



General Committee Revised Agenda

Revised Items are Italicized.

Meeting Number: 3
February 18, 2020, 9:30 AM - 3:00 PM
Council Chamber

Please bring this General Committee Agenda to the Council meeting on February 25, 2020.

Note: General Committee is scheduled to recess at 11:00 AM for the Black History Month Exhibition Launch and will reconvene at 1:00 PM.

	Pages
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. APPROVAL OF PREVIOUS MINUTES	
3.1 MINUTES OF THE NOVEMBER 29, 2019 SPECIAL GENERAL COMMITTEE (16.0)	10
1. That the minutes of the November 29, 2019 Special General Committee meeting be confirmed.	
3.2 MINUTES OF THE FEBRUARY 3, 2020 GENERAL COMMITTEE (16.0)	13
1. That the minutes of the February 3, 2020 General Committee meeting be confirmed.	
4. DEPUTATIONS	
5. COMMUNICATIONS	
5.1 YORK REGION COMMUNICATIONS (13.4)	24

Note: Questions regarding Regional correspondence should be directed to Chris Raynor, Regional Clerk.

The following York Region Communications are available on-line only.

1. That the following communications dated January 30, 2020 from York

Region be received for information purposes:

- a. Greater Toronto Area West Transportation Corridor Update
- b. Automated Speed Enforcement Update

6. PETITIONS

7. PRESENTATIONS - COMMUNITY SERVICES ISSUES

7.1 MARKHAM FIRE & EMERGENCY SERVICES CADET PROGRAM (12.2.6)

A. Freeman, ext. 2763

The Markham Fire & Emergency Services CADET Program has focused its public education efforts on meeting the needs of our very diverse community. One of the communities that may get overlooked is those living with a development disability. This program was created to give individuals who are not able to be employed as a firefighter the opportunity to experience all aspects and roles within the fire service.

Mayor Frank Scarpitti, Fire Chief, Dave Decker, Deputy Fire Chief, Adam Grant and Deputy Fire Chief, Matthew Keay will be presenting a plaque to the following recipients:

- Joshua Fraser
- Daniel Abbate
- Vithushan Jeyaratnam

8. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

8.1 GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARDS (12.2.6)

41

S. Skelcher, ext. 3880

1. That the report dated February 18, 2020 titled "Government Finance Officers Association Awards" be received; and,
2. That the formal presentation of the Distinguished Budget Presentation Award for the annual budget for the fiscal year beginning January 1, 2019 and the Canadian Award for Financial Reporting for the annual financial report for the year ended December 31, 2018 from the Government Finance Officers Association (GFOA) be received.

9. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

9.1 MINUTES OF THE JULY 8, 2019, SEPTEMBER 30, 2019, OCTOBER 28, 2019 AND JANUARY 20, 2020 BOX GROVE COMMUNITY CENTRE

44

BOARD (16.0)

1. That the minutes of the July 8, 2019, September 30, 2019, October 28, 2019 and January 20, 2020 Box Grove Community Centre Board meeting be received for information purposes.

9.2 MINUTES OF THE OCTOBER 9, 2019 CANADA DAY CELEBRATION ORGANIZING COMMITTEE (16.0) 62

1. That the minutes of the October 9, 2019 Canada Day Celebration Organizing Committee meeting be received for information purposes.

9.3 MINUTES OF THE NOVEMBER 21, 2019 GERMAN MILLS COMMUNITY CENTRE BOARD (16.0) 67

1. That the minutes of the November 21, 2019 German Mills Community Centre Board meeting be received for information purposes.

9.4 MINUTES OF THE FEBRUARY 28, 2019, JUNE 27, 2019 AND OCTOBER 24, 2019 HEINTZMAN HOUSE BOARD (16.0) 69

1. That the minutes of the February 28, 2019, June 27, 2019 and October 24, 2019 Heintzman House Board meeting be received for information purposes.

9.5 MINUTES OF THE NOVEMBER 21, 2019 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0) 78

1. That the minutes of the November 21, 2019 Markham Environmental Advisory Committee meeting be received for information purposes.

9.6 MINUTES OF THE SEPTEMBER 26, 2019 AND DECEMBER 5, 2019 VICTORIA SQUARE COMMUNITY CENTRE BOARD (16.0) 81

1. That the minutes of the September 26, 2019 and December 5, 2019 Victoria Square Community Centre Board meeting be received for information purposes.

9.7 STAFF AWARDED CONTRACTS FOR THE MONTH OF JANUARY 2020 (7.12) 87

A. Moore, ext. 4711

1. That the report entitled "Staff Awarded Contracts for the Month of January 2020" be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.8 2019 INVESTMENT PERFORMANCE REVIEW (7.0)

103

M. Visser, ext. 4260

1. That the reports dated February 18, 2020 entitled “2019 Investment Performance Review” be received; and,
2. That staff be authorized and directed to do all things necessary to give effect to this resolution.

9.9 TRANSFER OF UNCLAIMED REFUNDABLE SECURITY DEPOSITS (7.0)

116

K. Ross, ext. 2126 and F. Rich, ext. 3733

1. That the report entitled, “Transfer of Unclaimed Refundable Security Deposits” be received; and,
2. That the Treasurer be authorized to transfer unclaimed security deposits, up to the amount of \$773,000.00, representing deposits placed prior to December 31, 2014 for undertakings, to the Corporate Rate Stabilization Reserve; and,
3. That the cost incurred to place the Public Notice, exclusive of HST, be offset against the refundable security deposits to be transferred to the City’s reserve; and,
4. That the Treasurer be authorized to transfer future unclaimed security deposits to the Corporate Rate Stabilization Reserve; and,
5. That the Treasurer be authorized to release any security deposits, from the Corporate Rate Stabilization Reserve in the event of a future, eligible, refund claim; and further,
6. That staff be authorized and directed to do all things necessary to give effect to this resolution.

10. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES**10.1 ROADSIDE DITCH ALTERATION POLICY (5.0)**

120

S. Aryan, ext. 2023, R. Maritzel, ext. 2842 and A. Lam, ext. 2748

1. That the report entitled “Roadside Ditch Alteration Policy”, dated February 18, 2020, be received; and,
2. That the presentation entitled “Roadside Ditch Alteration Policy”, dated February 18, 2020, be received; and,
3. That Council adopt the Roadside Ditch Alteration Policy, as presented in “Attachment “A””; and,
4. That Council approve amendment to the Road Occupancy By-law 2018-109 as deemed necessary by the City Solicitor and the Commissioner of Fire and Community Service to implement the Roadside Ditch Alteration Policy; and,

5. That the ditch restoration program be implemented starting in year 2021; and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

11. MOTIONS

11.1 *CREATING A COMPETITIVE ECONOMY / RAIL INTEGRATED COMMUNITIES (RICs) (5.0)*

Note: Notice of this Motion was provided at the January 27, 2020 Development Services Committee meeting.

This Motion from the February 11, 2020 Special Development Services Committee meeting was referred to the February 18, 2020 General Committee meeting at the February 11, 2020 Council meeting.

Whereas City of Markham planning strives to create complete, mixed-use, high-density, Rail Integrated Communities (RICs) at its rail stations as part of its development objectives to create a competitive and balanced economy, high quality of life, walkable communities, reduced commuter times, reduced gridlock, and reduced carbon footprint; and,

Whereas Rail Integrated Communities (RICs) are key to changing development patterns by creating mixed-us high-rise communities at GO Transit, subway and 407 Transitway stations; and,

Whereas Rail Integrated Communities (RICs) present the opportunity to incorporate 20 per cent affordable housing into these areas by re-purposing the 407 hydro corridor transmission lands and GO Transit station parking lots; and,

Whereas Rail Integrated Communities (RICs) allow the development of autonomous vehicle First Mile/Last Mile strategy at transit stations; and,

Whereas the Province of Ontario has indicated that future GO Transit, subway, and 407 Transitway development will be based on re-purposing the lands to their highest and best use in partnership with the private sector development industry, investors, and pension funds; and,

Whereas Vancouver's Canada Line currently has 150,000 boardings per day with two-car driverless electric trainsets, 40-50m station platforms, and a frequency of 18 trains per hour; and,

Whereas the Richmond Hill GO line has 10,500 boardings per day with 10 car double-decker trainsets; and,

Whereas the Stouffville and Barrie GO lines have 18,000 boardings per day with 12-car double-decker trainsets with 300m station platforms; and further,

Whereas the GO rail transit network is an underperforming government asset, as almost all of the GO stations in the Greater Toronto Area (GTA) are predominantly parking lots filled with cars that significantly contributed to the 11 billion dollars of lost economic productivity by gridlock, and the GO Transit network does not have enough stations surrounded by office, retail, and residential development nor enough frequency of rail transit service, and each GO Transit corridor should be planned to achieve ridership of 200,000 boardings per day for the Stouffville, Richmond Hill, and Barrie lines;

Therefore, be it resolved:

1. That current and future stations in the three GO rail transit corridors in York Region be strategically planned as complete Rail Integrated Communities (RICs) (i.e., as scalable, attractive rail integrated communities throughout York Region that could include district energy, central garbage collection systems, utility corridors, Internet of Things, and urban vertical farming which could create communities that reduce the cost of living by 20-30 per cent); and,
2. That the Government of Ontario and Metrolinx be requested to support the re-purposing of the GO Transit lines throughout York Region, transitioning them to more subway-style services with shorter electric trainsets, shorter station platforms, more rail stations with a frequency of 3-5 minutes service in peak times and 6-12 minute service in non-peak times; and,
3. That Metrolinx be requested to complete upgrades to the GO rail network, allowing all Rail Integrated Communities (RICs) to have similar functionality, scalability, and be spatially planned; and,
4. That all station areas included in the attached rail transit station map be included in York Region's Municipal Comprehensive Review; and,
5. That financing for these stations be from development charges, up-zoning, re-purposing land, condo transit fee uplift, investors, pension fund investments, and Tax Increment Financing (TIF); and,
6. That the Province of Ontario be requested to support the development of scalable, Rail Integrated Communities (RICs) throughout York Region; and,
7. That a copy of this resolution be forwarded to the councils of the City of Richmond Hill and City of Vaughan for their endorsement and partnership in achieving these objectives; and further,
8. That a copy of this resolution be forwarded to:
 - a. the Honourable Doug Ford, Premier of Ontario;

- b. the Honourable Christine Elliott, Deputy Premier and Minister of Health;
- c. the Honourable Rod Phillips, Minister of Finance;
- d. the Honourable Victor Fedeli, Minister of Economic Development, Job Creation and Trade;
- e. the Honourable Stephen Lecce, Minister of Education;
- f. the Honourable Caroline Mulroney, Minister of Transportation & Francophone Affairs;
- g. the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks;
- h. the Honourable Greg Rickford, Minister of Energy, Mines, Northern Development and Indigenous Affairs;
- i. the Honourable Todd Smith, Minister of Children, Community and Social Services;
- j. the Honourable Steve Clark, Minister of Municipal Affairs and Housing;
- k. the Honourable Laurie Scott, Minister of Infrastructure Ontario;
- l. all Members of Parliament and Members of Provincial Parliament in the Regional Municipality of York; and,
- m. the Council of the Regional Municipality of York.

12. NOTICES OF MOTION

13. 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".*

14. ANNOUNCEMENTS

15. 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:

15.1 FINANCE & ADMINISTRATIVE ISSUES

15.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES -

JANUARY 20, 2020 (16.0) [Section 239 (2) (a) (b) (c) (e) (f)]

15.1.2 PERSONAL MATTERS ABOUT AN IDENTIFIABLE
INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD
EMPLOYEES (COLLECTIVE BARGAINING) (11.0) [Section 239
(2) (b)]

16. 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.**



Special General Committee Minutes

Meeting Number: 27

November 29, 2019, 10:00 AM - 4:00 PM

Canada Room

Roll Call	Mayor Frank Scarpitti Regional Councillor Jack Heath Regional Councillor Joe Li Regional Councillor Jim Jones Councillor Keith Irish Councillor Alan Ho	Councillor Reid McAlpine Councillor Karen Rea Councillor Andrew Keyes Councillor Amanda Collucci Councillor Khalid Usman Councillor Isa Lee
Regrets	Deputy Mayor Don Hamilton	
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 Nasir Kenea, Chief Information Officer Dave Decker, Fire Chief Stephen Chait, Director of Economic Growth, Culture & Entrepreneurship	Graham Seaman, Director, Sustainability & Asset Management Fred Rich, Manager, Strategy & Insurance Risk Management Meg West, Manager, Business Planning & Projects Catherine Biss, Chief Executive Officer, Markham Public Library Loy Cheah, Senior Manager, Transportation Sara Tam, Manager, Business Planning & Innovation John Yeh, Manager, Strategy & Innovation Scott Chapman, Election and Council/Committee Coordinator Hristina Giantsopoulos, Elections & Council/Committee Coordinator

Note: This meeting will not be Audio Streamed.

Alternate formats for this document are available upon request.

1. CALL TO ORDER

The Special General Committee Strategic Planning Session convened at the hour of 10:07 AM in the Canada Room with Councillor Khalid Usman presiding as Chair.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. EDUCATION & TRAINING SESSION

3.1 STRATEGIC PLANNING (FACILITATED DISCUSSION) (16.23)

Mayor Frank Scarpitti welcomed the Committee and began the session by recognizing the work of the Strategy Planning Committee, members of General Committee, and senior staff for their contributions to the development of the Building Markham's Future Together (BMFT) 2020-2023 Strategic Plan. Mayor Scarpitti extended a special thanks to Trinela Cane, Commissioner, Corporate Services, and Meg West, Manager, Business Planning & Projects for organizing the strategic planning process.

Andy Taylor, Chief Administrative Officer, outlined the objectives of the day's session, including:

- Review and discuss resident feedback received through the BMFT community engagement campaign
- Review the key strategic actions/initiatives for each strategic objective and proposed implementation timelines
- Review, refine, and confirm key performance indicators and measures for each strategic objective

Meg West, Manager, Business Planning & Projects, delivered a presentation outlining the preliminary results of the City's BMFT community engagement campaign conducted over the months of September and October, including public feedback received through the YourVoiceMarkham survey, community meetings, and youth engagement initiatives. Priority issues and actions identified by members of the community were discussed.

The Committee reviewed the key strategic actions/initiatives refined during the previous strategic planning sessions and discussed potential key performance indicators for each strategic objective based on recommendations from staff.

Andy Taylor, Chief Administrative Officer, outlined the next steps in the strategic planning process. It was noted that a detailed analysis of the community engagement survey results and final draft 2020-2023 Strategic Plan will be presented to General Committee at its January 20, 2020 meeting.

4. ADJOURNMENT

That the Special General Committee Strategic Planning Session adjourn at 12:14 PM.



General Committee Minutes

Meeting Number: 2

February 3, 2020, 9:30 AM - 3:00 PM

Council Chamber

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

1. CALL TO ORDER

The General Committee Meeting convened at 9:47 AM with Councillor Khalid Usman in the Chair. Councillor Karen Rea assumed the Chair for Community Services Item 7.1.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE JANUARY 20, 2020 GENERAL COMMITTEE (16.0)

Moved by Deputy Mayor Don Hamilton
Seconded by Councillor Amanda Collucci

1. That the minutes of the January 20, 2020 General Committee meeting be confirmed.

Carried

4. DEPUTATIONS

Deputations were provided for the following item:

#8.1 City of Markham's Community Flag Raisings and Flag Protocol Policy

Please 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 DECEMBER 16, 2019 ADVISORY COMMITTEE ON ACCESSIBILITY (16.0)

Moved by Deputy Mayor Don Hamilton
Seconded by Councillor Isa Lee

1. That the minutes of the December 16, 2019 Advisory Committee on Accessibility meeting be received for information purposes.

Carried

6.2 MINUTES OF THE OCTOBER 16, 2019, NOVEMBER 20, 2019 AND DECEMBER 18, 2019 ANIMAL CARE COMMITTEE (16.0)

Moved by Deputy Mayor Don Hamilton
Seconded by Councillor Isa Lee

1. That the minutes of the October 16, 2019, November 20, 2019 and December 18, 2019 Animal Care Committee meeting be received for information purposes.

Carried

**6.3 MINUTES OF THE AUGUST 22, 2019 BOARD OF MANAGEMENT
MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA
COMMITTEE (16.0)**

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Isa Lee

1. That the minutes of the August 22, 2019 Board of Management Markham Village Business Improvement Area Committee meeting be received for information purposes.

Carried

**6.4 MINUTES OF THE APRIL 17, 2019, SEPTEMBER 18, 2019 AND
OCTOBER 16, 2019 BOARD OF MANAGEMENT UNIONVILLE
BUSINESS IMPROVEMENT AREA (16.0)**

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Isa Lee

1. That the minutes of the April 17, 2019, September 18, 2019 and October 16, 2019 Board of Management Unionville Business Improvement Area Committee meeting be received for information purposes.

Carried

**6.5 MINUTES OF THE DECEMBER 16, 2019 MARKHAM PUBLIC
LIBRARY BOARD (16.0)**

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Isa Lee

1. That the minutes of the December 16, 2019 Markham Public Library Board meeting be received for information purposes.

Carried

**6.6 MINUTES OF THE NOVEMBER 4, 2019 AND DECEMBER 2, 2019 RACE
RELATIONS COMMITTEE (16.0)**

There was a brief discussion on Quebec's Bill 21.

The Committee received the recommendations from the Race Relations Committee.

There was discussion on potential changes to the City's flag raising policy under item 8.1 City of Markham's Community Flag Raisings and Flag Control Policy.

Moved by Mayor Frank Scarpitti

Seconded by Councillor Reid McAlpine

1. **That Markham City Council condemn Quebec's Bill 21 - *An Act Respecting the Laicity of the State*; and,**
2. **That a copy of this resolution be forwarded to the Premier of Quebec and the Prime Minister of Canada.**

Carried

Moved by Mayor Frank Scarpitti

Seconded by Councillor Reid McAlpine

That General Committee receive the following proposed resolutions from the Race Relations Committee for information purposes:

1. In accordance with the principles enshrined in the Canadian Charter of Rights and Freedoms, Community Flagpoles will not be used to fly flags:
 - i. of Political Parties;
 - ii. of Religious Groups;
 - iii. in support of fund-raising drives that are political or religious in nature; and
 - iv. in support of groups, organizations, or events that incite and promote hatred, violence and/or other forms of discrimination; and,
2. That the Race Relations Committee recommends that Markham City Council condemn Quebec's Bill 21 in support of building a welcoming city where everyone has access to opportunity and prosperity. Moreover, that residents and those who visit are free from discrimination on the basis of race, sexual orientation, gender, and specifically religious practice; and further,
3. That, as a signatory of the Coalition of Inclusive Municipalities (formerly the Canadian Coalition of Municipalities Against Racism and Discrimination [CCMARD]), the Race Relations Committee recommends that Markham City Council call for all signatory municipalities, specifically those in Quebec, to condemn Quebec's Bill 21 and recognize its conflict with the Canadian Charter of Rights and Freedoms and negative impact to the unity, reputation and well-being of Canada.

