could identify a person concerned.	Markham's current <u>Council Code of Conduct</u> has been amended to include this requirement.
223.3(6)	Requires municipalities to indemnify and save harmless the IC or any person acting under the instructions of the IC for costs reasonably incurred by either of them in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority under the MA (or a by-law passed under it) or an alleged neglect or default in the performance in good faith of the duty or authority.	Markham's current <u>Council Code of Conduct</u> has been amended to include this requirement.
223.4	Permits the Minister to make regulations prescribing one or more subject matters that a municipality is required to include in a Code of Conduct.	No resulting changes to Markham's <u>Council Code of Conduct</u> are required.

Municipal Act Changes - Code of Conduct Requirements

Section No.	Subsection & Description of Regulation	Comments
223.4(7)	Terminates an inquiry when the regular election begins. If the IC has not completed an inquiry before Nomination Day for a regular election the IC shall terminate the inquiry on that day.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4(8)	Provides that if an inquiry is terminated under 223.4(7) of the MA, the IC shall not commence another inquiry into the matter unless, within six weeks after Voting Day in a regular election, the person or entity who made the request or the member or former member whose conduct is concerned makes a written request to the IC that the inquiry be commenced.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4(9)	Adds the following additional rules that apply during a regular election – starting on Nomination Day and ending on Voting Day: 1. There shall be no requests for an inquiry about whether a member of council or of a local board has contravened the code of conduct applicable to the member. 2. The IC shall not report to the municipality or local board about whether, in their opinion, a member of council or of a local board has contravened the code of conduct applicable to the member. 3. The municipality or local board shall not consider whether to impose the penalties.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1	Adds a new section regarding an inquiry by the IC relative to Section 5., 5.1 or 5.2 of the MCIA.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1(2)	Stipulates that an elector (as defined in Section 1 of the MCIA), or a person demonstrably acting in the public interest may apply in writing to the IC for an inquiry to be carried out concerning an alleged contravention of Section 5., 5.1 or 5.2 of the MCIA by a member of council or a member of a local board.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1(3)	Prohibits an application for an inquiry for a contravention of the MCIA between Nomination Day and Voting Day for a regular election.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.

Municipal Act Changes - Code of Conduct Requirements

Section No.	Subsection & Description of Regulation	Comments
223.4.1 (4)	Stipulates that an application for an inquiry for a contravention of the MCIA may only be made within six weeks after the applicant became aware of the alleged contravention.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (5)	Creates an exception to the six week rule specified in 223.4.1(4) of the MA if both of the following are satisfied: 1. The applicant became aware of the alleged contravention within the period of time starting six weeks before Nomination Day for a regular election and ending on Voting Day. 2. The applicant applies to the IC within six weeks after Voting Day in a regular election.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (6)	Requires that an application to the IC for an inquiry shall set out the reasons for believing that the member has contravened Section 5., 5.1 or 5.2 of the MCIA and include a statutory declaration attesting to the fact that the applicant became aware of the contravention not more than six weeks before the date of the application.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (7)	Permits the IC to conduct the MCIA inquiry as they consider necessary.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (8)	Allows the IC to have a public meeting to discuss the MCIA inquiry.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (9)	Authorizes the IC to exercise the powers under Section 33 and 34 of the <u>Public Inquiries Act</u> for the MCIA inquiry.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (10)	Requires the municipality to and its local boards to give the IC any information they require for the MCIA inquiry.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (11)	Authorizes the IC to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality or local board that the IC believes to be necessary for an inquiry.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.

Municipal Act Changes - Code of Conduct Requirements

Section No.	Subsection & Description of Regulation	Comments
223.4.1 (12)	Terminates an inquiry when the regular election begins. If the IC has not completed a MCIA inquiry before Nomination Day for a regular election the IC shall terminate the inquiry on that day.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (13)	Provides that if an inquiry is terminated under 223.4.1(12), the IC shall not commence another inquiry into the matter unless, within six weeks after Voting Day in a regular election, the person or entity who made the request or the member or former member whose conduct is concerned makes a written request to the IC that the inquiry be commenced.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (14)	Requires the IC to complete the MCIA inquiry within 180 days after receiving the complete application.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (15)	Stipulates that upon completion of the MCIA inquiry, the IC may, if they deem it appropriate, apply to a judge under section 8 of the MCIA for a determination as to whether the member has contravened Section 5, 5.1 or 5.2 of the MCIA.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (16)	Requires the IC to advise the applicant if they will not be making an application to a judge.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (17)	Requires the IC to publish written reasons for their decision as to whether or not they decided to apply to a judge.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.4.1 (18)	Stipulates that the IC's costs of applying to a judge shall be paid by: 1. The municipality, if the member is alleged to have contravened Section 5, 5.1 or 5.2 of the MCIA as a member of council of a municipality. 2. The local board if the members is alleged to have contravened Section 5, 5.1 or 5.2 of the MCIA as a member of a local board.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.5 (2.1)	Mandates that advice provided by the IC to a member may be released with the member's written consent.	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.5 (2.2)	Permits the Commissioner to release part or all of the advice they provided to a member - without the member's consent - in	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.

Municipal Act Changes - Code of Conduct Requirements

Section No.	Subsection & Description of Regulation	Comments
	situations where the member releases only part of the advice provided to them by the IC.	
223.5 (2.3)	Allows the IC to disclose information they deem is necessary for: 1. The purposes of a public meeting under Subsection 223.4.1 (8); 2. An application to a judge referred to in Subsection 223.4.1 (15). 3. The written reasons given by the IC under subsection 223.4.1 (17).	Markham's current <u>Council Code of Conduct</u> has been amended to reflect this amendment.
223.8	Revises "of any Act or" and substitutes "of any other Act, other than the MCIA, or".	No resulting changes to Markham's <u>Council Code of Conduct</u> are required.



COUNCIL CODE OF CONDUCT



Proposed Revised City of Markham Council Code of Conduct

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1. General Introduction and Purpose

Members of Markham City Council (Members) recognize their obligation to serve their constituents and the public in an accountable and transparent manner - understanding that as leaders of the community, they are held to a high standard of behaviour and conduct.

