



General Committee Revised Agenda

Revised Items are Italicized.

Meeting Number: 25

November 4, 2019, 9:30 AM - 3:00 PM

Council Chamber

Please bring this General Committee Agenda to the Council meeting on September 10, 2019.

	Pages
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. APPROVAL OF PREVIOUS MINUTES	
3.1 MINUTES OF THE OCTOBER 22, 2019 GENERAL COMMITTEE (16.0)	7
1. That the minutes of the October 22, 2019 General Committee meeting be confirmed.	
4. DEPUTATIONS	
5. PETITIONS	
6. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES	
6.1 MINUTES OF THE SEPTEMBER 9, 2019 ADVISORY COMMITTEE ON ACCESSIBILITY (16.0)	20
1. That the minutes of the September 9, 2019 Advisory Committee on Accessibility meeting be received for information purposes.	
6.2 MINUTES OF THE MAY 16, 2019 AND JULY 4, 2019 BOARD OF MANAGEMENT MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA COMMITTEE (16.0)	22
1. That the minutes of the May 16, 2019 and July 4, 2019 Board of Management Markham Village Business Improvement Area Committee meeting be received for information purposes.	
6.3 MINUTES OF THE JUNE 26, 2019 CANADA DAY COMMITTEE (16.0)	26

1. That the minutes of the June 26, 2019 Canada Day Celebration Organizing Committee meeting be received for information purposes.

6.4 MINUTES OF THE SEPTEMBER 19, 2019 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0) 31

1. That the minutes of the September 19, 2019 Markham Environmental Advisory Committee meeting be received for information purposes.

6.5 MINUTES OF THE SEPTEMBER 23, 2019 MARKHAM PUBLIC LIBRARY BOARD (16.0) 35

1. That the minutes of the September 23, 2019 Markham Public Library Board meeting be received for information purposes.

6.6 2019 THIRD QUARTER INVESTMENT PERFORMANCE REVIEW (7.0) 45

M. Visser, ext. 4260

1. That the report dated November 4, 2019 entitled "2019 Third Quarter Investment Performance Review" be received.

6.7 2020 INTERIM TAX LEVY BY-LAW (7.0) 56

S. Manson, ext. 7541

1. That the report "2020 Interim Tax Levy By-law" be received; and,
2. That Council authorize an interim tax levy for 2020; and,
3. That the attached by-law be passed to authorize the 2020 interim tax levy; and further,
4. That staff be authorized and directed to do all things necessary to give effect to this resolution

7. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

7.1 *ONLINE VOTING IN THE CITY OF MARKHAM: PATTERNS AND TRENDS, 2003-2018 (14.0)* 61

Note: Presentation by Dr. Goodman is attached.

1. That the presentation by Dr. Nicole Goodman, Director, Centre for e-Democracy and Assistant Professor, Brock University entitled "Online Voting in the City of Markham: Patterns and Trends, 2003-2018," be received.

7.2 2018 MARKHAM MUNICIPAL ELECTION: POST-ELECTION REVIEW 89

(14.0)

K. Kitteringham ext. 4729, M. Pettit ext. 8220, M. Blackburn, ext. 4723 and S. Chapman ext. 2097

1. That the presentation entitled “2018 Markham Municipal Election: Post-Election Review” be received.

8. REGULAR REPORTS - COMMUNITY SERVICES ISSUES

8.1 2019 INTEGRATED LEISURE MASTER PLAN UPDATE (2019-2031) (6.0)

127

Note: Appendices are available on-line only.

1. That the report entitled, “Approval of the 2019 Integrated Leisure Master Plan Update”, as presented at the October 7, 2019 General Committee meeting and the October 25, 2019, memo, Approval of the 2019 Integrated Leisure Master Plan Update be received; and,
2. That Council approve the 2019 Integrated Leisure Master Plan (ILMP) Update, as set out in the Attachment 1 of the October 7, 2019 General Committee report, along with the following amendments:
 - a. Section 6.1 - Parkland Policy and Provision – add a new recommendation on Hydro Corridors as follows: *Explore and capture opportunities within Hydro Corridors for sport fields and to serve as linear parks, including multi-use trails for walking, cycling and other non-motorized uses, and off-leash dog parks and trails, thereby connecting neighbourhoods, parks connections (including the Rouge National Park), public access points and other trail systems;*
 - b. Section 6.1 - Parkland Policy and Provision: Revise ILMP Recommendation #9 as outlined in this memorandum;
 - c. Section 6.8 - Playgrounds & Outdoor Fitness: Revise ILMP Recommendation #34 as outlined in this memorandum;
 - d. Section 6.11 – Outdoor Ice Rinks : Revise ILMP Recommendation #42 as outlined in this memorandum;
 - e. *Section 6.12 - Off Leash Dog Areas: Revise ILMP Recommendation #43 as outlined in this memorandum; Section 7.3 - Community Centres: Revise ILMP Recommendation #64 as outlined in this memorandum;*
 - f. *Section 9 - Public Library Services & Facilities: Revise Recommendation #86 as outlined in this memorandum;*
 - g. *Section 11.1 - Implementation Tools: Revise Recommendation #123 as outlined in this memorandum;*
 - h. *Section 11.1 - Implementation Tools: Revise Recommendation #127 as outlined in this memorandum; and,*

3. That Council direct the Commissioner of Community & Fire Services to incorporate the ILMP into annual Business Planning, Capital and Operating Budget processes and to report progress annually to Council; and further,
4. 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. CONFIDENTIAL ITEMS

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

13.1 FINANCE & ADMINISTRATIVE ISSUES

- 13.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES-
OCTOBER 22, 2019 (16.0) [Section 239 (2) (a) (b) (c) (e) (f)]
- 13.1.2 PERSONAL MATTERS ABOUT AN IDENTIFIABLE
INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD
EMPLOYEES (7.0) (WARDS 3,4,5 & 8) [Section 239 (2) (b)]
- 13.1.3 PERSONAL MATTERS ABOUT AN IDENTIFIABLE FIABLE
INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD
EMPLOYEES (7.0) (WARDS 1,2,4,5,6,7 AND 8) [Section 239 (2)
(b)]

13.2 LAND, BUILDING & PARKS CONSTRUCTION ISSUES

- 13.2.1 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION
OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (8.6)
(WARD 2) [Section 239 (2) (c)]
- 13.2.2 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION
OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (8.6)
(WARD 7) [Section 239 (2) (c)]

14. ADJOURNMENT

Information Page

General Committee Members: All Members of Council

General Committee

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

Finance & Administrative Issues

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

Community Services Issues

Chair: Councillor Karen Rea

Vice Chair: Councillor Isa Lee

Environment & Sustainability Issues

Chair: Regional Councillor Joe Li

Vice Chair: Councillor Reid McAlpine

Land, Building & Parks Construction Issues

Chair: Councillor Keith Irish

Vice Chair: Councillor Andrew Keyes

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

Alternate formats are available upon request.

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

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

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

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



General Committee Minutes

Meeting Number: 24
October 22, 2019, 9:30 AM - 3:00 PM
Council Chamber

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

1. CALL TO ORDER

The General Committee meeting convened at the hour of 9:32 AM with Regional Councillor Jack Heath in the Chair. Councillor Khalid Usman assumed the Chair during Section 8.1, Motion.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. APPROVAL OF PREVIOUS MINUTES**3.1 MINUTES OF THE OCTOBER 7, 2019 GENERAL COMMITTEE (16.0)**

Deputy Mayor, Don Hamilton addressed the Committee relative to the New Business Item he raised and suggested that a motion be provided to ensure that staff report back on the current flag raising policy. There was brief discussion regarding whether the current policy requires a review.

Councillor Karen Rea addressed the Committee with respect to her New Business Item regarding Intersection Reconfiguration and requested clarification on next steps. Staff confirmed that a report will be considered at the November 12, 2019 Development Services Meeting.

Moved by Councillor Karen Rea

Seconded by Deputy Mayor Don Hamilton

1. That the minutes of the October 7, 2019 General Committee meeting be confirmed.

Carried

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Andrew Keyes

1. **The staff be directed to report back to General Committee with respect to the current City of Markham Flag Raising Policy and Protocol.**

Carried

4. DEPUTATIONS

Deputations were made for the following item:

8.1 City of Markham Single-Use Plastics Declaration (5.1)

Refer to the individual item for the deputation details.

5. PETITIONS

There were no petitions.

6. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

6.1 MINUTES OF THE SEPTEMBER 24, 2019 AND SEPTEMBER 27, 2019 BUDGET COMMITTEE (16.0)

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

1. That the minutes of the September 24, 2019 and September 27, 2019 Budget Committee meeting be received for information purposes.

Carried

6.2 MINUTES OF THE MAY 15 2019, JUNE 19 2019, JULY 17, 2019 AND AUGUST 21, 2019 BOARD OF MANAGEMENT UNIONVILLE BUSINESS IMPROVEMENT AREA (16.0)

Moved by Councillor Karen Rea

Seconded by Deputy Mayor Don Hamilton

1. That the minutes of the May 15, 2019, June 19, 2019, July 17, 2019 and August 21, 2019 Board of Management Unionville Business Improvement Area Committee meeting be received for information purposes.

Carried

6.3 MINUTES OF THE AUGUST 22, 2019 WASTE DIVERSION COMMITTEE (16.0)

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

1. That the minutes of the August 22, 2019 Waste Diversion Committee meeting be received for information purposes.

Carried

6.4 2020 INTERIM SPENDING AUTHORITY PENDING APPROVAL OF BUDGET (7.0)

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

1. That the report titled “2020 Interim Spending Authority Pending Approval of Budget”, be received; and,

2. That Council approve 50% of the City's 2019 Operating, Waterworks, Planning & Design, Building Standards and Engineering budgets equal to \$197,546,839 as a pre-budget approval for 2020 operating expenditures; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.5 2020 INTERIM SPENDING AUTHORITY PENDING 2020 INTERIM SPENDING AUTHORITY PENDING APPROVAL OF UNIONVILLE AND MARKHAM VILLAGE IMPROVEMENT AREA BUDGETS (7.0)

Councillor Karen Rea requested clarification on the budget amounts for the Markham Village Business Improvement Area (MVBIA). Staff confirmed that the budget amounts reflected the additional revenue the MVBIA earned in order to facilitate additional expenses.

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

1. That the report titled "2020 Interim Spending Authority Pending Approval of Unionville and Markham Village Business Improvement Area Budgets", be received; and,
2. That Council approve 50% of the 2019 Operating Budget equivalent to the amounts of \$105,500 for the Unionville BIA (UBIA) and \$165,709 for the Markham Village BIA (MBIA) as pre-budget approval for 2020 operating expenditures; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.6 2020 TEMPORARY BORROWING BY-LAW (7.0)

There was discussion regarding the standard municipal process to obtain approval for temporary borrowing if required. The Committee briefly discussed whether this should be brought forward at the same time as the budget approval.

Moved by Councillor Reid McAlpine

Seconded by Regional Councillor Jim Jones

1. That the report titled “2020 Temporary Borrowing By-law” be received; and,
2. That a by-law be brought forward for Council approval to authorize the temporary borrowing, if required, of amounts not to exceed \$197,546,839 from January 1, 2020 to September 30, 2020 and \$98,773,419 from October 1, 2020 to December 31, 2020 to meet the expenditures of the municipality until taxes are collected and other revenues are received; and,
3. That the Treasurer report to Council in advance of borrowing, if temporary borrowing is required; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.7 STAFF AWARDED CONTRACTS FOR THE MONTH OF SEPTEMBER 2019 (7.12)

The Committee discussed the following staff awarded contracts:

- 038-T-19 Grandview Park Construction
- 051-R-19 Highway 7 Flato Theatre Electronic Sign

Moved by Councillor Khalid Usman

Seconded by Councillor Andrew Keyes

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

Carried

6.8 CONTRACT EXTENSION # 110-R-15 AUDITOR GENERAL SERVICES (7.12)

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

1. That the report “Contract Extension # 110-R-15 Auditor General Services” be received; and,

2. That the Contract for Auditor General Services be extended for an additional five (5) years (January 1, 2020 to December 31, 2024) with MNP LLP for a maximum annual amount of \$152,640 (\$150,000 + \$2,640) inclusive of HST;

- \$152,640 – Year 1
- \$152,640 – Year 2
- \$152,640 – Year 3
- \$152,640 – Year 4
- \$152,640 – Year 5

\$763,200 – Total

3. That the annual amount of \$152,640.00 be funded from the Operating Account #110-110-5699 subject to Council approval of the annual budget; and,
4. That the tender process be waived in accordance with Purchasing By-Law 2017-8 Part II, Section 11.1 (c) which states “when the extension of an existing Contract would prove more cost effective or beneficial”; And (h) “where it is 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”; and,
5. That the Chief Administrative Officer be authorized to execute an agreement with MNP LLP in a form satisfactory to the City Solicitor; and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.9 JOINT AND SEVERAL LIABILITY AND INSURANCE REFORM FOR MUNICIPALITIES

Claudia Storto, City Solicitor and Director of Human Resources summarized the details of the report named Joint and Several Liability and Insurance Reform for Municipalities and provided further explanation to the Committee.

Moved by Mayor Frank Scarpitti
Seconded by Councillor Andrew Keyes

1. That the report entitled “Joint and Several Liability and Insurance Reform for Municipalities” be received; and,
2. That Council support the Association of Municipalities of Ontario’s (AMO) position that the joint and several liability principle requires reform, along with the recommendations to the Attorney General of Ontario contained within the AMO report entitled “Towards a Reasonable Balance: Addressing Growing Municipal Liability and Insurance Costs” as set out in Attachment 1 to this report; and,
3. That this resolution be forwarded to the Attorney General of Ontario and the Association of Municipalities of Ontario; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

7. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

7.1 2020 COUNCIL AND STANDING COMMITTEE MEETING CALENDAR (16.0)

Martha Pettit, Deputy City Clerk delivered a PowerPoint presentation on Option 1 for the 2020 Council and Standing Committee meeting calendar.

The Committee discussed the staff proposed option allowing for all Council meetings to be conducted from 1:00 PM to 6:00 PM, and with an option to hold an evening Council meeting if required. There was discussion regarding the pros and cons of holding daytime Council meetings. It was suggested that with this option there should be a motion included that resolution by Council is required to hold an evening Council meeting and that only simple majority is required to approve.

The Committee discussed support for the proposed Option 4 where Council meeting start times alternate between a daytime start time and evening start time. There was discussion regarding the pros of holding Council meetings in the evening.

Moved by Mayor Frank Scarpitti
Seconded by Councillor Khalid Usman

1. That the 2020 Council and Standing Committee Meeting Calendar for January-December as outlined in Appendix “C” and allowing for all Council

Meetings to be conducted starting at 1:00 PM to 6:00 PM with the option to host an evening Council meeting if so required, be adopted; and,

2. **That a simple majority of council be required to hold a council meeting in the evening; and further,**
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Lost

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Andrew Keyes

1. **That Option 4 "Alternate Every Other Council Meeting between Daytime and Nighttime Starts (*Status Quo - same process used in 2019) be adopted as the 2020 Council and Standing Committee Meeting Calendar; and,**
2. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8. MOTIONS

8.1 CITY OF MARKHAM SINGLE-USE PLASTICS DECLARATION (5.1)

Kevin Boon, a representative of the Markham Environmental Advisory Committee (MEAC) addressed the Committee regarding the proposed motion and spoke in support. He indicated that MEAC supports the Single-Use Plastic-Free City initiative.

Valerie Burke, Thornhill resident addressed the Committee with respect to the proposed motion and spoke in support. She indicated that she is a member of the City of Markham Waste Diversion Committee and Animal Care Committee and advised that both committees were in full support of this motion.

Regional Councillor Jack Heath addressed the Committee and briefly summarized the purpose of the proposed motion.

The Committee discussed their support in principle to the proposed motion and discussed the following concerns:

- Timeline of three months is unreasonable
- Elimination of plastic bags and pet clean up
- Lack of consultation with affected businesses
- Impact on local business owners
- Legislative authority to enforce
- Setting legal precedent
- Financial implications to:
 - o operations
 - o by-law enforcement
- Importance of Public Education
- More research is required
 - o what are other municipalities doing

The Committee suggested that this motion be deferred to staff and report back at the November 18, 2019 General Committee Meeting.

Moved by Mayor Frank Scarpitti

Seconded by Regional Councillor Jim Jones

That staff be directed to report back to General Committee relative to the proposed motion for Single Use Plastic Declaration.

Carried

The following motion was referred to staff for a report.

The Markham Declaration for Immediate Action on Single-Use Plastics & Litter

WHEREAS all Canadians have the right to live in clean, healthy and resilient communities, free of litter and single-use plastic-related pollution; and,

WHEREAS decades of over-consumption of single-use plastics have led to a global environmental crisis with millions of tonnes of single-use plastics annually polluting our communities and waterways; and,

WHEREAS most litter found during Canadian shoreline clean-ups include plastic bottles and caps, beverage cups and lids, shopping bags, straws, stir sticks, cutlery, take-out containers, etc.; and,

WHEREAS single-use plastics are problematic because they slowly breakdown in the environment and are consumed by wildlife and marine life with profoundly negative impacts to our food chain and ultimately human health; and,

WHEREAS the majority of single-use plastics originate from retail stores, food premises such as restaurants and grocery stores, convenience shops, beer & liquor outlets, temporary event vendors, etc.; and,

WHEREAS businesses that supply or offer single-use plastics do not factor in the total life-cycle environmental costs of these items, such as litter clean-up and disposal, as well as their toxic impact on humans, wildlife, marine life, soil, and water; and,

WHEREAS in a recent national poll conducted by Friends of the Earth, 80 percent of Canadians support a ban on the production and use of single-use disposable plastic containers and packaging; and,

WHEREAS the Canadian and Ontario governments have announced their intentions to address single-use plastics, but have taken no immediate concrete action; and

WHEREAS local governments like the City of Markham have taken a leadership role to mitigate pollution with bold action on textiles, waste diversion, air quality, and pesticide reduction; and,

WHEREAS Markham, its residents and innovative business leaders are committed to taking immediate action to reduce single-use plastics; and further,

WHEREAS the cost of inaction is dramatically greater than the cost of action and, as a community, there is recognition that we are all in this together; therefore,

BE IT RESOLVED THAT:

1. Markham Council declares that, within three months of the adoption of this declaration the following single-use plastics must not be used by businesses serving consumers in Markham:
 - a. **Plastic film retail shopping bags.** If a retail shopping bag is necessary, it would be permissible to substitute a non-plastic alternative to be provided on request. Charging a fee for such a product would also be permissible,
 - b. **Plastic straws, plastic stir sticks, plastic drink stoppers and other similar products.** The exception would be for medical and accessibility purposes. If such products are necessary, it would be permissible to substitute a non-plastic alternative to be provided on request,

- c. **Plastic, plastic-coated, or polystyrene take-out containers and lids.** For example, coffee cups and restaurant take-home food containers. Non plastic or non plastic-coated alternatives would be permitted,
 - d. **Plastic six-pack rings or similar items used for carrying pop, beer and other products.** Substituting them with non-plastic alternatives would be permitted,
 - e. **Single-portion condiments and single-use plastic utensils.** They may be supplied to consumers on request.
2. That this declaration applies all to retail stores, food premises such as restaurants and grocery stores, convenience shops, beer & liquor outlets, temporary event vendors, etc. across the City. Markham will monitor for non-compliance and use its enforcement powers to achieve compliance, and
 3. That this declaration be forwarded to the Prime Minister, the Minister of Environment and Climate Change, the Premiers and Ministers of the Environment in each of the provinces and territories, party leaders in the 14 jurisdictions, all municipalities in Canada, the Federation of Canadian Municipalities, all provincial and municipal associations, and all impacted Markham businesses.

9. NOTICES OF MOTION

There were none.

10. 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".*

10.1 RICHMOND HILL BOUNDARY IN LANGSTAFF AREA (10.0)

Regional Councillor Jim Jones addressed the Committee requesting an update on the boundary line between the City of Markham and City of Richmond Hill in the Langstaff area.

Moved by Regional Councillor Jim Jones
Seconded by Mayor Frank Scarpitti

1. That staff be directed to provide an update relative to the boundary line between the City of Markham and City of Richmond Hill in the Langstaff area at a future Standing Committee meeting.

Carried

11. ANNOUNCEMENTS

11.1 FEDERAL ELECTION (14.0)

Mayor Frank Scarpitti addressed the Committee and offered congratulations to the Liberal Party, and thank you to all candidates for their hard work, and looking forward to working with them.

12. CONFIDENTIAL ITEMS

Moved by Mayor Frank Scarpitti

Seconded by Councillor Amanda Collucci

1. That, in accordance with Section 239 (2) of the Municipal Act, General Committee resolve into a confidential session to discuss the following matters (11:44 AM):

12.1 FINANCE & ADMINISTRATIVE ISSUES

12.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES- OCTOBER 7, 2019 (16.0) [Section 239 (2) (a) (b) (c) (e) (f)]

General Committee adopted the October 7, 2019 General Committee meeting minutes.

12.1.2 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (6.0) (WARD 4) [Section 239 (2) (c)]

General Committee directed staff to report back to a future Standing Committee meeting.

Carried

Moved by Mayor Frank Scarpitti

Seconded by Regional Councillor Jim Jones

That General Committee rise from confidential session (12:22PM)

Carried

13. ADJOURNMENT

Moved by Councillor Khalid Usman

Seconded by Councillor Andrew Keyes

1. That the General Committee Meeting adjourn at 12:23 PM.

Carried

Advisory Committee on Accessibility**September 9th, 2019****Canada Room****5:00 PM****Attendance:**

Barry Martin, Chair, Jewell Lofsky, Rita Lam, Anna Giallonardo, Nahid Verma, Kaushi Ragunathan, Meenu Khanna, George George, Valerie Kitazaki, Cheryl McConney-Wilson, Diversity Specialist, Laura Gold, Council/Committee Coordinator, and Grace Lombardi, Legislative Coordinator

Regrets:

Councillor Isa Lee, Robert Hunn, Vice Chair, Brian Lynch, Laura Meffren, and Elaine Vollett

Item	Discussion	Action
1. Call to Order	The Advisory Committee on Accessibility convened at 5:15 pm with Barry Martin presiding, as Chair.	
2. Markham Accessibility Awards	<p>The Committee reviewed the nomination forms and made a decision regarding the 2019 Accessibility Award winners.</p> <p>Clerk's staff will provide Committee Members with the final list of nominees being awarded sorted by category.</p> <p>Committee Members will provide the Clerk's Office with a bio for each award winner.</p> <p>The Committee's next steps is to develop comprehensive criteria, which can be used to evaluate the nominations next year.</p>	<p>Clerk staff are to provide the committee members with a list of awarded nominations.</p> <p>The Committee members are to provide the Clerks with a bio for each nomination.</p>
3. Markham Accessibility Education and Fair	Deferred to October meeting.	
4. Markham Accessibility Park	Deferred to October meeting.	
5. Markham Accessibility Audits	<p>The Committee Member discussed attending the 2019 Markham Fair to conduct an accessibility audit. The date was to be determined by the Committee.</p> <p>Moved by Valerie Kitazaki Seconded by Anna Giallonardo</p>	An email will be sent out to discuss the date the committee members should attend.

Advisory Committee on Accessibility

September 9, 2019

2 | Page

Item	Discussion	Action
	<p>That the Accessibility Audit Committee attend Markham Fair for the purpose of conducting an accessibility audit.</p> <p style="text-align: right;">Carried</p> <p>Note: This was approved by staff after the meeting.</p> <p>Barry Martin suggested that the Committee Members attend the Markham Cycling Day on September 22nd to conduct an accessibility audit of trail with Members from the Cycling and Pedestrian Advisory Committee.</p>	
6. New Business	There was no new business.	
7. Adjournment	The Advisory Committee on Accessibility adjourned at 7:12 pm.	