Carried

Moved by Councillor Andrew Keyes
Seconded by Councillor Amanda Collucci

1. That the minutes of the November 4, 2019 and December 2, 2019 Race Relations Committee meeting be received for information purposes.

Carried

6.7 MINUTES OF THE NOVEMBER 19, 2019 SENIORS ADVISORY COMMITTEE (16.0)

Moved by Deputy Mayor Don Hamilton
Seconded by Councillor Isa Lee

1. That the minutes of the November 19, 2019 Seniors Advisory Committee meeting be received for information purposes.

Carried

6.8 MINUTES OF THE OCTOBER 2, 2019 WASTE DIVERSION COMMITTEE (16.0)

Moved by Deputy Mayor Don Hamilton
Seconded by Councillor Isa Lee

1. That the minutes of the October 2, 2019 Waste Diversion Committee meeting be received for information purposes.

Carried

6.9 AWARD OF TENDER 216-T-19 BLOCK TREE PRUNING PROGRAM – YEAR 1 of 3 (Part 2) (7.12)

Moved by Deputy Mayor Don Hamilton
Seconded by Councillor Isa Lee

1. That the report entitled “Award of Tender 216-T-19 Block Tree Pruning Program – Year 1 of 3 (Part 2)” be received; and,

2. That the contract for Tender 216-T-19 Block Tree Pruning Program – Year 1 of 3 (one grid area) be awarded to the lowest priced bidder, W.M Weller Tree Service Ltd., in the amount of \$241,349.06, inclusive of HST; and,
3. That the estimated costs of \$241,349.06 be funded from account 059-6150-20197-005 (Block Pruning Initiative –Year 1 of 3) with budget available of \$14,533.35; and,
4. That the budget shortfall in the amount of \$226,795.71 (\$241,349.06 - \$14,533.35) be funded from the Life Cycle Replacement and Capital Reserve Fund; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.10 UNITED STATES CONFERENCE OF MAYORS 2020 (12.2.6)

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Isa Lee

1. That the report entitled "United States Conference of Mayors 2020" be received.

Carried

7. PRESENTATIONS - COMMUNITY SERVICES ISSUES

7.1 CITY OF MARKHAM GATEWAY MASTER PLAN REPORT (10.0)

Morgan Jones, Director, Operations introduced the following staff members that played a key role in the development of the City of Markham's Gateway Master Plan: Raymond Law, Senior Manager of Business Fleet and Public Realm and Tanya Lewingberg, Public Realm Coordinator.

Tanya Lewinberg, provided brief opening remarks and introduced Ms. Ute Maya-Giambattista, Principal, Urban Design, of Fotenn Planning + Design who is the lead on the City's Gateway Master Plan process. Ms. Maya-Giambattista delivered a PowerPoint presentation entitled "City of Markham Gateway Master Plan" which provided an overview of gateway development, public consultation, identification, funding, partnership opportunities and implementation.

The Committee discussed the following relative to the presentation:

- Ownership and maintenance of subdivision entrances;
- Possible partnership with the Ministry of Transportation of Ontario (MTO) to incorporate foliage along Highway 407;
- A perimeter gateway for the area between Warden Avenue, McCowan Road and Ninth Line;
- A gateway for Highway 7 and Main Street Unionville;
- Additional consideration for a Premier Gateway at Warden Avenue and Highway 7;
- Council Member involvement in the development of the Victoria Square area;
- Consideration to identify the beginning of the heritage district at 16th Avenue and Main Street Markham;
- Inquiry into the grant program in relation to the City's current sign by-laws.

Ms. Maya-Giambattista noted the suggestions of Committee and provided information relative to the rationale used in determining gateway locations. She will also provide follow up on the grant program. Brenda Librecz, Commissioner, Community and Fire Services suggested that staff will report back regarding a Special Designation for the Warden Avenue and Highway 7 area and noted that the City does not support future subdivision entrances.

Moved by Councillor Reid McAlpine

Seconded by Councillor Alan Ho

1. That the presentation entitled "City of Markham Gateway Master Plan" be received; and,
2. That the report dated October 2019 entitled "City of Markham Gateway Master Plan" be received; and,
3. That the strategies and guidelines outlined in the Gateway Master Plan (attachment "A") be endorsed; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

8.1 CITY OF MARKHAM'S COMMUNITY FLAG RAISINGS AND FLAG PROTOCOL POLICY (3.4)

Alida Tari, Manager, Access and Privacy delivered a PowerPoint presentation entitled, "City of Markham's Community Flag Raising and Flag Protocol Policy" that included an overview of the City's current policy and practices of neighbouring municipalities.

Robert Mok, addressed the Committee to express his concerns relative to the City of Markham's Community Flag Raising & Flag Protocol Policy and use of the Celebrate Markham logo by the Federation of Chinese Canadians in Markham in connection with the flag raising event on October 5, 2019.

Martin Leung, addressed the Committee and spoke about his concerns relative to the City of Markham's Community Flag Raising & Flag Protocol Policy and suggested that the City discontinue the raising of foreign flags.

Peggy Leung, addressed the Committee to express her concerns relative to the City of Markham's Community Flag Raising & Flag Protocol Policy and suggested that the City discontinue the raising of foreign flags.

Marcus Kolga, addressed the Committee to express his concerns relative to the City of Markham's Community Flag Raising & Flag Protocol Policy and suggested that the City discontinue the raising of foreign flags.

Eira Keay, addressed the Committee to express her concerns relative to the City of Markham's Community Flag Raising & Flag Protocol Policy and suggested that the City discontinue the raising of foreign flags.

Shanta Sundarason, from The Giving Tree Unionville, addressed the Committee and suggested that the City discontinue the raising of foreign flags.

The Committee thanked the deputants for attending the meeting and discussed the following relative to the City of Markham's Community Flag Raising & Flag Protocol Policy:

- Distinction between community flags and foreign national flags;
- Policies of other municipalities;
- Federal flag raising guidelines;
- Configuration of flags at the City Civic Centre;
- Resident perception of raising foreign flags;

Staff provided information relative to the City of Markham's Community Flag Raising & Flag Protocol Policy:

- The request submission and approval process;
- The raising of national flags should not be interpreted as the City's support for the politics of a country;
- The origin of the City's approved flag configuration;
- The City's flag practices in comparison with Federal guidelines;
- The City's flag maintenance practices; and,
- The City's current flag raising practices when a foreign dignitary visits the City.

Moved by Councillor Andrew Keyes

Seconded by Deputy Mayor Don Hamilton

1. That the report entitled "City of Markham's Community Flag Raising & Flag Protocol Policy" be received; and,
2. That Appendix "A" of the current Policy (see Policy included as **Attachment "B"**) be amended to include the following additional Solemn Days of Commemoration in accordance with the Federal Government's National flag etiquette guidelines: June 23 (National Day of Remembrance for Victims of Terrorism); Second Sunday of September (Firefighters National Memorial Day); and the last Sunday in September (Police and Peace Officer's National Memorial Day); and
3. **That City of Markham Community Flag Raising & Flag Protocol Policy be amended to eliminate the flying of any National Flag other than the Canadian Flag at the Markham Civic Centre or any City owned facility except in the event of a visit by a dignitary to the City of Markham; and further,**
4. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

Moved by Mayor Frank Scarpitti

Seconded by Councillor Amanda Collucci

1. That the deputation presentations made by Robert Mok, Martin Leung, Peggy Leung, Marcus Kolga, Eira Keay, Shanta Sundarason be received.

Carried

9. MOTIONS

There were no motions.

10. NOTICES OF MOTION

There were no 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".*

11.1 CHANGES TO THE 2020 COUNCIL AND STANDING COMMITTEE CALENDAR (16.0)

Moved by Mayor Frank Scarpitti

Seconded by Councillor Isa Lee

1. That the April 20, 2020 Development Services Committee meeting time be changed to 9:00 am - 12:00 pm and reconvene at 2:00 pm - 5:00 pm; and,
2. That a Special General Committee meeting be scheduled for April 20, 2020 from 12:00 pm - 1:00 pm.

Carried

11.2 RICHMOND HILL BOUNDARY IN LANGSTAFF AREA (10.0 & 10.5)

Regional Councillor Jim Jones addressed the Committee requesting a status update on the staff report relative to the boundary line between the City of Markham and City of Richmond Hill in the Langstaff area. Arvin Prasad, Commissioner, Development Services advised the Committee that staff is currently preparing the report and will bring it forward to Development Services Committee once complete.

12. ANNOUNCEMENTS

There were no announcements.

13. ADJOURNMENT

General Committee adjourned at 12:22 PM.

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Andrew Keyes

That the General Committee meeting adjourn at 12:22 PM.

Carried

From: Switzer, Barbara **On Behalf Of** Regional Clerk
Sent: Tuesday, February 4, 2020 10:03 AM
Subject: Regional Council Decision - Greater Toronto Area West Transportation Corridor Update

CAUTION: This email originated from a source outside the City of Markham. DO NOT CLICK on any links or attachments, or reply unless you recognize the sender and know the content is safe.

On January 30, 2020 Regional Council made the following decision:

1. The Province of Ontario be advised that York Region supports the decision to resume the Greater Toronto Area West Transportation Corridor Environmental Assessment and requests that the highway be constructed as soon as possible.
2. Council request that the Ministry of Transportation assess, as part of the Environmental Assessment, a highway alignment that avoids community approved areas in the North Kleinburg-Nashville Secondary Plan area.
3. Council request that, as part of the Environmental Assessment, the Ministry of Transportation review the feasibility of additional Greater Toronto Area West highway connections within York Region, including at Highway 50 and Pine Valley Drive, and to Highway 400 at Kirby Road and King-Vaughan Road in the vicinity of the proposed freeway to freeway connection with the Greater Toronto Area West highway.
4. The Regional Clerk circulate this report to the Minister of Transportation, Minister of Municipal Affairs and Housing, Members of Provincial Parliament within York Region, the Regions of Peel and Halton and the local municipalities

Due to the file size, we are unable to attach the report and attachments to this email. However, the original staff report and attachments can be found as Item E.2.2 [Greater Toronto Area West Transportation Corridor Update](#) in the Minutes of the January 16, 2020 Committee of the Whole meeting.

Please contact Brian Titherington, Director of Transportation and Infrastructure Planning at 1-877-464-9675 ext. 75901, or Sandra Malcic, Director of Long Range Planning at 1-877-464-9675 ext. 75274 if you have any questions with respect to this matter.

Regards,

Christopher Raynor | Regional Clerk, Regional Clerk's Office, Corporate Services

Rodic, Alexandra

To: Regional Clerk
Subject: RE: Regional Council Decision - Automated Speed Enforcement Update

From: Switzer, Barbara **On Behalf Of** Regional Clerk
Sent: Monday, February 3, 2020 3:23 PM
Subject: Regional Council Decision - Automated Speed Enforcement Update

CAUTION: This email originated from a source outside the City of Markham. DO NOT CLICK on any links or attachments, or reply unless you recognize the sender and know the content is safe.

On January 30, 2020 Regional Council made the following decision:

1. The Regional Clerk send a letter to the Minister of Transportation of Ontario in response to Ontario Regulation 398/19 indicating the Region's intent to conduct a two-year, limited use automated speed enforcement pilot in compliance with the Regulation.
2. The Regional Clerk circulate this report to York Regional Police, the Association of Municipalities of Ontario, York Region School Boards and to the Clerks of the local municipalities.

The original staff report is attached for your information.

Please contact Joseph Petrunaro, Director Roads and Traffic Operations, at 1-877-464-9675 ext. 75220 or Lisa Brooks, Director Court Operations at ext. 73209 if you have any questions with respect to this matter.

Regards,

Christopher Raynor | Regional Clerk, Regional Clerk's Office, Corporate Services

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1
O: 1-877-464-9675 ext. 71300 | christopher.raynor@york.ca | www.york.ca

Our Mission: **Working together to serve our thriving communities – today and tomorrow**

The Regional Municipality of York

Committee of the Whole
Transportation Services
January 16, 2020

Report of the Commissioner of Transportation Services
and the Regional Solicitor

Automated Speed Enforcement Update

1. Recommendations

1. The Regional Clerk send a letter to the Minister of Transportation of Ontario in response to Ontario Regulation 398/19 indicating the Region's intent to conduct a two-year, limited use automated speed enforcement pilot in compliance with the Regulation.
2. The Regional Clerk circulate this report to York Regional Police, the Association of Municipalities of Ontario, York Region School Boards and to the Clerks of the local municipalities.

2. Summary

This report provides Council with an update on automated speed enforcement.

Key Points:

- The Province enacted Ontario Regulation 398/19 allowing municipalities to operate automated speed enforcement in community safety zones
- Municipalities are responsible for all aspects of their ASE program, subject to the *Highway Traffic Act* and its regulations
- One mobile automated speed enforcement unit is proposed to be rotated between 12 community safety zones during the Region's two-year, limited use pilot
- Automated speed enforcement signs will be installed on Regional roads to raise awareness of the upcoming enforcement of speeding offences in community safety zones
- Residents and motorists will be informed of the automated speed enforcement program through a range of communication strategies
- More meaningful data related to the impact on Provincial Offences Courts is expected to be available in the later stages of the Region's two-year, limited use pilot

3. Background

Council authorized staff to use automated speed enforcement to increase safety on Regional roads and to execute the necessary agreements

On [October 3, 2019](#), Council adopted a report authorizing staff to operate an automated speed enforcement (ASE) program to increase safety on Regional roads on a two-year, limited use basis. This pilot will allow staff to:

- Assess impact on Provincial Offences Courts
- Quantify the number of charges and the rate at which charges are disputed
- Evaluate the technology and service provided by the vendor

Council also authorized staff to enter into operating and partnering agreements with the Ministry of Transportation of Ontario, Redflex Traffic Systems (Canada) Limited and the City of Toronto for use of ASE technology, providing ASE services and processing infractions. Principles of these agreements have been discussed with staff and are currently being drafted.

Council and York Regional Police have advocated for an administrative penalty system for processing automated speed enforcement and red light camera offences

In September 2018, the Regional Chair sent a letter to the Attorney General of Ontario to advocate for enforcement of both ASE and red light camera offences through an administrative penalty system.

In May 2019, York Regional Police Services Board requested the Attorney General of Ontario allow administrative penalties be imposed for ASE and red light camera offences.

In June 2019, the Regional Clerk sent a letter to the Premier of Ontario informing Council's support of the York Regional Police Services Board's position in relation to timely implementation of measures to ease pressure on Provincial Offences Courts (Courts) to support enforcement of road safety.

The Province enacted Ontario Regulation 398/19 allowing municipalities to operate automated speed enforcement in community safety zones

On December 1, 2019, Bill 65, *Safer School Zones Act, 2017*, was proclaimed by the Province and came into effect. At that time, Ontario Regulation 398/19 was enacted under the *Highway Traffic Act*, allowing municipalities to operate automated speed enforcement in community safety zones (Attachment 1). An administrative penalty system is not currently included in the ASE regulation.

The Province issued guidelines with suggestions for municipalities to consider when developing their automated speed enforcement program

In addition to Ontario Regulation 398/19 (Regulation), the Province published guidelines to assist municipalities in the development of their ASE program (Attachment 2). Additional suggestions relate to general operating requirements, site selection and signage. The guidelines also suggest warning letters be issued instead of tickets for the initial 90-days at each site, this suggestion is not a requirement in the Regulation.

The Ministry of Transportation of Ontario will undertake a 180-day review of the automated speed enforcement program

The guidelines also suggest the Ministry of Transportation of Ontario (MTO) will conduct a 180-day review of the ASE program. The review may determine whether legislative, regulatory or policy changes are needed to ensure municipal ASE programs meet the objective of transparency and improve road safety while retaining public trust. Municipalities and the public are encouraged to submit comments to MTO during the program review period. Staff will provide available data within the provincial 180-day review period. More meaningful data, particularly with respect to the impact on Provincial Offences Courts (Courts), is expected to be available in the later stages of the Region's two-year, limited use pilot.

4. Analysis

One mobile automated speed enforcement unit is proposed to be rotated among twelve community safety zones during the two-year, limited use pilot

Staff developed a risk exposure index to select fixed speed limit community safety zones with the highest potential risk for school children. The index takes into account criteria such as traffic volume, school population, travel speed, speed-related collision data and roadway design features and infrastructure. In collaboration with York Regional Police, sites were selected based on highest risk. At least one site was selected for each local municipality to maximize Regional coverage.

The Council approved budget to operate ASE on a two-year, limited use pilot program is \$500,000. Staff proposes to rotate one mobile ASE camera (Figure 1) monthly, among 12 community safety zones covering 19 schools. The camera will be installed at each location following a 90-day advance notification period. The proposed operating time will be adjusted to accommodate infraction processing in the Region's Provincial Offences Courts. The proposed deployment schedule and site locations are shown in Attachments 3 and 4. Pending execution of the operating and partnering agreements, the Region is proposing to start the communication plan in February 2020, with tickets starting to be issued in May 2020.

Figure 1
Mobile Automated Speed Enforcement Camera



Signs are proposed to be installed at automated speed enforcement sites to raise awareness of the upcoming enforcement of speeding offences in community safety zones

Through their operating agreement, MTO mandates an advance notification period whereby automated speed enforcement warning signs (Figure 2) must be installed 90-days in advance of issuing tickets. Once the camera is in use, the warning sign will be replaced with the ASE regulatory sign (Figure 3). An ASE regulatory sign can only be posted if an ASE camera is in the area.

Utility locates have been obtained for all proposed ASE site locations to allow for installation of the warning signs in February to align with the proposed deployment schedule.

Figure 2
Automated Speed Enforcement Warning Sign



Figure 3
Automated Speed Enforcement Regulatory Sign



Residents and motorists will be informed of the automated speed enforcement program through a range of communications

Staff has created a communication plan to message the use of ASE in community safety zones on Regional roads. The following communications will be used to effectively reach residents and motorists:

- Web page content on york.ca
- Communication notice for public school boards to share
- Social media messages (Facebook, Twitter, Instagram)
- Radio advertising (680 News tags, 105.9 The Region)
- York Region Matters
- On-street ASE signs
- A link to provincial partner websites

Staff anticipates the communication plan will start in February 2020 to align with installation of the warning sign. However, this launch is pending execution of the operating and partnering agreements. Staff will evaluate the communication plan and feedback gathered from the community to help measure the success of the two-year, limited use pilot.

Municipalities are responsible for all aspects of their ASE program, subject to Ontario Regulation 398/19

Municipalities are responsible for all aspects of their ASE program, including program administration, site selection, installation of camera and signage, infraction processing and communications. Suggestions relating to general operations exceeding stipulations in the Regulation were also included in these published guidelines. The guidelines suggest that the ASE camera issue warning letters to drivers who exceed the speed limit during the 90-day advance notification period at each site.

Staff has developed a two-year limited use automated speed enforcement pilot which complies with the Regulation. The staff proposed program is constructed to maximize the effectiveness of the Region's two-year, limited use pilot within the Council approved budget.