The *Council Code of Conduct* identifies the City's expectations for the conduct of Members and establishes guidelines for appropriate conduct to ensure that:

- a) the decision making process of City Council is transparent, accessible and equitable, in accordance with the *Municipal Act*;
- b) decisions are made through appropriate channels of government structure;
- c) public office is not used for personal gain;
- d) the conduct of Members is of a high ethical standard; and
- e) there is fairness and respect for differences of opinion and a duty to work together for the common good.

The *Council Code of Conduct* also serves to uphold the principles, goals and values of the City and provide standards for appropriate interaction between Members, Staff, the public and Elected Officials.

2. Framework and Interpretation

The *Council Code of Conduct* applies to all Members of Markham City Council, except in respect of any of their own municipal election campaign related activities. Notwithstanding the above, Section 12: Election Campaign Work, applies to Members at all times.

The *Council Code of Conduct* is to be given broad, liberal interpretation in accordance with applicable legislation and the definitions set out herein. As a living document the *Council Code of Conduct* will be brought forward for review: at the beginning of each term of Council, when relevant legislation is amended, and at other times when appropriate, in the discretion of the City Clerk, or on the instructions of Council, to ensure that it remains current and continues to be a useful guide to Members.

Where a Member requests advice from the Integrity Commissioner (IC) and the Member discloses all relevant information to the IC for the purpose of obtaining the advice, the Member may rely on the written advice provided by the IC. The IC will be bound by the advice given to the Member, as long as the information, facts and circumstances remain unchanged, in the event that the IC is asked to investigate a complaint.

Members seeking clarification of any part of the *Council Code of Conduct* should consult with Markham's IC in accordance with Section 20 of this Code.

In addition to this *Council Code of Conduct*, Members are required to comply with existing provincial or federal legislation, including but not limited to the following:

- *Municipal Act, 2001*;
- *Municipal Conflict of Interest Act* (MCIA);
- *Municipal Elections Act, 1996*;
- *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA);
- *Ontario Human Rights Code*;
- *Ontario Occupational Health and Safety Act*; and
- *Criminal Code of Canada*.

3. Guiding Principles of the *Council Code of Conduct*

The following principles of conduct apply to all Members.

3.1. Members are expected to:

- a) serve and be seen to serve their constituents in a conscientious and diligent manner;
- b) be committed to performing their functions with integrity and transparency;
- c) perform official duties and arrange their public affairs in a manner that promotes public confidence and respect, and will withstand close public scrutiny; and
- d) respect the role of Staff in the administration of the business affairs of the City.

3.2 Members will:

- a) abide by the policies and by-laws of the City;
- b) avoid the improper use of the influence of their office, and conflicts of interest;
- c) seek to serve the public interest by upholding both the letter and the spirit of the laws, regulations, and policies established by the Government of Canada, Government of Ontario and Markham City Council; and
- d) fulfill their roles as set out in the *Municipal Act*.

4. Definitions

In the *Council Code of Conduct*:

“City” means The Corporation of the City of Markham.

“City Clerk” means the Clerk and Returning Officer of The Corporation of the City of Markham.

“City Records” means an original record which is either created or received by a department, division or officer of the City, related to a business function of the City. City Records do not include Constituent Records.

“Constituent Records” means a record which is generated or received by a Member acting in the capacity of an elected representative and relates to the Members’ mandate and function as an elected representative only. Such records are confidential to the Member, to the extent permitted by law. Constituent Records include a Member’s personal records, generated or received by them as a private citizen.

“Confidential Meeting” means any meeting of Council that is closed to the public in accordance with s. 239 of the *Municipal Act, 2001*.

“Confidential Information” includes information in the possession of, or received in confidence by the City, that the City is prohibited from disclosing, or is required to refuse to disclose, or chooses not to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), or other legislation.

“Council” means the Council of the City.

“Elected Official” includes individuals elected municipally, provincially or federally with whom the Member interacts.

“Family” includes a Member’s child, parent and spouse. For the purposes of this definition:

- a) child means a child born within or outside a marriage and includes an adopted child and a child where a parent has demonstrated a settled intention to treat that child as part of their family.
- b) parent means a person who has demonstrated a settled intention to treat a child as a member of their family whether or not that person is the natural parent of the child.
- c) spouse means a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside marriage.

“Gift” means any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.

“Harassment” includes, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted.

“Integrity Commissioner” means a neutral officer or corporation appointed by and reporting to Markham City Council and who is responsible for performing, in an independent manner, the following functions:

- 1) The application of the *Council Code of Conduct*.
- 2) The application of any procedures, rules and policies of the City governing the ethical behaviour of Members.
- 3) The application of Sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.
- 4) Requests by Members in respect of their obligations under the *Council Code of Conduct*.
- 5) Requests from Members in respect of their obligations under a procedure, rule or policy of the City governing the ethical behaviour of Members.
- 6) Requests from Members for advice in respect of their obligations under the *Municipal Conflict of Interest Act*.
- 7) The provision of educational information to Members, the City and the public about the City’s Council Code of Conduct and about the *Municipal Conflict of Interest Act*.

“Municipal Conflict of Interest Act” means the *Municipal Conflict of Interest Act, R.S.O. 1990, C. M50*, as amended from time to time.

“Municipal Freedom of Information and Protection of Privacy Act” means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56*, as amended from time to time.

“Member” means a member of Council.

“Personal Information”, as defined in *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), means information about an identifiable individual, including but not limited to:

- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol or other particular assigned to the individual;

- d) the address, telephone number, fingerprints or blood type of the individual;
- e) the personal opinions or views of the individual except if they relate to another individual;
- f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- g) the views or opinions of another individual about the individual; and
- h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

"Senior Executive" means any of the Chief Administrative Officer and Commissioners.

"Social Media" means publicly available, third party hosted, interactive web technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network.

"Staff" includes anyone employed by the City including full-time, part-time, temporary or seasonal Staff, contract Staff, students and volunteers in accordance with the *Municipal Act*, but does not include Members, who are not employees of the City.

"Nomination Day" means the last day for filing or withdrawing a nomination for election of a Member established in accordance with the *Municipal Elections Act, 1996*.

"Voting Day" means the day on which the final vote is to be taken in an election of a Member established in accordance with the *Municipal Elections Act, 1996*.