**MARKHAM VILLAGE B.I.A.
REGULAR BOARD MEETING MINUTES
MAY 16 , 2019 7:30 AM
DRAFT 1**

Present:

Paul Cicchini (Chair)

Brian Rowsell (Secretary)

Karen Rea

Andrew Keyes

Staff: Victoria Campbell, Kayla, Alex

Guests: Phil Howes

Regrets: Daniel Imbrogno, Carolina Billings, Tony Paul, Linda Tsang

1. CALL TO ORDER

The meeting was called to order at 7:37 a.m. by Chairman Paul Cicchini. .

2. DECLARATION OF TAX AND ENVIRONMENTAL OBLIGATIONS

The board was advised by the Chair that to the best his knowledge and abilities the BIA is meeting all taxation and environmental obligations.

3. DISCLOSURE OF PECUNIARY INTEREST

The Chair requested that Board Members advise of any conflicts of interest as they arise throughout the meeting.

4. ADOPTION OF THE MINUTES

Minutes of the Board Meeting held May 16, 2019 were approved. Motion to accept Brian Rowsell, Second Andrew Keyes.

5. DELEGATIONS - None

6. BUSINESS ARISING OUT OF THE MINUTES

It was agreed that the BIA would fund on behalf of the Music Festival the costs associated with YRP, Street Closure and Signage with an anticipated cost around \$8,500 to \$10,000. Motion to go forward with these costs – Brian Rowsell, Second Andrew Keyes.

We agreed that the Access Point at the Duchess would be repaired by Cloud Nine.

Music on Main is on schedule to begin the Friday following the Music Festival

**MARKHAM VILLAGE B.I.A.
REGULAR BOARD MEETING MINUTES
MAY 16 , 2019 7:30 AM
DRAFT 1**

Once again Staff Parking on Main Street was raised, we are asking that staff members park in nonprime locations freeing up Main Street parking spots.

7. REPORTS

Finance: Phil reported on the Financials, We are running tight to budget, there is no room for any spending variance without impacting the reserve.

8. ADJOURNMENT – The meeting was adjourned at 8:242 am.

NEXT MEETING – Thursday June 20, 2019 - BIA Office, 7:30 am.

**MARKHAM VILLAGE B.I.A.
REGULAR BOARD MEETING MINUTES
JULY 4 , 2019 7:30 AM**

Present:

Paul Cicchini (Chair)

Brian Rowsell (Secretary)

Karen Rea

Andrew Keyes

Carolina Billings

Tony Paul

Staff: Victoria Campbell, Kayla, Alex

Guests: Phil Howes

Regrets: Daniel Imbrogno, Linda Tsang

1. CALL TO ORDER

The meeting was called to order at 7:40 a.m. by Chairman Paul Cicchini. .

2. DECLARATION OF TAX AND ENVIRONMENTAL OBLIGATIONS

The board was advised by the Chair that to the best his knowledge and abilities the BIA is meeting all taxation and environmental obligations.

3. DISCLOSURE OF PECUNIARY INTEREST

The Chair requested that Board Members advise of any conflicts of interest as they arise throughout the meeting.

4. ADOPTION OF THE MINUTES

Minutes of the Board Meeting held May 16, 2019 were approved. No Motion was brought forward as there was no official meeting held due to no quorum.

5. DELEGATIONS - None

6. BUSINESS ARISING OUT OF THE MINUTES – It was noted that the Markham Veterans Banner should be available to businesses and individuals to sponsor. The approximate cost would be \$140.

7. FINANCIAL– Phil reported that all was in order and that the 2019 budget was running almost identical to last year. There is a potential shortfall of \$30,000 due to increased expenses on our events.

**MARKHAM VILLAGE B.I.A.
REGULAR BOARD MEETING MINUTES
JULY 4 , 2019 7:30 AM**

8. AUTO CLASSIC – It was noted that our expenses could be up by over \$5600. As a result Tony introduced a motion to Reconfigure the Auto Classic by changing times to avoid safety issues and possibly reducing Road Closure costs.

Option 2 would be to downsize both major events. Seconded by Andrew

9. ADJOURNMENT – The meeting was adjourned at 9:10 am.

NEXT MEETING – TBA - BIA Office, 7:30 am.



2019 MARKHAM CANADA DAY CELEBRATION ORGANIZING COMMITTEE

MINUTES June 26, 2019 Meeting No. 5

Attendance

Members

Satya Arora
Perry Chan
John Chan
John Chin (Scouts Canada)
Edward Chiu
Zulaika Hoosainny
Teresa Ing
Sabrina Luong (SEAS)
Saadia Zakki

Council

Councillor Amanda Collucci

Staff

Andrea Berry, Corporate Communications
Michael Blackburn, Corporate Communications
Craig Breen, Operations
Trinela Cane, Commissioner of
Corporate Services
Rebecca Cotter, Corporate Communications
Fion Lau, EA to Councillor Amanda Collucci
Tasha Manesh, EA to Councillor Khalid Usman
Jay Pak, Financial Analyst
Ragavan Paranthoathy,
Corporate Communications
Maxine Roy, Corporate Communications
Jing Yu, Corporate Communications
Renee Zhang, Special Events
Bev Shugg Barbeito, Committee Coordinator

Guests

YRP PC Karen Chen

Regrets

Allan Bell
Kane Elliott
Prem Kapur
Kash Khan
Susan Li (SEAS)
Aaron Madar
Francis Yim (SEAS)
Councillor Khalid Usman
YRP PC Niko Dimitrakopoulos
YRP PC Jin Park

Matt Busato, Operations
Jason Britton, Working Supervisor, Operations
Morgan Jones, Operations
Dean McDermid, Plant Operations
Yvonne Lord Buckley, Corporate Communications
David Plant, Manager, Operations
Andrea Tang, Manager Financial Planning

The fifth meeting of the 2019 Markham Canada Day Celebration Organizing Committee convened at 6:05 p.m. with Councillor Amanda Collucci serving as Chair.

1. WELCOME

Councillor Amanda Collucci welcomed everyone to the meeting.

2. ADOPTION OF THE MINUTES OF THE MEETING HELD ON JUNE 11, 2019

It was

Moved by Sabrina Luong
Seconded by Saadia Zakki

That the minutes of the 2019 Markham Canada Day Celebration Organizing Committee meeting held on June 11, 2019 be adopted as distributed.

CARRIED

3. PLANNING FOR CANADA DAY 2019

a) Budget

Jay Pak, Financial Analyst, distributed and reviewed the report entitled *Canada Day 2019 Preliminary Results as of June 26, 2019*. He reviewed the report, advising that staff have been providing updates on 2019 expenses to date. It was noted that the Canada Day 2018 budget had started with a deficit, but that through the diligent efforts of Committee members, savings were found and there was an accumulated surplus for Canada Day 2019 events. Through the combination of increased sponsorships and savings, there is potential for an accumulated surplus of approximately \$25,000 in 2019.

b) Road Occupancy Approvals

Craig Breen reported that plans have been finalized.

c) First Aid

John Chin reported that Scouts Canada will provide six members to provide first aid from 8:00 a.m. to midnight on Canada Day. He requested an updated timetable of the day's events and a map of Milne Park; Rebeca Cotter will send them to John Chan.

d) Security

It was reported that lighting and fencing plans have been finalized.

e) Parade

Ragavan Paranchothy, Corporate Communications, reported for Yvonne Lord Buckley that there are currently 33 groups/499 people confirmed as participants for the parade. Staff will ensure that no canvassers hand out printed materials to the crowd along the parade route. Committee members were reminded that they would be provided a lanyard with contact numbers to call for assistance to handle a difficult situation.

f) Corporate Communications and Community Engagement Proposal

Michael Blackburn, Corporate Communications, distributed large site maps of Milne Park. The communications and social media plan, and general promotions such as mobile signs and posters, have been in effect since June 12. Communications worked closely with Special Events to create a promotional video which already has been shared over 70 times. It was recommended that Committee members share or tweet information about Canada Day events with their contacts. Attendees at Canada Day events will be encouraged upload pictures of the events in order to win prizes.

g) Mayor's Seniors' Luncheon

Renee Zhang reported that 860 seniors are registered for the luncheon. It is expected that costs will be within budget. Le Parc will provide a different meal for 110 volunteers. An orientation has been held for Markham staff members who have volunteered to serve at the luncheon; their feedback will be used to enhance the orientation for other volunteers.

h) Transit Arrangements

Teresa Ing distributed and reviewed a chart indicating the pick-up locations and the number of seniors and volunteers to be picked up there, with a comparison to the numbers for 2018. Aaniin Community Centre was added as a pick-up location this year; next year, the Committee may wish to consider adding a pick-up location in north east Markham.

Ragavan Paranchothy reported for Yvonne Lord Buckley that the transit arrangements from Centennial Community Centre to Milne Park will remain the same as last year.

i) Food Vendors

Jing Yu, Corporate Communications, distributed and reviewed a map showing the layout of the food vendors at Milne Park. She reported that there are 18 confirmed and paid food vendors. The paid vendors are offering a variety of food such as ice cream, BBQ, Japanese, South Asian, Juice/Bubble Tea, and Hot Dogs. As part of its sponsorship agreement, Honda has positioned a number of model cars at Milne Park so that attendees may pose with them.

j) Children's Activities

Fion Lau reported that plans for the activities are in place. Food vouchers @ \$7.00 will be purchased to provide a sandwich wrap and drink for volunteers; the purchase of 110 food vouchers has already been approved but there may be a need for up to 20 more vouchers.

It was

Moved by Saadia Zakki
 Seconded by Teresa Ing

That approval be granted for the purchase of 20 additional food vouchers @ \$7.00 each.

CARRIED

k) Stage & Sound

Perry Chan reported that plans are on schedule and that the City permit has been issued. He reminded Committee members that the stage will be used for the Asian Festival immediately prior to Canada Day and therefore will not be delivered to Milne Park until 11 pm on June 30. This will require set-up overnight on June 30, all appropriate inspections to be scheduled for early in the day on July 1, 2019, and the sound check for School of Rock scheduled for 1 pm. The banners are ready to be delivered to Milne Park for installation. Perry Chan noted that it will be important for all involved in the set up to adhere to the schedule to ensure everything is ready for the Canada Day entertainment.

The Mayor's Office invites the VIPs; Jing Yu can plan the seating on stage and if additional name plates are required, Michael Blackburn will print and bring them to Milne Park.

l) Fireworks

It was reported that the City permit has been issued for the fireworks display at Milne Park.

m) Entertainment

It was reported that the City has finalized the agreement with the School of Rock; Michael Blackburn will follow up with School of Rock regarding requests contained in the agreement rider and will advise Perry Chan.

n) Volunteers

Sabrina Luong, SEAS Centre, reported that 56 volunteers will be available; she will send the names of the various teams to Jing Yu. She will also send all names to Councillor Collucci so that the volunteers may receive a letter of recognition from the city of Markham. T-shirts have been provided for volunteers.

o) Sponsorship

It was reported that total sponsorship revenue exceeded the 2019 target. Councillor Collucci thanked Councillor Usman and Michael Blackburn who have been most helpful in creating new relationships and securing sponsorships.

p) Signage

Many signs have been used again in 2019; only signs specific to this event, such as the entertainment line-up and recognizing a new stage sponsor, have been created.

q) Parking

It was reported that only food vendors, artists, Councillors, City staff and Committee members will be able to access parking at Milne Park. Roads around the park will be closed from 3:00 – 5:00 p.m. and again from 8:30 – 11:30 p.m.

r) Citizenship Court

It was reported that all arrangements are in place.

4. OTHER BUSINESS

- a) The Emergency Plan will be created in conjunction with Operations staff and YRP.

5. NEXT MEETING

The next meeting will be held at the call of the Co-chairs.

6. ADJOURNMENT

It was

Moved by Sabrina Luong
Seconded by Teresa Ing

That the fifth meeting of the 2019 Markham Canada Day Celebration Organizing Committee adjourn at 7:20 PM.

CARRIED



MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE

MINUTES

**Ontario Room, Markham Civic Centre
September 19, 2019**

Attendance

Members

Kevin Boon, Chair
Christopher Ford, Vice Chair
Karl Lyew, Immediate Past Chair
Ashok Bangia
Diane Ross
Natasha Welch

Regrets

Karl Fernandes
Phil Ling
Nadine Pinto
Regional Councillor Jack Heath
Regional Councillor Joe Li

Guests

Claudia Marsales, Senior Manager Waste &
Environmental Management
Stuart Cumner, Resident
Margit Muller, Teacher

Staff

Jacqueline Tung, Community Engagement
Assistant
Jennifer Wong, Sustainability Coordinator
Bev Shugg Barbeito, Committee Coordinator

1. CALL TO ORDER

The Markham Environmental Advisory Committee (MEAC) was called to order at 7:10 PM with Kevin Boon presiding as Chair. He welcomed everyone back after the summer hiatus.

2. CHANGES OR ADDITIONS TO THE AGENDA

It was agreed to add the following items to Other Business:

- New members
- Election of Committee Vice Chair

The agenda was accepted as amended.

3. ADOPTION OF THE MINUTES OF THE MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE MEETING HELD ON JUNE 20, 2019

It was

Moved by Christopher Ford

Seconded by Diane Ross

That the minutes of the Markham Environmental Advisory Committee (MEAC) meeting held on June 20, 2019 be adopted as distributed.

CARRIED

4. MATTERS ARISING FROM THE MINUTES

A. INFORMATION ON MARKHAM INITIATIVES AND COUNCIL MATTERS

- No report was available.

B. FOLLOW UP ON ACTION ITEMS

Chair Kevin Boon reviewed the list of action items and noted that the items reflect agenda items for this meeting.

5. NEW BUSINESS

A. MARKHAM WASTE MANAGEMENT INITIATIVES

Claudia Marsales, Senior Manager Waste & Environmental Management, reviewed Markham's waste management successes to date and presented Markham's plan for 2020-2023 that will include, among others, Curbside Collection Enhancements, Recycling Depot Upgrades, Promotion and Education, and Zero Waste Facilities.

However, she advised that the primary focus of the 2020-23 Waste Management plan will be on Markham's Single Use Plastics strategy since single-use plastic is now recognized as a major contributor to climate change. Forty percent of plastic produced is packaging, used just once and then discarded, and widespread litter of single-use plastic is creating a growing financial burden on local governments. Canadians may not be a major contributor to ocean plastics, but are major offenders when it comes to over-consumption and contributing to greenhouse gas emissions. Currently, there is no timeline for a Federal ban, undergoing assessment to be complete 2021 and the Province of Ontario is evaluating a ban on single use plastics with a target date of 2024.

Although there is a growing ground-swell of world-wide indignation about plastics affecting wildlife and marine life, the Plastic Bag lobby is very powerful. The Plastic Industry Association, featuring the American Progressive Bag Alliance, work to make it illegal for local governments to ban or restrict bag and other single-use plastic products. Similarly, the Canadian Plastic Bag Association appealed the bylaw banning plastics put

forward by Victoria, BC; the Court held that a bylaw could only be implemented if it could be shown that the action being outlawed would have an impact on the local community. Therefore, it is considered likely that a bylaw banning plastic bags or single use plastics put forward by any Canadian municipality, including Markham, would be challenged by this group.

As with its introduction of other waste management initiatives, Markham will demonstrate bold municipal leadership in managing this issue. Markham intends to introduce a hybrid approach: firstly, issuing a “declaration” supported by an education campaign, and secondly, possible enforcement through by-law or Provincial legislation. The declaration would call for the elimination of plastic straws in favor of paper or compostable straws across the City, with a voluntary switch to recyclable lids & cups for take-out beverages. A review after 3-6 months would be held to determine compliance. The goal would be to galvanize public support to stop using single-use items. Initially, measures for businesses to eliminate single use plastic bags and straws would be voluntary, but would be mandatory by Earth Day 2020.

Therefore, it is hoped that, in fall 2019, perhaps during “Waste Reduction Week” in October, a Council member would introduce, and Markham Council would pass, a declaration that Markham is a “single use item and litter free” municipality. Ms. Marsales reviewed the draft proposed declaration with Committee members.

It was

Moved by Karl Lyew
 Seconded by Natasha Welch

That the Markham Environmental Advisory Committee (MEAC) endorses the draft proposed Declaration in principle.

CARRIED

Ms. Marsales advised that she would welcome all suggestions for the Declaration and that she hoped MEAC would support the motion when presented to Council in October.

Chair Kevin Boon thanked Ms. Marsales for the presentation. Claudia Marsales left the meeting at 8:30 pm.

B. PLANNING FOR MARKHAM EARTH DAY 2020

The Committee discussed possible plans for the 2020 Earth Day event and whether it was time to change the format of the event. Markham staff advised that it was felt that the existing format had become somewhat predictable, and that it was time for a new format such as an Eco-Market of sustainable vendors, likely to be held at a local mall, or other place that the public frequents. The subcommittee will explore this idea further and report back to the Committee.

Natasha Welch agreed to serve as a Subcommittee Co-Chair. Chair Kevin Boon will email a request to all members asking for a volunteer to serve as another Co-Chair.

C. CLIMATE EMERGENCY

Chair Kevin Boon, Vice Chair Christopher Ford and Phil Ling finalized the draft declaration; Chair Kevin Boon discussed it with Regional Councillor Jack Heath and forwarded it to Regional Councillor Joe Li for review and comment. Markham staff advised that, prior to presenting the declaration to Markham Council, it would be best for MEAC members to approach Markham Councillors for their reactions to the draft declaration. It was agreed that MEAC members will each approach their local Councillor to discuss the draft declaration, answer questions, obtain feedback, and ideally, gain support for it.

D. MEETING FORMAT AND TOPICS

Vice Chair Christopher Ford reviewed a draft list of presentations on a variety of environment-related topics to be scheduled for future MEAC meetings. Committee members agreed with the list and suggested other possible topics such as Ecosystem Integrity and “Getting the Word Out”. Markham staff requested information about the purpose of some topics so that they might identify appropriate staff to make presentations.

6. OTHER BUSINESS

- Chair Kevin Boon reported that the Clerk’s Office has advised that 4 – 6 of new members will join the Committee in October.
- Chair Kevin Boon reviewed the Committee practice where the current Vice Chair assumes the position of Chair and the Committee elects a new Vice Chair, i.e. the current Vice Chair will become the Chair for 2020 and the Vice Chair elected for 2020 would assume the role of Chair in January 2021. Committee members were encouraged to consider this opportunity. Chair Kevin Boon will email a request to all members asking for a volunteer to serve as Vice Chair.
- Jennifer Wong invited MEAC members to attend a public presentation on the Strategic Plan to be held at the Markham Civic Centre on September 23, 2019 at 6:30 pm.

7. NEXT MEETING

The next meeting of the Markham Environmental Advisory Committee will be held on Thursday, October 17, 2019 at 7:00 p.m., in the Ontario Room, Markham Civic Centre.

8. ADJOURNMENT

It was

Moved by Natasha Welch
 Seconded by Diane Ross

That the Markham Environmental Advisory Committee adjourn at 9:20 PM.

CARRIED

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, September 23, 2019 7:02 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham L3P 3A7

Present from Board: Mr. Ben Hendriks, Chair
 Mr. Alick Siu, Vice-Chair
 Mrs. Pearl Mantell
 Mrs. Lillian Tolensky
 Ms. Margaret McGrory
 Mr. David Whetham
 Mr. Anthony Lewis
 Mr. Jay Xie
 Mr. Les Chapman
 Ms. Iqra Awan
 Mr. Edward Choi
 Deputy Mayor Don Hamilton (1.3)

Youth Representative: Timea Gergely

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
 Mrs. Diane Macklin, Director, Community Engagement
 Ms. Deborah Walker, Director, Library Strategy & Planning
 Ms. Andrea Cecchetto, Director, Service Excellence
 Ms. Michelle Sawh, Director, Administration
 Mr. Shaun McDonough, Research Analyst
 Ms. Polly Chan, Financial Analyst
 Mrs. Susan Price, Board Secretary

Regrets: Councillor Andrew Keyes
 Councillor Keith Irish
 Mr. Raymond Chan

1.0 **Call to Order/Approval of Agenda**

Mr. Ben Hendriks, Chair called the meeting to order at 7:02 p.m.

Moved by Mr. Alick Siu
 Seconded by Mrs. Lillian Tolensky

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

1.2 **Delegation**

None.

AGENDA 2.1

1.3 Chair's Remarks:

The Chair mentioned that Cherie Dimaline will be at the Markham Village Library Thursday November 7, 2019. The Chair was very enthusiastic about a group of Indigenous female authors who, with their talent are providing a key piece of truth and reconciliation.

Mr. Hendriks introduced Timea Gergely, Youth Representative, a new initiative of the MPL Board. Timea will provide a youth perspective at Board meetings.

Directors introduced staff members, Polly Chan, Financial Analyst and Shaun McDonough Research Analyst to the Board.

The Working Group presentation to Council will take place Monday, November 4, 2019. Board Members will be notified on timing closer to that date, likely in the morning. The Chair encouraged Board members to attend if possible as support would be appreciated.

The Chair advised the Board members about a November 5, SOLS online training (webinar) for Board members. The Board secretary will forward the information to Members.

Please note that Agenda 9.3 was moved ahead in order to accommodate Staff who needed to attend another function at the City.

9.3 Working Group Presentation to Council

Staff explained that the agenda item was moved forward to enable her to attend a Community Engagement Open House at the City of Markham.

Markham's strategic plan update is now a public document. The presentation follows the update's, goal framework and language.

The presentation lets pictures tell the story as well as customer comments and stories drawn verbatim from survey comments. The Library's Economic Impact Study has been updated to 2018 data and Library KPI's are provided comparing MPL to other GTHA libraries in 2018.

Format:

Introduction by Chair

Focus on Goals

1. Exceptional Services by Exceptional People
 - A customer service revolution
 - Investing in our people
 - Training staff in new technologies
 - Continuous improvement of library services
2. Engaged, Diverse, Thriving & Vibrant City
 - Where engagement happens
 - Library Visits per Capita
 - Library spaces and community cohesion
 - Where Markham's rich diversity is experienced
 - Where newcomers feel welcome
 - Where cultural vibrancy comes alive
 - Volunteer opportunities
 - Enabling a strong economy & thriving city

AGENDA 2.1

- Building a workforce
- Advancing educational success
- A first employer
- Markham's center of excellence for digital literacy
- Access to library materials

3. Safe and Sustainable Community

- Content options
- Outstanding community amenities
- Making spaces fit people
- Early literacy & school readiness
- Family activity space
- Study options

Overview of branches and services

There were some questions and comments and suggestions on the presentation which was well received overall.

One comment was that the presentation was professional and suggested that the MPL Logo should be added to the slides.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Les Chapman

Resolved that the presentation "Working Group Presentation to Council " be received.

Carried.

2.0 Consent Agenda:

There was a question on the size of the Consent Agenda which included a presentation on Aaniin Library at the "Library as Place Conference. The Chair also addressed a couple of items: 2.3.11 FOPL Statement, 2.3.12 Changes in pricing of ebooks and 2.3.13. letters he sent to local MP's. Mr. Hendriks was able to meet with MP Philpott and received some useful input. There was a lot of discussion on the issues and the importance of lobbying the Federal government for changes to the legislation.