Staff considered the suggestions in the guidelines. However, these would serve to limit the effectiveness of the program. The Region's one mobile unit would be committed to one location for 120-days (90 days of warning letters and 30 days of tickets). This would reduce the total number of pilot program sites from 12 to five, limiting the collection of meaningful data. Furthermore, each warning letter would cost the Region's tax levy funded program \$30 to process with no offsetting cost recovery thus limiting longer term implementation.

Meaningful data related to Provincial Offences Courts is expected to be available in the later stages of the Region's two-year, limited use pilot

The Region has been advocating for administrative penalties as the preferred system for dealing with automated speed enforcement charges to reduce impacts on Courts. This would create a faster, more flexible customer-focused process to deal with violations while relieving court capacity constraints.

The duration of MTO's 180-day review of the ASE program may be limited to assess the impact on Courts. Due to the time required to process infractions and current court schedules, there would likely be no ASE trials scheduled within this timeframe to test how defendants may challenge prosecution. This could affect the Province's assessment of administrative penalties as being unnecessary since the review may indicate the impact on Courts is limited. The Region's two-year, limited use pilot is expected to provide more meaningful data.

5. Financial

The estimated cost to operate ASE on a two-year, limited use pilot program is \$500,000. The ability to recover costs will be reviewed. Costs are included in the approved 2020 Transportation Services Operating Budget and Outlook.

6. Local Impact

Local municipal staff has been advised of the Region's intention to operate ASE in community safety zones on Regional roads. The Towns of East Gwillimbury, Newmarket and City of Vaughan have expressed interest in using automated speed enforcement on local roads.

Findings from the Region's two-year, limited use pilot will be shared with local municipalities for their future consideration of ASE in community safety zones.

7. Conclusion

On December 1, 2019, the Province enacted Ontario Regulation 398/19 allowing municipalities to operate automated speed enforcement in community safety zones. Staff recommends the Regional Clerk send a letter to the Minister of Transportation of Ontario in response to the Regulation indicating the Region's intent to conduct a two-year, limited use automated speed enforcement pilot compliant with the Regulation. Municipalities are responsible for all aspects of their ASE program, subject to the *Highway Traffic Act* and its regulations.

The Region's automated speed enforcement program consists of rotating one mobile camera between 12 community safety zones during a two-year, limited use pilot. Residents and motorists will be informed of the automated speed enforcement program through a range of communications. Staff will provide available data within the provincial 180-day review period. More meaningful data related to Provincial Offences Courts is expected to be available in the later stages of the Region's two-year pilot.

Pending execution of operating and partnering agreements, staff is proposing to start the communication plan in February 2020, with tickets starting to be issued in May 2020.

For more information on this report, please contact Joseph Petrungaro, Director Roads and Traffic Operations, at 1-877-464-9675 ext. 75220, or Lisa Brooks, Director Court Operations at ext. 73209. Accessible formats or communication supports are available upon request.

Recommended by: **Paul Jankowski**
Commissioner of Transportation Services

Joy Hulton
Regional Solicitor

Approved for Submission: **Bruce Macgregor**
Chief Administrative Officer

December 20, 2019
Attachments (4)
10320100

ATTACHMENT 1

Français

ONTARIO REGULATION 398/19

made under the

HIGHWAY TRAFFIC ACT

Made: November 28, 2019

Filed: November 29, 2019

Published on e-Laws: December 2, 2019

Printed in *The Ontario Gazette*: December 14, 2019**AUTOMATED SPEED ENFORCEMENT****Definitions**

1. (1) For the purposes of Part XIV.1 of the Act,

“photograph” includes any form of image that is recorded and stored electronically and that can be displayed as an image, and includes a copy, reproduction or enlargement of all or part of the image or photograph.

(2) In this Regulation,

“posted speed limit” means the maximum rate of speed prescribed under section 128 of the Act for a highway or portion of a highway.

Automated speed enforcement system

2. (1) For the purposes of Part XIV.1 of the Act, a system is an automated speed enforcement system if it consists of a combination of a camera and speed-measuring equipment that can be used to take a photograph of a motor vehicle and determine and record the rate of speed at which the motor vehicle is travelling at the time the photograph is taken.

(2) An automated speed enforcement system may be permanently or temporarily located on or adjacent to any highway.

Information or data on photograph

3. (1) A photograph taken by an automated speed enforcement system may show or have superimposed upon it any information or data, including:

1. The time and date when the photograph was taken.
2. A description of the location where the photograph was taken, including the names of streets and the direction of travel.
3. The rate of speed at which a motor vehicle shown in the photograph was travelling when the photograph was taken.
4. A mark, line or other indicator to identify the motor vehicle shown in the photograph that was determined to have been speeding.
5. Subject to subsection (2), an indication of the lane in which the motor vehicle was travelling.
6. The posted speed limit on the highway at the time when and the place where the photograph was taken.

(2) For the purposes of paragraph 5 of subsection (1), the lane furthest to the right side of a highway may be identified as lane 1, and each lane to the left of lane 1 may be identified as lane 2, lane 3 and so on.

Photographs as evidence

4. (1) Subject to subsection (2), a photograph obtained through the use of an automated speed enforcement system shall be received in evidence in a proceeding under the *Provincial Offences Act* in respect of an alleged offence under section 128 of the Act.

(2) The photograph must comply with the requirements of this Regulation.

(3) A photograph that purports to be certified by a provincial offences officer as having been obtained through the use of an automated speed enforcement system shall be received in evidence as proof, in the absence of evidence to the contrary, that the photograph was obtained through the use of an automated speed enforcement system.

(4) A provincial offences officer shall not certify a photograph as having been obtained through the use of an automated speed enforcement system unless the automated speed enforcement system was tested and established to be accurate within the 12 months immediately preceding the date of offence.

(5) A photograph of a motor vehicle obtained through the use of an automated speed enforcement system is proof, in the absence of evidence to the contrary, that,

- (a) the automated speed enforcement system was located on or adjacent to a highway and was working properly at the time that the photograph was taken;
- (b) the information or data that is shown or superimposed on the front or the back of the photograph, including any information or data authorized under section 3, is true; and
- (c) the motor vehicle was being operated at a rate of speed in excess of the posted speed limit contrary to section 128 of the Act.

(6) In order to be received in evidence, an enlargement of a photograph must clearly show the number plate of the vehicle that is the subject of the photograph and as much of the rest of the photograph as is necessary to show that the enlargement is of part of that photograph.

(7) An enlargement or reproduction of a photograph or part of a photograph taken by an automated speed enforcement system is not required to show or have superimposed on it any information, if the enlargement or reproduction is tendered in evidence together with the photograph of which it is an enlargement or reproduction.

(8) No person who has entered a plea of not guilty at trial shall be convicted of an offence on the basis of a photograph obtained through the use of an automated speed enforcement system unless the photograph is tendered in evidence at trial.

Statements of officer

5. (1) The certified statements of a provincial offences officer in a certificate of offence are admissible in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the certificate.

- (2) A provincial offences officer who prepares a certificate of offence shall, in the certificate,
 - (a) state that the system used to take the photograph was an automated speed enforcement system under subsection 2 (1) when the photograph was taken; and
 - (b) set out the manufacturer's name and the model number of the automated speed enforcement system used to take the photograph.

(3) The provincial offences officer who used the evidence obtained through the use of an automated speed enforcement system to identify the owner of the motor vehicle involved in the alleged offence, and who issued the certificate of offence and offence notice, shall not be required to give oral evidence at trial unless a summons requiring the officer to attend is issued at trial under section 39 of the *Provincial Offences Act*.

(4) A provincial offences officer who certifies that a photograph was obtained through the use of an automated speed enforcement system shall not be required to give oral evidence at trial unless a summons requiring the officer to attend is issued at trial under section 39 of the *Provincial Offences Act*.

(5) No summons shall be issued to a provincial offences officer referred to in subsection (3) or (4) unless a justice is satisfied that the defendant will not be able to have a fair trial if the officer is not required to give oral evidence.

Evidence of ownership

6. Evidence of ownership of the motor vehicle involved in the alleged offence may be contained in the certificate of offence or it may be set out in a separate document.

Offence notice

7. (1) An offence notice issued in a proceeding based on evidence obtained through the use of an automated speed enforcement system may be served by sending the offence notice by regular prepaid mail or by courier to the person charged at the address that appears on the Ministry's records on the date of the alleged offence within 23 days after the occurrence of the alleged offence.

(2) If the person is charged as the owner of the motor vehicle, the offence notice shall be sent to the address of the holder of the plate portion of the permit for the motor vehicle.

(3) If the provincial offences officer who issued the certificate of offence also mails or couriers the offence notice or causes it to be mailed or couriered, that officer shall certify, on the certificate of offence, the fact that the offence notice was mailed or couriered and the date it was mailed or couriered, and that certified statement shall be received in evidence and is proof of service in the absence of evidence to the contrary.

(4) Where the provincial offences officer who issued the certificate of offence believes that the person charged resides or, in the case of a corporation, has its principal place of business outside Ontario, the address outside Ontario at which the officer believes the person resides or has its principal place of business shall be used, and proof of ownership of the motor vehicle and of the owner's address shall be provided in accordance with section 210.1 of the Act.

(5) Service of an offence notice mailed or couriered in accordance with this Regulation shall be deemed to be effected on the seventh day following the day on which it was mailed or couriered.

Municipal speed camera signs

8. (1) Where an automated speed enforcement system is in use on a part of a highway designated as a school zone under clause 128 (5) (a) of the Act, or designated as a community safety zone under subsection 214.1 (1) of the Act, a sign and, if applicable, an additional sign shall be displayed in accordance with this section.

(2) A sign that meets the following requirements shall be displayed at or immediately before the location at which the automated speed enforcement system is in use:

1. The sign faces approaching traffic and is displayed on the right side of the highway.
2. The sign is not less than 60 centimetres in width and 75 centimetres in height.
3. The sign bears the markings and has the dimensions as illustrated in the following Figure:



(3) In an area designated in the Schedule to the *French Language Services Act*, an additional sign that meets the following requirements shall be displayed at or immediately before the location at which the automated speed enforcement system is in use:

1. The sign faces approaching traffic and is displayed on the right of the sign prescribed in subsection (2).
2. The sign is not less than 60 centimetres in width and 75 centimetres in height.
3. The sign bears the markings and has the dimensions as illustrated in the following Figure:



(4) The sign prescribed in subsection (2) and the additional sign prescribed in subsection (3) shall not be displayed when an automated speed enforcement system is not in use.

(5) Sections 44, 46, 47 and 52 of Regulation 615 of the Revised Regulations of Ontario, 1990 (Signs), made under the Act, apply, with necessary modifications, with respect to the sign prescribed in subsection (2) and the additional sign prescribed in subsection (3).

Commencement

9. This Regulation comes into force on the latest of,

- (a) December 1, 2019;**
- (b) the day that section 5 of the *Safer School Zones Act, 2017* comes into force; and**
- (c) the day this Regulation is filed.**

Français

[Back to top](#)

Ontario Automated Speed Enforcement (ASE) System Program

Municipalities are responsible for all aspects of their ASE program administration, subject to the rules and procedures included in the Highway Traffic Act and its regulations. These guidelines are provided to support municipalities in developing responsible and safety-oriented ASE programs in their communities.









Municipalities are responsible for ensuring that their ASE systems are deployed transparently and for the express purpose of promoting road safety, while maintaining public trust.

General Operating Requirements	<p>Municipalities that choose to deploy ASE system technology should ensure that:</p> <ul style="list-style-type: none">▶ Municipal ASE systems are deployed exclusively in school zones and community safety zones with speed limits under 80km/h;▶ They sign and remain in compliance with the Ministry of Transportation's data sharing agreement;▶ Municipal ASE charges and deployed camera technology comply with provincial legislation and regulations;▶ Municipal ASE systems are deployed where speed limits are clearly posted and not in areas where speed limits transition;▶ Municipal revenue, collected under any Municipal ASE program, that exceeds the costs of delivering the Municipal ASE program is used to support local public safety and educational initiatives.▶ Reasonable and consistent enforcement thresholds are established across all participating municipalities which are not inconsistent with current law enforcement practices.
Site and Zone Selection	<p>Appropriate site selection is essential to achieving the highest level of safety benefit. Priority municipal enforcement sites should be located where the risk of speeding-related crashes, injuries, and fatalities is greatest.</p> <p>To support this objective, municipalities should consider the following factors when selecting school zones and community safety zones for ASE system deployment:</p> <ul style="list-style-type: none">▶ Speed related collisions, fatalities and injuries;▶ Population density;▶ Concentration of vulnerable road users, especially pedestrians and cyclists;▶ Proximity to sensitive community areas, such as schools, senior residences, hospitals, libraries, community centres, etc.;▶ Existing roadway design features and infrastructure (e.g. lack of sidewalks or crosswalks);▶ Adequate signage locations to inform drivers that they are approaching a municipal speed camera.
Education/ Warning Period	<p>Municipalities should implement a communications/public education plan to inform the public about their ASE programs, including website and question and answer documents, both in advance of their launch and during their application. This should include information about the municipal ASE program, warning period and when enforcement will begin.</p> <p>Municipalities should establish a 90-day warning period in advance of an ASE system activation and each new municipal ASE camera deployment to educate the public and raise awareness of the upcoming implementation. This warning period should include:</p> <ul style="list-style-type: none">▶ Signage where ASE system is deployed▶ Issuing warning letters to drivers who exceed the speed limit in prospective zones
Mandatory Signage	<p>Signage has been proven to maintain transparency and openness, which increases public acceptance of a municipal ASE regime by establishing a sense of fairness to drivers. The goal is to indicate where ASE is being used in the municipality and that drivers should not speed.</p> <p>Well-designed advanced warning signs of the presence of speed cameras have a great potential for early speed reduction in advance of the camera site.</p>
Offences	<p>Existing Highway Traffic Act speeding fines apply under section 128. ASE remains an owner liability offence for which no demerit points or licence suspensions are imposed. In addition, ASE offenders are subject to licence plate denials and other penalties for defaulting on fines.</p>
Evaluation	<p>As per the Provincial-Municipal (ASE) Agreement, municipalities are required to remit program data at required times, including:</p> <ul style="list-style-type: none">▶ Dates of mobile ASE placement/relocation, the dates of signage installation/modification, and the times of ASE activation;▶ Vehicle speed data;▶ Number of charges laid (via ASE);▶ Number and types of injuries, fatalities, and property damage only collisions that occurred on each road segment adjacent to an installed ASE device.
Program Review Period	<p>Parliamentary Assistant to the Minister of Transportation, Vijay Thanigasalam, will be conducting a 180-day review to ensure the ASE program is operating as intended or if further legislative, regulatory or policy changes are needed to ensure that municipal ASE programs are meeting the objective of transparently improving road safety while retaining the public's trust. Municipalities and members of the public are encouraged to submit comments SPEB@Ontario.ca.</p>

York Region Automated Speed Enforcement Program (2-year pilot)

Proposed Deployment Schedule

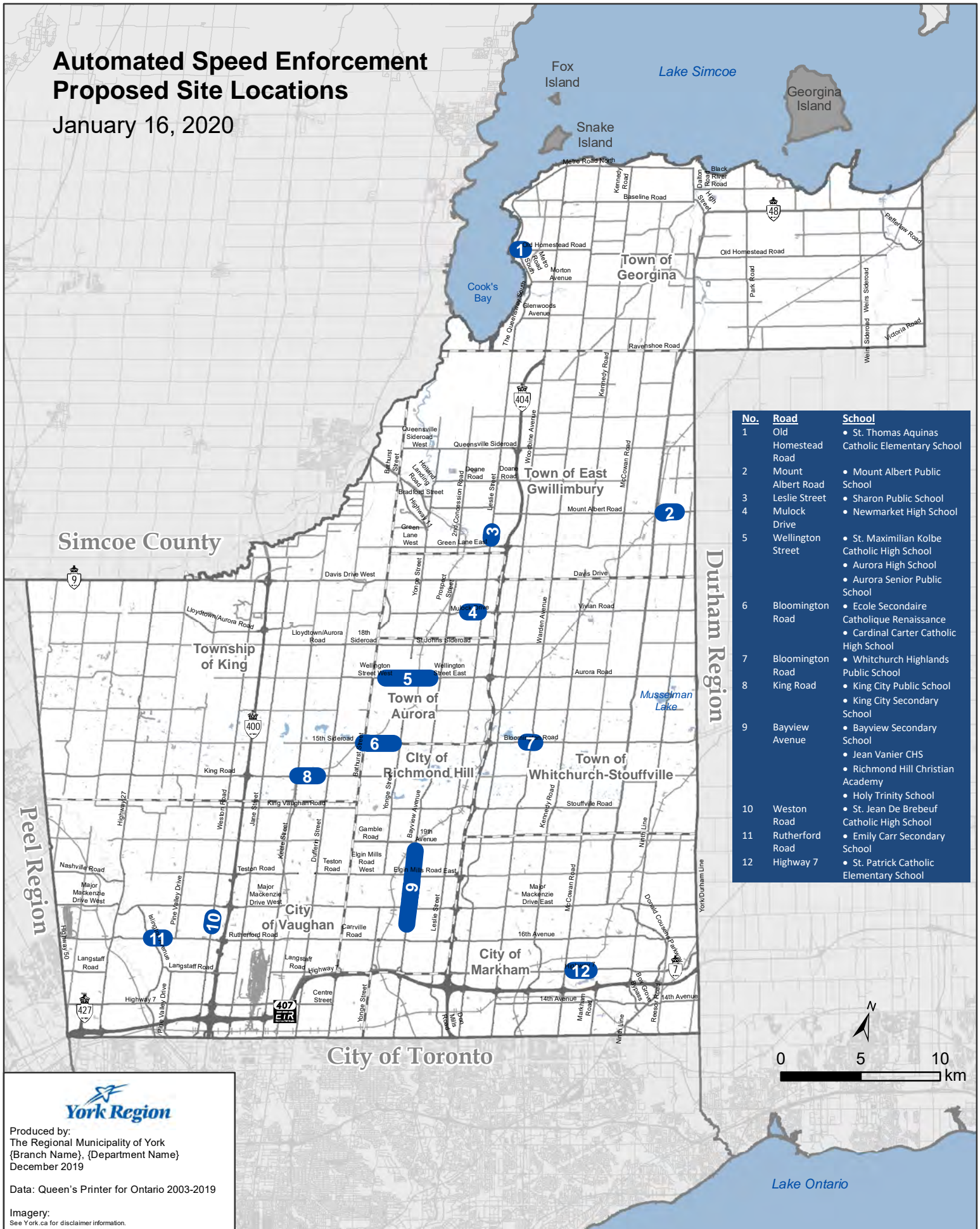
	Location	Mun.	Schedule	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
YEAR ONE	Rutherford Road (Y.R. 73)	VA													
															
	Old Homestead Road (Y.R. 79)	GE													
															
	Highway 7 (Y.R. 7)	MA													
															
	Mount Albert Road (Y.R. 13)	EG													
															
	Bayview Avenue (Y.R. 34)	RH													
															
YEAR TWO	Leslie Street (Y.R. 12)	EG											Year 1	Year 1	Year 1
															
	King Road (Y.R. 11)	KG												Year 1	Year 1
															
	Weston Road (Y.R. 56)	VA													
															
	Mulock Drive (Y.R. 74)	NM													
															

	Location	Mun.	Schedule	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Bloomington Road (Y.R. 40)	WS													
															
	Wellington Street (Y.R. 15)	AU													
															
	Bloomington Road (Y.R. 40)	AU/ RH													
															
	Rutherford Road (Y.R. 73)	VA													
															

Note: The proposed operating time will be adjusted to accommodate Provincial Offences Courts capacity

Automated Speed Enforcement Proposed Site Locations

January 16, 2020



York Region

Produced by:
The Regional Municipality of York
{Branch Name}, {Department Name}
December 2019

Data: Queen's Printer for Ontario 2003-2019

Imagery:
See York.ca for disclaimer information.