5. Roles and Obligations

5.1 All Members are expected to:

- a) Respect the diversity of community views in developing an overall strategy for the future of the City;
- b) Set objectives and determine strategies to achieve the goals of the City as defined in the policies and by-laws approved by Council;
- c) Ensure sound financial management, planning and accountability; and
- d) Be aware of and understand statutory obligations imposed on Council as a whole, as well on each individual Member.

6. Confidentiality

Through the course of their official duties, Members may have access to Confidential Information. Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, financial, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor client privilege.

6.1 Members will not disclose or release any Confidential Information, in either oral or written form, acquired by virtue of their office, except when authorized by Council. Council may not authorize the disclosure of Confidential Information which the City is prohibited from disclosing under MFIPPA.

6.2 Members will not disclose Confidential Information that may benefit themselves or others, including Confidential Information regarding the bidding or procurement of City property, services or assets.

6.3 Members will not disclose the content of any matter, or the substance of discussions, individually or collectively, at a Confidential Meeting until the Council or Committee discusses the information at a meeting that is open to the public or releases the information to the public.

6.4 Members will not permit any persons other than those who are entitled thereto to have access to Confidential Information.

6.5 Members will keep information confidential. This is a continuing obligation even if the Member ceases to be a Member.

7. Personal Information

In their decision making process, Members will have access to Personal Information contained in City Records that IS subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). In addition, Members may have access to Personal Information in their Constituent Records and from other interested parties that IS NOT subject to MFIPPA.

7.1 While it is noted that Constituent Records are not covered by MFIPPA, Members will treat Personal Information contained in Constituent Records in accordance with the principles of MFIPPA.

7.2 Members will not disclose Personal Information without the consent of the individual, or the City Clerk in the case of Personal Information contained in City Records.

7.3 Members will not permit any persons, other than those who are entitled thereto, to have access to Personal Information.

7.4 Members will not use Personal Information for personal or private gain, or for the gain of their Family or any other person or corporation.

7.5 Members will not access, or attempt to gain access to, Personal Information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by Council policy or MFIPPA.

8. Communications with the Public & Media Relations

8.1 Members, when communicating with the public and media, are expected to accurately communicate the decisions of Council, even where a Member disagreed with the decision of Council, so that there is respect for and integrity in the decision making process of Council.

8.2 In all media communications, including Social Media, Members will treat each other, Staff and members of the public with respect and shall avoid messaging that amounts to abuse, bullying or intimidation.

9. Relations with Staff

9.1 Members are expected to:

- a) work through the Senior Executive and their designates and not attempt to direct the activities of Staff or departments;
- b) be respectful of Staff. Members will direct any criticisms of Staff to the Senior Executive and refrain from criticizing Staff in public and the media; and
- c) honour the requirement for Staff to remain neutral and not compel Staff to engage in partisan political activities or subject Staff to threats or intimidation for refusing to engage in such activities.

10. Gifts, Hospitality and Benefits

10.1 Members are permitted to accept Gifts that meet the following criteria, subject to the reporting requirements outlined in 10.3:

- a) where authorized by law;
- b) would normally accompany the responsibilities of a political office and are received as an incident of protocol or social obligation;
- c) political contributions reported in accordance with applicable law;
- d) services provided without compensation by persons volunteering their time to a Member;
- e) suitable mementos from a function honouring the Member;
- f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the federal government or by a foreign government within a foreign country or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity at an official event;
- g) tickets or admission to banquets, receptions, sporting events, cultural events,

performances or similar events, for charitable, not-for-profit or community purposes, if:

- i. Attendance is open and transparent and serves a legitimate charity fundraising or community purpose; and
- ii. The value and venue location are reasonable;
- h) business meals that serve a legitimate public duty purpose;
- i) communications to the offices of a Member, including subscriptions to newspapers and periodicals related to the duties of Office; and
- j) sponsorships and donations for community events or initiatives organized or run by a Member, or a third party on behalf of a Member, where Council has authorized or endorsed the event or initiative.

10.2 Members are not permitted to accept any Gifts that are not listed in this Code connected directly or indirectly with the performance of their duties.

10.3 Members will maintain a list of all Gifts received in a calendar year, where the value of a single Gift, or the cumulative value of Gifts from a single source, exceeds \$350. This list must be available upon request by the Integrity Commissioner for the purposes of determining if the Gift is appropriate. Gifts described in clause 10.1(g) are exempt from the reporting requirement.

10.4 The IC may call upon a Member to justify receipt of any Gift.

10.5 Members will not accept Gifts that would, to a reasonable member of the public, appear to be in gratitude or compensation for influence, to induce the Member to exercise their influence, or otherwise to go beyond necessary and appropriate public actions.

11. Use of City Property, Services & Other Resources

11.1 Members will not use for personal purposes, any City property, equipment, services or supplies, (for example, agency, board, or City-owned materials or website and City transportation delivery services, and any Member's expense budget), of any material consequence, other than for the purposes connected with the discharge of City duties, which may include activities within the Member's office of which City Council has been advised.

11.2 Members will not obtain or attempt to obtain financial gain from the use of City developed intellectual property, including but not limited to computer programs, technological innovations or other patentable items, while they are a Member or thereafter. All such property remains the exclusive property of the City.

11.3 Members will not use information gained in the execution of their duties that is not available to the general public for any purposes other than their official duties.

12. Election Campaign work

- 12.1 Members will comply with the provisions of the *Municipal Elections Act*. Members will not use the facilities, equipment, supplies, services or other resources of the City for any election- related activities.
- 12.2 Members will not undertake campaign-related activities on City property unless permitted by the City Clerk or their designate.
- 12.3 Members will not use the services of persons for election-related purposes during hours in which those persons receive compensation from the City.

13. Improper Use of Influence

- 13.1 Members will not use their influence for any purpose other than the exercise of their official duties.
- 13.2 Examples of prohibited conduct are the use of a Member's status as a Member of Council to improperly influence the actions or decisions of Staff or others to the private advantage of the Member or their Family, Staff, friends or associates, business or otherwise. This would include an attempt to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage through a Member's supposed influence within Council in return for present actions or inaction.
- 13.3 For the purpose of this provision, "private advantage" does not include a matter:
- a) that is of general application;
 - b) that affects a Member, their Family, Staff, friends, or associates, business or otherwise as one of a broad class of persons; or
 - c) that concerns the determination of the remuneration or benefits for Members as a whole.