Moved by Mrs. Pearl Mantell
Seconded by Ms. Margaret McGrory

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.14 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

2.1 Minutes of Regular Meeting, June 17, 2019

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 City News: Lendery at Milliken Mills

<https://toronto.citynews.ca/video/2019/07/10/lendery-a-new-example-of-the-growing-sharing-economy/>

2.3.2 Perkins & Will: Aaniin Library as Place Presentation

AGENDA 2.1

- 2.3.3 **Ming Po News: Lendery at Milliken Mills**
- 2.3.4 **NEWMARKETTODAY.ca: Newmarket library will soon lend more than books**
- 2.3.5 Markham Review, July 10
York Region's first Lendery opens at Markham Public Library – Milliken Mills
<https://markhamreview.com/york-regions-first-lendery-opens-at-markham-public-library-milliken-mills-branch/>
- 2.3.6 Ming Sheng Bao, July 10
<http://www.mingshengbao.com/tor/article.php?aid=652078>
- 2.3.7 Iask.ca, July 24
<http://www.iask.ca/news/toronto/2019/07/528632.html>
- 2.3.8 51.ca, July 24
<https://info.51.ca/news/canada/2019-07/794764.html>
- 2.3.9 SuperLife.ca, July 25
<http://news.superlife.ca/2019/07/25/%E4%B8%87%E9%94%A6%E5%B8%82%E5%BA%9C%E6%83%B3%E4%BA%BA%E6%B0%91%E6%89%80%E6%83%B3%E5%BC%9A%E5%85%8D%E8%B4%B9%E5%80%9F%E7%94%A8%E5%AE%B6%E5%B1%85%E7%BB%B4%E4%BF%AE%E5%B7%A5%E5%85%B7%E5%8F%8A%E7%94%A8/>
- 2.3.10 Municipal Information Network, August 21
Region's First Lendery is Now Open at Markham Public Library
<https://municipalinfonet.com/article/municipal/category/culture/17/783819/region-s-first-lendery-is-now-open-at-markham-public-library.html>
- 2.3.11 FOPL: One Voice for Ontario Libraries
- 2.3.12 CULC: Statement on Changes to Digital Loans for Public Libraries
- 2.3.13 Chair's Letters to MP's
- 2.3.14 rabble.ca: the public library and Indigenous reconciliation

Carried.

3.0 **CEO's Highlights:**

The Chair asked the CEO to comment on the Highlights. The CEO indicated that many of the topics contained therein had been discussed but mentioned the following:

- **Improving Access to Digital Publications in Public Libraries-A Campaign of the Canadian Urban Library Council**
At the June 17, 2019 General Committee of Council Meeting a motion was passed that the City of Markham indicate their support of CULC, call on the Federal government to investigate barriers and to ask the Federal government to develop a solution that increases access to digital publications
- **CULC Statement on Changes to Digital Loans for Public Libraries**
Effective July 1, 2019, one of the largest publishers has replaced its perpetual ownership model for libraries with a **two year access model for ebooks** which means that at the end of a two-year period, libraries will have to **re-purchase** ebooks they have already paid for while renewing access agreements.

AGENDA 2.1

Another publisher announced that it will be placing a **90-day embargo on digital audiobook titles** effective July 1, 2019. This means that libraries will not be able to purchase new in-demand content for 90 days after release, putting library users at a disadvantage accessing new titles.

- **Quarterly Board Statistical Report**

As noted, MPL has been an active partner in the Bridge Toolkit program since early 2019. Results of 306 people surveyed showed 57 % said that MPL had provided them with access to technology they would otherwise not have had, compared to 44% in other libraries and 67% reported an increased comfort with technology as opposed to 53% in other libraries in Ontario. Indicators are MPL is above average and that staff are better equipped to support customers.

- **Enterprise Risk Management**

The CEO pointed out that there is a delay with digital technology at Angus Glen.

There has been a lot of turnover in staff positions due to leaves etc., however this should have a positive net effect as staff have opportunities to learn and experience other positions.

There were some questions and clarifications.

Moved by Mr. Les Chapman

Seconded by Mr. Alick Siu

Resolved that the report entitled “CEO’s Highlight’s September, 2019” be received.

Carried.

4.0 **Annual Monthly Policy Review**

(To be undertaken at the January meeting)

5.0 **Internal Monitoring Reports:**

(Compliance list of internal monitoring reports and discussion led by members)

5.1 **Executive Limitation: EL-2d Financial Condition**

(Assigned to Mr. Anthony Lewis)

Mr. Lewis advised the Board that he had reviewed the report and explained that it provides the Board with an update on the year to date financial condition of the Library. The report is on Actual and Budgeted Operating expenditure ending August 31, 2019. This is the second of three financial reports to the Board for fiscal year 2019.

Mr. Lewis noted that the library is currently in a favorable position with a year-to date net surplus of \$359,457 and also pointed out specific numbers on the report.

Deputy Mayor Hamilton asked if the favorable trend of surplus could be expected to be maintained for the remainder of the year. The CEO explained that the Library often ends the year with a slight surplus, mainly in personnel due to the turnover of staff, and that the Library never operates in a deficit. All surplus funds go back to the City at the end of the fiscal year.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Financial Condition comply with the requirements of EL-2d policy.

AGENDA 2.1

Moved by Mr. Anthony Lewis
Seconded by Mr. Les Chapman

Resolved that the Report entitled Internal Monitoring Report- Executive Limitation EI-2d, Financial Condition” be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **Proposed Addition to By-Law 2: Board Composition**

Moved by Mr. Alick Siu
Seconded by Mrs. Pearl Mantell

Resolved that the Board approve the proposed addition of By-law 2.8 Youth Representative” and;

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

Carried.

7.2 **Policy Governance Workshop**

The Chair supported the staff recommendation that the Board contract with an expert in the Policy Governance form of Library Board Governance. The recommended consultant has specific experience in training previous Markham Public Library Boards and Board members found the training to be very helpful.

In order to ensure attendance, as suggested by Deputy Mayor Hamilton, the session will be held during a regular scheduled Board meeting as soon as the consultant is available,

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Alick Siu

Resolved that the Board approve the expenditure for a Policy Governance Workshop conducted by Catherine M. Raso, CMR Governance Consulting. The workshop would be conducted during a Regular Board meeting and would last approximately 2.5 hours. The cost for the workshop is \$3,000.00 plus expenses.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

The Chair asked Board members if they had attended any events over the summer where their presence would have been of benefit to Markham Public Library.

AGENDA 2.1

Mrs. Lillian Tolensky shared a story about free Wi-Fi at a local library on her recent vacation.

There was a lot of discussion on “Markham Reads 2019”. Staff informed the Board that the book this year was “Bad Ideas” by Missy Marston.

Mr. Choi advised the Board that he and Mrs. Mantell had attended the “Lendery” opening at Milliken Mills Library. He was very impressed that other libraries also attended and there was a lot of media present (as evidenced in the Consent Agenda).

Ms. Iqra Awan commented that she had attended a 360 Kids fundraising event and related a story of a young person who had been helped by having free access to a library computer in order to search out resources that could help move her life forward.

9.0 **Board Advocacy:**

9.1 **Events for the Next Quarter**

The Chair mentioned **Lit on Tour** September 26 at Markham Village Library and encouraged Board members to attend. He had previously mentioned the other suggested event for Board members-“In Conversation with Cherie Dimaline”.

There was a lot of discussion on the planning and feasibility of Federal All Candidates to be held in libraries in various constituency ridings and there were suggestions on how this could be handled. Staff explained that they were working on the all candidates events to be held between October 2 (last day to proclaim) and October 11 (advance polls). Staff explained that there is a lot of competition for these meetings and often they receive no response from candidates. In addition to the timing of the meetings and availability, staff resources also need to be considered. The format for the event includes opening and closing statements by each candidate and responses to questions presented in writing from the audience and sorted by staff to avoid duplication.

If and when the meetings are arranged, Board members will be notified.

Moved by Mrs. Pearl Mantell
Seconded by Mr. Alick Siu

Resolved that the report “Events for the Next Quarter” be received.

Carried.

9.2 **Markham Public Library Board 2019 Annual Agenda**

The Chair explained that this is a new document which should help the Board quickly review what is happening in the months ahead. Members are encouraged to provide feedback on the contents if they wish.

The Agenda will be in the January package each year.

Moved by Mrs. Lillian Tolensky
Seconded by Ms. Iqra Awan

Resolved that the report “Markham Public Library Board 2019 Annual Agenda” be received.”

AGENDA 2.1

Carried.

9.3 **Working Group Presentation to Council**

Please note that Agenda 9.3 was moved ahead in order to accommodate Staff who needed to attend another function at the City.

9.4 **Library Day in Your Riding**

The Chair explained that Queen's Park normally hosts this event, but as Provincial Parliament is not sitting, local libraries are encouraged to invite their local MP's to visit their library.

Library staff have identified specific library programs as advocacy opportunities for a Library Board Member to attend and meet with local MPP's.

October 19 Angus Glen Library

The annual University and College Fair at Angus Glen Library is a an opportunity for MPP Pang to observe how youth connect with the library

October 27, Aaniin Library

MPP Logan Kanapathi : Coffee and Vadai and Tamil Songs and stories

MPP Paul Calandra has been invited to visit **Angus Glen Library** the **first week of November** for a launch of the new digital space.

Moved by Mrs. Lillian Tolensky

Seconded by Mr. Les Chapman

Resolved that the report "Library Day in Your Riding" " be received.

Carried.

10.0 **Education:**

10.1 **Board Education Plan – 2020**

Staff explained that every September we conduct this exercise in order to identify education subjects for the following year. Generally topics align with Strategic Planning themes. If Board members would like to suggest topics they are free to leave a note with Ms. Cecchetto or contact the Board Secretary, otherwise staff will prepare topics for the next year.

Moved by Mrs. Pearl Mantell

Seconded by Mr. Alick Siu

Resolved that the Board members identify outreach initiatives and education topics for 2020 to comply with Governance Process GP-2f Policy.

Carried.

AGENDA 2.1

10.2 **Spread the Word**

Staff informed the Board that partnerships are developed in order to enhance the themes of the Strategic Plan resulting in more structured types of Community Partnerships.

Partnerships create an opportunity to work toward a common goal together that could not be achieved alone.

Anticipated Outcomes:

- Opportunities for learning
- Raised library visibility
- Increased opportunities for partnerships and engagement
- Improved community indicators
- Reduced duplication in community services
- More new users
- User needs met

Partnerships are established based on what MPL is trying to accomplish and approaches are targeted and constantly changing as needs and perspectives change.

Partnerships with MPL need to be aligned with MPL values, provide equal access for all members of the community and have respect for all library policies.

Community Librarians have a toolkit that they utilize to establish and quantify appropriate partnerships. Basic well-being parameters focus around Parenting/Mental Health/Ageing and Chronic conditions. Business parameters focus on Finance/Entrepreneurship and Employment skills.

There was some discussion and questions as to how many partners MPL has. Staff explained that some partnerships are formal and others less so, but probably around 100 in a calendar year. The Chair commented on the value of sharing resources.

The Library is viewed as a trusted institution that adds value to potential partners within the community.

Moved by Mrs. Lillian Tolensky

Seconded by Mr. Alick Siu

Resolved that the presentation “Spread the Word be received.

Carried.

11.0 **Incidental Information**

12.0 **New Business:**

12.1 **Urban Libraries Council's (ULC) Statement on Race and Social Equity**

The CEO explained that ULC uses the statement as a platform that informs all of the library's work in advancing education, digital inclusion and healthy, sustainable communities. ULC members use the statement with their boards and staff and within their communities in order to articulate the library's commitment to greater equity. Further, government, nonprofit and business leaders – both locally and nationally — are focusing on this topic and the statement can be used

AGENDA 2.1

to make others aware of the public library's value as an agent and essential partner for achieving positive change.

The ULC statements are in line with MPL values:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.

Moved by Mr. Alick Siu
Seconded by Ms. Margaret McGrory

Resolved that the Markham Public Library join the 146 ULC (Urban Libraries Council) member libraries that have signed this agreement.

Carried.

13.0 **Board Evaluation :**

13.1 **Questionnaire: Performance of Individual Board Members**

The Chair asked Board members to complete the questionnaire and to hand it in to the Board Secretary.

14.0 **In Camera Agenda**

None.

15.0 **Adjournment**

Moved by Mr. Alick Siu that the meeting be adjourned at 9:29 p.m.



Report to: General Committee

Meeting Date: November 4, 2019

SUBJECT: 2019 Third Quarter Investment Performance Review
PREPARED BY: Mark Visser, Senior Manager of Financial Strategy & Investments, x4260

RECOMMENDATION:

- 1) THAT the report dated November 4, 2019 entitled “2019 Third Quarter Investment Performance Review” be received.

EXECUTIVE SUMMARY:

Not Applicable

PURPOSE:

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

The investment report shall contain,

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

BACKGROUND:

Not Applicable

OPTIONS/ DISCUSSION:

Not Applicable

FINANCIAL CONSIDERATIONS

The 2019 forecast for Income Earned on Investments is \$13.76 million based on an estimated average general portfolio balance of \$430.0M invested at an average rate of 3.20%. As discussed during the 2019 budget process, this amount may not be sustainable in future years as the Prime Rate is the highest it has been since 2008. As such, the 2019 Income Earned on Investments budget was set at \$11.0 million. Any interest earned in 2019 in excess of \$11.0 million in 2019 will be transferred to reserves.

The following table shows the forecasted investment income by quarter with an estimated transfer to reserves of \$2.76 million in 2019. The quarterly budget allocations reflect the changing portfolio balances and rates of returns throughout the year.

Period	Avg. Balance	Avg. Rate	Forecast
Q1	\$400.0m	3.30%	\$3,254,795
Q2	\$460.0m	3.11%	\$3,570,876
Q3	\$460.0m	3.11%	\$3,610,117
Q4	\$399.7m	3.30%	\$3,324,212
2019 Forecast	\$430.0m	3.20%	\$13,760,000
Forecasted Transfer to Reserves			(\$2,760,000)
2019 Budget			\$11,000,000

The first quarter typically has lower average portfolio balances as Markham makes payments to the Region and School Board on December 15th and doesn't begin collecting tax payments again until February. The second and third quarters typically result in higher average balances as the City receives the majority of its tax collections, including those for York Region and the Province, during this period. As a result, the forecast for the first three quarters of 2019 assumes an average general fund portfolio balance of \$440.2 million to be invested at an average rate of return of 3.17%.

For the first three quarters of 2019, the City of Markham's Income Earned on Investments was \$11.388 million, compared to a forecast of \$10.436 million, representing a \$0.952 million favourable variance to forecast.

Interest Rate

The Prime Rate was stable at 3.95% throughout the first three quarters of 2019. Although the Prime Rate continues to be at its highest since 2008, it is not being reflected in long term interest rates. During the first quarter, 10-year Canada bonds had an average yield of only 1.62%, reaching a low of 1.09% in August.

During the first three quarters of 2019, the City's general portfolio investments (including interest charged to reserves with negative balances) had an average interest rate of 3.38%. Furthermore, \$0.460 million of capital gains were generated, increasing the rate of return

to 3.53%; 36 basis points higher than forecast. The difference in the rate of return accounts for a favourable variance (to forecast) of \$1.149 million.

Portfolio Balance

The forecasted average portfolio balance for the first three quarters of 2019 was \$440.2 million. The actual average general fund portfolio balance (including cash balances) for the first three quarters of 2019 was \$431.9 million. The lower portfolio balance accounts for an unfavourable variance (to forecast) of \$0.197 million

Variance Summary

	<u>Forecast</u>	<u>Actual</u>	<u>Variance</u>
Portfolio Balance	\$440.2m	\$431.9m	(\$8.3m)
Interest Rate	3.17%	3.53%	0.36%
Investment Income	\$10.436m	\$11.388m	\$0.952m
Portfolio Balance Variance Impact			(\$0.197m)
Interest Rate Variance Impact			\$1.149m

Portfolio Composition

All investments made in 2019 adhered to the City of Markham investment policy. At September 30, 2019, 38% of the City's portfolio (not including bank balances) was comprised of government issued securities. The remaining 62% of the portfolio was made up of instruments issued by Schedule 1 Banks (Exhibit 1). All of these levels are within the targets established in the City's Investment Policy.

The September 30, 2019 investment portfolio (not including bank balances) was comprised of the following instruments: Bonds 50%, Principal Protected Notes (PPNs) 34%, and GICs 16% (Exhibit 2).

At September 30, 2019, the City's general portfolio balance (all funds excluding DCs) was \$352.8 million (including bank balances). The City's portfolio (all funds excluding DCs) was broken down into the following investment terms (Exhibit 3):

Under 1 month	39.2%
1 month to 3 months	3.0%
3 months to 1 year	15.0%
Over 1 year	42.8%
Weighted average investment term	1,807.1 days
Weighted average days to maturity	1,062.5 days

Money Market Performance

The City of Markham uses the 3-month T-bill rates to gauge the performance of investments in the money market. The average 3-month T-bill rate for the first three quarters of 2019 was 1.65% (source: Bank of Canada). Money market investments (including bank balances) held by the City of Markham during the first three quarters of 2019 had an average return of 2.31%. Therefore, the City's money market investments

outperformed 3-month T-Bills by 66 basis points. See Exhibit 4 for all Money Market securities held by the City of Markham in 2019.

Bond Market Performance

The 2019 YTD highlights of Markham's bond portfolio are as follows:

- 7 bonds/PPNs purchased with a face value of \$27.3 million
- 8 bond matured with a face value of \$32.0 million
- 4 PPNs sold with a face value of \$8.8 million
- \$460,000 of capital gains earned

See Exhibit 5 for all bonds/PPNs held by the City of Markham in 2019.

Outlook

Given the low yields for long term bonds, there is little incentive to invest in anything other than short term instruments or PPNs (which have returns that are linked to equity markets). The 2019 year end forecast for investment interest is expected to be \$14.5-15.0 million.

HUMAN RESOURCES CONSIDERATIONS

No Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not Applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Not Applicable

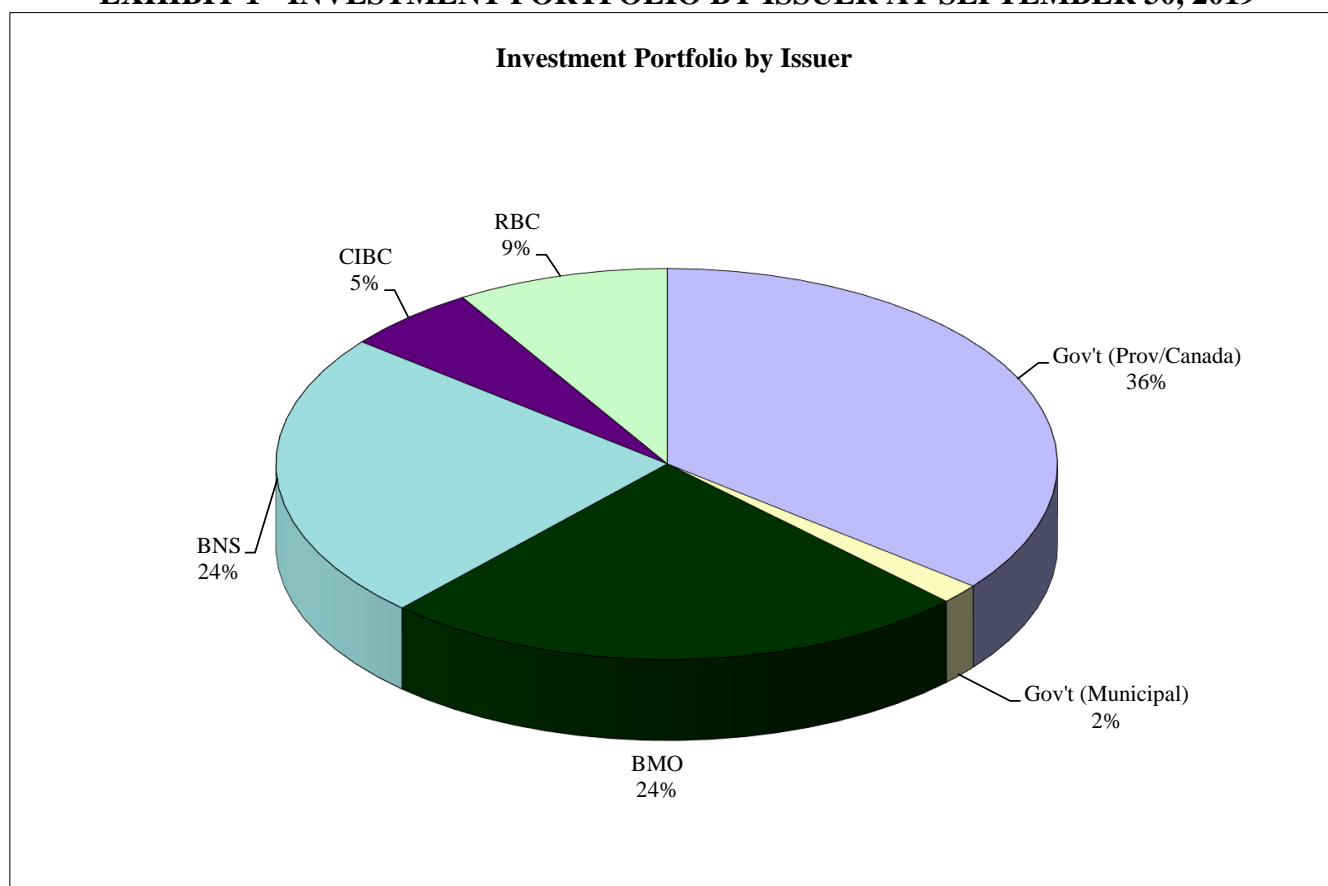
RECOMMENDED BY:

Joel Lustig, Treasurer

Trinela Cane, Commissioner,
Corporate Services

ATTACHMENTS:

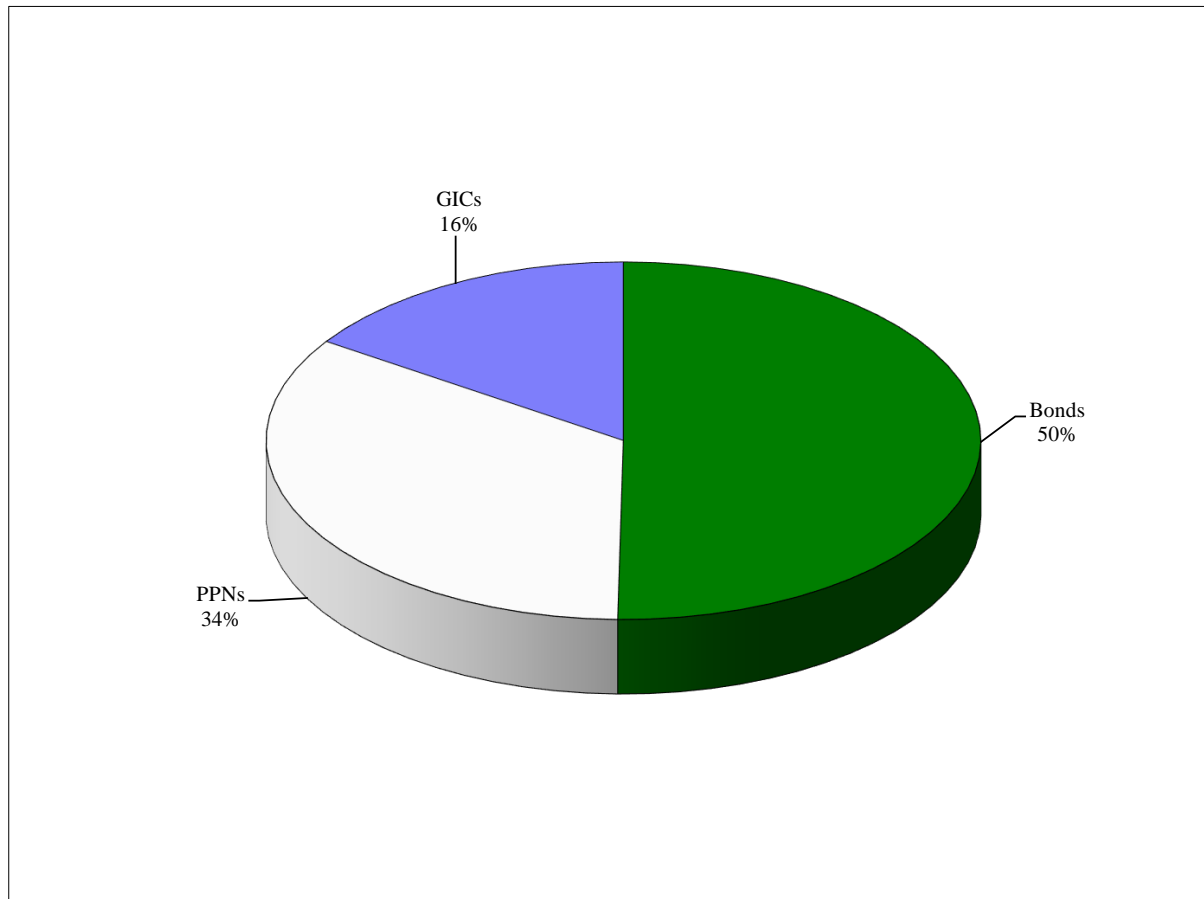
- Exhibit 1 – Investment Portfolio by Issuer
- Exhibit 2 – Investment Portfolio by Instrument
- Exhibit 3 – Investment Terms
- Exhibit 4 – 2019 Money Market Investments
- Exhibit 5 – 2019 Bond Market Investments
- Exhibit 6 – 2019 DCA Fund Investments