Report to: General Committee

Meeting Date: February 18, 2020

SUBJECT: Government Finance Officers Association Awards
PREPARED BY: Sandra Skelcher, Senior Manager Financial Planning and Reporting

RECOMMENDATION:

- 1) That the report dated February 18, 2020 titled “Government Finance Officers Association Awards” be received; and,
- 2) That the formal presentation of the Distinguished Budget Presentation Award for the annual budget for the fiscal year beginning January 1, 2019 and the Canadian Award for Financial Reporting for the annual financial report for the year ended December 31, 2018 from the Government Finance Officers Association (GFOA) be received.

PURPOSE:

This report is to inform Council of the receipt of the GFOA’s “Distinguished Budget Presentation Award” for the City’s 2019 budget and the “Canadian Award for Financial Reporting” for the annual financial report for the year ended December 31, 2018.

BACKGROUND:

The GFOA is a not-for-profit, professional association, founded in 1906, which currently represents more than 20,000 public finance officials throughout the United States and Canada. The GFOA’s mission is to advance excellence in public finance by providing best practice guidance, consulting, networking opportunities, publications, recognition programs, research, and training opportunities.

DISCUSSION:

The City is honoured to receive the Distinguished Budget Presentation Award for the nineteenth consecutive year and the Canadian Award for Financial Reporting for the eighteenth consecutive year.

The City has an established reputation for prudent fiscal management, continuing to maintain or enhance service levels, while ensuring residents receive value for their tax dollars.

Receipt of these two prestigious awards from the GFOA reflects the City’s achievement of the highest principles of government budgeting and reporting. This significant accomplishment further acknowledges the City’s ongoing commitment to organizational and financial excellence, and the dedication of Staff associated with the publications.

Distinguished Budget Presentation Award

The Distinguished Budget Presentation Award Program promotes the preparation of high quality budget documents and recognizes the individual governments that successfully achieve the goal. A comprehensive budget document allows residents to be fully informed of the City's policies, corporate initiatives and financial plans. The document also fosters better decision making and enhances accountability.

The City received the Distinguished Budget Presentation Award for the annual budget for the fiscal year beginning January 1, 2019. This award is the highest form of recognition in governmental budgeting. The award affirms that the City's budget document met the nationally recognized guidelines for effective budget presentation and the City's commitment to meet the highest principles of municipal government budgeting.

The budget document is evaluated by selected members of the GFOA professional staff and three independent reviewers. The specific criteria are grouped into 4 basic categories, designed to measure the effectiveness of the document as a financial plan, a policy document, an operational guide and a communications device. To receive this award, a government unit must publish a budget document that meets all of criteria.

Canadian Award for Financial Reporting

This award recognizes excellence in governmental accounting and financial reporting, and represents a significant accomplishment by a local government and its management. In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

The City received the Canadian Award for Financial Reporting for the annual financial report for the year ended December 31, 2018 in recognition of excellence in governmental accounting and financial reporting. The award signifies that the City delivered a comprehensive financial report that demonstrated full transparency and disclosure over and above the minimum requirements of generally accepted accounting principles, as set by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

Annual reports are reviewed by the Canadian Review Committee (CRC). The CRC members are GFOA professional staff with expertise in Canadian public-sector financial reporting, including financial statement preparers, independent auditors, academics, and other finance professionals.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Receipt of these prestigious awards from the GFOA exemplifies Markham's commitment to meeting the strategic goal of Stewardship of Money and Resources through an effective budgeting and transparent reporting process.

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JULY 8TH, 2019

Attendees:

Board Members - Jeremiah Vijeyaratnam – Chair, Treasurer
 Alia Khan – Recording Secretary
 Amber D'Aguiar, Angelica Gutierrez, Nimisha Patel, Mike Hannikainen, Ismail Bhayat

City of Markham – Shawn Hermans

Ward 7 Councillor – Khalid Usman

Rental Manager – Shahab Shaikh

Regrets:

Killi Chelliah, Kevin Wong

Call to Order: 7:35 pm

- Nimisha motioned to approve minutes from June 17, 2019 meeting; Angelica seconded; motion carried

Treasurer Update

- Mike, Jeremiah, Shahab went to bank to make changes to account holder names
 - Need to get letter from Ernesto to make amendments on account signatories
 - **Action: Shawn will write letter and give to Jeremiah to sign and submit to bank**
- Councillor Usman suggested using some of BGCC balance toward purchase of GIC to help money grow
- BGCC currently has one GIC at Scotiabank; approximately \$16,000
 - **Action: Mike, Shahab, Jeremiah to have meeting with Scotiabank to get correct signatories on account**
- Current balance = \$40,000 (see statement attached)
- Star Cleaning cheques not on list because the cheques that were sent have not been cashed
 - Amber motioned for stop payment on cheques; Nimisha seconded; motion carried
 - **Action: Jeremiah to stop payment on cheques (fee = \$7/cheque)**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JULY 8TH, 2019

- **Action: Jeremiah to contact Star Cleaning to let them know that they will get new cheques when they return community centre keys**

Chair's Update

- Jeremiah couldn't access GoDaddy account; has contacted Tahir (previous Board member) for assistance with passwords, etc; may need to get another domain name
- current domain name is www.boxgrovecommunitycentre.com
 - Nimisha looked up potential domain names:
 - www.boxgrovecc.com, www.boxgrovecc.ca
 - Nimisha purchased both domain names on behalf of BGCC; auto-renew for both domains selected (for July 8th every year)
 - **Action: Amber will ask her daughter to mock up website design/logo and give cost estimate**
- Nimisha mentioned that City of Markham's refurbished website has links to some of the bigger community centres in Markham; can BGCC have a link as well?
 - **Action: Shawn will ask City about this**

Rental Manager's Update

- Star Cleaning came once in June and has sent an invoice; invoice needs to be paid
 - **Action: Jeremiah to write cheque (give when keys returned)**
- Supreme Cleaning and Shahab have met; he is satisfied with them
- Supreme Cleaning request cleaning schedule 3rd week of the month for following month
 - If additional cleanings are needed during the month, Shahab suggests giving job to local resident at \$75/cleaning
 - Amber made motion for above suggestion; Nimisha seconded; motion carried
- Three potential renters have approached Shahab; Board discussed each option:
 1. Dance class, Thursdays 6:30-8:30pm (2 hrs/week)
 - Board discussed what is suitable rate for this group/activity?
 - Considered what regular party rate would be (\$60/hour); discussed reducing to half the rate (\$30/hour)
 - Board wants to get more info regarding type of activity (i.e. long-term plan, number of kids, future enrollment, etc) and then decide rate
 - **Action: Shahab to call and ask for more info**
 2. Dance Class, Thursday and Friday 6:30-9:30pm (6 hours/week)
 - Fridays not able to accommodate due to regular party rental
 - **Action: Shahab to inform them**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JULY 8TH, 2019

3. MMA Summer Student Camp, Monday - Thursday, 10:00am – 2:00pm (16 hrs/week), Jul 9 – Aug 6, 23 students + 2 teachers
 - Ismail recused himself from discussion, he is member of the MMA
 - Board discussed rate that should be charged
 - MMA regular renters, therefore give preferred rate
 - Board agrees that camp is good activity for community
 - Discussion about \$8-\$10/hour
 - Referred to Feb 11, 2019 minutes regarding rates
 - Board voted on options of \$8/hr, \$10/hr, \$12/hr
 - Majority voted for \$10/hour rate
 - Going forward Board agreed that this should be preferred rate for regular renters
 - **Action: Shahab to communicate result to MMA**
 - Board made some suggested guidelines for future renters:
 - If a Box Grove resident and for profit activity = \$30/hour
 - If non-resident, for profit activity = \$40+/hour
 - **Action: Mike to create an event info form**

Cleaning Contract

- Already covered in Rental Manager's update

Shawn's Update

- Community centre bell update: Ernesto (former Board member) started a plan to purchase a bell from museum to replace the bell that community centre once had
- If bell is replaced, Board has to share cost with City for bell
 - \$25,000 to install bell; no cost to purchase bell because it is already at the museum
- Nimisha motioned to pause this plan right now due to high cost; Angelica seconded motion; Amber thirded motion; motion carried
- Councillor Usman suggested to have bell reserved for future option to install at community centre
 - **Action: Shawn to make request to City and/or museum**
- Shawn informed Board that City has a 25-year plan to do work/refurbishments, but no details yet
 - **Action: Shawn to request Asset Management to attend meeting with BGCC Board to give some info and details**

Complaints

- Recent renters of community centre for party had complaints; Board discussed issue and outcomes:
 - Renter got key night before event, they were asked to check hall to make sure hall was clean and ready, said it was ok

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JULY 8TH, 2019

- Next morning, during set-up, renter complained that hall was dirty and they were not happy
- Nimisha came to check hall right away; it wasn't as clean as it should have been (this is due to issues with Star Cleaning)
- Nimisha helped to clean up and apologized to renter; she said she would discuss with the Board
- Renter stayed longer than allowed and left outside in a mess
- Result: no compensation required
- Jeremiah suggested that in contract should add additional fee that we keep if hall (inside or outside) not left in clean condition
 - \$200 with alcohol, \$100 no alcohol
 - Unanimous vote to add this fee; will be added to renter contract by rental manager
 - Renters will now pay \$100 rental deposit + \$100 fee for no alcohol rental OR \$100 rental deposit + \$200 fee for with alcohol rental

Community Outreach Event

- Nimisha briefly went over feedback from Board;
 - July 14th – 5 votes (date no longer available)
 - August 4th – 8 votes
 - August 5th – 10 votes
 - Purpose of Open House day will be to provide info about community centre and type of activities, including rental; also serve as community outreach to residents; Provide food and games for guests
- Suggestion made to wait till floors are refurbished and hall is in better condition to do an Open House event
 - Board voted on when to do event; now = 4, later = 4; Jeremiah broke the tie, voted to have event later
- Jeremiah said BGCC will have table at Plaza Palooza for BGCC

JumpStart Program

- Board voted on accepting or declining; unanimous vote to go ahead with application
 - **Action: Shawn to go ahead with application process**

New Business

- Shahab inquired about getting new fridge; suggestion to wait till sales
- No meeting in Aug
 - **Action: Nimisha to send out vote for date of next meeting**

Adjournment: 9:32pm

[illegible]

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – SEPT 30TH, 2019

Attendees:

Board Members - Jeremiah Vijeyaratnam – Chair, Treasurer

Alia Khan – Recording Secretary

Angelica Gutierrez, Nimisha Patel, Mike Hannikainen,
Ismail Bhayat, Kevin Wong, Killi Chelliah

City of Markham – Shawn Hermans, Carolyn Thompson

Ward 7 Councillor – Khalid Usman

Rental Manager – Shahab Shaikh

Regrets:

Amber D'Aguiar

Call to Order: 7:33 pm

- Shawn introduced his colleague, Carolyn, from City of Markham

Secretary's Update

- No change to minutes from July 8th, 2019, minutes approved

Treasurer Update

- Current balance = \$40,000 approximately (see document)
- Shahab has \$2414 cash and \$200 cheque for deposit
- **Action: Mike will talk to TD about suitable products to grow balance**

Chair's Update

- Some renters have made comments about unappealing look of bars on windows
- Jeremiah suggested that bars be removed; unanimous vote for YES
- Windows need cleaning; Jeremiah got quote (see document)
- Suggestion made to wait until renovations complete, then get windows professionally cleaned
- **Action: Shahab to ask cleaners do windows next time they are in**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – SEPT 30TH, 2019

Shawn's Update

- Canadian Tire application is complete
 - Program to run Jan – Apr 2019
 - Applications are now being accepted for dance teachers (2 staff members – teacher + assistant)
 - **Action: Sean to pass on job posting when available**
- Board should advise Sean on fee for class – no charge or nominal fee?
 - Board decided to charge no fee this time as trial
- Carolyn talked about Halloween event at Aaniin Community Centre
 - Alternative to Trick or Treating, free, no charge
 - Board talked about looking at a similar event at CC next year

Rental Manager's Update

- Request from Tamil Senior's Wellness Group to have 2 days/week rental (Mon + Wed); they currently have only Wed, because more seniors have joined the group and they can't accommodate all on one day
 - May be potential conflict with day and time with current schedule and future classes (Arabic classes and JumpStart)
 - **Action: Jeremiah to email Senior's Group to let them know request is denied due to conflict; ask them if they can change time (to later); if they accept, then offer 3 months grace and revisit at end of year**
- Request from Human Endeavour Organization – Senior's Group
 - Rent every Tuesday, 10am – 12pm or 11am – 1pm
 - 30-40 seniors will participate, will have snacks, do activities to take care of physical and mental health
 - they accept \$30/hour rate, but want to see facility
 - Board suggested to reduce rate to \$30/day (\$15/hour) for seniors; majority voted YES
 - **Action: Shahab will inform group**
- Dance Group: wanted to pay \$250, but that worked out to \$20/hour
 - Board suggested \$300 (\$25/hour)
 - Shahab told renter, but no response
 - Board decided no further communication needed
- There has been lots of traffic and interest in the hall
- Shahab stays around all night when there is a party at the hall
- He is always available for renters

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – SEPT 30TH, 2019

Rental Manager's Review

- Review was due Aug 2019
 - **Action: Jeremiah will do a review on paper for Shahab**
- Board will discuss raise and have it retroactive to Aug 2019
- When Ernesto was Chair, he kept saying Shahab will get a raise, but he never did
- Salary should be \$1000/month; was previously raised from \$700 to \$850 after 6 months of starting and has remained this for 4-5 months
- Motion made to increase to \$1000/month; motion seconded; unanimous vote YES; motion carried

Renovations

- Need to do renovations in community centre; Board has been discussing this for a long time
- Nimisha asked local business for quote
 - Contractor to come to CC to look around and let her know what needs to get done; give quotes on things like tiles, walls
 - Another CC also doing upgrades/refurbishments; can ask them for quote as well
 - **Action: Nimisha to get quote and find out about other CC**
- Shahab has potential contractor as well
 - **Action: Shahab to get info**
- City of Markham Asset Management also another option
 - **Action: Councillor Usman will arrange meeting**
- Board members asked to give suggestions/concerns about renovations/refurbishments
 - **Action: Nimisha to make google docs**

Complaints

- Renter made complaints about AC and fridge not working
 - Shahab brought fans, AC was fixed
 - Fridge was not broken; it was working ok
 - Board motioned to return 25% (\$100) to renter; motion seconded; motion carried
 - **Action: Jeremiah to send email to renter and cheque**
- Incident: someone used CC fire extinguisher and emptied it
 - Shahab took steps to get it refilled
 - Board suggested Rental Manager to do an exterior walk around during site check after renters leave
- Need update on 9 missing keys
 - **Action: Shahab to update**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – SEPT 30TH, 2019

Community Engagement

- In last meeting Board decided to wait until renovations are done to do some community outreach
- If quotes or renovations taking longer than expected then can do sooner
- Maybe a holiday event for early December
 - hold this plan until renovations date is set

Website

- students from robotics team are going to work on website
- they are asking what we want on website
- Nimisha asked for ideas from Board
 - **Action: Nimisha will share list with Board**
- Sean will speak to Box Grove Community Association (BGCA) representative regarding separating BGCA and BGCC info
 - **Action: Nimisha to send Sean BGCA representative info**
- Board discussed validity of BGCA since no longer active
 - **Action: Sean will speak to clerk's department to look into bylaws and possible violation**

New Business

- Jeremiah has proposed an Appreciation Day/Christmas Dinner/Thank You Party for Board members on Mon Nov 18th, 7pm, venue TBA
 - **Action: Jeremiah will send out email when venue is decided so everyone can RSVP**

Adjournment: 9:23pm

Next meeting: Mon Oct 28th, 7:30pm

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – OCT 28TH, 2019

Attendees:

Board Members - Jeremiah Vijeyaratnam – Chair, Treasurer

Alia Khan – Recording Secretary

Angelica Gutierrez, Nimisha Patel, Mike Hannikainen,
Ismail Bhayat, Amber D'Aguiar, Killi Chelliah

City of Markham – Shawn Hermans, Carolyn Thompson

Rental Manager – Shahab Shaikh

Regrets:

Kevin Wong

Ward 7 Councillor – Khalid Usman

Call to Order: 7:42 pm

Secretary's Update

- Corrections to last meeting's minutes:
 - Jumpstart program will start on Feb 28 and run for 8 weeks
- Action items from meeting minutes:
 - Complaint from Aug 3rd re: AC – renter called Jeremiah to say thank you for taking care of the issue, action complete
 - All bars have been removed from windows in CC; caulking done as well
 - Quotes for renovation:
 1. Shahab contacted City of Markham contractor; approx. cost to sand and stain hardwood floors is \$2800
 2. Shahab contacted Home Depot; approx. cost is \$4800
 3. Nimisha got quote for approx. \$4000 to sand floors + \$3500 to stain floors
 - **Action: Shahab to get quotes from City of Markham contractor and Home Depot for painting walls, panels, ceiling, foyer**
 - **Action: Shahab to ask City of Markham contractor and Home Depot for quote on tiling (same as kitchen floor)**
 - Shawn suggested that if City is planning to do exterior work on CC in 2020, BGCC will be closed, so may want to do above mentioned renovations at that time; but we

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – OCT 28TH, 2019

- don't know what date City is going to start/end; another possibility is to do piece by piece
 - **Action: get all 3 quotes for paint and tiles by next Monday (Nov 4) and send by email**
 - **Action: Amber get 3rd quote for painting and tiles**
- Mike spoke to TD, can do investment savings account, like mutual fund, allows us to access money when needed
 - Seems like good idea, Mike to speak to Councillor Usman for advice
 - Shahab suggests Scotia Bank has account that can give rate of 3%, but must lock in for 12 months
 - **Action: Mike will look into it**
- Windows need cleaning; Shahab said cleaner can't do it, need to hire professional window cleaner
 - Jeremiah got a quote for \$768.40 to clean all windows inside and outside
 - **Action: Shahab, Mike, Amber will also get quotes for window cleaners**
- Job posting for dance instructor for JumpStart program; Shawn/City looking internally, but if none, then will post job in mid-November to mid-December to external candidates
- Tamil Senior's Wellness Group accepted trial offer for 2nd day
- Human Endeavour Senior's Group rents Tues 11:30-2:30, \$30/day, started Oct 8th, 2019
- Shahab's written review not done yet
 - **Action: Jeremiah and Shahab will set time to meet; Jeremiah will have review ready and sent to Board by Nov 4th, 2019**
- Councillor Usman absent for this meeting; will review his action item in next meeting
- Nimisha sent google doc; not everyone completed it; Jeremiah requested all to complete this next time; Nimisha discussed the feedback that was given
- Location suggestions for BGCC dinner on Nov 18, 2019, 7:30pm were Kelsey's or Paramount; by vote it was decided to be held at Paramount
 - **Action: Nimisha to make reservations**
- Shawn to contact BGCA rep, but Nimisha to give Shawn info first; Shawn will eventually send letter to Clerk's Office
 - **Action: Nimisha to follow up with Shawn**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – OCT 28TH, 2019