14. Business Relations

- 14.1 Members will not, either personally or through a company they own or control, borrow money from any person that regularly does business with the City unless such person is regularly in the business of lending money. Members will not, either personally or through a company they own or control, borrow money from any entity that regularly does business with the City unless such entity is regularly
- 14.2 Members are expected not to act as a paid agent before Council or Committee or any agency, board, or committee of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*.
- 14.3 Members will not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

15. Transparency and Openness in Decision Making

15.1 Members will conduct Council business and their duties in an open and transparent manner other than for those matters which, by virtue of the *Municipal Act* and other applicable legislation, are required or are authorized to be dealt with in a Confidential Meeting, so that stakeholders can view the process and rationale which has been used to reach decisions.

16. Conduct at Meetings

16.1 Members are expected to conduct themselves at Council and in City related business meetings with decorum, and where applicable, in accordance with the City's Procedural By-law. Members are expected to show respect for deputants and fellow Members and Staff by being courteous and not distracting from the business of the Council during presentations and when other Members have the floor.

17. Conduct of Members

17.1 Members are expected to conduct themselves with appropriate decorum at all times and ensure that their behaviour does not bring the reputation of the City into disrepute.

17.2 Members are expected to be respectful of other Members, Staff and the public and their views and will encourage others to do the same.

18. Harassment & Discrimination

18.1 Harassment of another Member, Staff or any member of the public is prohibited under the *Ontario Human Rights Code*. Harassment, whether it occurs inside or outside the workplace, or whether it is related to the work environment or other activities of a Member, is inappropriate behaviour for the purpose of this *Council Code of Conduct*.

18.2 Members will not engage in workplace discrimination (as defined by the *Ontario Human Rights Code*), harassment (as defined by the *Ontario Human Rights Code* and the *Ontario Occupational Health and Safety Act*), or violence (as defined by the *Ontario Occupational Health and Safety Act*) when dealing with other Members, Staff, residents or other members of the public.

19. Compliance with Code of Conduct

19.1 Members are accountable to the public throughout the four-year Council term. Between elections they may become disqualified and lose their seat, for example, if they were to lose their eligibility under the *Municipal Act*, or for failing to declare a conflict of interest under the *Municipal Conflict of Interest Act*.

19.2 The *Municipal Act* authorizes Council to impose one or more of the penalties listed below, if so desired, on a Member following a report by the Integrity Commissioner that, in their opinion, the Member has contravened the *Council Code of Conduct*:

- a) A reprimand; or
- b) Suspension of the remuneration paid to the Member in respect of their services as a Member of Council for a period of up to 90 days.

19.3 The *Municipal Act* does not authorize Council to pass a by-law or resolution to provide that a Member who contravenes the *Council Code of Conduct* is guilty of an offence or is required to pay an administrative penalty.

20. Requests for Advice from the IC

20.1 All requests by a Member for advice from the IC shall be made in writing.

20.2 Advice provided by the IC to a Member shall be in writing.

20.3 If the IC provides educational information to the public, the IC may summarize advice they have provided in their Annual Report to the City but shall not disclose Confidential Information that could identify a person concerned.

21. Investigations

21.1 If a Member, a member of the public or Staff believes a Member has contravened the *Council Code of Conduct* they may submit a written complaint in accordance with the established Investigation Protocol (See **Appendix “A”**).

21.2 If a Member, a member of the public or Staff believes a Member has contravened any of Section(s) 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, they may submit a written complaint in accordance with the established Investigation Protocol (See **Appendix “B”**).

“Appendix “A” - Council Code of Conduct - Investigation Protocol

Under Section 223.4(1) of the *Municipal Act*, Council, a Member, or a member of the public may request the IC to conduct an inquiry about whether a Member has contravened the *Council Code of Conduct*.

1. Request for Inquiry

- I. A request for an inquiry shall be in writing.
- II. All requests for an inquiry shall be signed by an identifiable individual (which includes the signing officer of an organization).
- III. A request for an inquiry shall set out all reasonable and probable grounds for the allegation that the Member has contravened the *Council Code of Conduct* and shall include a supporting affidavit that sets out the evidence in support of the complaint.
- IV. Staff in the City Clerk’s office, who are commissioners for taking affidavits, are authorized to swear the supporting affidavit.
- V. In a municipal election year, starting on Nomination Day and ending on Voting Day, no requests for an inquiry shall be submitted to the IC and the IC shall not report to the City about whether or not a Member contravened the *Council Code of Conduct*.
- VI. If the IC has not completed an inquiry into a potential *Council Code of Conduct* violation before Nomination Day for a regular election, the IC shall terminate the inquiry on that day. If the IC terminates an investigation, the IC shall not start another investigation into the matter unless, within 6 weeks after Voting Day in a regular election, the person who made the request or the Member or former Member whose conduct is concerned makes a written request to the IC that the inquiry be commenced.

2. Initial Review by the Integrity Commissioner

- I. The request shall be filed with the City Clerk who shall forward the matter to the IC for initial review to determine if the matter is, on its face, a complaint with respect to non-compliance with the *Council Code of Conduct* and not covered by other legislation or other Council policies.
- II. If the request does not include the required affidavit, the City Clerk shall not forward the request to the IC until one is provided.
- III. If the complaint, including any supporting affidavit, is not on its face, a complaint with respect to non-compliance with the *Council Code of Conduct* or the complaint is covered by other legislation or a complaint procedure under another Council policy, the IC shall instruct the City Clerk to advise the complainant in writing as follows:
 - a. If the complaint is, on its face, an allegation of a contravention of the *Municipal Conflict of Interest Act*, the IC will investigate it as outlined in **Appendix “B”**.
 - b. If the complaint on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the IC shall refer it to the appropriate authorities and advise the complainant that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police service.

- b. If the complaint on its face relates to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the Complainant shall be advised that the matter will be referred to the City Clerk for review.
 - c. If the complaint on its face is with respect to non-compliance with a **different** Council policy, with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure.
 - d. In other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the IC to process, with any additional reasons and referrals as the IC considers appropriate.
- IV. The IC shall report annually to Council on complaints made that were determined not to be within the jurisdiction of the IC, but shall not disclose information that could identify a person concerned.