EXHIBIT 1 - INVESTMENT PORTFOLIO BY ISSUER AT SEPTEMBER 30, 2019

Quarter-End Portfolio Balance (All Funds; excluding bank balances): \$217.2m

	Investment <u>Policy Targets</u>	Portfolio at <u>Sep 30/19</u>
Government (Federal/Provincial)	>40%, no max	36% *
Government (Municipal)	max 30%	2%
Schedule A Banks:		
Bank of Nova Scotia	max 20%	24% *
Bank of Montreal	max 20%	24% *
CIBC	max 20%	5%
Royal Bank of Canada	max 20%	9%
Toronto Dominion	max 20%	0%
Schedule A Banks Total	max 60%	62%
Schedule B Banks:		
Hong Kong Bank	max 15%	0%
		<u>100%</u>

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

EXHIBIT 2 - INVESTMENT PORTFOLIO BY INSTRUMENT AT SEPTEMBER 30, 2019

Quarter-End Portfolio Balance (All Funds, excluding cash balances): \$217.2m

EXHIBIT 3 - INVESTMENT TERMS (All Funds excluding DCA)

INSTRUMENT	ISSUER	INT_RATE	DATE_BGT	DATE_SOLD	BOUGHT	MATURITY VALUE	LENGTH	DAYS to MA
BANK ACCOUNT		2.28	30-Sep-2019	01-Oct-2019	135,370,576.92	135,379,032.95	1	1
BOND	BNS	3.30	04-Sep-2013	18-Oct-2019	2,961,000.00	3,000,000.00		
Less than 1 month					138,331,577	39.2%		
GIC	BNS	2.46	20-Nov-2018	20-Nov-2019	5,000,000.00	5,123,000.00	365	51
BOND	WATERLOO	3.80	30-Nov-2010	30-Nov-2019	1,495,455.00	1,500,000.00	3,287	61
BOND	RBC	2.74	12-Mar-2013	06-Dec-2019	4,066,000.00	4,000,000.00	2,460	67
Between 1 and 3 months					10,561,455	3.0%		
GIC	BNS	2.15	25-Feb-2019	25-Feb-2020	4,000,000.00	4,086,000.00	365	148
GIC	BNS	2.16	02-Mar-2019	02-Mar-2020	5,000,000.00	5,108,000.00	366	154
BOND	BMO	2.26	03-Mar-2019	03-Mar-2020	5,000,000.00	5,000,000.00		
BOND	BMO	0.00	17-May-2019	17-May-2020	6,000,000.00	6,000,000.00		
BOND	ONT	4.86	26-Aug-2009	02-Jun-2020	2,400,000.00	4,000,000.00	3,933	246
BOND	ONT	4.01	17-Aug-2010	02-Jun-2020	2,041,860.00	3,000,000.00	3,577	246
BOND	BMO	1.25	25-Jun-2014	25-Jun-2020	5,150,665.30	5,150,665.30	2,192	269
BOND	ONT	4.08	29-Nov-2010	13-Jul-2020	3,401,750.00	5,000,000.00	3,514	287
GIC	BNS	3.25	01-Aug-2019	01-Aug-2020	10,000,000.00	10,325,000.00	366	306
GIC	RBC	3.07	14-Sep-2019	14-Sep-2020	10,000,000.00	10,307,000.00	366	350
Between three months and one year					52,994,275	15.0%		
BOND	ONT	4.85	15-Jul-2009	02-Dec-2020	2,916,400.00	5,000,000.00	4,158	429
BOND	BCMFA	4.22	04-Apr-2011	01-Jun-2021	3,492,685.00	3,500,000.00	3,711	610
BOND	YORK REGION	3.43	18-Nov-2011	30-Jun-2021	2,098,160.00	2,000,000.00	3,512	639
BOND	CIBC	3.37	19-Mar-2013	07-Jan-2022	3,735,250.00	5,000,000.00	3,216	830
BOND	CIBC	3.32	29-May-2013	07-Jul-2022	3,714,500.00	5,000,000.00	3,326	1,011
BOND	ONT	4.56	18-Feb-2011	08-Sep-2022	5,975,600.00	10,000,000.00	4,220	1,074
BOND	ONT	4.52	30-Mar-2011	02-Dec-2022	4,772,000.00	8,000,000.00	4,265	1,159
BOND	CIBC	3.50	12-Mar-2013	07-Jan-2023	4,493,412.00	6,300,000.00	3,588	1,195
BOND	ONT	3.59	04-Dec-2013	08-Sep-2023	2,836,040.00	4,000,000.00	3,565	1,439
BOND	ONT	3.25	01-Nov-2012	02-Dec-2023	2,805,600.00	4,000,000.00	4,048	1,524
BOND	ONT	3.20	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00	4,145	1,591
BOND	ONT	3.53	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00	3,765	1,707
BOND	BNS	3.33	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00	2,192	1,731
BOND	ONT	3.48	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00	3,909	1,890
BOND	BMO	1.00	13-May-2015	13-May-2025	5,000,000.00	5,000,000.00	3,653	2,052
BOND	SASK	2.56	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	2,276	2,069
BOND	BMO	0.00	16-Sep-2015	16-Sep-2025	3,000,000.00	3,000,000.00	3,653	2,178
BOND	BMO	1.00	30-Dec-2015	30-Dec-2025	7,000,000.00	7,000,000.00	3,653	2,283
BOND	BMO	0.00	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00	3,652	2,374
BOND	BMO	0.00	17-Aug-2016	17-Aug-2026	5,000,000.00	5,000,000.00	3,652	2,513
BOND	BMO	1.25	23-Feb-2017	23-Feb-2027	5,000,000.00	5,000,000.00	3,652	2,703
BOND	BMO	1.00	05-Apr-2017	05-Apr-2027	5,000,000.00	5,000,000.00	3,652	2,744
BOND	ONT	2.81	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	4,419	3,168
BOND	ONT	2.63	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	3,824	3,168
BOND	ONT	3.06	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	4,364	3,351
BOND	ONT	2.93	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	4,341	3,351
BOND	BNS	1.50	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00	3,653	3,380
BOND	BMO	0.00	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00	3,653	3,440
BOND	BNS	0.00	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	3,654	3,482
BOND	BNS	0.00	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	3,600
BOND	BNS	1.55	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	3,600
BOND	BMO	1.50	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00	4,382	3,637
BOND	ONT	3.11	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	4,247	3,716
BOND	ONT	3.05	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,185	3,716
Over 1 year					150,874,137	42.8%		

Bonds/PPNs
Money Market

183,390,867
169,370,577

Average Length of Investment (days)

Portfolio Balance Sep 30, 2019
General Fund and Other Reserves
(not including DCA)

352,761,444

Weighted Average Days to Maturity

EXHIBIT 4 - 2019 MONEY MARKET INVESTMENTS (All Funds excluding DCA)

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
BANK BALANCE	2.28	30-Sep-19	1-Oct-19	135,370,576.92	135,379,032.95

BONDS/PPNs THAT MATURED IN 2019:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
BC	-	4.71	1-May-09	9-Jan-19	2,168,745.25	3,387,500.00
BMO	2.15	2.16	3-Mar-18	3-Mar-19	5,000,000.00	5,000,000.00
YORK	5.00	5.09	29-Apr-09	29-Apr-19	997,590.00	1,000,000.00
BMO	3.50	3.50	17-May-18	17-May-19	6,000,000.00	6,000,000.00
ONT	-	4.70	26-Aug-09	2-Jun-19	3,829,560.00	6,000,000.00
ONT	5.35	4.33	15-Jan-09	2-Jun-19	5,440,850.00	5,000,000.00
ONT	5.35	4.48	30-Jan-09	2-Jun-19	3,223,410.00	3,000,000.00
ONT	2.50	2.50	21-Jun-18	21-Jun-19	2,660,000.00	2,660,000.00

BONDS/PPNs SOLD IN 2019:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	DATE SOLD	COST	FACE VALUE	SALE PROCEEDS	CAPITAL GAIN/(LOSS)
BMO PPN	1.25%	1.25	25-Jun-2014	25-Feb-2019	1,849,334.70	1,849,334.70	1,984,525.72	135,191.02
BMO PPN	0.00%	0.00	04-Oct-2016	25-Feb-2019	2,938,779.30	2,938,779.30	3,000,000.00	61,220.70
BMO PPN	0.00%	0.00	04-Oct-2016	25-Jul-2019	2,061,220.70	2,061,220.70	2,172,054.60	110,833.90
BMO PPN	1.00%	1.00	13-May-2015	25-Jul-2019	2,000,000.00	2,000,000.00	2,152,668.93	156,658.00

BOLD HOLDINGS at SEPTEMBER 30, 2019:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
BNS	3.036	3.300	04-Sep-2013	18-Oct-2019	2,961,000.00	3,000,000.00
WATERLOO	3.750	3.796	30-Nov-2010	30-Nov-2019	1,495,455.00	1,500,000.00
RBC	2.990	2.740	12-Mar-2013	06-Dec-2019	4,066,000.00	4,000,000.00
BMO	2.250	2.260	03-Mar-2019	03-Mar-2020	5,000,000.00	5,000,000.00
ONT	-	4.858	26-Aug-2009	02-Jun-2020	2,400,000.00	4,000,000.00
ONT	-	4.010	17-Aug-2010	02-Jun-2020	2,041,860.00	3,000,000.00
ONT	-	4.080	29-Nov-2010	13-Jul-2020	3,401,750.00	5,000,000.00
ONT	-	4.850	15-Jul-2009	02-Dec-2020	2,916,400.00	5,000,000.00
BCMFA	4.150	4.220	04-Apr-2011	01-Jun-2021	3,492,685.00	3,500,000.00
YORK REGION	4.000	3.426	18-Nov-2011	30-Jun-2021	2,098,160.00	2,000,000.00
CIBC	-	3.368	19-Mar-2013	07-Jan-2022	3,735,250.00	5,000,000.00
CIBC	-	3.320	29-May-2013	07-Jul-2022	3,714,500.00	5,000,000.00
ONT	-	4.560	18-Feb-2011	08-Sep-2022	5,975,600.00	10,000,000.00
ONT	-	4.524	30-Mar-2011	02-Dec-2022	4,772,000.00	8,000,000.00
CIBC	-	3.500	12-Mar-2013	07-Jan-2023	4,493,412.00	6,300,000.00
ONT	-	3.590	04-Dec-2013	08-Sep-2023	2,836,040.00	4,000,000.00
ONT	-	3.251	01-Nov-2012	02-Dec-2023	2,805,600.00	4,000,000.00
ONT	-	3.200	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00
ONT	-	3.530	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00
BNS	3.300	3.328	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00
ONT	-	3.480	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00
SASK	-	2.560	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00
ONT	-	2.809	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00
ONT	-	2.630	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00
ONT	-	3.060	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00
ONT	-	2.930	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00
ONT	-	3.110	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00
ONT	-	3.050	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00
					109,240,202.00	147,300,000.00

PPN HOLDINGS at SEPTEMBER 30, 2019:

ISSUER	COUPON RATE	PARTICIPATION RATE	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
BMO PPN	3.500	10000%	17-May-2019	17-May-2020	6,000,000.00	6,000,000.00
BMO PPN	1.250	7000%	25-Jun-2014	25-Jun-2020	5,150,665.30	5,150,665.30
BMO PPN	1.000	11000%	13-May-2015	13-May-2025	5,000,000.00	5,000,000.00
BMO PPN	-	25000%	16-Sep-2015	16-Sep-2025	3,000,000.00	3,000,000.00
BMO PPN	1.000	15000%	30-Dec-2015	30-Dec-2025	7,000,000.00	7,000,000.00
BMO PPN	-	35000%	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00
BMO PPN	-	28000%	17-Aug-2016	17-Aug-2026	5,000,000.00	5,000,000.00
BMO PPN	1.250	7500%	23-Feb-2017	23-Feb-2027	5,000,000.00	5,000,000.00
BMO PPN	1.000	10000%	05-Apr-2017	05-Apr-2027	5,000,000.00	5,000,000.00
BNS PPN	1.500	19500%	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00
BMO PPN	-	37000%	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00
BNS PPN	-	44800%	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00
BNS PPN	-	42500%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00
BNS PPN	1.550	10000%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00
BMO PPN	1.500	10000%	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00
					74,150,665.30	74,150,665.30

TOTAL BONDS AND PPNS

183,390,867.30	221,450,665.30
-----------------------	-----------------------

EXHIBIT 6 - 2019 DCA FUND INVESTMENTS

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

Current Holdings:

BANK BALANCE	2.25	30-Sep-19	1-Oct-19	16,116,145.11	16,117,138.57
--------------	------	-----------	----------	---------------	---------------



Report to: General Committee

Meeting Date: November 18th, 2019

SUBJECT: 2020 Interim Tax Levy By-law
PREPARED BY: Shane Manson, Senior Manager, Revenues & Property Tax
 Ext. 7514

RECOMMENDATION:

1. That the report “2020 Interim Tax Levy By-law” be received; and,
2. That Council authorize an interim tax levy for 2020; and,
3. That the attached by-law be passed to authorize the 2020 interim tax levy; and,
4. That staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

This purpose of this report is to seek authority from Council for the City of Markham to levy an interim property tax levy for the 2020 taxation year. The purpose of an interim property tax levy is to provide the necessary cash flow to meet the City’s own needs and its financial obligations to the Region of York and the Province of Ontario for education purposes.

BACKGROUND:

Section 317 of the *Municipal Act, 2001 (The Act)*, allows a local municipality to levy on all taxable properties, an interim tax levy prior to the adoption of the final budget for each tax year. The maximum allowable interim levy is fifty (50) per cent of the prior year’s annualized taxes. Annualized taxes reflect taxes levied against the property at final billing, including all tax adjustments due to supplementary assessment and resulting from assessment appeals. For properties that are new to the assessment roll for the current year, and were not assessed in prior year, fifty per cent of the previous year’s tax rate for the properties applicable tax class will be applied to the property’s assessed value to generate an interim levy.

The Act requires that an interim tax levy by-law be passed in the year to which it applies or in November or December of the previous year, provided that the by-law does not come into effect until a specified day in the applicable year.

OPTIONS/ DISCUSSION:

The interim tax levy by-law provides for the levy of interim taxes for the 2020 taxation year as authorized under the authority of Section 317 of *the Act*.

Consistent with the City’s practice in previous years, the 2020 interim tax levy will be payable in equal installments, based on the billing plan applicable to each property. These instalments dates have been included in the attached by-law. The 2020 final tax rates will

be established following the approval of the budgets of the City of Markham, York Region and of the Province. The interim levy will be deducted from the final levy.

FINANCIAL CONSIDERATIONS

The interim levy by-law is required to provide for the revenue requirements of the City of Markham prior to the final tax by-law that will incorporate the budgets of the Region of York and of the Province.

The interim levy will generate approximately \$365 million, plus the revenue generated from all new properties added to the assessment roll. Properties that are new to the assessment roll will have fifty per cent of the previous year's tax rate applied to the property's assessed value, based on the properties applicable tax class, to generate an interim levy.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Legal Services Department

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Appendix A: By-Law to Provide for an Interim Tax Levy in 2020

Appendix A**THE CORPORATION OF THE CITY OF MARKHAM****BY-LAW NO. 2020-XXX****BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY IN 2020**

WHEREAS Section 317(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, provides that the Council of a local municipality may, before the adoption of the annual estimates for 2019, pass a by-law to levy on the whole of the assessment for taxable property for local municipal purposes;

AND WHEREAS the Council of The Corporation of the City of Markham wishes to impose an interim tax levy, as authorized by *Municipal Act, 2001*, S. O. 2001, c. 25, as amended;

AND WHEREAS section 342 of the *Municipal Act, 2001* authorizes a Council to pass by-laws for the payment of taxes by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due;

AND WHEREAS section 345 of the *Municipal Act, 2001* authorizes a local municipality to pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date.

NOW THEREFORE the Council of the Corporation of the City of Markham enacts as follows:

1. **THAT** the Council of The Corporation of The City of Markham hereby imposes an interim levy in 2020 in an amount of fifty (50) per cent of the prior year's annualized taxes;
2. **THAT** the taxes may be levied by this by-law on a property that is taxable for local municipal purposes for the current tax year, even if the property was not taxable for local municipal purposes for the prior tax year, including assessment of property that is added to the assessment roll after the by-law is passed at a rate not to exceed fifty (50) per cent of the previous year tax rate for the property class in which the property is assessed;
3. **THAT** the interim taxes levied by this by-law shall be due and payable in equal instalments as per the following schedules:
 - I. **MONTHLY RESIDENTIAL PRE-AUTHORIZED PAYMENT BILLS**
 - a. Due in five (5) equal instalments on the 1st day in each of the months of February, March, April, May and June of 2020.

II. INSTALMENT PRE-AUTHORIZED PAYMENT BILLS

- a. Due in three (3) equal instalments on the 5th day of February 2020, 5th day of March 2020, and the 6th day of April 2020; or
- b. Due in two (2) equal instalments on the 5th day of February 2020, and 5th day of March 2020.

III. NON PRE-AUTHORIZED RESIDENTIAL, FARMLAND, AND PIPELINE BILLS

- a. Due in two (2) equal instalments on the 5th day of February 2020, and the 5th day of March 2020.

IV. NON PRE-AUTHORIZED MULTI-RESIDENTIAL BILLS, AND ALL COMMERCIAL AND ALL INDUSTRIAL BILLS

- a. Due in two (2) equal instalments on the 5th day of February 2020, and 5th day of March 2020.

4. **THAT** as provided in Subsections 345(1) and (2) of the *Municipal Act 2001*, if the taxes or any class or instalment thereof so levied in accordance with this By-law remain unpaid following the due date, a penalty of one per cent (1.00%) on the fourth day default and one quarter per cent (1.25%) per month (15% per annum), on the first day each calendar month thereafter in which the default continues;
5. **THAT** the Treasurer of The Corporation of The City of Markham is hereby authorized and directed to serve personally or to mail or cause to be mailed notices of the taxes hereby levied to the person or persons taxed at the person's residence or place of business or upon the premises in respect of which the taxes are payable by such person, or the ratepayer's mortgage company or third party designated by the property owner;
6. **THAT** payment of the taxes shall be paid to the Treasurer at the Municipal Offices, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3;
7. **AND THAT** this By-law shall not take effect until January 1, 2020.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 26th DAY OF NOVEMBER, 2019.

KIMBERLEY KITTERINGHAM
CITY CLERK

FRANK SCARPITTI
MAYOR

Online Voting in the City of Markham: Patterns & Trends, 2003-2018

November 4, 2019

Prepared by: Dr. Nicole Goodman

Overview

This presentation presents the results of exit surveys of online voters in the City of Markham in the five municipal elections from 2003 to 2018.

The report proceeds as follows:

1. Background
2. Data
3. Analysis
 - Source of online voting information
 - Reason for voting online and voting location
 - Voter satisfaction
 - Digital access & literacy
 - Voter profile & participation
4. Lessons Learned

1. Background

Background

City of Markham a model case of online voting implementation for several reasons:

1. Largest municipality to first trial the technology.
2. Largest community to use the voting method across five elections.
3. Unique approach to partnerships (i.e., CANARIE, Delvinia)
4. Set a precedent in public engagement
5. Extensive research (i.e., Dr. Kim)
6. Only municipality to collect data from voters in five elections.

Background

- Policy learning in other municipalities 50,000+
 - i.e., Peterborough, Burlington, and Guelph.

Online voting period	Advance voting period only			Full election (advance period + election day)	
Voting process	1-step voting			2-step voting Includes online registration	
Ballot types	Ivote remote	Ivote at poll	Telephone	Paper ballot	Mail-in

Opportunity

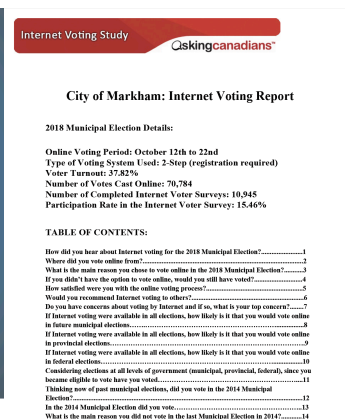
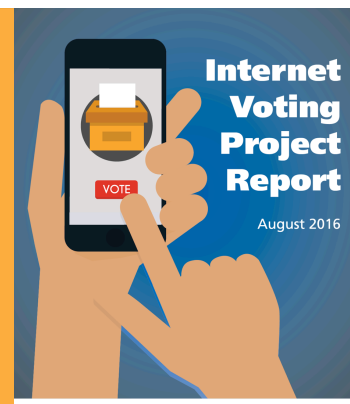
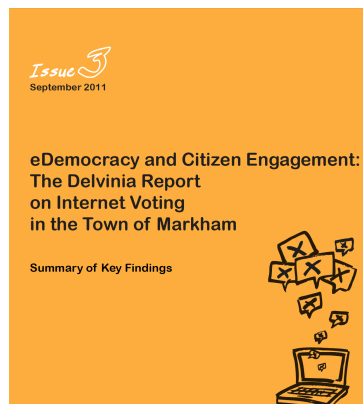
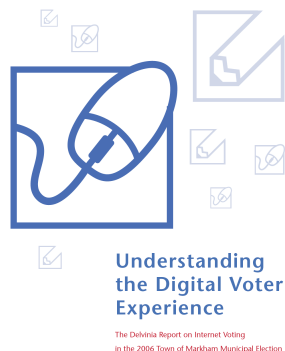
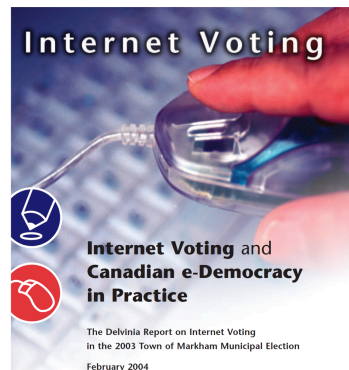
- Data over a 15-year period provides unique insight into the online voter experience.
- Allows the City of Markham to answer key questions:
 - Have voter education preferences shifted?
 - Have there been changes in the reasons for voting online?
 - How has voter satisfaction evolved?
 - How has digital access and literacy evolved among online voters?
 - Has online voting positively affected voter engagement?; and
 - Has the composition of online voters changed overtime?