Rental Manager's Update

- Syed Aziz (former BGCA President) approached Shahab to start a senior's group; Shahab sent him form, but not returned yet
- Shahab noticed sometimes the floor smells, even after cleaning
 - Maybe not cleaned properly, proper cleaning supplies not being used
 - Shahab purchased Lysol cleaner for cleaning company to use on floors; who should pay? Cleaner should pay
 - **Action: Jeremiah and Amber to talk to cleaning manager re smell and purchase of cleaning products**
- Tables and chairs in CC need to be replaced
 - City doesn't supply, but can share info of who they buy from
 - Board decided to table this discussion until renovations are complete
 - A renter damaged one of the tables, but will reimburse CC (\$95)
- There is a new information box in the front foyer

Treasurer Update

- Current balance = \$40,000 approximately (see document)
- See handout for further details of transaction history

New Business

- Shawn has suggested that Board should identify a month that we would prefer to have the City do renovations, then block out that month (or 2) in CC calendar and not take any rentals
- Board let City know, let renters know, avoid cancelling any booked parties
- Board asking Shawn what City's timeline is on renovations start and end
 - **Action: Shawn will find out timeline and suggest do work in Sept 2020 because July and August are busy months for CC**
- Junk removal service (1-800-GOT-JUNK) didn't show up to remove junk in basement; Shahab has set up a 2nd service
- Jeremiah did speed test on Roger's service for internet because service was down; all ok now
 - **Action: Jeremiah will talk to Rogers about compensation for no service**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – OCT 28TH, 2019

- Contract with Orkin will be complete at end of 2019; Orkin has offered to reduce frequency of appointments; Jeremiah has suggested to make it quarterly

Website

- students from robotics team have worked on and completed website for free
- Board members reviewed website at meeting and suggested the following:
 - **Action: Nimisha to ask for revisions on:**
 - Website Calendar – don't include detailed one, just a general one that shows blocks that are regularly taken and blocks that are available for rental
 - Need to simplify the rental request form
 - Need to add pics of previous events at CC
 - Send screen link to Jeremiah

Community Engagement

- Board to think about ideas
- Set up committee: Alia, Nimisha, Mike

Adjournment: 9:16pm

Next meeting: TBD for Jan 2020

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JAN 20TH, 2020

Attendees:

Board Members - Jeremiah Vijeyaratnam – Chair
 Mike Hannikainen – Treasurer
 Alia Khan – Recording Secretary
 Nimisha Patel, Ismail Bhayat, Killi Chelliah, Kevin Wong

City of Markham – Shawn Hermans

Ward 7 Councillor – Khalid Usman

Rental Manager – Shahab Shaikh

Regrets:

Amber D'Aguiar, Angelica Gutierrez

Call to Order: 7:38 pm

Roll Call: see list above

Approval of Minutes

- Corrections to last meeting's minutes: Jeremiah not Treasurer (typo)
- Minutes approved

Open Issues

a) Rental Manager's update

- Hyderabad Seniors Group:
 - requested rental for every Thursday 7-9pm or 8-10pm
 - They want to start renting ASAP
 - They have completed and submitted form
 - Up to March 31st, CC rented until 7:30pm
 - Board make offer of 3+1 months contract (Feb 1st – May 30th) at rate of \$15/hour + insurance; Feb-Mar 8-10pm, Apr-May 7-9pm
 - **Action: Shahab will make offer and approve if accepted**
- International Revival Church
 - Requested rental for first 2 Fridays of each month
 - Friday night is prime time and other non-profit/community groups were already asked to change their time to make Friday nights available -> we cannot accommodate this request
 - **Action: Shahab will let them know and ask if they have alternate day/time**

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JAN 20TH, 2020

- Painting quote for ceiling, walls, panels
 - 1) \$12,000 2) \$1600 3) \$8000
 - **Action: Shawn will ask Jason for contractors**
 - Table this task till next meeting
 - Duct cleaning will also be discussed at next meeting
 - All other maintenance is up to date and in good shape
- Nimisha made request to Board re: Zumba classes at CC
 - Will teacher rent space? Can we give for free? Will participants pay or will class be free?
 - Board suggests it can be done with no rental charge if for free
 - **Action: Nimisha will offer to Lisa (Zumba teacher) on Sundays 2-5pm, no rental fee, if classes are free for participants or will charge rental fee if classes are paid**
- Another resident has requested space for playdate/activities for special needs/autistic children's program
 - Board comfortable with space being used for community program like above if no renters at that time
- Issue: when CC is booked for 4-hour rental, we give 1 hour free, but renters are staying longer than 4+1 hours -> what to do?
 - Take security deposit if they stay longer than time allotted
 - Need to make amendment to contract that security deposit will be used to cover overtime
 - **Action: Kevin will make amendment to contract re: forfeiting security deposit if over time**
 - **Action: Ismail to contact Eric from Corp Security to check in re: lights and cameras for security**

b) Treasurer Update/Report

- End of Year Binder due to City
 - **Action: Mike will complete and submit**
- Mike will send out month end report before meetings from now on for board members to review
- Dec 31, 2019 balance approx. \$40,000
- See report for details (attached)

c) Window Cleaning

- Quotes:
 - #1 Riley Cleaning \$630, #2 Sky Pole \$282.50
 - **Action: Shawn to ask Jason for vendors as well**
- Shahab also got quotes for sanding and refurbishing floors
 - #1 Heritage \$4200 + HST
 - #2 Home Depot \$4700 + HST

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JAN 20TH, 2020

- #3 Acadia \$4100 + HST
- **Action: Shawn to get Curtis Flooring quote from Jason**
- Board will revisit this issue in next meeting

d) Senior Wellness Club

- SWC were renting every Monday
- They are very happy with experience and service
- They had end-of-year X-mas party and showed appreciation for Board
- Mondays no longer available for them Jan – Mar 2020
- Hall available on Mondays after 7:30pm or in daytime
- Club said they are ok to wait till April 2020 when hall is available again on Monday nights
 - **Action: discuss rate for them in April and later in March meeting**
- Issue: its cold in hall -> discussion about putting curtains on windows
 - **Action: Shahab will look into quote for blinds**
- Blinds won't help keep heat in, but will look better than bare windows
 - **Action: Shawn will ask City if re-pointing schedule will include looking at insulation of building**

e) City Renovations, June – September 2020 (Shawn)

- For 2020 building will be closed June – September to do bathroom renovations and waterproofing for exterior
- Contractors may not be able to do both items at same time; may need to do one after the other
 - **Action: Shahab will contact any booked parties to cancel**
 - offer info about Rouge CC or Cedar Grove CC
 - for resident that is using voucher, we will cover cost/difference of other hall if they want
- See minutes from City meeting for details re: renovations (attached)
- Capital Assets Dept. concerned about ceiling -> not in good condition
- City (Cap Assets) wants Board to maintain centre, its cleanliness, so they don't need to upgrade/renovate so soon
 - **Action: Shawn to contact Cap Assets to discuss refurbishing hardwood floors and painting**
 - **Action: Shahab will get timer switch for exterior entrance light**
- Shawn suggests hiring external vendors to do specific cleaning in centre (see minutes from City)
 - **Action: Board to get quotes for all the post renovation tasks**
- Mon Jan 27th, time: TBD at CC for meeting with Colby from Capital Assets to discuss Board's list of tasks

BOX GROVE COMMUNITY CENTRE BOARD

Meeting Minutes – JAN 20TH, 2020

f) Orkin Contract

- Orkin contract as of March 2020 will change to every other month
- Orkin knows we will pause service June – Sep 2020 due to renovations
- For past 6 months, Orkin has given all clear for no pests in building

g) Rogers Service

- Rogers has given credits due to complaints of poor internet service
- Board was able to tell who was using internet from inside and outside
- Outside still has strong connection
 - **Action: Jeremiah will change password to avoid misuse**
- Jeremiah has told Rogers that we are pausing service June 1 – Sep 30 for renovations and closing of centre
- Some renters have asked if Board can put up screen/projector in CC
 - **Action: Shawn will follow up with Jason from Cap Assets re: donating projection screen (size? Install?)**
- Board discussing if we should buy and install projector for renters to use or they bring their own
- Board also discussed TV versus projector screen
 - **Action: continue conversations at next meeting**

h) Cleaning Services Review

- Supreme Cleaning not doing a good job of cleaning services
 - Jeremiah has spoken to Savaas from Supreme Cleaning; he has given 5 free days and asked for 1 month to improve cleaning
 - **Action: Board will reassess in 1 month**
 - **Action: Shawn will ask Jason re: other cleaning services**

i) Website Update

- CC website is live: www.bboxgrovecc.ca
- Nimisha suggests we need pictures of CC to put online to show interior and exterior of building and what it looks like during a party
- Those renters that have provided pics have given Board consent to use them on website
- Can put some framed historical photos in lobby
- Front notice board needs to advertise website (after review complete)
 - **Action: Board to look at website and make suggestions**

BOX GROVE COMMUNITY CENTRE BOARD
Meeting Minutes – JAN 20TH, 2020

New Business

a) Google Doc Feedback/Robotics Team Update (Nimisha)

- Continue at next meeting

b) Update on Rental Schedule

- Was covered in other items (see above)

c) Basement Renovations

- Continue at next meeting

Jump Start Program Update

- Program has been approved and residents can register in system
- Program runs Feb – end of May 2020
 - **Action: Shawn will send promotional flyers to Board members**
- Shawn asked how will program leaders will access space?
 - **Action: Shahab and Shawn to meet in 2nd week of February to train staff on open/closing procedure**
 - **Action: Nimisha, Ismail, Shawn to discuss conflict of classes when Jump Start program starts**

Adjournment: 9:35pm

Next meeting: February 24, 2020, 7:30pm @ Community Office, Aaniin CC



2019 MARKHAM CANADA DAY CELEBRATION ORGANIZING COMMITTEE

MINUTES October 9, 2019 Meeting No. 6 – Wrap Up Meeting

Attendance

Members

Satya Arora
John Chan
Edward Chiu
Prem Kapur
Kash Khan
Sabrina Luong (SEAS)

Council

Councillor Amanda Collucci

Staff

Trinela Cane, Commissioner of
Corporate Services
Rebecca Cotter, Corporate Communications
Yvonne Lord Buckley, Corporate
Communications
Tasha Manesh, EA to Councillor Khalid Usman
Jay Pak, Financial Analyst
David Plant, Manager, Operations
Bev Shugg Barbeito, Committee Coordinator

Regrets

Allan Bell
Perry Chan
John Chin (Scouts Canada)
Kane Elliott
Zulaika Hoosainny
Teresa Ing
Susan Li (SEAS)
Aaron Madar
Francis Yim (SEAS)
Saadia Zakki
Councillor Khalid Usman
YRP PC Karen Chen
YRP PC Niko Dimitrakopoulos
YRP PC Jin Park

Andrea Berry, Corporate Communications
Michael Blackburn, Corporate Communications
Matt Busato, Operations
Jason Britton, Working Supervisor, Operations
Morgan Jones, Operations
Fion Lau, EA to Councillor Amanda Collucci
Dean McDermid, Plant Operations
Maxine Roy, Corporate Communications
Andrea Tang, Manager Financial Planning
Jing Yu, Corporate Communications
Renee Zhang, Special Events

The sixth meeting of the 2019 Markham Canada Day Celebration Organizing Committee convened at 5:38 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 26, 2019

It was

Moved by Satya Arora

Seconded by John Chan

That the minutes of the 2019 Markham Canada Day Celebration Organizing Committee meeting held on June 25, 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 October 9, 2019*. He advised that, through the diligent efforts of Committee members to achieve savings and because of success in securing increased sponsorship revenue, there is an accumulated surplus to carry over for planning the Canada Day Celebrations in 2020. Councillor Collucci congratulated the team on this result.

b) Road Occupancy Approvals

It was reported that, from an Operations department point of view, road closures facilitated smooth transit movement and pedestrian access to and from Milne Park.

c) Security

David Plant reported that the additional lighting, fencing and security measures were effective in ensuring the safety of attendees, and the pricing was more favourable than in 2018. York Region Police were pleased with the results from implementing these safety measures. It was noted that it can be challenging to enforce that no cars are allowed in or out of Milne Park during the road closure; Committee discussion suggested that, when car drivers enter the park, they be advised that they will not be allowed to drive their cars out of the park during the road closure, and that they might wish to park elsewhere if that is not acceptable.

d) First Aid

Rebecca Cotter reported that the provision of first aid went smoothly with only one incident during the day.

e) Parade

Yvonne Lord Buckley, Corporate Communications, reported that the parade ran smoothly. Rebecca Cotter reported that more shade would be welcome at the staging point, more volunteers are needed, and use of a golf cart would be helpful. It was suggested that the parade route be shortened and some spectators be bussed from the Milne Park entrance to the entertainment stage area; it was agreed to consider this as an action item.

f) Corporate Communications and Community Engagement Proposal

Rebecca Cotter reported that the Corporate Communications team was pleased with the new initiatives including the social media plan, general promotions such as mobile signs and posters, and the promotional video. A plan for 2020 will be brought forward to leverage the success of 2019.

g) Mayor's Seniors' Luncheon

It was reported that this was a very popular event, with 830 seniors attending. The entertainment was found to be enjoyable. Rebecca Cotter reviewed two suggestions presented in the Post-event Report – Summary Report: (i) develop a 5 year strategy to accommodate increasing demand and a changing community; and (ii) consider scheduling the luncheon on another day in order to free up resources for other planned activities on Canada Day. The Committee was also asked to consider a different format, e.g. a BBQ. It was agreed that the Committee will review such options, keeping in mind that the purpose is to honour and respect Markham's seniors, but will also keeping budget constraints in mind. Councillor Collucci asked the Mayor's Seniors' Luncheon Subcommittee to investigate the options and make recommendations for consideration by the Canada Day Celebration Organizing Committee.

h) Transit Arrangements

Rebecca Cotter reported that the transit arrangements went well. Committee members were advised that, at some of the pick-up points, there are only a few seniors. The Transit Subcommittee was asked to provide a report of the numbers at each pick-up point for discussion at the next meeting. It was also suggested that it would be desirable to add a pick-up point in north Markham, perhaps at Angus Glen.

i) Food Vendors

It was reported that there were 18 food vendors offering a great diversity of food options. It was noted that the price in 2019 for each food vendor was \$400. Pricing options for 2020 were presented to the Committee: (i) preferred placements @ \$500; and (ii) an increase to \$450 for other placements. Committee members discussed the pricing options noting that the current price is near the maximum acceptable by food vendors. Food is considered to be an important feature of the Canada Day celebrations and the diversity of food offerings this year was the best to date. It was ultimately agreed that the price would remain at \$400 per food vendor. The Food Vendor Subcommittee will try to attract up to eight additional food vendors.

j) Children's Activities

Councillor Collucci reported for Fion Lau that the day went well, with many more families attending compared with past years. Costs for the children's activities were within budget. Line-ups for the balloon twisters were long but manageable; it was thought an additional vendor could be added if the budget allowed. 80 of 130 food vouchers @ \$7.00, to provide a sandwich wrap and drink for volunteers, were claimed.

k) Stage & Sound

It was reported that the logistics were well managed.

l) Fireworks

Trinela Cane reported that Rebecca Cotter is developing an RFP for provision of fireworks displays for the City.

m) Entertainment

The entertainment by the School of Rock was very well received. It was agreed to reach out to the School of Rock to discuss providing entertainment for the Canada Day Celebration in 2020.

It was agreed to book Doo Doo the Clown immediately.

n) Volunteers

Sabrina Luong reported that volunteers recruited by SEAS advised that the mascot costumes become extremely hot. Following discussion, it was agreed that, in the future, no volunteers will be asked to wear mascot costumes.

Trinela Cane recommended that, in a year where the Canada Day Celebrations posted a surplus and without prejudice for future years, the Committee consider awarding an honorarium of \$500 to SEAS in recognition of its valuable efforts to recruit the many volunteers required to manage the various Canada Day Celebration activities.

It was

Moved by Satya Arora

Seconded by Prem Kapur

That, without prejudice for future years, approval be granted for an honorarium in the amount of \$500 to be awarded to SEAS in recognition of its valuable efforts to recruit the many volunteers required to manage the various Canada Day Celebration activities.

CARRIED

o) Sponsorship

It was reported that total sponsorship revenue exceeded the 2019 target. Councillor Collucci thanked everyone involved in creating new relationships which led to securing sponsorships. It was noted that sponsorship requests for 2020 will begin soon.

p) Signage

It was reported that many signs were re-used from previous years; only signs specific to this event were created.

q) Parking

It was reported that there is a limited amount of space at Milne Park. If there is an increase in the number of food vendors, there may need to be a cap on the amount of other parking allowed.

r) Citizenship Court

It was reported that all arrangements went smoothly.

4. OTHER BUSINESS

Rebecca Cotter distributed and reviewed the Post-event Report – Summary Report and noted that the 2019 Canada Day Celebration was a very successful event.

Councillor Collucci thanked everyone for their contributions to ensure the success of the day.

5. NEXT MEETING

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

6. ADJOURNMENT

It was

Moved by	Satya Arora
Seconded by	Prem Kapur

That the sixth meeting of the 2019 Markham Canada Day Celebration Organizing Committee adjourn at 7:05 PM.

CARRIED

**German Mills Community Centre Board
November 21, 2019**

Attendance:

Present: Erin Cattral (Co-Chair), Kathy Branny (Co-Chair), Athena Hui, Eileen Smith, Martin Barrow (City of Markham Facility Co-ordinator West), and Councillor Keith Irish.

Absent: Lorena Zuniga, Sharon Raibmon .

The German Mills Community Centre Board convened at 8:05p.m. with Erin Cattral presiding as Chair.

Anastasia Tsouroupakis has resigned from the Board and is no longer attending meetings.

Approval of the Minutes:

Moved by Councillor Irish
Seconded by Martin Barrow

That the Minutes from the Sept 18, 2019 meeting of the German Mills Community Centre Board be approved.

CARRIED

1. Treasurer Report:

The Board is solvent. The City wants the books for 2019 by January 20th, 2020.