3. Integrity Commissioner Investigations

- I. If the IC is of the opinion that the referral of a matter to them is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the IC shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, shall terminate the investigation.
- II. Other than in exceptional circumstances, the IC shall not report to Council on any complaint described in subsection (i) except as part of an annual or other periodic report.

4. Investigation & Settlement

- I. If a complaint has been classified as being within the IC's jurisdiction and not rejected under Section 2 **or 3**, the IC shall investigate and may attempt to settle the complaint.
- II. Section 223.4(2) of the *Municipal Act* authorizes the IC to exercise the powers of a commission under Parts I and II of the *Public Inquiries Act*.
- III. When the *Public Inquiries Act* applies to an investigation of a complaint, the IC shall comply with the procedures specified in that Act and this Complaint Protocol, but if there is a conflict between a provision of the Complaint Protocol and a provision of the *Public Inquiries Act*, the provision of the *Public Inquiries Act* prevails.
- IV. The IC will proceed as follows, except where otherwise required by the *Public Inquiries Act*:
 - a. Serve the complaint and supporting material upon the Member whose conduct is in question with a request that a written response to the allegation by way of affidavit be filed within ten days or such longer period as the IC may authorize in writing; and
 - b. Serve a copy of the response provided by the Member upon the complainant with a request for a written reply within ten days or such longer period as the IC may authorize in writing.

- V. Section 33 of the *Public Inquiries Act* allows the IC to require anyone relevant to the complaint to give evidence and to access and examine any information relevant to the complaint and to enter any City work location relevant to the complaint for the purpose of investigation and settlement. The IC is to be provided free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality.
- VI. The IC shall not issue a report finding a violation of the *Council Code of Conduct* on the part of any Member unless the Member has had reasonable notice of the basis for the proposed finding and any recommended sanction and an opportunity either in person or in writing to comment on the proposed finding and any recommended sanction.
- VII. The IC may make interim reports to Council where necessary and as required to address any instances of interference, obstruction or retaliation encountered during the investigation.

5. Final Report

- I. The IC shall report to the complainant and the Member, generally no later than 90 days after the making of the complaint.
- II. Where the complaint is sustained in whole or in part, the IC shall also report to Council outlining their findings and/or recommended penalty and the terms of any settlement.
- III. Where the complaint is dismissed, other than in exceptional circumstances, the IC shall not report to Council except as part of an annual or other periodic report.
- IV. Any recommended corrective action or penalty must be permitted by the *Municipal Act* and shall be designed to ensure that the inappropriate behaviour or activity does not continue and is not repeated.

6. Member Not Blameworthy

- I. If the IC determines that there has been no contravention of the *Code of Conduct* or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith, the IC shall so state in the report and shall recommend that no penalty be imposed.

7. Copies

- I. The City Clerk shall give a copy of the report to the complainant and the Member that was involved.

8. Report to Council

- I. The City Clerk shall process the report for the next meeting of General Committee, followed by Council. The report shall remain confidential until the matter has received complete and final disposition by the IC and has been reported out to Council.

9. Council Review

- I. Council shall consider and respond to the report within 90 days after the day the report is laid before it.
- II. Section 223.4(5) of the *Municipal Act* allows the municipality to impose either of the following penalties on a Member if the Commissioner reports to the municipality that, in their opinion, the Member has contravened the *Council Code of Conduct*:
 - a. A reprimand.
 - b. Suspension of the remuneration paid to the Member in respect of their service as a Member, for a period of up to 90 days.

10. Confidentiality

- I. Section 223.5(1) of the *Municipal Act* provides that the IC shall preserve secrecy with respect to all matters that come to their knowledge in the course of their duties.
- II. If the IC provides a periodic report to the municipality on their activities, the IC may summarize advice they have given but shall not disclose confidential information that could identify a person concerned.
- III. If the IC reports to the City their opinion about whether a Member has contravened the *Council Code of Conduct*, the IC may disclose in the report such matters as in the IC's opinion are necessary for the purpose of the report (including the name of the Member whose conduct was investigated).

“Appendix “B” - Conflict of Interest Investigation Protocol

Under Section 223.4,1(2) of the *Municipal Act*, a Member, an elector as defined in the *Municipal Conflict of Interest Act*, or a member of the public demonstrably acting in the public interest, may request the IC to conduct an inquiry about whether a Member has contravened Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

1. Request for Inquiry

- I. A request for an inquiry into a potential contravention of Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* shall be in writing and may only be made within six weeks of the complainant becoming aware of the alleged contravention.

NOTE: If both of the following are satisfied, the six week limitation period does not apply: 1) The complainant became aware of the alleged contravention within the period starting six weeks before Nomination Day for a regular election and ending on Voting Day; and, 2) The complainant makes the request for an inquiry within six weeks after Voting Day in a regular election.

- II. All requests shall be signed by an identifiable individual (including the signing officer of an organization).
- III. A request shall set out all reasonable and probable grounds for the allegation that the Member has contravened Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* and shall include a supporting affidavit that sets out the evidence in support of the complaint.
- IV. Staff in the City Clerk’s office, who are commissioners for taking affidavits, are authorized to swear the supporting affidavit.
- V. In a municipal election year, starting on Nomination Day and ending on Voting Day, no requests for an inquiry shall be submitted and the IC shall not report to the City about whether or not a Member of Council contravened the *Municipal Conflict of Interest Act*.

2. Initial Review by Integrity Commissioner

- I. The request shall be filed with the City Clerk who shall forward the matter to the IC for initial review to determine if the matter is, on its face, a complaint with respect to non-compliance with Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.
- II. If the request does not include the required affidavit, the City Clerk shall not forward the request to the IC until one is provided.

III. If the complaint, including any supporting affidavit, is not on its face, a complaint with respect to non-compliance with Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* or the complaint is covered by other legislation or a complaint procedure under another Council policy, the IC shall instruct the City Clerk to advise the Complainant in writing as follows:

- a. If the complaint is, on its face, an allegation of a contravention of the *Council Code of Conduct*, the IC will investigate it as outlined in **Appendix "A"**.
- b. If the complaint on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the Integrity Commissioner shall refer it to the appropriate authorities and advise the complainant that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police service;
- b. If the complaint on its face relates to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be advised that the matter will be referred to the City Clerk for review.
- d. If the complaint on its face is with respect to non-compliance with a different Council policy, with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and
- e. In other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the IC to process, with any additional reasons and referrals as the IC considers appropriate.