2. Data

Data

This report draws upon survey results from online voter exit surveys carried out in five elections from 2003-2018 and paper voter data where relevant.

- Some changes in questions across years, but core questions retained
 - These include questions on satisfaction, source of voter information, reasons for voting, future use, voting location, internet access and frequency of use.



Information about survey completion

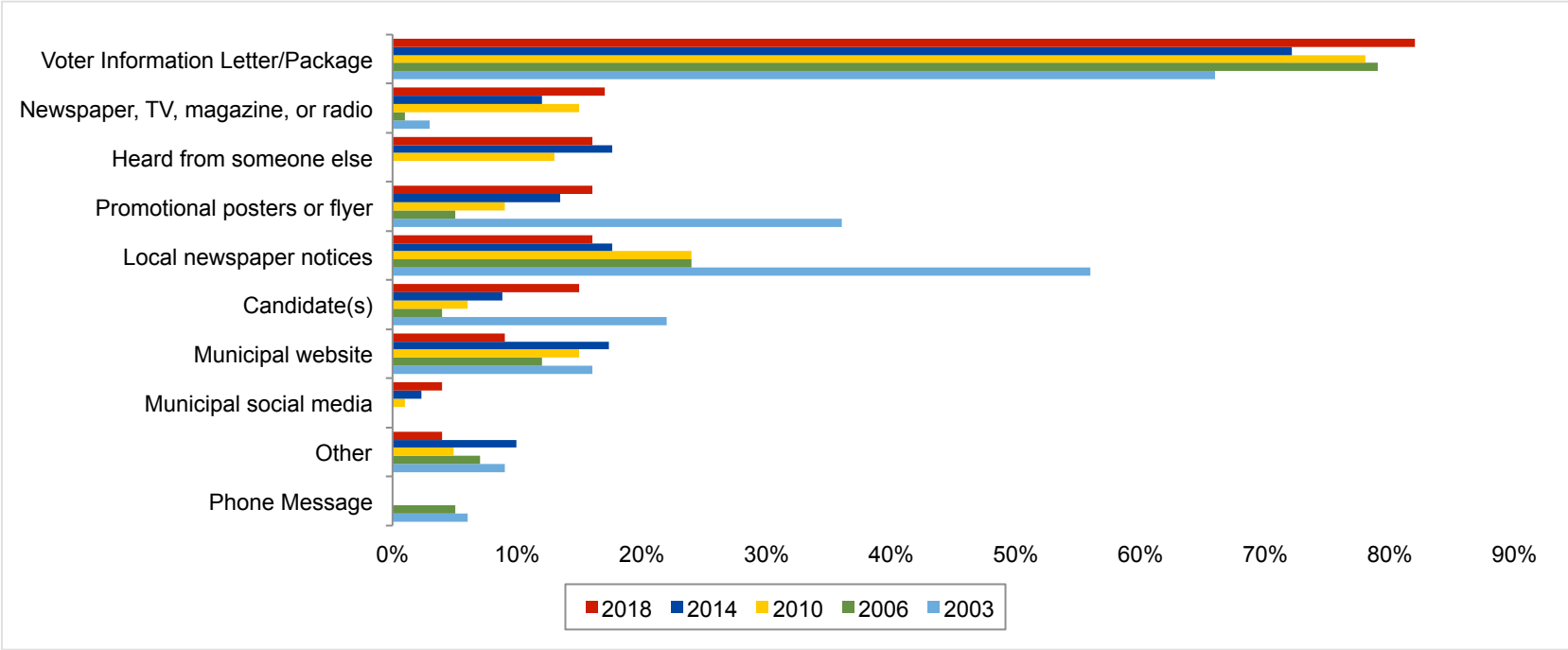
- Response rates across elections:

2003	2006	2010	2014	2018
50.00%	44.00%	29.00%	14.67%	15.46%

- Dates of completion varied but the process was the same.
 - i.e., voters were prompted to take a voluntary survey about their experience after safely exiting the voting system.

3. Analysis

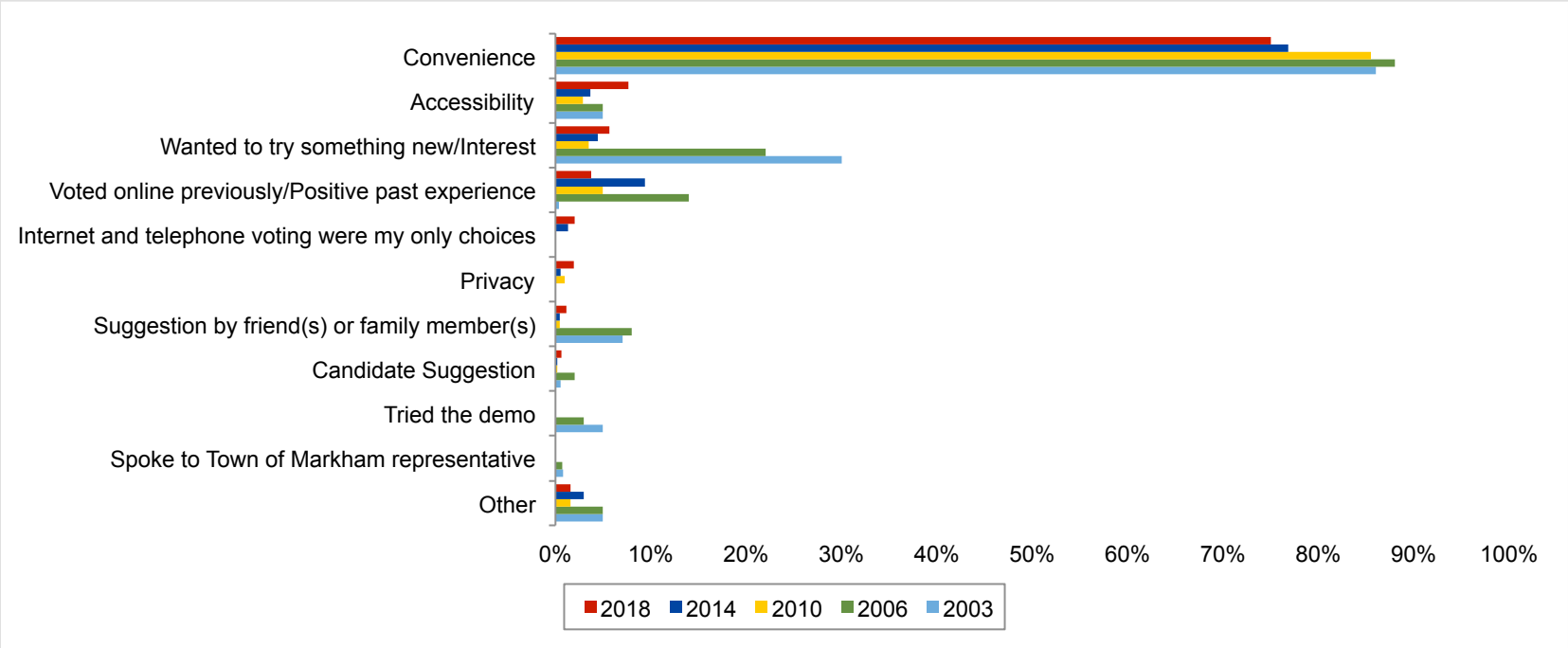
Source of vote information



Source of vote information

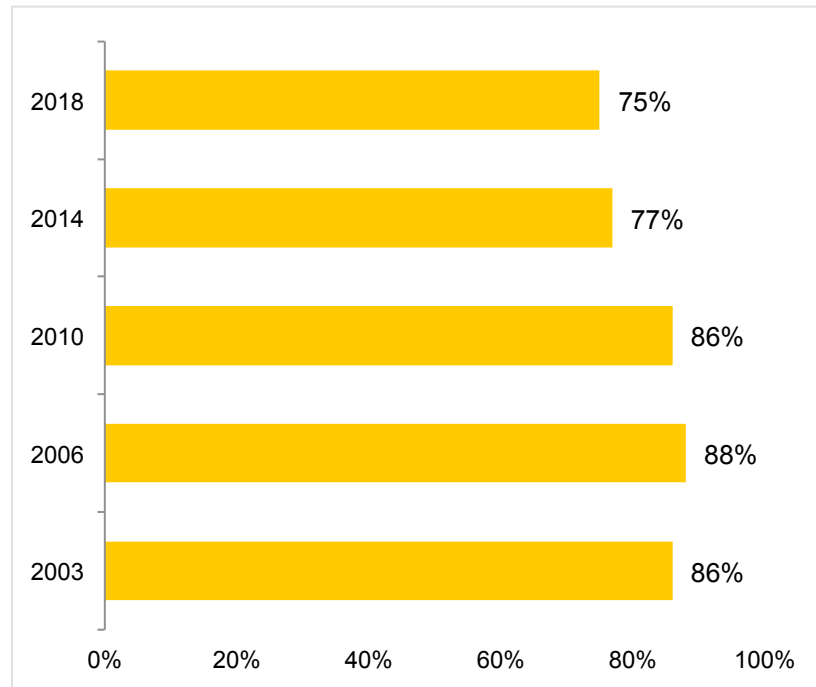
- The Voter Information Package is consistently the most popular source of election information across all elections.
- Traditional information sources such as local newspaper notices continue to be important, but have declined in relevance since 2003.
 - They are especially important for reaching online voters 55+.
- Online platforms such as the municipal website and social media are modest sources of voter information for online voters.
- Young people aged 18 to 34 are much more likely to have heard about online voting from someone else (i.e., a friend, family member or word of mouth).

Reason for voting online



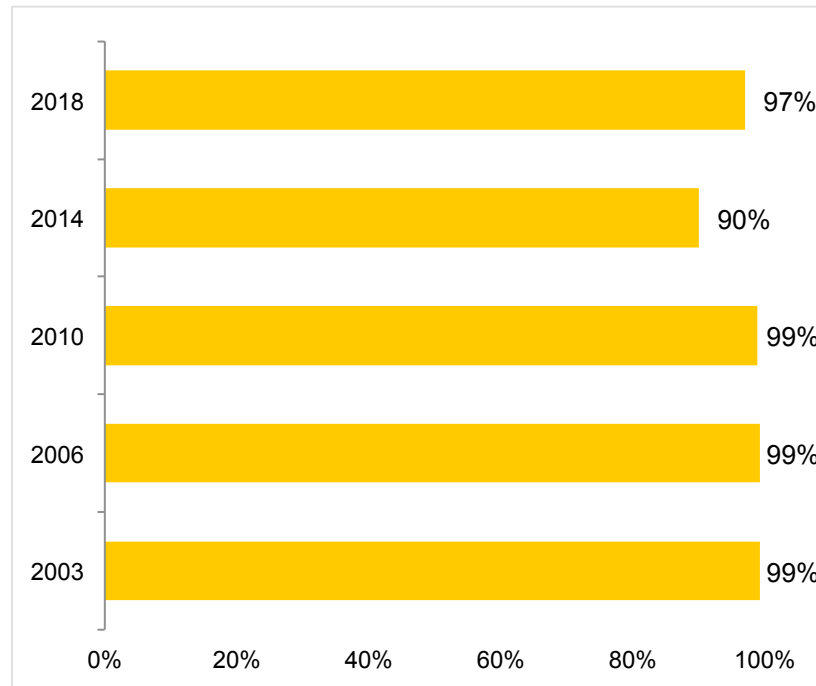
Reason for voting online

- A majority of online voters consistently report choosing to vote online for reasons of convenience.
- Young people (aged 18 to 24) are more likely to say they voted online for reasons of accessibility.
 - These same voters are also more likely to say that they voted online from an 'out of town location.'



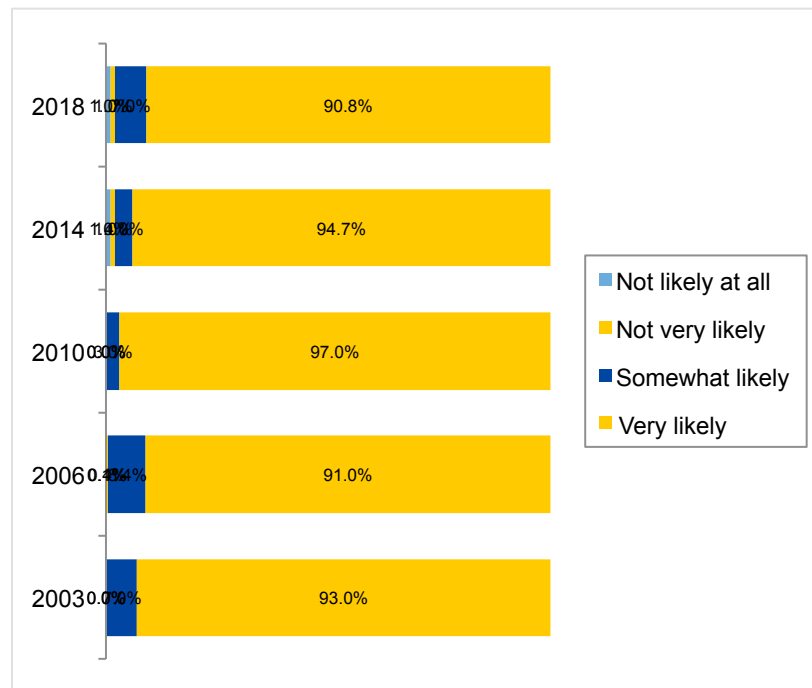
Voter satisfaction

- Data shows that online voting is desired in Markham.
- Strong satisfaction with online voting across election years.
 - At least 90 percent or more of each sample say they are 'satisfied.'
 - In the 2018 election, satisfaction is slightly higher in Markham (97 percent) than the Internet Voting Study average (95 percent).



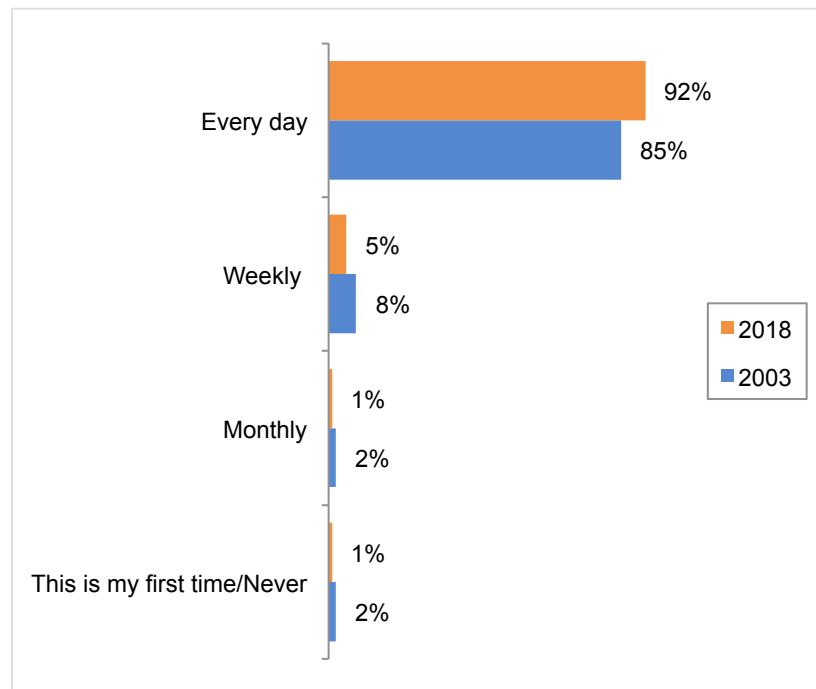
Ideal voting period and future use

- 2018 respondents say the ideal period to offer online voting is in advance polls and on Election Day.
- Across elections, over 90 percent consistently say they would be 'very likely' to vote online in the future.
 - In the 2010, 2014 and 2018 elections at least 98 percent of respondents say they would be likely to vote online in a future municipal election.



Digital access & literacy

- Digital access and literacy was strong among online voters in Markham in 2003 and has continued to strengthen overtime.
- The percentage of online voters claiming to be daily internet users has risen despite already being strong in 2003 (85 percent).
- A majority report having good quality internet access.

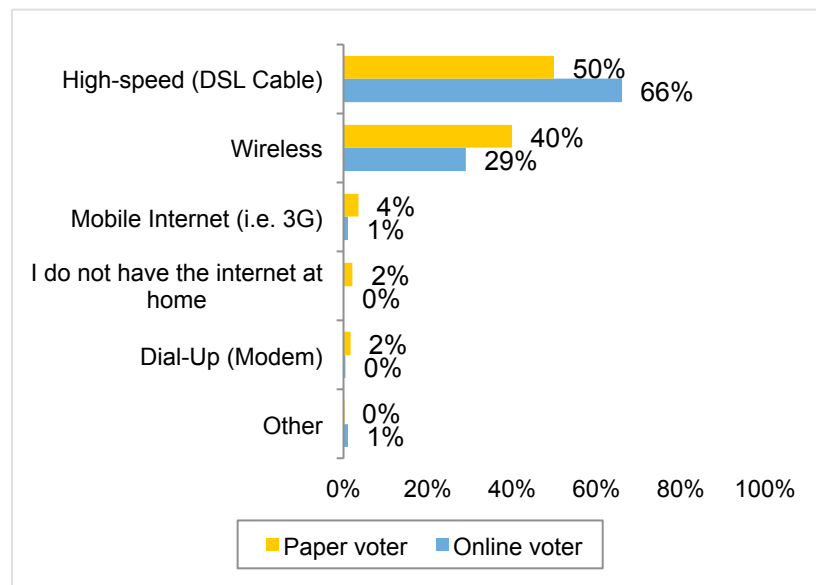


Digital access & literacy

Paper vs online voters

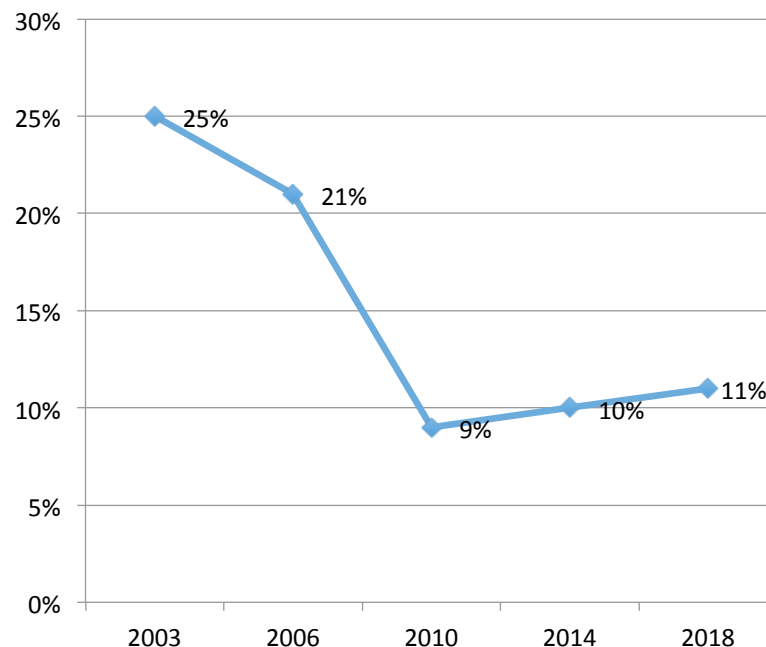
- Data from 2014 shows that while a majority of paper voters report having the internet at home, they are less likely to have high-speed connections than online voters.
- Online voters are also more likely to report using the internet every day (95 percent) compared to paper voters (89 percent).

Type of home internet connection, 2014



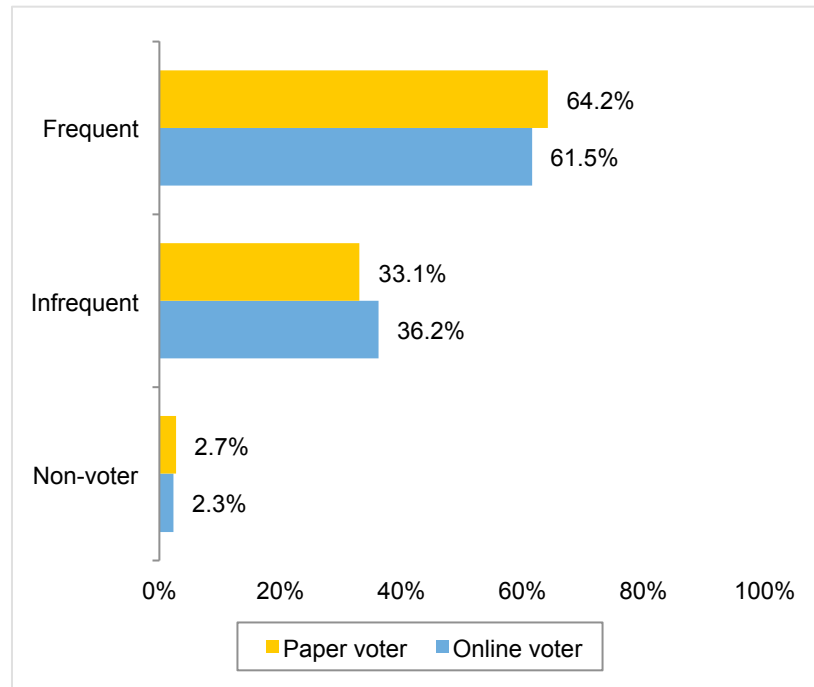
Online voting & voter engagement

- There is a continued group of online voters who report not voting in the previous election, but being eligible to do so.
- This suggests it may be drawing some voters into the municipal voting process.



Online voting & voter engagement

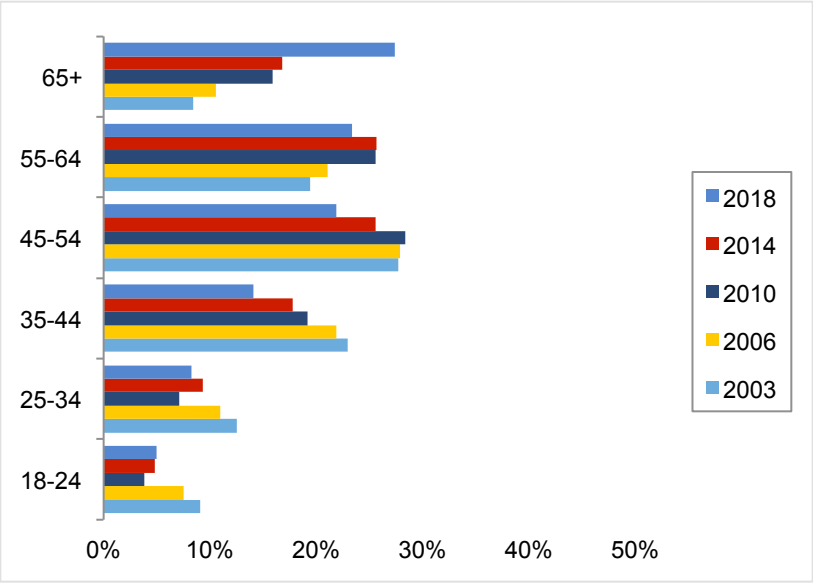
- A modest percentage of respondents (11-13 percent across elections) say they 'probably' or 'definitely' would not have voted had online voting not been offered.
- Over one-third of online voters report infrequent voting histories in the 2014 and 2018 samples.
 - This is slightly higher than paper voting respondents where data is available.