2. New Business

- Painting: The invoice hasn't been sent by the painting company yet.
- Scheduled Reno Updates: Three quotes were received and the renovator with the lowest quote is being hired to do the renovation. Renovation is scheduled to start the following Monday, but might be a few days late. Martin Barrow will find out from Asset Management what day they will be starting.
 - The building's tenants will be housed at Thornhill Community Centre for the four week renovation duration at no additional cost, starting Monday. The renters were informed on November 6th that the renovation would start November 25th and that they would be accommodated at Thornhill Community Centre.
- Future One-time Rentals: This coming weekend there is a rental Saturday afternoon for an art show.

- Erin Cattral talked to Asset Management about putting a door on the interior end of the vestibule as per the long term tenant's request. Asset Management rep said he thinks it would be a fire hazard. All Board members present were in favour of no longer sourcing a door. Several trips had been made by Board members looking for a door, but no door had been purchased due to the difficulty of the size and heritage character needed.
- Time and venue of future meetings:
 - A request to have meetings earlier in the day than the usual 8pm time was requested. See 2020 meeting dates and times for what was arranged.

ADJOURNMENT

The German Mills Community Centre Board was adjourned at 8:40pm by Athena Hui, seconded by Kathy Branny.

2020 Meeting Dates:

All meetings will be at the German Mills Community Centre at 4pm.

Thursday, January 23rd, 2020

Thursday, March 19th, 2020

Thursday, June 11th, 2020

Thursday, September 17th, 2020

Thursday, November 19th, 2020

MINUTES

HEINTZMAN HOUSE BOARD OF DIRECTORS MEETING 28 February 2019

PRESENT

Councillor Keith Irish (Chair), Martin Barrow (City Staff), Roger Jones, Pamela McLennan, Troy Merrick, Joanne Modugno, Lisa Naccarato, Ken Steinberg, Bob Willson

REGRETS

Heather Durham, Sheneth Fernando, Chung Seto

CITY STAFF REPORT

Maintenance & Renewal

- One high-efficiency boiler and three attic furnaces were installed in 2018.
- One air conditioner condenser will be installed in April, 2019.
- Wood refinishing on the main stairs will be done within two weeks. (Bids ranged from \$7,800 to \$13,000.)
- A new stair runner will replace the existing stair carpet. Ken recommended that it be “regal” looking.
- Quotes are in for refurbishing the main washroom. Work planned includes:
 - Automatic door opener to improve accessibility
 - Grab bar(s) to be installed, as appropriate.
 - Fire pulls will be lowered
 - New tiles will be installed. Samples of black and white vintage style tiles were shown to the Board.
 - Wallpaper will be replaced.
 - Any new accessories will reflect the same period as before.
- The old shower room located just inside the rear entrance would be too costly to refurbish, so will remain a storage area.
- A tender is being written for repairs to the solarium, expected to be carried out in April, 2019.
 - Most of the existing glass can be re-used. It was upgraded at some point in its life and is dual pane. Broken glass will be replaced.
 - Seals will be re-done.
 - Wood components will be replaced. Metal frame will be painted and re-used.
 - Plants will be removed and re-potted by Bonny, the current weekly care-giver. The bar area will be used for storage during work on the solarium.
- The specifications for roof replacement will be written by the same company (IRC) as for the solarium.
 - Copper trim will be replaced
 - Ice melting coils will be replaced
- Painting of the exterior will resume when weather is favourable. It will be white with grey trim, as at present.
- The back door will be re-stained and re-finished.
- The new sheers paid for by the Auxiliary will be installed. The fabric is fire resistant.
- Outdoor plantings for Heintzman House are a very high priority for the City. Ken suggested that HH directors might be able to help out in this area. Keith will follow-up with the City department involved. This is not part of Martin’s responsibility.
- Appliance replacement plans:
 - New fridge 2019
 - New stove 2020
 - Second new boiler 2020
 - New fireplace 2020 (requested)

Revenue & Bookings

- Revenue for 2018 was lower than budgeted, but the loss was offset by economies in other areas. Preliminary figures are:

	<u>BUDGET, \$</u>	<u>ACTUAL, \$</u>
REVENUE	100K	85K
REPAIRS	26K	18K
STAFF	35K	33K

- Lower rental revenue in 2018 may have been because:
 - The HH web site was down for a while
 - Wedding rentals interfered with bookings for movie shoots
- Bookings for 2019 appear to be trending lower than 2018.
- The city website has pages for HH, and the city pays for inclusion of HH in the weddingwire.ca site. (Note: HH did not turn up in a search of weddingwire.ca and was not included in the first 120 listings, 3 March 2019.) This warrants further investigation.
- Rental prices have been increased from 2018.
- Wednesday yoga classes will be held at HH. Classes will be bumped to accommodate HH bookings.
- Ken proposed that HH directors should have a bigger role in marketing the House. He will do some research in terms of what can the directors do with their present mandate. Also, what they could possibly do with an expanded mandate.
- Martin expects that HH will appear in a magazine spread, sometime before Christmas, 2019.
- Martin left the meeting after answering questions at the conclusion of his report.

ELECTION OF OFFICERS

- Ken Steinberg confirmed that he is willing to serve as Vice Chair.

APPROVAL OF MINUTES

- Minutes for the 24 January 2019 Directors' meeting were approved. Moved by Roger, seconded by Troy. AIF.

TREASURER'S REPORT

- No report

PROPERTY COMMITTEE

- Pam agreed to serve as Chair, as Roger is retiring from that position. Moved by Ken, seconded Roger. AIF.

MARKETING COMMITTEE

- Keith will compare HH bookings of February, 2018, with the February, 2019 bookings, to ensure that the 2019 bookings-to-date are not being compared with full year 2018 revenue. HH bookings normally increase substantially during the course of the year.
- Ken proposed that the Markham website should have one focal point for wedding bookings.
- The committee will not pursue a proposed CTV broadcast from the Art Show Reception from 6:00 to 7:00 p.m., since the House will be generally unoccupied at this time as we prepare and set-up for the reception.
- The Art Show will be publicized on Twitter, Facebook, etc.

ART SHOW COMMITTEE

- The Committee met on February 21. Work on the April Show is progressing well.
- Keith emphasized his neutrality with regards to the issue of Art Show sponsorships. He did not participate in the discussion nor speak to this issue.
- Roger moved that all decisions in the sponsorship area be delegated to the Art Show Committee. Seconded Pam. AIF except Keith who abstained.
- Ken suggested that Tridel might be interested in sponsoring the Craft Show instead.
- Pam will retire from the HH Art Show Committee after the 2019 Show is over. She will stay to run the reception and coffee bar.

- Hilary Jacob will be asked to become a member of the Committee and take over from Pam. She will be learning the ropes in April.
- Joanne will speak to Chung about potential changes to the Art Show poster.

CRAFT SHOW

- Keith moved that the Board strike a Craft Show Committee modeled on the Art Show Committee. Seconded Roger. AIF.
- Joanne agreed to chair the new Craft Show committee. Confirmation moved by Pam, seconded Ken. AIF. Members will include Roger, Lisa, and Bob.
- The Auxiliary is expected to help out in a minor way.
- Keith said that his assistant at the city, Joanne Martire, will help, and suggested that Joe Petrosino be used as a volunteer resource as well if he so wishes.
- Keith had obtained a vendor contact list, and gave it to Joanne. He had spoken to Christine Schmoll who offered that the Show continue as a tribute to Sabina Margitta.
- Ken suggested that the Auxiliary be asked to sponsor the start-up of the new Craft Show.

ROUNDTABLE

- Ken suggested that KPIs become a regular agenda item.
- He also suggested that HH look into obtaining charitable status.
- Keith provided a quick update on city business from the perspective of his role as Ward 1 Councillor.

KPIs

- No discussion

OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- No discussion

NEW BUSINESS

- No items

ADJOURNMENT

The meeting adjourned at 8:35 PM. Moved by Ken; seconded Troy; AIF.

NEXT MEETING

- The next Directors meeting will be held at Heintzman House on March 28, 2019 at 6:30 p.m., in the main Board Room.
- The next Quarterly Board meeting will be held at Heintzman House on May 30, 2019 at 6:30 p.m., in the main Board Room.

MINUTES

HEINTZMAN HOUSE BOARD MEETING

27 June 2019

PRESENT

Keith Irish (Chair), Martin Barrow (City), Julie Hamilton, Roger Jones, Pamela McLennan, Joanne Modugno, Renata Richardson, Christine Schmoll (Auxiliary), Chung Seto, Ken Steinberg, Bob Willson.

REGRETS

Sheneth Fernando, Heather Durham, Barb Goldstein (Auxiliary), Grace Leung, Troy Merrick, Lisa Naccarato

CALL TO ORDER

The meeting was called to order at 6:31 PM.

BOARD MEMBERSHIP UPDATE

- Renata Richardson was welcomed as a new Board member.
- Sheneth Fernando has resigned as a Board member, as his school work proved more time-consuming than anticipated. He will volunteer at HH events, and hopes to keep in touch with Board members that way.
- On behalf of the Board, Keith wished Heather a full and speedy return to good health.

APPROVAL OF MINUTES & BUSINESS ARISING

- Two omissions from the May 30 minutes were noted:
 1. Marketing Committee was to come back to the Board with a proposed Marketing strategy entailing the objectives and goals of the Committee.
 2. Marketing Committee was to recommend which domain to use as the master site.

All in favour of the May 30th minutes as amended. The revised version will be sent out to directors.

TREASURER'S REPORT

- HH bank balance stands at \$12,287.89.

PROPERTY COMMITTEE

- Pam reported no activity as the Property Committee is waiting for completion of the City's work on the House. A meeting will be called in September.
- Martin Barrow reported on planned repairs and upgrades to the House:
 1. Work on the main floor washroom is complete. It is now fully accessible, with a more robust automatic door mechanism.
 2. Three new HVAC air conditioner condensers have been installed by the back door of the House. They are on a new pad, replacing the existing pad, which was found to be rotten.
 3. Exterior painting, including trim, is close to completion, and the exterior doors have been re-stained. Parging has been repaired in a number of locations.
 4. Work on the solarium is expected to be complete by July 15 or so.
 5. The roof shingles will be completely replaced in August. The work is currently out to tender. New copper eaves-troughs, flashing and downspouts will be installed by the end of September.
 6. The refrigerator in the kitchen was nearing end-of-life and was replaced, in order to avoid disrupting a rental celebration. The old machine was relocated to the Grotto, where it will supply ice and cold drinks when the room is used as a bar.
 7. The dishwasher was facing expensive repairs and was replaced with a higher capacity machine.
 8. A sinkhole appeared across the rear driveway ramp during the week of the meeting, when a steel pipe from a catch basin corroded through and allowed rainwater to wash out the earth underground. The City repaired it within a day and re-paved the section of the driveway.
- Martin also reported on House rentals:
 - Rentals to the end of May were \$28,000, which is slightly higher than the YTD budget.
 - A movie shoot is scheduled for July 5, bringing in \$17,000, and a second shoot is scheduled for later in July.
 - Construction work on the House is scheduled around the rentals, to avoid disruption of events.
 - Martin is unable to provide a breakdown of event types, as that information is not included in the City database, and the new City data base is not yet active.

MARKETING COMMITTEE

- Renata will join the Marketing Committee and will also act as liaison with the Art Show Committee.
- Roger moved that theheintzmanhouse.com become the master internet site, subject to Marketing Committee approval. Seconded Renata. Motion carried, one opposed.
- New email addresses will be artshow@theheintzmanhouse.com / .ca/.org and craftshow@theheintzmanhouse.com / .ca/.org.
- The Board decided against taking any action to reclaim the heintzmanhouse.ca site from the City.

CRAFT SHOW COMMITTEE

- 18 vendors have sent cheques for the Craft Show in November. 12 others have committed to participate in the Show, but have not sent their cheques as yet. Deadline is July 15, 2019.
- The Craft Show bank account stands at over \$3,300. The budget for the Show is \$5,500.
- Joanne moved that the Board loan the Craft Show \$2,000 in start-up funding. Seconded Roger. AIF.
- The Committee plans to request that visitors make a \$2.00 donation to HH for entry to the Show. The donation will be for “refurbishment” of the House.
- The Show is planned for the second weekend in November each year. Currently it is booked for the first weekend in November, 2020. Joanne will change the booking.

ART SHOW COMMITTEE

- With marketing of the HH Art Show moving to the Marketing Committee, Bob plans to remain as chair.
- Five artists in the 2019 Show have been told that they will not be in the 2020 Show. Four of seven applications for 2020 were approved in a jury session at the monthly meeting on June 17th. Board members Renata and Bob, and non-artist Hilary Jacob participated in jurying.
- The Show’s financial year end is June 30th.

AUXILIARY

- No report.

DOORS OPEN

- Renata will assist Ken in organizing the event.
- The Board agreed that live, classical music would enhance the HH experience, and voted that up to \$1,000 be allocated to pay for it. Moved Roger, seconded Joanne. AIF.

MARKHAM COUNCIL UPDATE

- Board members found the update very informative, and congratulated Keith on the quality of his semi-annual newsletter.

NEW BUSINESS/ROUNDTABLE

- Board members discussed Chung’s proposal for a second Caroling celebration, to be held in the afternoon of the Auxiliary event or the preceding afternoon, Saturday. The Board agreed that the two events should be organized completely separately. The afternoon is seen as having potential to attract younger children and their parents.
- The Craft Show, with Joanne as chair, is seen to be in excellent hands.
- Ken proposed that university-age volunteers be recruited to participate in HH Committees. No objections were recorded.

ADJOURNMENT

- The meeting was adjourned at 8:40PM. Moved by Pam, seconded Joanne. AIF.

NEXT MEETING

- A meeting of the HH Directors will be held at Heintzman House on Thursday, September 26, 2019 at 6:30 p.m., in the main Board Room.

MINUTES

HEINTZMAN HOUSE BOARD MEETING

October 24 2019

In Attendance: Councillor Keith Irish (Chair), Martin Barrow (City), Pamela McLennan, Ken Steinberg, Renata Richardson, Chung Seto, Grace Leung, and Julia Hamilton

Absent: Bob Wilson, Joanne Modugno, and Christine Schmoll (Auxiliary)

1. Call to Order

The meeting was called to order at 6:35 p.m.

2. September Board Minutes

We were unable to review the Minutes from the last Board meeting due to a technical glitch (they were not sent out before the meeting). We agreed to defer the review and any business arising from the Minutes to the next meeting.

3. Property Report

There has been a lot of work completed at the House (total value approximately \$250,000) this year.

- a. The solarium glass was replaced. There are some pieces that were cracked and they will be replaced. There are some drainpipes that need to be replaced (they go through the wall). The plants were all replaced.
- b. Outstanding items
 - i. Stair runner - must be custom made
 - ii. Floor bubble and burn - quote is \$2-3K
 - iii. Electrical in kitchen for new fridge - \$1.5K
- c. 2020 planned capital expenditures
 - i. Upstairs floors to be refinished
 - ii. Adding gas fireplace insert to sitting room
 - iii. Smart boiler will replace the old boiler
 - iv. New stove
- d. November 5 to 7 has been booked for a movie shoot (Disney). \$20K for the rental. It will not affect the Craft Show. Someone asked about a parking notice and it was not clear if one had been sent out. Addendum: Keith has since confirmed that a notice was hand delivered to all residents in close proximity.
- e. YTD revenue is \$91,721 vs YTD Budget of \$85,000 and Annual Projection \$117,000
- f. The annual budget for the house is \$16,500. YTD they have spent \$32,401 including the \$5,000 for the dishwasher and \$8,000 for sheers (this will be paid for by the Auxiliary)
- g. There was some discussion about which properties Martin runs for the City. Ken and Roger asked about the house next to Thornlea Secondary School. Martin said he thinks it is owned by the City of Toronto (from when they bought the land for the reservoir).

Heintzman House Community Centre Board Minutes
October 24, 2019

4. Treasurer's Report

The Board has \$10,771.89 in the bank. There is \$5,000 outstanding from the Art Show and a \$2,000 loan to the Craft Show. This may be the largest balance in a long time. There was discussion about where these funds should be spent. Reinvest in improvements? Marketing and Promotion?

Heintzman House Community Centre Board Minutes
October 24, 2019

5. Marketing Report

- a. There was a great meeting with Markham Corporate Communications. They will do a lot of communication for free (i.e. mobile sign permitting, emails, etc.). They will put our events on the electronic notice boards, social media and on-hold messages. Markham has an allocation for the Metrolinx billboard located near the Langstaff GO Station but won't have room for the House.
- b. Craft Show - we have purchased 100 lawn signs (one-time use) and 12 larger signs (reusable). There are no dates on the large signs so they need to go up the weekend before the show. The 3 mobile signs are up. We bought 2,000 rack cards and gave 600 to the city. We should put some out at Halloween. On Facebook there are 969 contacts - but this could be from before. Next year we should have a Vendors Package so that they can promote the show to their friends/clients.
- c. Julie has been doing a lot on social media. We have 11 followers on Facebook (not good). Tagging Markham (and the Mayor) has helped.
- d. Auxiliary Plaque - 3 choices: 1) 8x11 wood 2) on rock 3) 8x6 on garden stake. Recognize their work over the years. One inside and one out?
- e. MOTION: Buy a plaque with stake for solarium to honour the Auxiliary. Moved by Renata, seconded by Chung. Discussion: Roger felt that it was overkill, we don't need anything outside. Julie pointed out that outside would be permanent. The Board rejected Roger's option of only having one. Motion passed with all but Roger in favour. Roger abstained.

6. Craft Show

Everything is falling into place (thanks to Joanne's hard work). They need staff - greeters, closing, dismantle, set-up. Ken suggested that next year we offer a table for a charity. Everyone liked the idea for next year. Hand off to committee to make final decision. One vendor is already donating all profits to charity.

7. Art Show - Renata reported for Bob.

The books are all balanced. 35 artists have agreed to come back next year and most have already paid. Room is all laid out. Triple cheque finally came in. We have decided to keep the sponsors for the Art Show and discuss other sponsorship options at the Marketing committee.

8. Halloween & Pumpkin Parade

- a. Lisa reported that schools are going to come during the day which could help with better coverage. They have changed the route (in the front door and out the back) to provide better flow.
- b. Alexandra will be there for the Pumpkin Parade. Chung, Lisa and Renata running it. MOTION: they would like \$100 for hot chocolate, \$20 for candles and garbage bags and \$100 for prizes. Moved by Pam, seconded by Ken - carried unanimously.

9. Carolling

We will have 2 separate events. The afternoon one will be utilizing the Celebrate Markham Grant. More details to follow.

Heintzman House Community Centre Board Minutes
October 24, 2019

10. Council Update

- a. November 12 there is a meeting about Tridel. *Addendum: Markham Planning Staff have since moved the date to November 25.*
- b. Keith is meeting with the Art Curator. She thinks she may have some options but they have not specifically procured art of Thornhill or by local Thornhill artists. This will change. Greenpark purchased the Food Basics plaza 2 years ago. They just submitted their application to build 4 towers and a community park (1560 units). The Region of York has designated this location as a Major Transit Station Area and as such a site for increased density. A MTSA is the approximate 500-metre radius area (representing a 10-minute walk) around an existing or planned subway station. We do anticipate construction of a subway station here as part of the proposed Yonge North Subway Extension (from Finch to Richmond Hill Centre).