IV. The IC shall report annually to Council on complaints made that were determined not to be within the jurisdiction of the IC, but shall not disclose information that could identify a person concerned.

3. Integrity Commissioner Investigations

- I. If the IC is of the opinion that the referral of a matter to them is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the IC shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, shall terminate the investigation.
- II. Other than in exceptional circumstances, the IC shall not report to Council on any complaint described in subsection (i) except as part of an annual or other periodic report.

4. Investigation & Settlement

- I. If a complaint has been classified as being within the IC's jurisdiction and not rejected under Section 2 or 3, the IC shall investigate and may attempt to settle the complaint.
- II. The IC shall complete their investigation within 180 days after the date of submission of the complaint.
- III. Section 223.4(2) of the *Municipal Act* authorizes the IC to elect to exercise the powers of a commission under Parts I and II of the *Public Inquiries Act*.
- IV. When the *Public Inquiries Act* applies to an investigation of a complaint, the IC shall comply with the procedures specified in that Act and this *Complaint Protocol*, but if there is a conflict between a provision of the Complaint Protocol and a provision of the *Public Inquiries Act*, the provision of the *Public Inquiries Act* prevails.
- V. The IC will proceed as follows, except where otherwise required by the *Public Inquiries Act*:
 - a. Serve the complaint and supporting material upon the Member whose conduct is in question with a request that a written response to the allegation by way of affidavit be filed within ten days or such longer period as the IC may authorize in writing; and,
 - b. Serve a copy of the response provided by the Member upon the complainant with a request for a written reply within ten days or such longer period as the IC may authorize in writing.
- VI. Section 33 of the *Public Inquiries Act* allows the IC to require anyone relevant to the complaint to give evidence and to access and examine any information relevant to the complaint and to enter any City work location relevant to the complaint for the purpose of investigation and settlement. The IC is to be provided free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the municipality. The IC may conduct a public meeting to discuss the inquiry.
- VII. Upon completion of the inquiry, the IC may, if they deem it appropriate, apply to a judge under Section 8 of the *Municipal Conflict of Interest Act*, for a determination as to whether the Member has contravened Section 5, 5.1, or 5.2 of the Act.
- VIII. After making their decision as to whether or not to apply to a judge as set out above, the IC will provide the City Clerk, the complainant and the Member with written reasons for the decision. Upon request, the City Clerk will also provide a copy of the written reasons to a member of the public.

- IX. The City shall pay any costs incurred by the IC in making its application to a judge as set out above.
- X. The IC may make interim reports to Council where necessary and as required to address any instances of interference, obstruction or retaliation encountered during their investigation.

5. Final Report

- I. The IC's written submission to the City Clerk outlining their decision to not apply to a judge under Section 8 of the *Municipal Conflict of Interest Act*, for a determination as to whether the Member has contravened Section 5, 5.1, or 5.2 of the Act shall constitute the final report on the matter.
- II. Where the IC has applied to a judge under Section 8 of the *Municipal Conflict of Interest Act*, for a determination as to whether the Member has contravened Section 5, 5.1, or 5.2 of the Act, the resulting court decision shall constitute the final report on the matter. The City Clerk shall post this court decision on the City's website.

6. Confidentiality

- I. Section 223.5(1) of the *Municipal Act* provides that the IC shall preserve secrecy with respect to all matters that come to their knowledge in the course of their duties.
- II. If the IC provides a periodic report to the municipality on their activities, the IC may summarize advice they have given but shall not disclose confidential information that could identify a person concerned.
- III. The IC may disclose any information that is, in their opinion necessary for:
 - a) the purposes of a public meeting into an inquiry as to whether a Member has contravened Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*;
 - b) in an application to a judge for a determination as to whether a Member has contravened Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*; and,
 - c) in the written reasons provided by the IC as to why they did/did not apply to a judge as to whether a Member has contravened Section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.



Report to: General Committee

Meeting Date: February 19th, 2019

SUBJECT: Digital Payment Initiative

PREPARED BY: Shane Manson, Senior Manager, Revenue and Tax

RECOMMENDATION:

1. That the report entitled Digital Payment Initiative dated February 19th, 2019 be received; and,
2. That Council approve the Digital Payment Initiative effective January 1st, 2020; and further,
3. 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:

1. Obtain Council approval for discontinuing the acceptance of cash and cheques as a form of payment for transactional services completed through the Cash Management and Contact Centre service counters effective January 1st, 2020.

BACKGROUND:

The City provides a vast array of transactional services that require payment by Markham residents and business owners each year. Many of these transactions are completed at the Civic Centre's five (5) customer service counters. The following summary provides an overview of the payment transactional services that each counter offers.

Civic Centre Service Areas

1. Contact Centre: the City's centralized customer service counter provides the following transactional services: animal licenses, business licences, parking permits, program registration, wedding licences, and blue bin sales.
2. Cash Management: the City's centralized cashiering counter provides the following transactional services: property tax payments, parking ticket payments, YRT / Presto transit sales, and Alectra utility payments.
3. Planning: the City's centralized Development Client Services counter provides a wide variety of development/planning services which include the following transactional services; development review (Planning, Urban Design, and Engineering) fees/services and billable research queries by request.

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4. Building Standards: the City's centralized Building counter provides support related to building standards and provides the following transactional services; building permits, sign permits, zoning and property compliance reports, processing of administrative fees in accordance with the Building By-Law.
 5. Legislative Services: the City's centralized administrative counter provides a number of transactional services, including the following: access and privacy requests, business licensing, wedding licences, and civil marriage services, commissioner of oath services.

Online eServices

In addition to providing efficient in-person transactional services, the City has continued to develop and expand upon on the service offerings made available on the Markham.ca Web Portal which includes integrated online forms, ecommerce applications and various mobile solutions. The following e-applications represent the major transactional service offerings utilized:

- Ez Reg - Online Recreation Program Registration
- BizPal - Online Business Permits and Licenses
- ePlan - Electronic Plan Review and Approval System
- Parksmart - Online Parking Ticket Payment Service
- ePropertyTax - Online Property Tax Portal

Markham's online service offerings are now essential tools which guide how the City interacts with residents and business owners, ensuring City services are accessible in a secure, convenient self-service format. The ongoing expansion and development of these e-initiatives continue to support the overall Digital Markham Strategy as approved by Council.