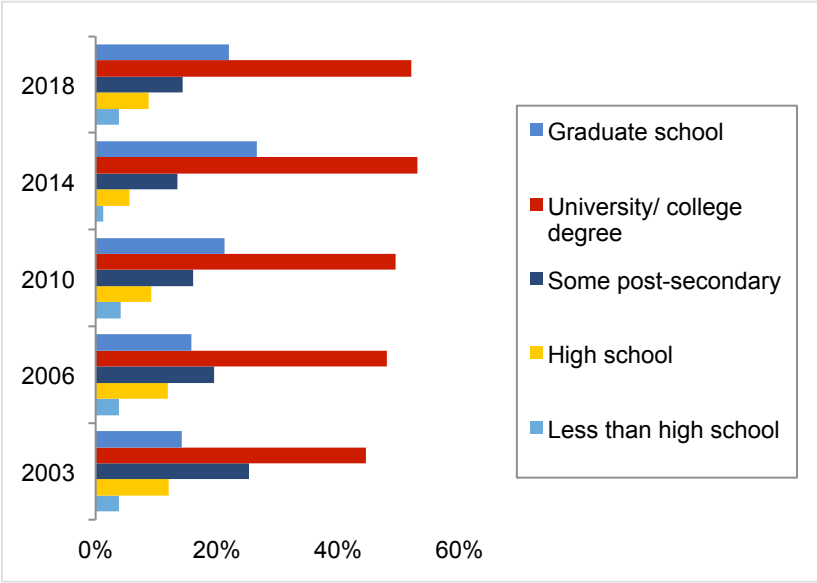
Voter profiles

Online voting respondents report being older and more educated overtime.

Age



Education



Voter profiles

Compared to paper voters in Markham, the average online voter is older, reports a higher household income, and is more educated.

Profile	Characteristics	Online voter, 2014	Paper voter, 2014
Socio-demographic	Age	51 years	44 years
	Annual household income	\$75,000 to \$99,999 before taxes	\$60,000 to \$79,999 before taxes
	Community density	Urban to Suburban	Urban to Suburban
	Education	Some university	Completed technical, community college

7. Lessons Learned

Lessons Learned

Voter education

- A balanced approach of traditional (i.e., TVP, newspapers) and less conventional mediums (i.e., educating stakeholders, online options) is the best strategy for maximizing voter outreach in future elections.

Reasons for choosing to vote online

- A majority of online voters consistently report choosing to vote online for reasons of convenience.
- For a modest group of young people, online voting enhances the accessibility of the voting process.

Lessons Learned

Voter satisfaction

- **Online voting is desired in Markham.** Satisfaction among online voters in Markham is consistently high across elections.
- Making online voting available in advanced polls and on Election Day in 2022 best meets the needs and wants of electors in Markham.

Digital access & literacy

- Despite being strong in 2003, digital access and literacy among online voters in Markham has further strengthened over the past 15 years.
- Online voters are slightly more digitally savvy than paper voters.

Lessons Learned

Voter engagement

- There is evidence to suggest online voting positively affects the participation of some Markham electors.

Changes in the composition of online voters overtime

- Reported age and education level of online voters in Markham has increased overtime.
- Differences among online and paper voters suggests certain electors may be more drawn to one voting method over another. Being mindful of these preferences is important for ensuring equality and inclusivity of the voting process.

Moving forward

Trend in paperless elections

- Suggest maintaining some aspect of paper voting in Markham to be as inclusive as possible.
- Offering a blended approach with both paper and online voting methods will maintain inclusivity while continuing Markham's leadership of modernizing the municipal election process.

Future policy learning

- As a leader in the digital election space, municipalities across the province and country will continue to watch and learn from Markham.

Questions & bio



Dr. Nicole Goodman, Director at the Centre for e-Democracy and Assistant Professor at Brock University is recognized internationally as a leading expert on electoral modernization. She has co-authored reports for EMBs and governments across Canada and has provided advice to governments internationally about the modernization of elections. Dr. Goodman has led a number of projects studying elections in municipalities and First Nations across Canada. She currently represents Canada on the International IDEA Board of Advisers.



2018 Markham Municipal Election Post-Election Review

November 4, 2019

Presentation Outline

- 1) Municipal Elections in Ontario
- 2) Markham's 2018 Election Model
- 3) Risk Mitigation
- 4) Results
- 5) Looking Ahead

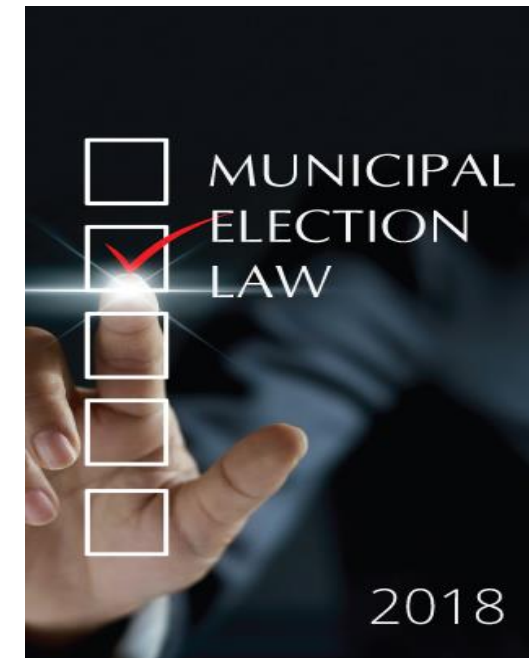
Municipal Elections in Ontario



Municipal Elections in Ontario

Governed by:

- *Municipal Elections Act, 1996*
- Principles of the *Act*
 - Secrecy and confidentiality of the vote
 - Unbiased and accessible to all voters
 - Integrity of the process
 - Certainty of results
 - Fair and consistent treatment of voters and candidates
- Clerk's discretion



Role of the Clerk

- Returning Officer for municipal elections and by-elections within the City
- **Areas of responsibility:**
 - Budget
 - Alternative voting
 - Voting places
 - Advance vote
 - Accessibility
 - Election officials
 - Voters' List revisions
 - Review of financial contributions to candidates
 - Contribution rebate programs

*The Clerk has independent legislative authority over all matters related to the conduct of municipal elections and by-elections.

Markham's 2018 Election Model

Background, Overview & Key Changes



Online Voting in Markham

- Introduced in 2003 Municipal Election
- Successfully deployed in five consecutive binding Markham municipal elections (2003-2018)

- Why vote online?

- Convenience
- Accessibility
- Sustainability
- Digital leadership



2018 Election Model: Guiding Factors

Markham's 2018 Election model was informed and supported by:

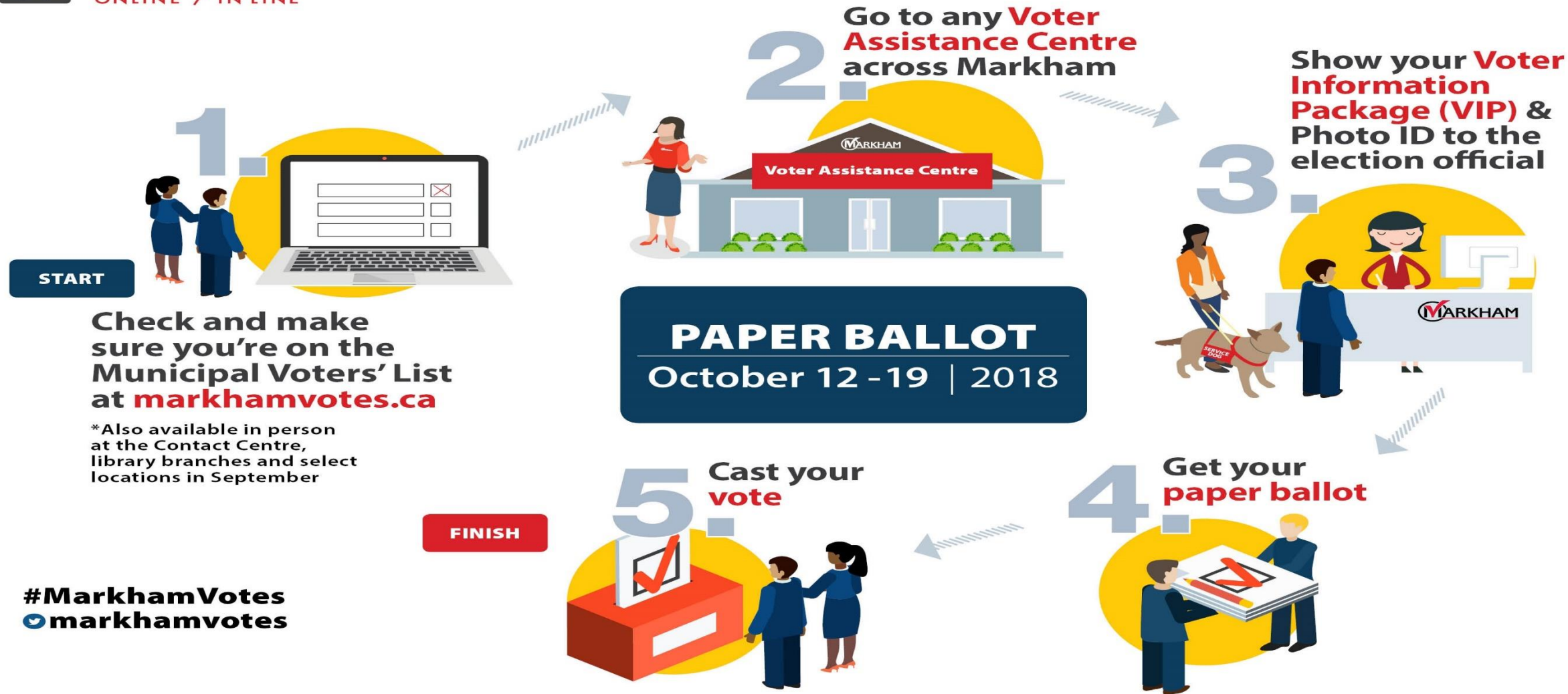
- *Building Markham's Future Together: 2015-2019 Strategic Plan* and supporting corporate strategies (*Digital Markham*, *Greenprint* and *Everyone Welcome: Diversity Action Plan*)
- Academic and professional research
- Independent risk assessments of online voting (2005, 2010)
- User experience surveys of online voters (2003-2014)
- Lessons learned and best practices
- *Municipal Elections Act* principles

2018 Election Model: Overview

- 11 consecutive *Voting Days* (October 12 – 22)
 - 250 consecutive hours of online voting
 - 76 hours of in-person paper ballot voting
- ***Vote Anywhere!***
 - Online from a personal computer, tablet, or mobile device (October 12-22)
 - In-person with a paper ballot at any of 7 Early Voting places (October 12-19)
 - In-person from an Online Voting Kiosk any of 12 Voter Assistance Centres (October 22)



2018 Election Model: Early Voting (Paper)

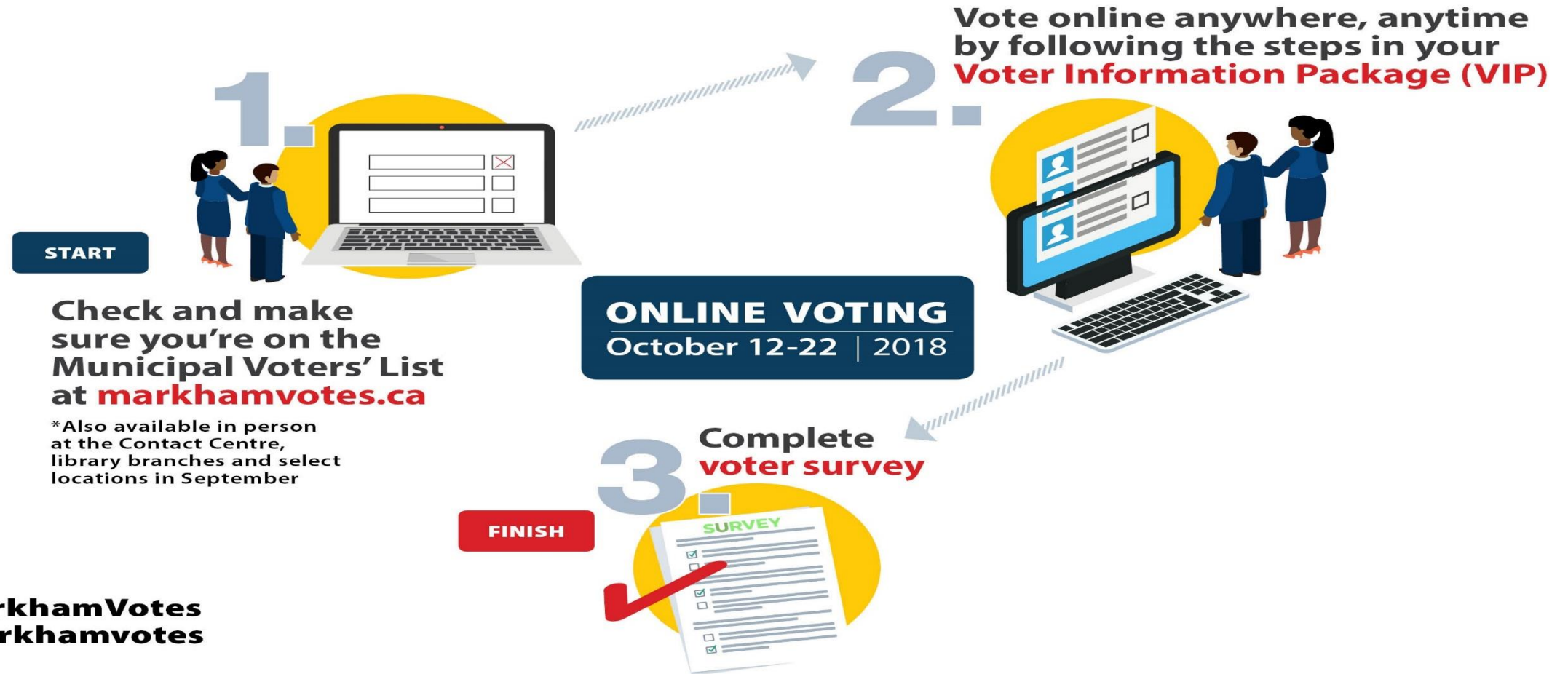


NOTES:

- 7 Voting Places
- Eligible voters could vote at any of these voting places
- 76 hours of paper ballot voting offered
- 6,719 eligible voters voted by paper ballot at a voting place
- 8.67% of overall voter turnout



2018 Election Model: Online Voting from October 12-22, 2018

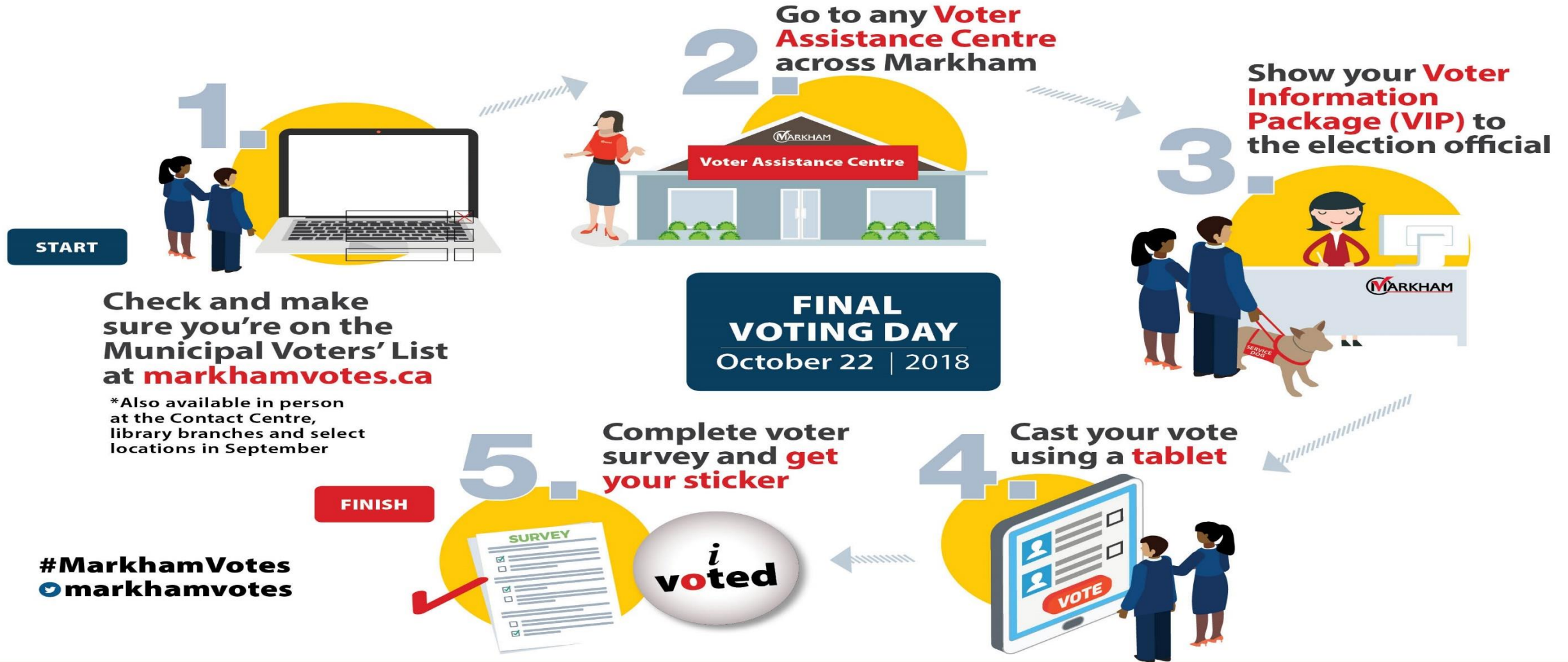


NOTES:

- Voting platform available 24/7 for 10 days up to Oct 21 and for 18 hours on Oct 22 (for a total of 250 hours)
- 63,872 eligible voters voted online remotely from Oct 12-22 • 82.41% of overall voter turnout



2018 Election Model: In-Person Voting on Voting Day (October 22, 2018)



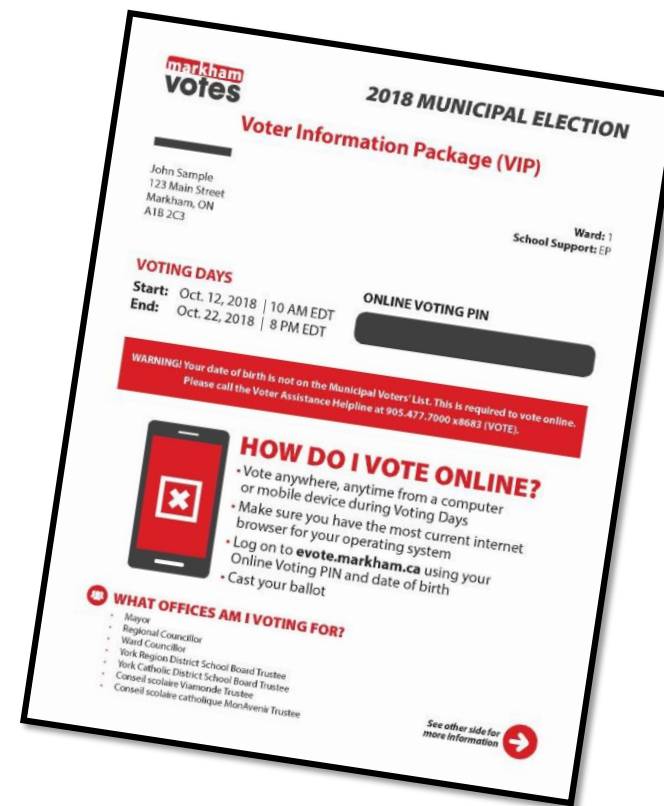
NOTES:

- 12 Voter Assistance Centres (VACs)
- Eligible voters could vote at any one of the VACs in-person
- 10 hours of voting offered
- 6,912 eligible voters attended a VAC to vote in-person
- 8.92% of overall voter turnout

2018 Election Model: Key Changes

Key Changes in 2018:

- 1) Online voting up to and including Final Voting Day
- 2) No pre-registration to vote online
- 3) Online voting only on Final Voting Day



Communications & Community Engagement

- Multiple award-winning strategy
- **Campaign Timeline:** June – October
- **Goals:** *Educate* and *inform* eligible voters with a focus on online voting
- **Two phases:**
 1. Voter Awareness, Education & Engagement
 2. Vote Now



Communications & Community Engagement

- Mix of new/digital and traditional tactics
- Integrated, multi-channel communications and marketing
- Informed by Census and 2014 post-vote survey
- Clear, simple language
- Key voter information translated



Communications & Community Engagement

- Leveraging key partnerships
- Election Street Team attended **60+** events, workshops, places of worship, etc.
- Record-breaking voter turnout
- Measurable results and key learnings to inform future strategies
- Knowledge-sharing with other municipalities and professionals

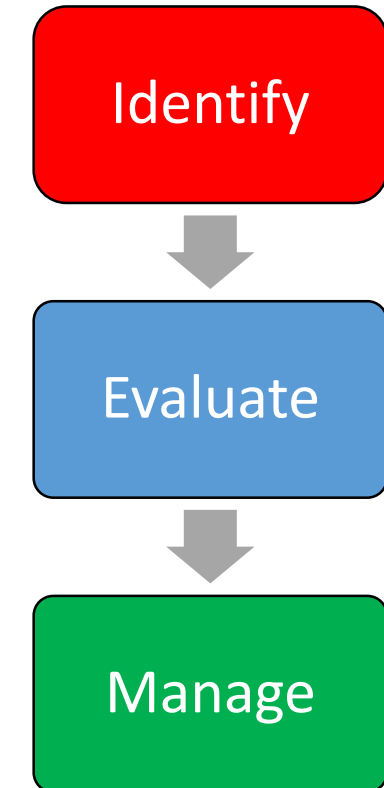


Risk Mitigation



Risk Mitigation

- All election models have inherent risks
- **Risks in 2018:**
 - Skepticism around internet security, ballot secrecy, and potential voter fraud
 - Population divide in digital literacy and access
 - Voter confusion
 - Quality of the Voters' List
 - Dependence on stable network connections and electricity



Online Voting Security

Risk:

Hacker-orchestrated viruses, denial of service attacks, phishing, server penetrations

Mitigation Strategies:

- Vendor selection
- Independent audit of voting platform
- Internal testing and monitoring
- Segregated network for Online Voting Kiosks



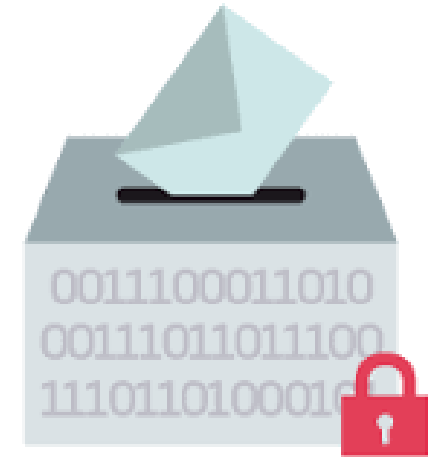
Ballot Secrecy

Risk:

Skepticism over confidentiality of votes cast over the Internet

Mitigation Strategies:

- Fully encrypted voting platform
- Electoral Board



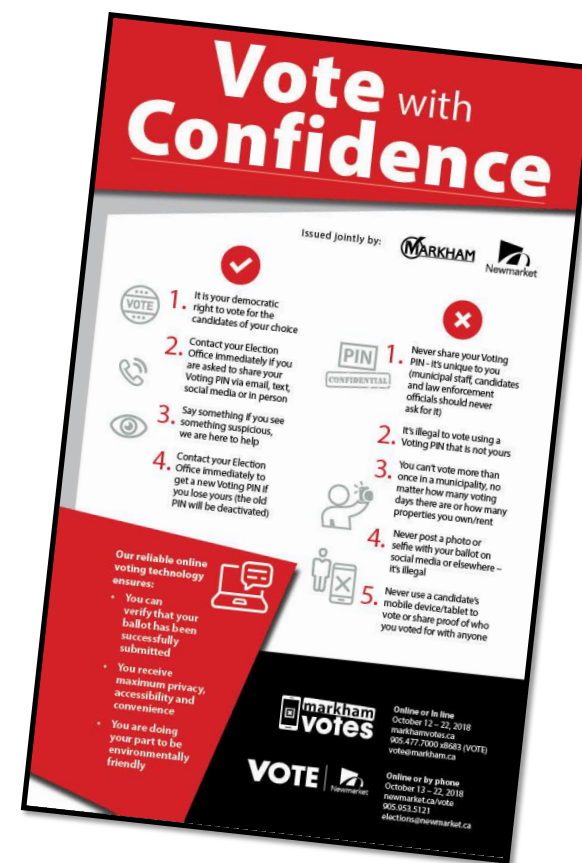
Voter Fraud

Risk:

Opportunities for personation, coercion, and manipulation of votes by third parties

Mitigation Strategies:

- Voter registration controls
- Multi-factor authentication
- System protocols to detect suspicious activity
- Communications and outreach on voter responsibilities and electoral fraud penalties



Digital Literacy & Access

Risk:

“Digital divide” in literacy and access among the voting population

Mitigation Strategies:

- Voter Assistance Centres
- Voting stations at Markham Public Libraries
- Extended Early Voting Period with paper ballot voting opportunities
- Special Voting Locations
- In-home assistance



Voter Confusion

Risk:

Voter confusion resulting from change in voting methodology

Mitigation Strategies:

- Translation of key voter information
- Demo ballot and “How to Vote Online” video
- Civic-themed library programming and voter education services
- Strong community presence leading up to the election



Voters' List

Risk:

Missing electors and errors in elector information

Mitigation Strategies:

- Online revisions
 - MPAC Voterlookup (May-August)
 - Online Voter Registration (September-October)
- In-person revisions at Markham Public Libraries
- Revision Days



Incident Response Plan

Risk:

Cybersecurity, network, or electrical issues requiring temporary or permanent suspension of online voting

Mitigation Strategies:

- Uninterrupted power supply
- Wi-Fi hotspots
- Reserve paper ballots and tabulators for Final Voting Day
- Voter Assistance Centres staffed at double capacity on Final Voting Day
 - Election workers cross-trained in paper ballot and online voting procedures

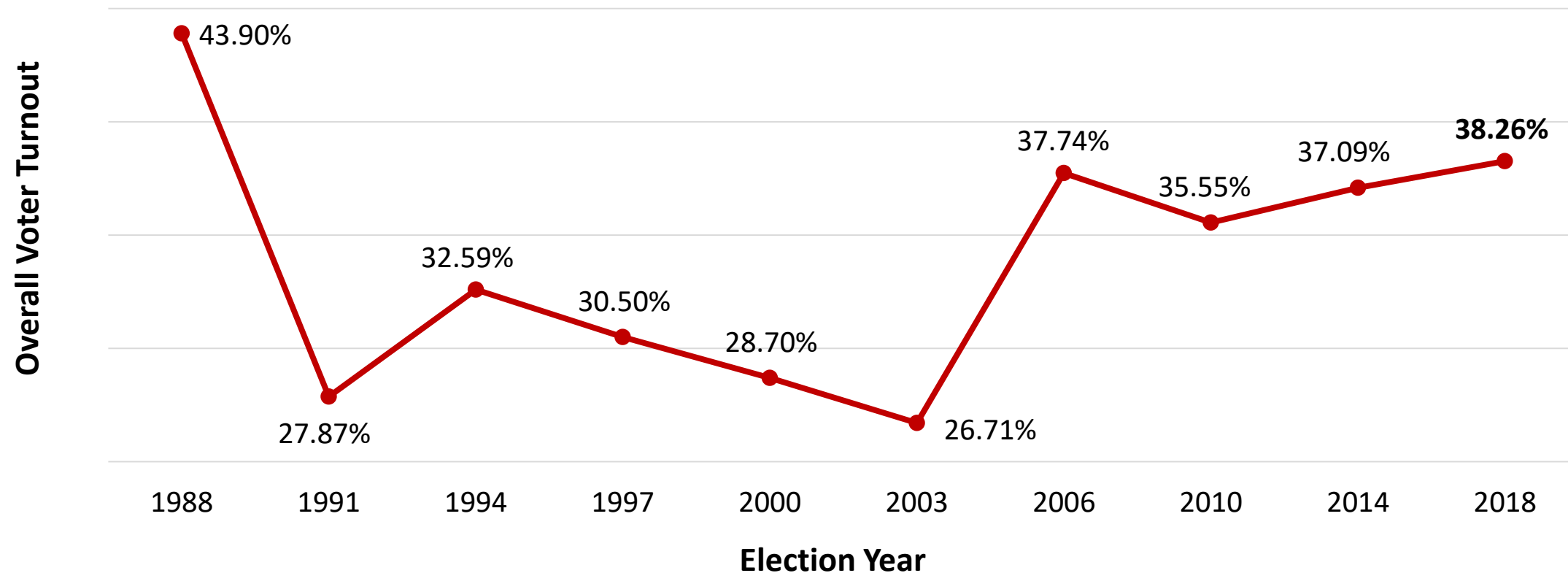
Results

Key Findings



Overall Voter Turnout

Overall Voter Turnout in Markham Municipal Elections

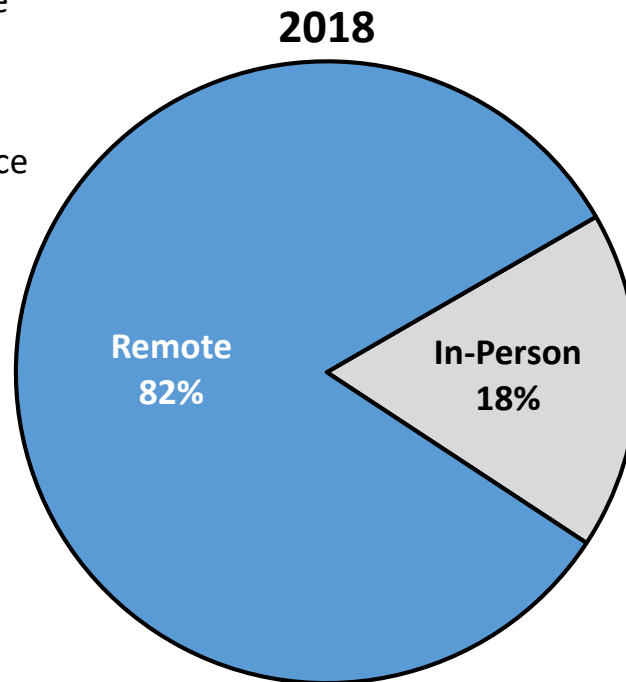
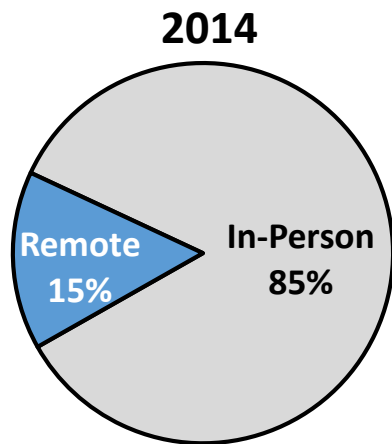


Voting Trends

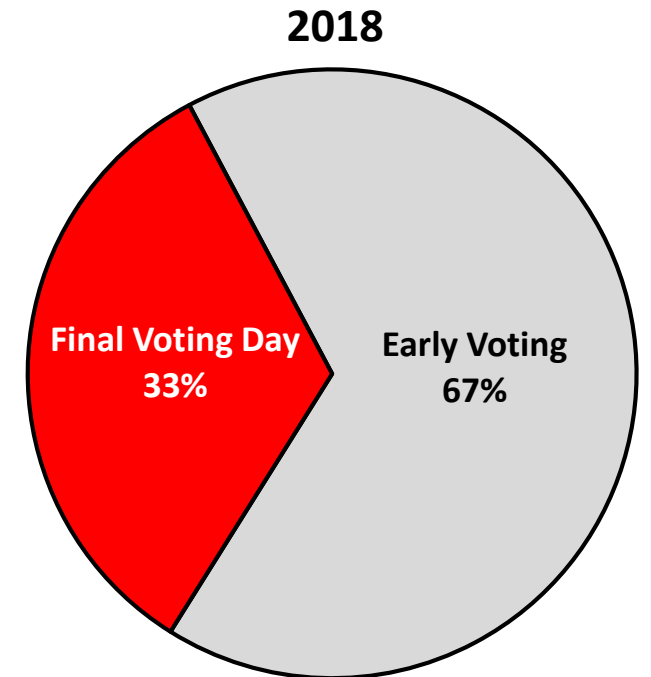
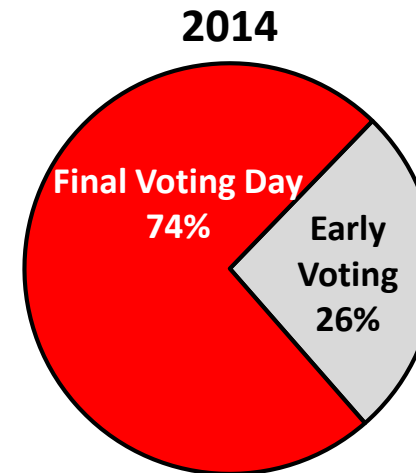
In-Person vs. Remote Turnout

In-Person: paper ballot or online from an Online Voting Kiosk

Remote: online from a personal computer, tablet or mobile device



Early Voting vs. Final Voting Day Turnout



Convenience and Accessibility

24%

of ballots cast outside
in-person voting hours

29%

of ballots cast outside
Markham

15%

of ballots cast outside
York Region

2.2%

of ballots cast outside
Ontario

Ballots cast from:

1.2%

of ballots cast outside
Canada

8

Canadian
provinces

30

US
states

50

Countries
worldwide

83%

of survey respondents
cited convenience and
accessibility as their
reason for voting online



Voter Feedback



Rebecca Davids @rebecca_davids · 22 Oct 2018
 Voted online today for the first time. After work, while dinner was cooking and grade 7 math homework was being supervised. Amazing. [#MarkhamVotes](#) [#technologyforgood](#)

Markham Election @markhamvotes
 If you are registering to vote online, make sure you do so before 7PM EDT. After 7PM, please visit one of our Voter Assistance Centres to vote. [#MarkhamVotes](#) [#MkmPoli](#) [bit.ly/2yUloy8](#)

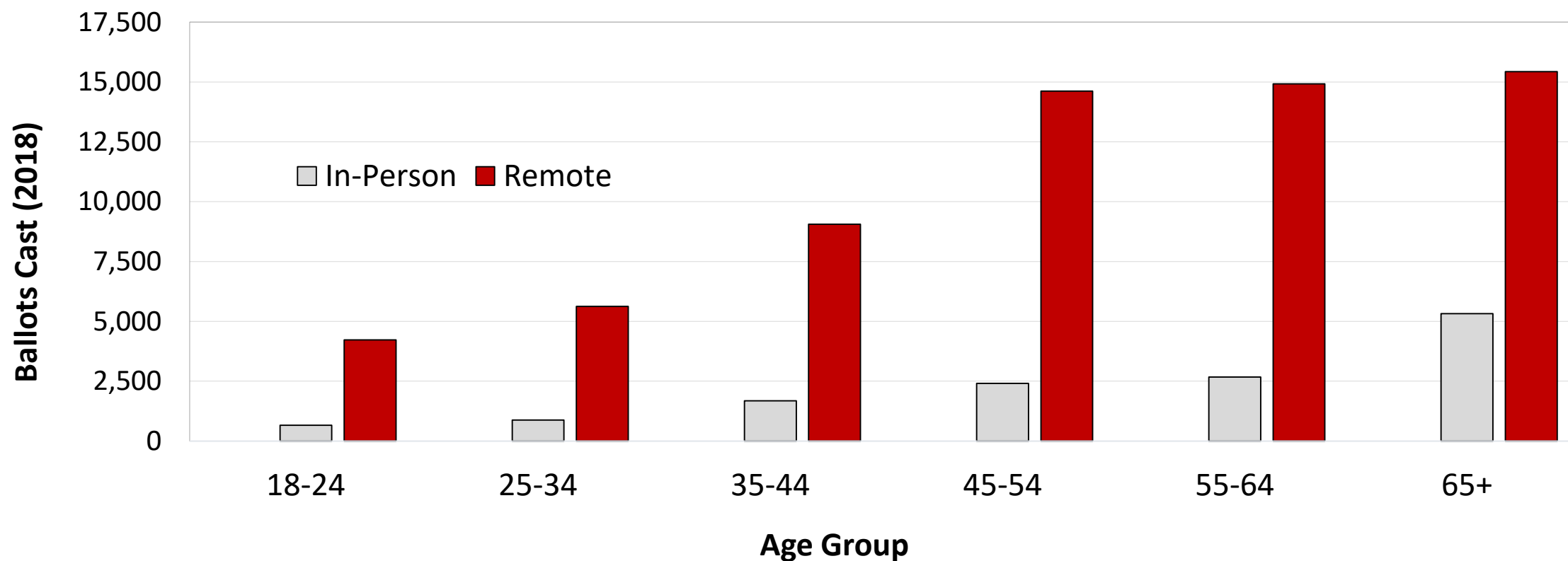
monica rzepecki ♡ @MonicaRzepecki · 22 Oct 2018
 Thank you @cityofmarkham and @markhamvotes for having an online voting option. Super easy and painless. [#MkmPoli](#) [#VotingDay](#)

Kristin Walcott-Dass ✨ @nitsirk_ · 22 Oct 2018
 I was literally up 2:30am this morning to vote. You don't have an excuse when you can vote online. [#MunicipalElections2018](#) [#MarkhamVotes](#)

Vernon Chang @MoVernie · 22 Oct 2018
 I just voted, via online! So easy! I did my "Markham Votes" via online, it's easy, type in the assigned password & I can vote online, so easy, efficient.
 Peeps! U have no excuse not to vote especially u can vote online. [#VotedOnline](#) [#GoVote](#) [#MunicipalElection2018](#) @markhamvotes

Taleen @taldeee · 22 Oct 2018
 Just voted! The online voting option made voting so much easier. Vote vote vote! [#MarkhamVotes](#) [#MkmPoli](#) [#MunicipalElections2018](#)

Voters by Age



Voters' List Revisions

Revision period: September 1 – October 22, 2018



7,802 Total Revisions



4,748 Voters Added



2,900 Voters Updated



21,487 Online Voter Lookups



1,866 Online Revisions

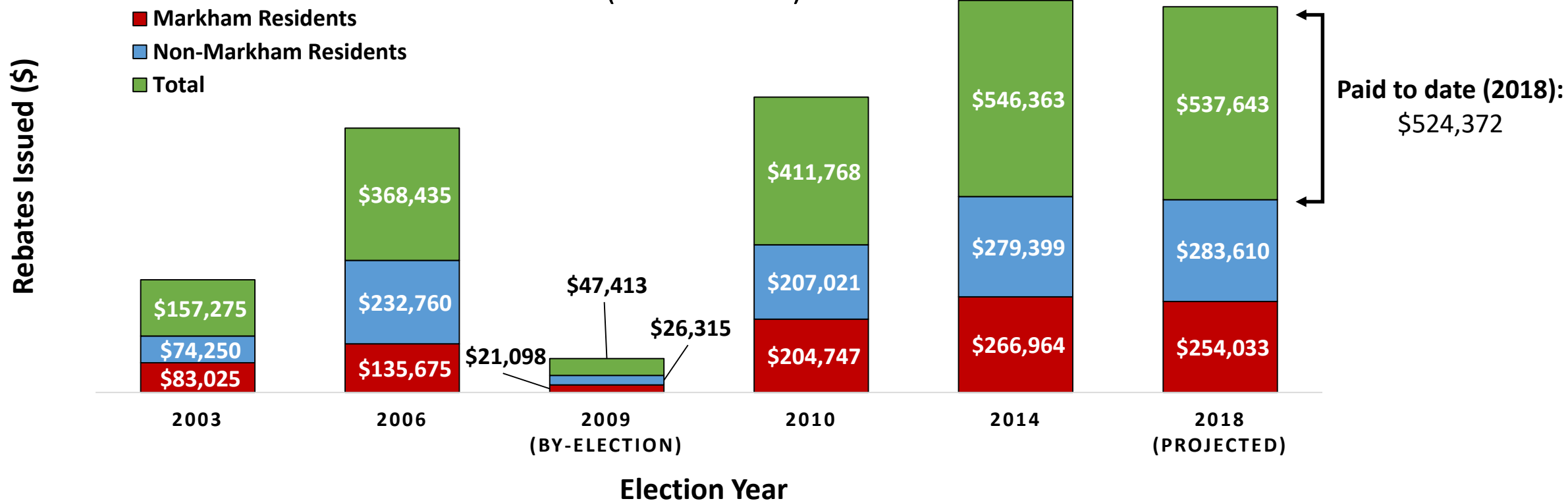
Election Budget

- Under the *Municipal Elections Act*, all costs incurred in conducting an election are to be paid by the municipality
- 2018 Municipal Election Budget: \$1.2 million
- Election Reserve fund maintained annually to cover the costs of an election
- Budget allocation has remained constant in each of the previous two Markham municipal Elections

Candidate Contribution Rebate Program

Contribution Rebates Issued in Markham Municipal Elections

(2003 – 2018)



Looking Ahead

2022 & Beyond



Key Concerns Raised

- Quality of the Voters' List
- Candidate misconduct
 - Allegations of electoral fraud (VIP collection, “assisted” voting)
 - Misuse of corporate resources for campaign purposes
 - Misuse of the Voters' List / voter harassment
- Timing of unofficial results

Next Steps

- Updated independent risk assessment of online voting
- Continue to advocate for legislative reform
 - Voters' List
 - Oversight of electoral offences
 - Legal, technical, and operational standards and guidelines for online voting



Thank You





M E M O R A N D U M

To: Mayor and Members of Council

From: Brenda Librecz, Commissioner, Community and Fire Services

Prepared by: Brenda Librecz, Commissioner, Community and Fire Services

Copy to: Andy Taylor, Chief Administrative Officer
 Arvin Prasad, Commissioner, Development Services
 Mary Creighton, Director, Recreation Services
 Morgan Jones, Director, Operations
 Catherine Biss, CEO, Markham Public Library
 Stephen Chait, Director, Economic Growth, Culture & Entrepreneurship
 Biju Karumanchery, Director, Planning & Urban Design

Date: October 25, 2019

Re: 2019 INTEGRATED LEISURE MASTER PLAN UPDATE (2019-2031)

Overview:

At the October 7, 2019, General Committee meeting the 2019 to 2031 Integrated Leisure Master Plan was presented providing an overall view of the comprehensive plan to provide parks, recreation, arts & culture, and library services across the City over the next 10-year period (Appendix A). As outlined in the report, the forecast for population growth will add close to 119,000 people to the City of Markham. This plan is a guide to support the City's priority of continuing to create a great quality of life for all neighbourhoods in the City through provision of these community services.

At the General Committee meeting staff were requested to undertake the following actions:

1. Meet with those Members of Council that were interested in further review of the recommendations;
2. Provide information to Members of Council on the 23% of the recommendations from the 2010 ILMP that were identified as "No Action" or "Further Review Required" in the report; and
3. Report back before the November 30, 2019.

Staff have undertaken the actions requested and are reintroducing the Report entitled, Approval of the 2019 Integrated Leisure Master Plan Update, along with several amendments to recommendations based on General Committee's review at the October 7th meeting and from further feedback following meetings with interested Members of Council afterwards. Revised staff recommendations for adoption at the November 4 General Committee is outlined below:

Revised Recommendations for November 4 General Committee Approval:

1. That the report entitled, “Approval of the 2019 Integrated Leisure Master Plan Update”, as presented at the October 7, 2019 General Committee meeting and the October 25, 2019, memo, Approval of the 2019 Integrated Leisure Master Plan Update be received; and,
2. That Council approve the 2019 Integrated Leisure Master Plan (ILMP) Update, as set out in the Attachment 1 of the October 7, 2019 General Committee report, along with the following amendments:
 - a. Section 6.1 - Parkland Policy and Provision – add a new recommendation on Hydro Corridors as follows: *Explore and capture opportunities within Hydro Corridors for sport fields and to serve as linear parks, including multi-use trails for walking, cycling and other non-motorized uses, and off-leash dog parks and trails, thereby connecting neighbourhoods, parks connections (including the Rouge National Park), public access points and other trail systems;*
 - b. Section 6.1 - Parkland Policy and Provision: Revise ILMP Recommendation #9 as outlined in this memorandum;
 - c. Section 6.8 - Playgrounds & Outdoor Fitness: Revise ILMP Recommendation #34 as outlined in this memorandum;
 - d. Section 6.11 – Outdoor Ice Rinks : Revise ILMP Recommendation #42 as outlined in this memorandum;
 - e. *Section 6.12 - Off Leash Dog Areas: Revise ILMP Recommendation #43 as outlined in this memorandum; Section 7.3 - Community Centres: Revise ILMP Recommendation #64 as outlined in this memorandum;*
 - f. *Section 9 - Public Library Services & Facilities: Revise Recommendation #86 as outlined in this memorandum;*
 - g. *Section 11.1 - Implementation Tools: Revise Recommendation #123 as outlined in this memorandum;*
 - h. *Section 11.1 - Implementation Tools: Revise Recommendation #127 as outlined in this memorandum; and,*
3. That Council direct the Commissioner of Community & Fire Services to incorporate the ILMP into annual Business Planning, Capital and Operating Budget processes and to report progress annually to Council; and further,
4. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Proposed Revised Recommendations¹

Following review of Councillor feedback at October 7 General Committee and subsequent meetings with Councillors, staff propose a total of nine revised recommendations.

A. Recommendation 2: Acquisition and Non-Acquisition based options to Achieve Parkland Requirements – Hydro Corridors

Section	Current Recommendation	Recommendation Revisions
6.1 Parkland Policy and Provision	#2. Explore acquisition and non-acquisition based options if available parkland dedication tools are insufficient to achieve parkland requirements. This may include, but not be limited to: options available through current planning policies or the Planning Act, land purchases (including land banking; e.g., surplus schools, greenfield areas, etc.), land exchanges, conservation easements and land trusts, partnerships (e.g., long-term land leases, joint-use agreements, use of Hydro corridors , etc.), privately-owned publicly accessible spaces, specific Council-approved usage of Section 37 monies, donations, etc.	[No revision of recommendation #2 is proposed. However, recommendation #2 is renumbered as #2a and a new recommendation, #2b (below), regarding Hydro corridors is proposed.]
		NEW: Explore and capture opportunities within hydro corridors for sports fields and to serve as linear parks, including multi-use trails for walking, cycling and other non-motorized uses, and off-leash dog parks and trails, thereby connecting neighborhoods, parks (including the Rouge National Urban Park), public access points, and other trail systems.

Rationale for Revision: Councillors' requests to enhance our focus on the potential of Markham's hydro corridors to be used for leisure activities such as sports fields, multi-use trails for walking, cycling and other non-motorized uses, and off-leash dog parks and trails, as well as our focus on corridor potential for locating new and enhanced public spaces for active uses and gathering areas within and adjacent to the hydro corridor.

¹ Revisions and edits are indicated in **red bolded text**.

Proposed new Recommendation:

NEW: Explore and capture opportunities within Hydro corridors for sports fields and to serve as linear parks, including multi-use trails for walking, cycling and other non-motorized uses, and off-leash dog parks and trails, thereby connecting neighborhoods, parks (including the Rouge National Urban Park), public access points, and other trail systems.