11. Round table

- a. Keith - talked about the Sabine table at the Craft Show. Mentioned that we should do something for Heather too. Maybe mention her at the Carolling event? She was a driving force behind the planters out front, maybe another plaque?
- b. Lisa - Celebrate Markham Grant application must be done by December 1. \$5K was requested last year, we got \$1K. Lisa said she will be leaving the Board after three years in January and needs someone to takeover the application.

12. Adjournment

- a. Moved by Pam and seconded by Ken.
- b. Adjourned at 8:40 p.m.



**MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE
MINUTES
Ontario Room, Markham Civic Centre
November 21, 2019**

Attendance

<p><u>Members</u> Kevin Boon, Chair Christopher Ford, Vice-Chair Karl Lyew, Immediate Past Chair Regional Councillor Joe Li Martin Bush Morgan Davies Victoria Genge Phil Ling Nadine Pinto Frank Vignando Diane Ross Natasha Welch Paddy Wong Caryn Bergmann Stuart Cumner</p>	<p><u>Guests</u> James Tang, Student David Tan, Student</p> <p><u>Staff</u> Graham Seaman, Director of Sustainability & Asset Management Jacqueline Tung, Community Engagement Assistant Jennifer Wong, Sustainability Coordinator</p> <p><u>Regrets</u> Ashok Bangia Karl Fernandes</p>
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1. Call to Order

The Environmental Advisory Committee convened at 7:08 PM with Kevin Boon in the Chair.

2. Approval of the Minutes

The Committee reviewed the October 17, 2019 Environmental Advisory Committee Minutes, but deferred the approval of the minutes to the next meeting.

3. Matters Arising from the Minutes

Regional Councillor Joe Li spoke about the City's plans in regards to installing an automated waste collection system in Markham. The City's Planning Department is working on developing a business model for the installation of the system, which includes working with builders. The system is being considered for the Langstaff, and Warden and Hwy 7 communities. If Council

approves the project, the system will likely be installed within the next three years. Quebec City has already implemented this type of a system in some of its communities.

4. Sustainability in Markham

Graham Seaman, Director of Sustainability & Asset Management, Jennifer Wong, Sustainability Coordinator, and Jacqueline Tung, Community Engagement & Program Specialist provided a presentation on “Sustainability in Markham”.

The presentation provided an overview of the City’s:

- Sustainability vision, priorities and history;
- Sustainability Office, and programs;
- Sustainability Neighbourhood Action Plan;
- Community and Allotment Gardens;
- Municipal Energy Plan (MEP);
- Community engagement and outreach;
- Awards and recognition;
- Building Markham’s Future Together - Strategic Goals;
- Program gaps and future plans.

5. Review of Action Items

The Committee reviewed the actions from the November 21, 2019 Environmental Advisory and discussed the following:

- **Regional EAC Forum**

The Town of Georgina is hosting the November 28, 2019 Regional Environmental Advisory at its Civic Centre at 6:30 PM (rather than the City). Members planning to attend will carpool.

- **MEAC Vice-Chair –**

Caryn Bergmann and Morgan Davies expressed interest in the position of Vice-Chair. The Clerk’s Office was requested to provide a handout on the roles of Chair and Vice-Chair to Members interested in the position.

Victoria Genge, and Natasha Welch expressed an interest in Co-Chairing the Earth or Environmental Day Event. Stuart Cumner, and James Tang joined the Sub-Committee, and volunteered to be in a leadership role.

- **Earth Day versus Environment Day**

The Committee discussed holding its annual event on Environment Day rather than on Earth Day in 2020. Jacqueline Tung indicated that since Earth Day has been recognized by Council and

Environmental Advisory Committee

November 21, 2019

3 | Page

Environment Day has not, the Committee would need to seek Council approval to hold the event on Environment Day. Jacqueline Tung suggested holding multiple smaller events over a period of time (which could extend into June) as an alternative. Further discussion was planned for upcoming Earth Day Subcommittee meetings, to be organized in December and January prior to the next MEAC Meeting.

- **Climate Change Emergency Declaration**

Committee discussed the use of the word "emergency" in its draft Climate Change Emergency Declaration, and the perception this may give that the City has not been acting on climate change mitigation. The word "emergency" is used in the declaration to be consistent with other jurisdictions in Canada that want to take action to mitigate climate change, and to address the urgency required to mitigate climate change.

Committee noted that the presentation provided at today's meeting on "Sustainability in Markham" demonstrates the City's hard work in trying to mitigate climate change. However, the public needs to be made aware of this work. The declaration could be used as a way to make the public more aware of the work the City is doing on climate change, and as tool to get the public more involved. The Committee offered to work with the City's Sustainability Office to help publicize Markham's current and future actions being taken to mitigate climate change.

Further discussion on the wording of the declaration and on promoting the Sustainability Office's hard work in trying to mitigate climate change was deferred to a future meeting.

6. New Business

Chris Ford will plan an informal Christmas gathering for the Committee in December.

7. Adjournment

The Environmental Advisory Committee adjourned at 9:15 pm.

MINUTES OF THE VICTORIA SQUARE COMMUNITY CENTRE

SEPTEMBER 26, 2019

VICTORIA SQUARE COMMUNITY CENTRE

7:00PM

Attendance: Ruth Brock; Chairperson, Evan MacDonald, Desmond Ng, Paul Tiefenbach, Jean McCron

Staff: Kerry Wakefield

REGRETS: Charlottle Frisby, Councillor Ho, Scott Hill

Call to Order

The Victoria Square Community Centre Board convened at 7:00pm with Ruth Brock presiding as Chair.

Approval of Minutes of Last Meeting

Moved by Desmond Ng

Seconded by Paul Tiefenbach Carried

Treasurer's Report

June 30, 2019	Bank Balance	\$21,240.19 + G.I.C.
July 31, 2019	Bank Balance	\$23,067.80 + G.I.C.
Aug. 31, 2019	Bank Balance	\$22,632.68 + G.I.C.
Sept. 26, 2019	Bank Balance	\$25,689.19 + G.I.C.

Accounts Receivable	Stocks	July	\$250.00
	Stocks	August	\$325.00

Outstanding Payables

City of Markham \$ 439.62

Moved by Jean McCron

Seconded by Desmond Ng

That the Treasurer's Report be approved as reported.

OLD BUSINESS

Web Site

- Desmond has almost completed the web site he would like a variety of pictures to display; will talk to Dawn for possible events

Floors have been waxed

City of Markham Camps

- The City was able to run 3 or the 4 weeks scheduled
- Kerry is starting to work on fall programs (evenings)

Community Sign

- Concrete Pad has been poured

New Business

Paul enquired about the old sign that used to be on the north end of the building. Evan went and had a look at it and also went outside and looked at the visibility re the flowerbed growth and decided they would discuss again at the next meeting.

Printing of Contracts

The board is now responsible to print new contracts.

The board asked Ruth to look into electronic forms. Kerry suggested I talk to Marsha and see if she has something we could use.

Next Meeting October 24, 2019 7:00pm

Meeting Adjourned at 7:30pm

Moved by Evan MacDonald

Seconded by Jean McCron

MINUTES OF THE VICTORIA SQUARE COMMUNITY CENTRE

DECEMBER 5, 2019

VICTORIA SQUARE COMMUNITY CENTRE

7:00PM

Attendance: Ruth Brock; Chairperson-On speaker phone, Charlotte Frisby: Secretary/Treasurer, Desmond Ng, Paul Tiefenbach,

Staff: Scott Hill; Recreational Dept.

REGRETS: Councillor Ho, Melody Chan, Kerry Wakefield, Jean McCron, Evan MacDonald

Call to Order

The Victoria Square Community Centre Board convened at 7:00pm with Ruth Brock presiding as Chair by speaker phone.

Approval of Minutes of Last Meeting

Moved by Paul Tiefenbach

Seconded by Desmond Ng Carried

Treasurer's Report

Oct. 24, 2019 Bank Balance \$27,429.33 + G.I.C.

Nov. 30, 2019 Bank Balance \$32,961.79 + G.I.C.

Dec. 5, 2019 Bank Balance \$36,041.17 + G.I.C.

G.I.C. Balance \$51,025.00

Ruth wanted to increase G.I.C. Paul suggested to do a G.I.C. for \$50,000 for 3 years and one at \$20,000 for 1 year encase we need for any unforeseen expenses.

Treasurer's report and two G.I.C.'s as suggested

Moved by Paul Tiefenbach

Seconded by Desmond Ng

Carried

Website

Desmond submitted the forms and he is adding more pictures to gallery. The City will update their link to coincide with ours.

Old Sign

Evan to give a price on the making a new sign. Paul suggested to get Evan to do some different designs to show us.

City of Markham Camp

Scott reported the camp would be running December 30 and 31st from 8am to 4pm, with an after care program on the 30th from 4pm to 6pm. Also January 2 and 3rd from 8am to 4pm, with an after care program from 4pm to 6pm both days.

The cost to run the 4 day program will be \$314.00.

Moved by Paul Tiefenbach

Seconded by Desmond Ng

Carried

Scott concluded by saying there had been no responses for any other activities. They will look into March Break and doing another summer camp in 2020.

NEW BUSINESS

Good Land Gospel Fellowship – Contract with Alvin Leung for 19 weeks. Every other Saturday 6pm to 10pm using both large and small halls and including kitchen. They will have their own insurance and the dividers can only be used in large hall. They can not be moved to the small one encase of damages.

Committee approved.

Next Meeting January 30, 2020 at 7:00pm

Meeting Adjourned at 7:50pm

Moved by Paul Tiefenbach

Seconded by Desmond Ng



Report to: General Committee

Meeting Date: February 18, 2020

SUBJECT: Staff Awarded Contracts for the Month of January 2020
PREPARED BY: Alex Moore, Ext 4711

RECOMMENDATION:

1. That the report entitled "Staff Awarded Contracts for the Month of January 2020" be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

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

This report advises Council of all contracts, awarded by the Chief Administrative Officer or Commissioners, or Directors with a total cost exceeding \$50,000 for the month of January 2020.

BACKGROUND:

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

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

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

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

Number	BMFT Objective	Description	Award Details	Commission
1	Engaged, Diverse and Thriving City	097-R-19: Transportation Sub-Consulting Services, Markham Centre Secondary Plan Update	Highest Ranked/ Lowest Priced Bidder	DS
2	Exceptional Services by Exceptional People	220-T-19 Window Cleaning Services	Lowest Priced Bidder	CS
3	Exceptional Services by Exceptional People	254-T-18 Replacement of Electronic Signage System at Selected Fire Stations - Contract Extension	Non-Competitive Bidder	CS
4	Safe & Sustainable Community	216-T-19 Block Tree Pruning Program -Year 1 of 3	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	227-T-19 Underground Streetlight Cable Replacement/ Repair	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	228-T-19 Curb Stop, Curb Box & Operating Rod Replacement by Vacuum Excavation	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	242-T-19 Load, Haul (Off-site) and Disposal of Soils	Lowest Priced Bidder	C&FS

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

#1

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

To:	Andy Taylor, Chief Administrative Officer
Award:	097-R-19 Transportation Sub-Consulting Services, Markham Centre Secondary Plan Update
Date:	January 10, 2020
Commission:	Development Services

BID INFORMATION

Bid closed on	November 26, 2019
Number picking up bid document	12
Number responding to bid	6

PURPOSE

The purpose of the Markham Centre Secondary Plan Update (“Plan”) is to update the current Secondary Plan (OPA 21) for Central Area Planning District PD 33-1, approved by the Ontario Municipal Board in 1997. Many development projects have since been approved and built, altering the development pattern envisioned in the current Secondary Plan. The City of Markham and other public agencies have undertaken plans, policies and studies that have further defined growth and the urban fabric in Markham Centre.

The Secondary Plan update will provide specific policy directions for land use, built-form, infrastructure, public spaces, transportation, community services, digital strategies and environment and will be adopted as an amendment to the City of Markham Official Plan (OP 2014). This updated Plan will be informed by the land use designations and related policies established in the City of Markham Official Plan (OP 2014), the policies and plans established by the Region, and input from City staff, elected City officials, public stakeholder agencies, residents, landowners and the broader community.

The Markham Centre Secondary Plan area consists of the lands bounded by the Hydro Corridor and the Rouge River to the west, Highway 7 to the north, Kennedy Road to the east and Highway 407 to the south. It has a total area of approximately 1,000 acres, of which nearly 300 acres are part of the Greenway System.

Staff are seeking approval to award the transportation study component of the Markham Centre Secondary Plan. The transportation study will define the overall transportation network, road classification, road cross-sections, as well as the active transportation network, parking strategies and Transportation Demand Management (TDM) measures.

097-R-19: Transportation Sub-Consulting Services, Markham Centre Secondary Plan Update
Page 2 of 3

RECOMMENDATION

Recommended bidder	Steer Davies Gleave. (highest ranked /lowest priced bidder)	
Current budget available	\$335,049.00	Markham Centre Secondary Plan Study – 620-101-5699-18026
Less cost of award	\$275,281.15 \$ 27,582.12 \$302,809.27 \$ 27,252.83 \$330,062.10	Award Contingency (10%) Total Award (Inclusive of HST) Internal Management Fee @ 9% Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 4,986.90	*

* The remaining funds in the amount of \$ 4,986.90 will be returned to original funding source.

OPTIONS / DISCUSSIONS

Through a separate procurement process, the City retained Gladki Planning Associates Inc. (Gladki) to be both the lead consultant and lead project manager to deliver the Markham Centre Secondary Plan Update. Gladki's project team includes Greenberg Consultants Inc. who will have a key and central role in creating the vision and the development concept for Markham Centre; DTAH - who will lead urban design deliverables with strategic advice from Greenberg; and, Stantec for both the municipal servicing and digital strategy components.

The Transportation Sub-Consultant, for the Markham Centre Secondary Plan Update recommended under this procurement process (RFP 097-R-19) shall be nominated by the City as the Transportation Sub-Consultant and report directly to Gladki.

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of Staff from Planning and Transportation, with Procurement Staff acting as the facilitator.

Stage 1 – Qualifications and Technical Proposal

During Stage 1, the proposals were evaluated against the pre-established evaluation criteria as outlined in the RFP: 28 points for Experience and Qualification of the Bidder and Proposed Project Team (Lead Project Manager; Discipline Leads; and, Key Personnel including any Sub-Consultants); 30 points for Project Understanding, Methodology and Approach, and; 12 points for Project Delivery and Management, totaling 70 points.

097-R-19: Transportation Sub-Consulting Services, Markham Centre Secondary Plan Update

Page 3 of 3

PROPOSAL EVALUATION (Continued)

Stage 2 – Financial Proposal

Upon completion of Stage 1 of the evaluation, the Financial Proposal (Bid Form) provided by bidders who achieved a minimum score of 75%, or 52.5 points out of 70 proceeded to Stage 2 of the evaluation. Based on the results from Stage 1, two bidders received the required minimum percentage or points and proceeded to Stage 2. The Financial Proposal provided by the bidder was evaluated out of 30 points, based on the pre-established criteria outlined in the RFP.

Score

Bidders	Score (out of 100)
Steer Davies Gleave	85.90

Prices ranged from \$275,281.15 to \$279,736.96

Steer Davies Gleave (“Steer”) demonstrated a thorough understanding of the project and its requirements. Their proposal conveyed to the City’s satisfaction that they have the required experience and qualifications to lead the Transportation Study component of the Markham Centre Secondary Plan Update. Steer has extensive experience delivering transportation strategies that balance the needs of multiple modes, integrate existing and future transportation initiatives, and deliver actionable policies.

Through the evaluation process, Steer’s submission also demonstrated a strong understanding of the project deliverables, key issues and challenges as reflected in their methodology and approach. The projects provided by Steer for evaluation demonstrated experience with working on secondary plans of similar scale and complexity, station area planning around GO rail or rapid transit stations and identifying the transportation infrastructure requirements to service intensification areas, all of which are relevant to the Markham Centre Secondary Plan Update.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

Markham Centre Secondary Plan Update will establish Greenway System policies for the management of the natural environment, based on the recently completed City of Markham Master Environmental Servicing Plan, which includes an assessment and recommendations for the management of natural resources.

#2

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

To:	Andy Taylor, Chief Administrative Officer
Award:	220-T-19 Window Cleaning Services
Date:	December 28, 2019
Department:	Sustainability & Asset Management

BID INFORMATION

Bid closed on	December 18, 2019
Number picking up document	8
Number responding to bid	8

BACKGROUND

To obtain approval to award the contract for window cleaning services for one (1) year with an option to renew the contract for two (2) additional two-year terms (5 years total). Year 1-3 will be at same itemized pricing, prices will be adjusted at Year 4 in accordance with the consumer price index (CPI) Canada all-items not to exceed a 3% price increase.

This contract is for the provision of window cleaning services at the following 10 locations:

- Markham Civic Centre
- 8100 Warden Avenue
- Markham Village Library
- Thornhill Village Library
- Unionville Library
- Museum – Mount Joy Schoolhouse (exterior only)
- Museum – Collections Building (exterior only)
- Varley Art Gallery
- McKay Arts Centre
- Works Yard – Main Building (exterior only)

The cleaning includes interior and exterior glass including partitions, flashing, frames, entrances and skylights. The contractor is required to use all the necessary safety equipment. All equipment including but not limited to safety harness, bosun chair, aerial lifts, etc. is to be supplied by the contractor for the higher areas.

220-T-19 Window Cleaning Services**Page 2 of 2****RECOMMENDATION**

Recommended bidder	Rain or Shine Window Cleaning (lowest priced bidder)	
Current budget available	\$ 26,154.23	various operating accounts
Less cost of award	\$ 25,236.48	Year 1 – 2020 (Jan 1 – Dec 31)
	\$ 25,236.48	Year 2 – 2021 (Jan 1 – Dec 31)*
	\$ 25,236.48	Year 3 – 2022 (Jan 1 – Dec 31)*
	\$ 25,993.57	Year 4 – 2023 (Jan 1 – Dec 31)*
	<u>\$ 25,993.57</u>	Year 5 – 2024 (Jan 1 – Dec 31)*
	\$127,696.58	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 917.75	**

* Year 2021-2024 Operating budgets are subject to Council approval.

**The anticipated annual savings of \$917.75 will be adjusted in the 2021 Operating budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The anticipating savings of \$917.75 will be a favourable variance in the 2020 results of operations, and the 2021 operating budget will be adjusted accordingly. There is no impact to Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

The contractor will perform the work in the most careful and environmentally responsible fashion to minimize the effects on the environment, such as minimizing water use, employing the most environmentally sound process, material & equipment, avoid wastage through proper handling and use of cleaning materials.