The next natural progression of the Digital Markham Strategy is to encourage and transition to digital payments for all transactional services offered. Digital payments can be defined as method of sending and receiving money in digital mode, rather than traditional paper based methods like cash or cheques. Digital payments are also sometimes referred as electronic payments or epayments.

Globally, the types and behaviors of payments are evolving away from paper (cash & cheque) to digital (debit, credit and online). Innovative and strategic corporations and governments, like the City of Markham, continue to challenge and advance the status quo. Markham is widely recognized as Canada's High-Tech Capital and is commended for having well-planned communities, high-quality infrastructure, a thriving business community and technologically advanced residents and business owners.

The Digital Payment Initiative aligns with Council's commitment to the Digital Markham Strategy. This initiative will ensure the City keeps pace with leading organizations while continuing to provide high quality and efficient services to our residents and business owners.

OPTIONS/ DISCUSSION:

Over the last number of years, Staff have monitored the migration of payment types at the five (5) Civic Centre service counters and the correlation to the City's investment in online services available at Markham.ca. Figure 1 below, illustrates the current forms of payments accepted at the five (5) Civic Centre service counters.

Figure 1 - Payment Types Accepted at Civic Centre Counters

Form of Payment		Civic Centre Service Counters				
		1. Contact Centre	2. Cash Management	3. Planning	4. Building	5. Legislative Services
Paper	Cash	✓	✓	✗	✗	✗
	Cheque	✓	✓	✓	✓	✗
Digital	Debit	✓	✓	✓	✓	✓
	Credit Card	✓	✓*	✓	✓	✓

*Excluding property taxes

As illustrated in figure 1 above, four of the five service counters currently provide debit, credit, and cheque payment options for their service transactions. As a result of the successful rollout of the Electronic Plan Review and Approval system (e-Plan) in the Development Services commission in 2018, the Planning and Building counters are in the midst of transitioning to an end-to-end online service provision, which will result in the vast majority of transactions migrating to digital forms (debit and credit card) of payment. The Legislative Services counter has already successfully transitioned to digital forms of payment for all of transactional service offerings.

Therefore, the focus of the Digital Payment Initiative is on the remaining two (2) service counters (Contact Centre and Cash Management), which currently accept all forms of payment types.

1. Contact Centre

The City's centralized customer service group completes the majority of their service requests and/or interactions with residents online or over the phone. However, Contact Centre Staff do provide in-person service for transactions that require payment as described earlier within the report. Figure 2 below, provides details of the allocation of in-person payment types and trend between 2014 vs. 2018.

Figure 2 – Contact Centre Payment Trend

Payment Form	2014 Payment Transactions		2018 Payment Transactions		2018 vs. 2014 Total Change	
	#	%	#	%	Incr./Dec. #	Incr./Dec. %
Paper (Cash/Cheque)	2,948	62.3%	1,458	41.3%	-1,490	-50.5%
Digital (Debit/Credit)	1,781	37.7%	2,072	58.7%	291	16.3%
Total	4,729	100%	3,530	100.0%	-1,199	-25.4%

As illustrated in figure 2 above, the total number of in-person transactions completed at the Contact Centre has decreased by 25.4% between 2014 and 2018 as more residents complete their transactions online. However, in-person payment transactions completed

in digital form have increased by 16.3%, whereas paper based payments (cash/cheque) have decreased by 50.5%.

2. Cash Management

The City's centralized cashiering group administers online and in-person payment transactions for property taxes, parking tickets, YRT tickets, Presto cards, and Alectra utility payments. Credit cards are not accepted for property tax payments. Figure 3 below, provides details of the allocation of payment form utilized between 2014 and 2018 for in-person payments at cash management only.

Figure 3 – Cash Management – In-person Payment Trend

Payment Form	2014 Payment Transactions		2018 Payment Transactions		2018 vs. 2014 Total Change	
	#	%	#	%	Incr./Dec.#	Incr./Dec.%
Paper (Cash/Cheque)	25,515	59.4%	15,478	50.5%	-10,037	-39.3%
Digital (Debit/Credit)	17,411	40.6%	15,194	49.5%	-2,217	-12.7%
Total	42,926	100%	30,672	100%	-12,254	-28.5%

As illustrated in figure 3 above, the total number of in-person transactions completed at the Cash Management counter has decreased by 28.5% between 2014 and 2018 as more residents and business owners are now completing their transactions online. In-person payment transactions completed in paper form (cash/cheque) have decreased by 39.3%.

Figure 4 below, provides details of the payment form utilized between 2014 and 2018 for the total transactions administered by cash management (both online and in-person).

Figure 4 – Cash Management – Online & In-person Payment Trend

Form of Payment		2014 Payment Transactions		2018 Payment Transactions		2018 vs. 2014 Total Change	
		#	%	#	%	Incr./Dec.#	Incr./Dec.%
Paper	Cash / Cheque	79,414	13.2%	40,802	6.5%	-38,612	-48.6%
Digital	Debit, Credit, Online Banking, Pre-Authorized Payments	524,395	86.8%	589,029	93.5%	64,634	12.3%
Total		603,809	100%	629,831	100%	26,022	4.3%

As illustrated in figure 4 above, there has been a significant decline in the amount of transactions that are completed utilizing paper forms (cash/cheque) of payment since 2014. The total number of cash/cheque transactions have decreased by 48.6%, whereas digital forms of payment have increased by 12.3% during the same period.

At the end of 2018, 93.5% of all payment transactions were completed in digital form.

Alectra Utilities

To further understand the payment behaviours of Markham residents and business owners, City Staff contacted Alectra Utilities to obtain information on the payment methods utilized by their Markham customers. Figure 5 below, provides the details of the 2018 allocation of both digital and paper forms of payment received by Alectra's customers.