B. Recommendation 9: Park Programming and Activities with the Rouge National Urban Park

Section	Current Recommendation	Recommendation Revisions
6.1 Parkland Policy and Provision	#9. Actively seek to establish in-park programming and activities with the Rouge National Urban Park and partner with organizations such as newcomer and settlement agencies and community organizations.	#9. Actively seek to establish in-park programming and activities with the Rouge National Urban Park and partner with organizations such as newcomer and settlement agencies and community organizations. Work with the RNUP to maximize the benefits of the RNUP for Markham residents, including use of RNUP lands for leisure and recreational activities, such as event spaces, community gardens, freestyle bike trails, off-leash dog parks and trails, adventure playgrounds, and winter activities.

Rationale for Revision:

Since inclusion of newcomer and settlement agencies in the category of community organization partners is a long-established best practice, to remove the related specific reference. Councillors' requests to enhance our focus on leveraging the potential of the RNUP to serve the leisure needs of Markham residents.

Proposed Revised Recommendation: ILMP #9

Actively seek to establish in-park programming and activities with the Rouge National Urban Park and partner with community organizations.

Work with the RNUP to maximize the benefits of the RNUP for Markham residents, including use of RNUP lands for leisure and recreational activities, such as event spaces, theatre in the park, community gardens, picnic areas, camping opportunities, freestyle bike trails, off-leash dog parks and trails, adventure playgrounds, and winter activities.

C. Recommendation 34: Playgrounds

Section	Current Recommendation	Recommendation Revisions
6.8 Playgrounds & Outdoor Fitness	#34. Provide playgrounds within a 400-metre service radius of all built-up residential areas, without crossing any major barriers such as waterways, railway lines, highways, etc. This will require the installation of playgrounds in new residential areas and existing gap areas, where possible.	#34. Provide playgrounds within a 400-metre service radius of all built-up residential areas, without crossing any major barriers such as waterways, railway lines, highways, etc. This will require the installation of playgrounds in new residential areas and existing gap areas, where possible. Design parks to include innovative playground amenities (e.g. accessible play features, adventure playgrounds), where appropriate.

Rationale for Revision: Councillors' request to ensure playground design includes consideration of innovative playground amenities.

Proposed Revised Recommendation: ILMP #34

Provide playgrounds within a 400-metre service radius of all built-up residential areas, without crossing any major barriers such as waterways, railway lines, highways, etc. This will require the installation of playgrounds in new residential areas and existing gap areas, where possible. Design parks to include innovative playground amenities (e.g. accessible play features, adventure playgrounds), where appropriate.

D. Recommendation 42: Outdoor Ice Rinks

Section	Current Recommendation	Recommendation Revisions
6.11 Outdoor Ice Rinks	#42. Continue to support the Volunteer Outdoor Ice Rink Program.	#42. Continue to support the Volunteer Outdoor Ice Rink Program. All departments to increase winter activity programs, as appropriate, through annual operational planning and working with partners.

Rationale for Revision: Councillors' request to increase winter activities. To reinforce the existing practice of promoting winter leisure programming through operational planning and partnerships.

Proposed Revised Recommendation: ILMP #42

Continue to support the Volunteer Outdoor Ice Rink Program. All departments to increase winter activity programs, as appropriate, through annual operational planning and working with partners.

E. Recommendation 43: Off-leash Dog Areas

Section	Current Recommendation	Recommendation Revisions
6.12 Off-leash Dog Areas	#43. Move toward the provision target of one off-leash dog area per Ward (for a total of 8 locations, of which 2 are existing) to enhance accessibility for residents throughout the City, including in intensification areas.	#43. Move toward the provision target of a minimum of one off-leash dog area per Ward (for a minimum total of 8 locations, of which 2 are existing) to enhance accessibility for residents throughout the City, including in intensification areas.

Rationale for Revision: Councilors' request to strengthen the provision of off-leash dog areas in response to community requests and over time move toward greater walkable access.

Proposed Revised Recommendation: ILMP #43

Move toward the provision target of a minimum of one off-leash dog area per Ward (for a minimum total of 8 locations, of which 2 are existing) to enhance accessibility for residents throughout the City, including in intensification areas.

F. Recommendation 64: Community Centre in the Northern part of West Markham

Section	Current Recommendation	Recommendation Revisions
7.3 Community Centres	#64. Subject to the pace of growth within the West Markham area, advance the development of a "major" community centre and library by approximately 2026. The timing will be determined by Council based on considerations such as population growth, partnership opportunities and user patterns. A recommended location is the Victoria Square Community Centre which will address current and future service needs. A phased development approach may be required.	#64. Subject to the pace of growth within the northern part of the West Markham area, advance the development of a "major" community centre and library by approximately 2026. The timing will be determined by Council based on considerations such as population growth, partnership opportunities and user patterns. A recommended location is the Victoria Square Community Centre which will address current and future service needs. A phased development approach may be required.

Rationale for Revision: To better clarify the proposed location as discussed at General Committee on October 7, 2019.

Proposed Revised Recommendation: ILMP #64

Subject to the pace of growth within the northern part of the West Markham study area, advance the development of a “major” community centre and library by approximately 2026. The timing will be determined by Council based on considerations such as population growth, partnership opportunities and user patterns. A recommended location is the Victoria Square Community Centre which will address current and future service needs. A phased development approach may be required.

G. Recommendation 86: Library Hours

Section	Current Recommendation	Recommendation Revisions
9. Public Library Services and Facilities	#86. Undertake a review of library hours every two to three years and regularly track information to assist in this review.	#86. Undertake a strategy to adjust library hours to meet the ongoing expectations of our community.

Rationale for Revision: Councillors’ request to move toward “retail” hours for library branches and to have libraries open based on the needs and expectations of our residents.

Proposed Revised Recommendation: ILMP #86

#86. Undertake a strategy to adjust library hours to meet the ongoing expectations of our community.

H. Recommendation 123: Parkland Capital Planning

Section	Current Recommendation	Recommendation Revisions
11.1 Implementation Tools	#123. Develop a five-year rolling parkland capital plan that incorporates the latest ILMP provisions through new and renovated parks. Urban Design (Development Services) and Parks, Horticulture & Forestry (Community & Fire Services) will jointly develop the framework for the rolling plan in 2019, including an annual review on plan progress and adherence to the approved provisions.	#123. Develop a five-year rolling parkland capital plan that incorporates the latest ILMP provisions through new and renovated parks, as well as innovative park amenities (e.g. accessibility features, adventure play) . Urban Design (Development Services) and Parks, Horticulture & Forestry (Community & Fire Services) will jointly develop the framework for the rolling plan in 2020, including an annual review on plan progress and adherence to the approved provisions and timelines for completion . Undertake a variety of options to accelerate park completion to align with subdivision completion.

Rationale for Revision: Requests from Councillors concerning the need to improve the delivery and timing of new parks and ensuring we consider innovative park amenities.

Proposed Revised Recommendation: ILMP #123

Develop a five-year rolling parkland capital plan that incorporates the latest ILMP provisions through new and renovated parks, as well as innovative park amenities (e.g. accessibility features, adventure play). Urban Design (Development Services) and Parks, Horticulture & Forestry (Community & Fire Services) will jointly develop the framework for the rolling plan in 2020, including an annual review on plan progress and adherence to the approved provisions and timelines for completion. Undertake a variety of options to accelerate park completion to align with subdivision completion.

I. Recommendation 127: Partnership Framework for the Evaluation of Capital Proposals by Community Organizations

Section	Current Recommendation	Recommendation Revisions
11.1 Implementation Tools	#127. Develop and utilize a formal partnership framework to evaluate capital proposals from community organizations, with consideration given to the City's ten-year capital forecast and the City's capacity to participate in such projects.	#127. Develop and utilize a formal partnership framework to seek and evaluate capital proposals from community organizations, with consideration given to the City's ten-year capital forecast and the City's capacity to participate in such projects.

Rationale for Revision: Councillors' request to be proactive regarding capital proposals from community organizations.

Proposed Revised Recommendation: ILMP #127

Develop and utilize a formal partnership framework to seek and evaluate capital proposals from community organizations, with consideration given to the City's ten-year capital forecast and the City's capacity to participate in such projects.

Next Steps:

Subject to General Committee approval, the proposed Revised Recommendations listed above will be incorporated into Attachment 1 of the 2019 ILMP Update Report, as tabled to the October 7, 2019 General Committee.

Details on the Status of the 2010 ILMP “No Action” or “Further Review Required” Recommendations

As requested at the October 7, 2019 General Committee regarding Appendix A of the 2019 Integrated Leisure Master Plan Update (2019 – 2031), staff have provided further information on these requested items. The October 7th Report to General Committee indicated that 77% of the recommended short-term actions have been completed or are in progress. Appendix A (compiled at year-end 2017) indicated that the status of 23% of the recommended short-term actions was “No Action” or “Further Review Required”. Through the ILMP Update process, the status of some of these recommendations has changed. More detailed information regarding the status of these recommendations is provided below:

Appendix A reflects the status of the 2010 ILMP recommendations at year-end 2017. The Notes in the table below reflect their status at end of Q3 2019.

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
<p>18. Continue to undertake enhancements to existing community centres based on physical building and program demand requirements, including but not necessarily limited to the following:</p> <ul style="list-style-type: none"> o Victoria Square Community Centre (conduct a feasibility study to consider facility renewal and expansion to accommodate meeting and multi-use space). o Milliken Mills Community Centre (potential addition of a gymnasium, seniors’ space, youth space, fitness / active living space, and expanded library – see other sections of this report for more information). Further evaluation of this facility and the site’s ability to accommodate an expansion of this magnitude should be determined through a feasibility study. o Armadale Community Centre (expansion to be guided through a feasibility study). 	Further Review Required	<p>The site of the Victoria Square Community Centre is being considered for a future CC to serve North West Markham.</p> <p>See ILMP 2019 Recommendation 64: Subject to the pace of growth within the West Markham area, advance the development of a “major” community centre and library by approximately 2026. The timing will be determined by Council based on considerations such as population growth, partnership opportunities and user patterns. A recommended location is the Victoria Square Community Centre which will address current and future service needs. A phased development approach may be required.</p> <p>Staff were assessing the impact of the opening of Aaniin CC &L on the requirements for Milliken Mills CC and Armadale CC.</p>	Carried Forward into 2019 ILMP

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
<p>27. Integrate dedicated seniors' space into 1 to 2 existing community centres (e.g., Milliken Mills Community Centre), particularly in those areas with considerable seniors' population and below average service levels. No new stand-alone seniors' centres are recommended.</p>	Further Review Required	<p>The City has one (1) stand-alone facility for older adults (the Markham Seniors Activity Centre) and four (4) major community centres with older adult space: Aaniin, Angus Glen, Cornell and Thornhill</p> <p>The 2019 preferred provision model for older adult space is dedicated and/or shared space within multi-use community centres, which allows for extended programming to be delivered through common spaces such as gymnasiums, pools, etc. The 2010 recommendation - No additional stand-alone senior centres are recommended – is carried forward in the 2019 ILMP. See 2019 ILMP Update Recommendation #77 Continue to develop and provide flexible multi-use spaces for programs, events and rentals in new community centres. Provide (a minimum of 5,000 ft2) multi-purpose/age friendly and non-exclusive activity spaces in all new or expanded "major" community centres.</p>	Carried Forward into 2019 ILMP
<p>30. Seek options to add dedicated youth space to Milliken Mills Community Centre and/or Centennial Community Centre.</p>	Further Review Required	<p>The City's newest community centres (Cornell and Aaniin) have included youth rooms and the 2010 ILMP contemplated them for future "major" community centres – one may be considered for the centre proposed for West Markham at Victoria Square.</p> <p>See 2019 ILMP recommendation #78: Create a Youth Strategy, including dedicated space requirements in new and existing community centres, aimed at facilitating youth engagement and partnerships with youth service providers.</p>	Carried Forward into 2019 ILMP
<p>33. Investigate options for adding fitness / active living space and/or programming to Angus Glen Community Centre and Milliken Mills Community Centre by 2019.</p>	Further Review Required	<p>Since 2010, fitness centres have been added at Aaniin Community Centre, Cornell Community Centre and Markham Pan Am Centre.</p> <p>Further review is required for future facilities.</p> <p>See 2019 ILMP recommendation 70: Perform a study to evaluate the need for additional fitness centres and fitness programming at new, expanded or existing community centres, including a review of partnership in Neighbourhood Centres.</p> <p>See also Recommendations 71 and 72.</p>	Carried Forward into 2019 ILMP

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
34. Markham should expand its focus in the fitness market to include a more inclusive active living concept that recognizes the health benefits of a physically active lifestyle. An up-to-date active living strategy should be developed to determine how this could best be accomplished. At this point in time, it is anticipated that increased delivery of active living services can be accommodated within existing multi-purpose rooms, fitness centres, and proposed future community centres.	Further Review Required	City has a physical literacy program but to date does not have an active living strategy. In terms of Best Practices, physical literacy and Active Living are embedded as outcomes/actions of all recreation and sport programs.	Best Practice
35. Further study is required to determine the potential need and subsequent operational model for fitness components within future 'minor' community centres or those undertaken in partnership with other providers, particularly as these relate to areas undergoing significant residential intensification.	Further Review Required	The 2019 ILMP Update envisages re-defining the concept and building programs of future "minor"/satellite community centres. The role of existing "legacy" "minor community centres will be reviewed through this redefinition process.	Carried Forward into 2019 ILMP
44. Pursue the acquisition of approximately 40 hectares of land for a large sports park (e.g., several soccer fields, some with lights; possibly other sports as well, including cricket, rugby, and/or baseball) to accommodate local sport needs and sport tourism opportunities in the North end of West Markham (Area A) or East Markham (Area B), ideally co-located with a maintenance compound to ensure adequate storage space for maintenance equipment.	Further Review Required	Site for a potential Sports Park has been acquired. Project is on hold pending further assessment. See 2019 ILMP Recommendation 59: Develop a plan to support the City's commitment in developing a Sports Park for tournament hosting opportunities and to address field needs for growth centres/intensified areas. Regularly report on the Strategy's progress. GC has requested an update on the Sport Park – report to go forward in 2020 – date TBD.	Carried forward into 2019 ILMP
47. In cooperation with baseball groups, identify strategies and priorities for diamond improvements (e.g., installing lights, improvements to	Further Review Required	To be advanced through the three year rolling parks capital plan. See ILMP 2019 Recommendation 25. Subject to monitoring participation rates, provide up to 28 additional ball diamonds (unlit equivalents; including	Carried Forward into 2019 ILMP

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
support infrastructure, etc.) in order to maximize the existing inventory of ball diamonds and extend usage opportunities.		school fields permitted by the City) to satisfy growth requirements and demand to 2031 to meet the City-wide target of 108 diamonds. These should be provided through new park construction, improvements at existing parks, or agreements with other diamond providers (e.g., school boards). Multi-field development is preferred and design should consider the needs of specific age groups, with a preference for full-size lit diamonds.	
49. Review the condition and utilization of existing tennis courts in Thornhill (Area C) to determine if any can be re-purposed to other 'in-demand' uses.	Further Review Required	Carried forward. See 2019 Recommendation 30: Review utilization of existing tennis courts (particularly in Thornhill) to determine whether court resurfacing/relining options are available in supporting other 'in-demand' uses such as pickle ball.	Carried Forward into 2019 ILMP
58. Establish a framework to guide the development of one freestyle bike park (dirt) in partnership with the community. This facility would serve as a pilot project to determine if additional facilities will be required in future years.	Further Review Required	Current strategy is to encourage provision by private sector. See 2019 Recommendation 41: Continue to encourage private commercial vendors to provide freestyle (off-road bike/BMX) parks for Markham residents.	Change in Provision Strategy
59. Construct 2 additional cricket pitches by 2019 (one at the proposed Southeast Markham Community Centre site and one at the proposed large sports park in the north end of West Markham or East Markham).	Further Review Required	The City currently provides three cricket pitches, including two at McCowan Reservoir and one at Yarl Cedarwood Park. There has been no change in the supply since the 2010 ILMP was prepared. The proposed 101-acre sports park is the preferred location for the majority of these fields; however, additional locations will need to be considered. See 2019 Recommendation 26: Construct three (3) additional cricket pitches (at least one with lights) by 2031. The proposed 101-acre sports park is the preferred location for the majority of these fields; however, additional locations will need to be considered.	Carried Forward into 2019 ILMP
71b. Continue with plans to expand the Milliken Mills Library Branch (an additional 13,000 ft ²) in 2012.	Further Review	Council provided direction to re-evaluate the need for expansion following two full years of operation at Aaniin Community Centre; this anniversary will be achieved	Carried Forward into 2019 ILMP

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
	Required	<p>in 2019. There remains local interest in moving forward with this project, which is further encouraged by the facility's close proximity to Milliken Centre (an area of intensification forecasted to accommodate upwards of 15,000 new residents).</p> <p>See 2019 Recommendation 103: Re-evaluate the demand for renewing and expanding the Milliken Mills library once the Aaniin Library is open for two years.</p>	
<p>75. In intensifying communities, provide spaces that contribute to building social capital and place making as key components of building the cultural sector and public realm; such spaces may involve the development of creative partnerships with the private sector and developing communities.</p>	Further Review Required	<p>Carried forward into 2019 ILMP.</p> <p>See 2019 Recommendation 111 Consider innovative approaches/tools to fund and provide community services facilities in intensification areas, including leveraging land value, incentivizing landowners (e.g., expedited approvals), partnerships with the Region (e.g., affordable/seniors' housing), municipal corporations pursuant to the Municipal Act, Section 37 contributions, cash-in-lieu of parkland, leasing vs. ownership, etc.</p> <p>See also Recommendations 117,121,122.</p>	Carried Forward into 2019 ILMP
<p>93. Develop a Partnership Policy that addresses the need for and a common approach to partnership attraction, relationship management, retention and evaluation.</p>	No Action	<p>Since 2010, the proactive development of community partnerships and community hubs has become an embedded practice. The theme of Partnerships is woven throughout the 2019 ILMP Update.</p> <p>See 2019 Recommendation 131: Where appropriate and consistent with municipal policies and priorities, encourage cost-sharing partnerships and alternate funding sources in the provision and delivery of facilities and services, such as (but not limited to) surcharges, fundraising, grants, sponsorships, Section 37 community benefits and various forms of collaboration.</p> <p>See also Recommendations 118, 119, 120, 121, 122, 124, 127, and 128.</p> <p>The City doesn't have a formal policy but as noted above values and demonstrates the undertaking of many partnerships.</p>	Carried Forward into 2019 ILMP

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
<p>95. Build on recent successes and adopt a standardized system through which the Departments can collaboratively plan and execute a seamless delivery system (parks, recreation, culture and libraries). This would involve mapping socio and economic conditions, identifying geographical areas where services could positively impact community issues, mapping local assets (agencies, resources, and expertise), working collectively on problem solving, and developing solutions and evaluation criteria.</p>	Further Review Required	<p>The Departments have developed this approach as a best practice which includes: regular program review meetings; working jointly on recommendations for new programs; more collaboration with fee based programs; unified procedures, pricing, policies, after care service.</p>	Best Practice
<p>101. Assign the responsibility of trend tracking and data analysis to a designated individual or team that would produce information and advice to guide proactive planning. The trend analysis would focus on:</p> <ul style="list-style-type: none"> o global, industry wide issues that will inform departmental planning; o provincial information that would be helpful in establishing operational standards and procedures, such as quality assurance and compliance with legislative requirements; and o community and neighbourhood requirements that should be considered when developing the program and service inventories that are specific to certain jurisdictions of Markham or that are unique to certain facilities and parks. 	Further Review Required	<p>This recommendation is partly completed. Library and Recreation partner on data collection on resident demographics and trends/interests/expectations of our residents. The information is collected and analyzed by the MPL. Neighbourhood Profiles are created for the purpose of evaluating and updating program and services. Both departments undertake detailed review of data to ensure services are meeting the needs of residents.</p> <p>Further opportunities to expand the data collection with new business intelligence tools and with the introduction of a formal Neighbourhood Partnership Program. See 2019 Recommendation: #135 and #57</p>	Carried forward into 2019 ILMP
<p>113. Develop a policy that seeks to ensure that all advisory and project-related committees that support the</p>	No Action	<p>See City of Markham (Markham) Board and Committee Appointment Policy regarding ensuring that advisory Board & Committee appointments are</p>	Following Corporate Policy

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
work of the parks, recreation, culture and libraries represent the community they serve and include persons with disabilities, residents of low income, various age groups, a balance of male/female representation and cultural diversity (at a minimum).		representative of Markham's diverse community.	
124. Develop simple but meaningful performance measures and social inclusion indicators with respect to the participation of diverse groups in leisure activities, and report out annually to Council, respective groups, and stakeholders.	No Action	Requires expertise and research on best practices. The new Council Strategy will undertake these with the new metrics being developed.	Aligned to BMFT
137. Pilot one project using Integrated Service Delivery and the Community Engagement framework. Based on community partnerships and outreach, refine the approach based on an evaluation.	Further Review Required	See 2019 Recommendation #57: Undertake neighbourhood-based / place-based planning to engage residents in local problem-solving to ensure unique neighbourhood needs are met, and that data is gathered to measure progress and project outcomes. Pilot a neighbourhood team with York Region, United Way and other stakeholders. Milliken pilot is in progress.	Carried Forward into 2019 ILMP
148. Refresh the Youth Strategy (i.e., 2010–2015) in concert with the other departments in the Community & Fire Services Commission to ensure that youth engagement, empowerment, and the resulting benefits to youth and the community continue to be a priority, including the provision of dedicated space.	No Action	Carried forward. See 2019 Recommendation #78 Create a Youth Strategy, including dedicated space requirements in new and existing community centres, aimed at facilitating youth engagement and partnerships with youth service providers.	Carried Forward into 2019 ILMP
150. Consider the use of Youth Outreach workers in engaging youth, promoting youth leadership and civic engagement, and developing relevant programs and services.	Further Review Required	To be addressed through Youth Strategy Recommendation #78 Partnership with 360 Kids commenced in 2019 to provide those services at Aaniin CC & L.	Carried Forward into 2019 ILMP
151. Inventory all opportunities available in Markham for youth and promote them utilizing current	Further Review	To be addressed through Youth Strategy Recommendation #78	Carried Forward into 2019 ILMP

2010 ILMP Recommendations	Status at Year-end 2017	Notes October 9, 2019	Current Status
technology (Facebook, Twitter, etc.) and local neighbourhood communications vehicles.	Required		
152. Ensure that policies regarding staff use of technology align with the communication preferences of youth.	No Action	In practice as per approved 2011 social media policy. Also To be addressed through Youth Strategy Recommendation #78	Following Corporate Policy
171. Develop a Policy or Strategy for the provision/administration of community gardens , including land acquisition, governance, partnership evaluation, and site selection, among other areas to be determined.	No Action	Addressed and carried forward through 2019 ILMP Update Recommendation #19. Review existing programs for community gardens. Develop a policy or strategy for the effective utilization of space for – as well as provision and sustainable administration of – community gardens , including land acquisition, governance, partnership opportunities and site selection, among other areas to be determined. The strategy should include opportunities for accessible gardening to address the needs of the aging population.	Carried Forward into 2019 ILMP

Summary of Updated Status of the 2010 “No Action / Further Review Required” Items from the 2010 ILMP Progress List

Carried Forward into 2019 ILMP	Corporate Policy	Best Practice	Aligned to BMFT	Change in Provision Strategy	Total
18	2	2	1	1	24
75.0%	8.3%	8.3%	4.2%	4.2%	100%

Appendices – October 7, 2019 GC Attachments

- A. Approval of the 2019 Integrated Leisure Master Plan Update.pdf
- B. 2019 ILMP Update Presentation.pdf
- C. 2019 Integrated Leisure Master Plan Update (2019-2031).pdf