Figure 5 – Alectra Utilities - Payment Method Totals

Form of Payment		% of Markham Payments Received in 2018	
Paper	Cash / Cheque	4.2%	4.2%
Digital	On-Line Banking	77.7%	95.8%
	Pre-Authorized	16.9%	
	Credit Card	0.8%	
	Electronic Funds Transfer (EFT)	0.4%	

As illustrated in figure 5 above, approximately 96% of Alectra's customers in the City of Markham pay their utility bill utilizing a digital form of payment. The remaining 4% are completed utilizing paper forms (cash/cheque) of payment in 2018.

As a result of the declining volume of payments received in paper form and due to operational and security requirements, Alectra decided that in-person payments services at all Alectra office locations would be discontinued effective September 2018. Alectra advised customers of the change in service and provided approximately two billing cycles for customers to adopt the service modification. Alectra Utilities advised its customers of the convenient digital payment options available which include; on-line banking, pre-authorized payments, and the recently developed Alectra mobile app which enable customer to pay their bill digitally on their mobile device.

Markham's Digital Journey

As a result of Markham Council's investment and commitment to the Digital Markham Strategy, e-Services are now widely utilized, resulting in a significant amount of City services being transacted and paid for electronically. City Staff are committed to providing customers with simple ways to complete and pay for their transactions and to answering all of their questions from the convenience of their home or business.

The growth of digital payment forms in our daily transactions has provided additional levels of convenience, flexibility and provides both sides the ability to monitor payment activities and control risks. Digital payments reduce manual intervention and offer better protection from fraud and theft than do cash or cheques, which results in safer, more efficient, and convenient real-time transaction.

The next natural progression in Markham's goal of being a connected and frictionless City, includes migrating all payment transactions completed through the Contact Centre and Cash Management counters to digital form of payments. The acceptance of cash and cheque payments at these two counters will be discontinued.

Recommendation

Staff recommend that the Digital Payment Initiative be implemented effective January 1st, 2020. The acceptance of cash and cheque payments for transactional services at the Civic Centre's Contact Centre and Cash Management service counters will be discontinued. City Staff will roll-out a detailed communication plan over the course of 2019 to effectively inform residents and business owners of the modification being made to in-person payment services accepted at the Markham Civic Centre service counters noted above.

Digital Payment Initiative: Awareness & Outreach

Staff have developed the following communication tactics which will be utilized to generate awareness of the modification to payment services commencing in 2020 including;

- In-person outreach at the Civic Centre throughout 2019
- 2019 Tax Office mailings - inclusion of digital payment messaging
- Markham Life - inclusion of digital payment messaging
- 2019 Final Tax Bill Package - inclusion of digital payment messaging
- Monthly Ads - Markham Economist & Sun and Thornhill Liberal
- Contact Centre On-hold messaging - inclusion of digital payment messaging
- Social media - inclusion of digital payment messaging
- Civic Centre Service Counters Signage - inclusion of digital payment messaging
- Electronic Information Boards (EIB) - inclusion of digital payment messaging
- Outreach to Seniors Advisory Committee, Business Associations and the Markham Board of Trade (MBOT)
- Mayor and Council newsletters - inclusion of digital payment messaging

Transition and Grace Period

As noted above, Staff will implement a comprehensive communication plan throughout 2019 to effectively inform residents and business owners that the acceptance of payments made by cash and cheque for transactional services will be discontinued. However, to ensure there is awareness and a smooth adoption of the digital payment initiative, Staff propose to implement a one (1) year grace period.

Within the first year (2020) of the initiative, both the Contact Centre and Cash Management will facilitate the acceptance of paper form (cash/cheque) payments, on a one-time only basis. This will also apply to all payments (cheques) which are received by mail or in the Civic Centre drop box. Staff will utilize this transition period, as an opportunity to support and educate our residents and business owners who have yet to effectively migrate to digital forms of payment.

Staff anticipate there will be marginal costs associated with the transition period, with respect to communicating back to residents and business owners on the modification of payment services. However, these costs will be absorbed by the savings and efficiencies attributed to the discontinuation of paper form payment services.

Upon completion of the transition/grace period and effective January 1st 2021, the contact centre and cash management service counters will only accept the following forms of payment in-person:

- Debit Card – all transaction types
- Credit Card – all transaction types (excluding property taxes)

Residents and business owners will continue to have the ability to utilize the following online payment methods to complete their service transactions:

- Pre-authorized payments – for property tax payments
- Online Banking – all invoice based transaction types

FINANCIAL CONSIDERATIONS

The City of Markham currently accepts customer payments in a variety of ways, which requires the City to utilize three (3) service providers to facilitate payment services. The 2018 actual costs for these services are as follows; TD banking services \$55,000, TD merchant services (debit and credit card processing) \$466,000, armoured courier service \$27,000.

It is anticipated that the implementation of the Digital Payment Initiative will result in an estimated annual savings of \$18,000, which is attributed to the following two payment services the City utilizes;

- Retail Lockbox Service: TD Commercial Banking provides this service for the collection of cheque payments from the designated lockbox where cheques are processed and deposited directly into the City's General Bank Account. This service would no longer be required and would result in annual savings of approximately \$13,500.
- Armoured Courier Service: The City utilizes the services of a professional armoured courier service for the transportation of deposits (cash) between the Civic Centre and the bank. This service would no longer be required at this location and would result in annual savings of approximately \$4,500.

As a result of this initiative, it is projected that there will be an uplift in the costs associated with merchant services due to an increase number of customers completing in-person debit card payments for property taxes. Staff estimate the increase in merchant service costs of this initiative to be less than \$5,000.

Each year, staff review the actual cost of merchant services to ensure the associated fees which are charged by the applicable department cover off the cost and are included within the annual operating budget.

Staff will report back after the completion of the one year transition period with results of the initiative, including any additional efficiencies/savings generated, and further information on the anticipated increase/uptake in the utilization of Markham's e-services.

HUMAN RESOURCES CONSIDERATIONS

None

ALIGNMENT WITH STRATEGIC PRIORITIES:

Engaged, Diverse, and Thriving City
Stewardship of Money and Resources

BUSINESS UNITS CONSULTED AND AFFECTED:

Legal Services Department
Legislative Services and Communications Department
Building Standards Department
Planning & Urban Design Department

RECOMMENDED BY:

2019-02-11

X 

Joel Lustig
Treasurer
Signed by: cxa

2019-02-11

X 

Trinela Cane
Commissioner, Corporate Services
Signed by: cxa