#3

**STAFF AWARD REPORT**

To	Andy Taylor, Chief Administrative Officer
Re	254-T-18 Replacement of Electronic Signage System at Selected Fire Stations - Contract Extension
Date	January 8, 2020
Commission	S&AM / Corporate Services

BACKGROUND

Council approved the recommendation from the Emergency Planning Committee to install LED signs at the Markham Fire Stations as a way to inform the public in event of emergencies.

The City has nine (9) Fire Stations, however, since Fire Station 97 (209 Main St N) is in a heritage district and would require an exemption to the sign by-law, it was staffs recommendation to install LED signs at eight (8) Fire Stations.

In January 2019, the City awarded tender 254-T-18 to the lowest priced bidder (Libertevision Ontario Inc.) for the installation of four (4) LED signs at fire stations #91, #93, #94 and #96. The project has since been completed to the satisfaction of the City. During construction, Staff initiated discussion with Libertevision Ontario Inc. on maintaining their exisiting pricing to complete the remaining four (4) LED signs at Fire Stations #92, #95, #98 and #99.

Staff believe extension of contract 254-T-18 is cost-effective and beneficial to the City due to the following:

- Under tender 254-T-18, the City received 6 bids and Libertevision Ontario Inc. was 40% lower than the second lowest priced bidder and 52% lower than the consultants estimate
- In 2019, the City negotiated a further 3.8% or \$4,522.21 reduction from their existing 2019 pricing and received agreement from Libertevision Ontario Inc. that they would maintain this price for a 2020 construction period, subject to Council approval of the 2020 budget

Under this report, Staff are seeking approval to replace the remaining four (4) existing backlit exterior signs with 4 LED signs. The Fire Stations are as follows: FS 92 (10 Riviera Dr), FS 95 (316 Main Street unionville), FS 98 (650 Bur Oak Ave) and FS 99 (3255 Bur Oak Ave).

The work will be completed by April 19, 2020.

Replacement of Electronic Signage System at Four Fire Stations – Contract Extension Page 2 of 2**RECOMMENDATION**

Recommended Bidder	Libertevision Ontario Inc. (Non-competitive procurement)	
Current Budget Available	\$133,500.00	270-101-5399-20073 Fire Station Signs – Ph 2 of 2
Less cost of award	\$114,410.80	Cost of Award
	\$ 11,441.08	Contingency (10%)
	\$125,851.88	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 7,648.12	*

* The remaining budget will be retained for media players and set-up services by the City's current contractor for content management system software.

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

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no impact to the operating budget.

The 2020 Life Cycle Reserve Study will be adjusted to include the updated replacement cost and replacement cycle of the four signs.

ENVIRONMENTAL CONSIDERATIONS

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

#4

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

To:	Andy Taylor, Chief Administrative Officer
Re:	216-T-19 Block Tree Pruning Program – Year 1 of 3
Date:	January 15, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	January 13, 2020
Number picking up document	7
Number responding to bid	4

BACKGROUND

The City owns approximately 100,000 street trees. This 3-year (\$3.0M) capital program will address proactive street tree pruning of approximately 70,000 trees through contracted services to improve storm damage resistance and reduce resident complaints. Once the 70,000 trees have been pruned over the three-year period, the remaining 30,000 trees will be addressed as part of the regular operating budget.

In light of the large volume of work, the City issued the tender soliciting bids for block pruning of 24,059 street trees in seven (7) grid areas with the intent of awarding each grid area to lowest priced bidder. Under this report, due to the award amount exceeding approved budget for year 1, Staff are requesting approval to award six (6) grid areas with 21,572 trees or 90% of the tendered trees.

Staff brought a report to General Committee on February 3, seeking approval to award the remaining grid area and 2,487 trees or 10% of the tendered trees at a cost of \$241,349.06. The net year 1 shortfall of \$226,795.71 (\$241,349.06 - \$14,553.35) can be attributed to this tender including the high priority areas with the largest tree sizes. Although the first tender is over budget, Staff still anticipate the overall project will come within the \$3.0M budget.

RECOMMENDATION

Recommended bidders	W.M. Weller Tree Service Ltd. (3 grid areas) – lowest priced* Davey Tree Expert Co. of Canada Ltd (3 grid areas) – lowest priced*	
Current budget available	\$1,017,600.00	Block Pruning - Year 1 of 3 (059-6150-20197-005)
Less cost of award	\$ 473,027.50 \$ 530,019.15 \$1,003,046.65	W.M. Weller Tree Service Ltd. Award Davey Tree Expert Co. of Canada Ltd. Award Total Award (inclusive of HST)*
Budget remaining after award	\$ 14,553.35	**

* The bid document allowed the City to award the contract the lowest priced bidder for each grid area. **The remaining budget of \$14,553.35 will be retained in the account until the end of the program. Any unused amount will be returned to the original funding source.

216-T-19 Block Tree Pruning Program – Year 1 of 3**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating budget will be increased by \$50,000 per year for 3 years, starting in 2021. This phase-in of \$150,000 provides the budget required by 2023, to address the remaining 30,000 trees identified in the background section above. There is no incremental impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

Trees collectively enhance ecology in urbanized areas; however, they require regular pruning to clear traffic signs, streetlights, and provide clearance for pedestrians and vehicles. Pruning will reduce the risks associated with poor structure to protect people and properties. The pruning is also to help maintain the health of the tree by removing dead or dying branches

#5

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

To:	Andy Taylor, Chief Administrative Officer
Re:	227-T-19 Underground Streetlight Cable Replacement/ Repair
Date:	January 10, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	December 19, 2019
Number picking up document	19
Number responding to bid	11

BACKGROUND

The City has an underground streetlight cable condition inspection program scheduled every 5 years. As of 2016, 254 km of 1,005 km (or 25%) of streetlighting cables has been inspected. Out of the 254 km inspected cables, 66 km were recommended for replacement and out of the 66 km, 56 km has been replaced to-date.

Under this report, the City is awarding the contract for replacement of 11.6 km (not 10 km) of underground streetlight cables in older areas based on condition assessment.

The locations are as follows:

- Area A (2.0 km): Dalmeny Rd, Delair Cres, Almond Ave, Grandview Ave, Pinevale Rd, Elspeth Pl, Courtham Ave, Brightbay Cres, Henderson Ave, Rayneswood Cres.
- Area B (5.1 km): Lambert Rd, Lang Rd, Huntington Park Dr, Livingstone Rd, Whittington Ct, Prince Edward Blvd, , Peterborough Ave, Brookshire Cir, Brewsland Cres, Hashbury Place.
- Area C (4.5 km): Gladiator Rd, Southdale Dr, Walkerton Dr, Valleycrest Ave, Lakevista Ave, Drakefield Rd, Bakerdale Rd, Jolyn Ct, Conservation Ave.

The project is expected to commence in March 2020 and be completed by July 2020.

RECOMMENDATION

Recommended bidder	Avertex Utility Solutions Inc. (lowest priced bidder)	
Current budget available	\$1,107,867.59	058-6150-19229 -005 Streetlights Underground Cable Replacement/ Repair*
Less cost of award	\$1,023,659.35 \$ 81,892.75 \$1,105,552.10	Award (Incl. of HST) 8% Contingency Total Award incl. of HST
Budget remaining after award	\$ 2,315.49	**

*The budget amount was based on 10 km to be replaced, however, after design completion; the length of cable replacement was required to be increased by 1.6 km to 11.6 km. The increase is due to looping the cable system and installation of pedestals per new Electrical Safety Authority requirements. The City is able to absorb the additional kilometres within the allocated budget.

**The remaining budget of \$2,315.49 will be returned to the original funding source.

227-T-19 Underground Streetlight Cable Replacement/ Repair**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE IMPACT**

The 2020 lifecycle reserve study will be updated to reflect current market rates. There is no operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

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

#6

**STAFF AWARD REPORT**

	Brenda Librecz, Commissioner, Community & Fire Services
Re:	228-T-19 Curb Stop, Curb Box & Operating Rod Replacement by Vacuum Excavation
Date:	January 3, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	December 20, 2019
Number picking up bid document	12
Number responding to bid	10

BACKGROUND

To obtain approval to award the contract for curb stop, curb box and operating rod replacement by vacuum excavation for one (1) year with an option to extend the contract for two (2) additional years at the same terms, conditions and pricing. The contract will commence upon contract award.

RECOMMENDATION

Recommended bidder	Southview Hydro Vac Inc. (lowest priced bidder)	
Current budget available	\$147,781.00	760-111-5300 TDR Construction
Less cost of award	\$109,849.92	2020 Cost of award (Incl. of HST)
	\$109,849.92	2021 Cost of award (Incl. of HST)*
	<u>\$109,849.92</u>	2022 Cost of award (Incl. of HST)*
	\$329,549.76	Total cost of award
Budget remaining after this award	\$ 37,931.08	**

*The cost of award is subject to Council approval of the 2021-2022 operating budgets.

** The remaining budget in 2020 will be used for any additional curb stop, curb box and operating rod requirements. Any unused funds in 2020 will be reported as a favourable variance and will be included as part of the 2020 results of operations. The 2021 operating budget will be reduced from \$147,781 to \$109,850 to reflect the cost of award.

Note: As compared to the previous contract (2014 – 2019), pricing remains unchanged and is firmed fixed for three (3) years.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2021 operating budget will be adjusted to reflect the award amount. There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The use of hydro excavation allows repairs to be completed in less time than traditional methods, which reduces the carbon footprint.

#7

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

To:	Andy Taylor, Chief Administrative Officer
Re:	242-T-19 Load, Haul (Off-site) and Disposal of Soils
Date:	January 17, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	December 17, 2019
Number picking up bid document	17
Number responding to bid	14

BACKGROUND

To obtain approval to award the contract for the load, haul and disposal of 3,450 tonnes of soil at 555 Miller Avenue (2,250 tonnes) and 8100 Warden Avenue (1,200 tonnes). The project will be completed within one (1) month following contract award.

RECOMMENDATION

Recommended bidder	Rafat General Contractor Inc. (lowest priced bidder)	
Current budget available	\$109,434.00	See Financial Considerations
Less cost of award	\$165,003.84	2020 Cost of award (Incl. of HST)
Budget remaining after this award	(\$55,569.84)	*

*As compared to the previous contract, pricing has increased from \$27.00 to \$47.00 per tonne (75% increase). The unit price is higher due to lower quantities (2018 - 7,500 tonnes vs. 2019 3,450 tonnes) and because the concentration of certain contaminants overall is higher for the 2020 stockpile as compared to last year. Only 10% of the volume can be reused as clean fill compared to 60% last year. The City is dependent on what contaminants levels are identified within the stockpiles and the quantities being disposed, which will alter prices received.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Current Budget Available	Cost of Award	Budget Remaining/(Shortfall)
Waterworks Construction	760-100-5300	26,644.80	40,174.85	(13,530.05)
Waterworks Construction	760-511-5300	11,419.20	17,217.79	(5,798.59)
Operations Tipping Fees	700-507-5760	71,370.00	107,611.20	(36,241.20)
Totals:		109,434.00	165,003.84	(55,569.84)

Staff will make every effort to mitigate the effect of the budget shortfall on their year-end operating results.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Staff will continue to monitor fluctuations in price and volumes and at this time are not recommending any change to the 2021 operating budget. There is no impact on the Life Cycle Reserve Study.

242-T-19 Load, Haul (Off-site) and Disposal of Soils**Page 2 of 2****ENVIRONMENTAL CONSIDERATIONS**

The soils will be disposed at an approved Ministry of the Environment Conservation and Parks (“MOECP”) site duly authorized to receive such materials. The City specifies the use of triaxle / truck and trailer units in order to maximize haulage and reduce the carbon footprint of the operation through fewer vehicle trips.



Report to: General Committee

Meeting Date: Feb 18, 2020

SUBJECT: 2019 Investment Performance Review
PREPARED BY: Mark Visser, Senior Manager, Financial Strategy & Investments x. 4260

RECOMMENDATION:

- 1) That the reports dated February 18, 2020 entitled “2019 Investment Performance Review” be received; and,
- 2) That staff be authorized and directed to do all things necessary to give effect to this resolution.

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:

The 2019 forecast for Income Earned on Investments was \$13.760 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 was to be transferred to reserves.

For the year ending December 31, 2019, the City of Markham's Income Earned on Investments was \$14.720 million, representing a \$0.960 million favourable variance to forecast and a \$3.720 million favourable variance to budget.

The 2019 forecast assumed an average general fund portfolio balance of \$430.0 million to be invested at an average rate of return of 3.20%. Both the actual average portfolio balance and the average rate of return were higher than the budgeted levels. The details of these two factors will be discussed below.

Interest Rate

The Prime Rate was stable at 3.95% throughout 2019. Although the Prime Rate continues to be at its highest levels since 2008, it was not being reflected in long term interest rates. During 2019, 10-year Canada bonds had an average yield of only 1.59%, reaching a low of 1.09% in August.

In 2019, the City's investments had an average rate of return of 3.29%, 9 basis points higher than the forecast. Furthermore, the City earned \$460,000 in capital gains, thereby increasing the annual rate of return to 3.40%, 20 basis points higher than forecast.

The difference in the rate of return accounts for a favourable variance (to forecast) of \$0.848 million.

Portfolio Balance

The forecasted average portfolio balance for 2019 was \$430.0 million. The actual average general fund portfolio balance (including cash balances) for 2019 was \$433.5 million. The higher portfolio balance accounts for a favourable variance of \$0.112 million.

Variance Summary

	<u>Forecast</u>	<u>Actual</u>	<u>Variance</u>
Portfolio Balance	\$430.0m	\$433.5m	\$3.5m
Interest Rate	3.20%	3.40%	0.20%
Investment Income	\$13.760m	\$14.720m	\$0.960m
Portfolio Balance Variance Impact			\$0.112m
Interest Rate Variance Impact			\$0.848m

Portfolio Composition

All investments made in 2019 adhered to the City of Markham Investment Policy. At December 31, 2019, 38% of the City's marketable securities portfolio was comprised of government issued securities and 62% of the portfolio was made up of instruments issued by Schedule A Banks. All of these levels are within the targets established in the City's Investment Policy. (Exhibit 1).

The December 31, 2019 marketable securities portfolio was comprised of the following instruments: Bonds 53%; GICs 16%; and Principal Protected Notes 31%. (Exhibit 2)

At December 31, 2019, the City's portfolio balance (all funds excluding Development Charges) of \$319.0 million was broken down into the following investment terms (Exhibit 3):

	<u>2019</u>	<u>2018</u>
Under 1 month	31.9%	35.7%
1 month to 3 months	4.4%	3.9%
3 months to 1 year	14.7%	17.6%
Over 1 year	48.9%	42.7%
Weighted average investment term	2,103 days	1,893 days
Weighted average days to maturity	1,222 days	1,044 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 2019 was 1.65% (source: Bank of Canada). Non-DCA Fund money market investments held by the City of Markham in 2019 (including bank balances) had an average return of 2.28%. Therefore, the City's money market investments outperformed 3-month T-Bills by 63 basis points. See Exhibit 4 for all Money Market securities held by the City of Markham in 2019.

Bond Market Performance

At December 31, 2019, the City held 27 bonds and 15 Principal Protect Notes in the general fund portfolio. The amortized value of these investments at year-end was \$204.6 million. The market value of these investments at December 31, 2019 was \$211.8 million. This translates into \$7.2 million of unrealized gains at year end.

Principal Protected Notes (PPNs)

Principal Protected Notes are a relatively new form of investment and are a safe way for municipalities to participate in the equity market. PPNs are notes of indebtedness issued by a bank, which provide a return profile based on an index (i.e. the TSX Low-Volatility index) or basket of equities without requiring direct ownership in the underlying indexes or equities (the underlying holdings are owned by the issuing bank). PPNs are fixed-income securities that guarantee a minimum return equal to the investor's initial

investment if held to maturity. In other words, the principal is protected and the City can never lose its initial investment amount.

PPNs often have a low (or no) annual interest component. However, the upside can be quite significant depending on the “participation rate”. The participation rate is percentage that the PPN holder receives compared to the overall increase of the underlying indexes or equities. For example, if a \$5 million PPN has a 60% participation rate, that means if the underlying index increased by 50% over the duration of the investment, the holder would receive \$6.5 million upon maturity, for a \$1.5 million net gain [calculated as: \$5 million * (1+ (50% increase * 60% participation rate))].

The participation rate is often determined based on a function of duration and annual coupon payments (i.e. the guaranteed interest amount). The lower the coupon and longer the duration of the note, the higher the participation rate. The highest participation rate of a PPN owned by Markham is 448%.

At December 31, 2019, the City owned 15 PPNs with a combined face value of \$74.2 million. The market value of these PPNs at December 31, 2017 was \$78.4 million. This translates into \$4.2 million of unrealized gains at year end.

See Exhibit 5 for all 2019 Bond/PPN transactions and holdings.

Reserve Funds and Other Interest

The following table outlines the interest earned on investments for all major City funds and reserves.

	<u>Average Balance</u>	<u>Interest Earned</u>	<u>Average Rate</u>
General Portfolio	\$433,500,000	\$14,720,000	3.40%
Reserve Funds (+ve balances)	\$230,900,000	\$5,362,000	2.32%
Reserve Funds (-ve balances)	(\$205,600,000)	(\$8,122,000)	3.95%
Trust Funds	\$2,450,000	\$58,000	2.37%
Alectra Promissory Note	\$67,900,000	\$2,994,000	4.41%
MEC/District Energy Loans	\$16,800,000	\$872,000	5.19%
Development Charge Reserves	\$24,000,000	\$539,000	2.20%

Because of the large swing in portfolio balances throughout the year (due to the timing of the collection and disbursement of taxes), there will always need to be a significant portion of the City’s funds invested in the money market.

The negative rate of return on the reserve funds is a combination of two factors:

- 1) The City’s Interest Allocation Policy (as approved by Council) stipulates that money market rates be allocated to the interest bearing reserves and bond interest be allocated to the general portfolio. The reasons for this are 1) over the long term, bond rates generally outperform money market rates, therefore the City is able to achieve higher rates of return in its general portfolio and thereby reducing

-
- the immediate need for tax increases; 2) bond market rates are more stable which allows for smoother budgeting; and 3) reserves and reserve funds can more easily absorb these money market rate fluctuations as the requirements for these funds are longer term in nature.
- 2) The Interest Allocation Policy also stipulates that “any reserves or reserve funds with negative balances will be charged at a rate of prime.

The \$205.6 million of interest bearing reserves with a negative balance were charged \$8.122 million of interest (average interest rate of 3.95%). Note: a negative rate of return simply means that the general portfolio is earning a return by “lending” funds to reserves in a negative balance.

OPTIONS/ DISCUSSION:**Surplus**

The \$3.720 million surplus (to budget) will be transferred to The Life Cycle Replacement and Capital Reserve Fund, as per the City’s Reserve policy.

Outlook

As the yield curve is fairly flat at the moment, there is little incentive to invest in long duration bonds. The strategy in 2020 will be to keep new investments to shorter durations, except with PPNs where there are incentives of greater participation rates for longer durations. The City still has approximately \$185 million in bonds and PPNs locked in past 2020 at generally favourable interest and participation rates, and will continue to search for opportunities to buy and sell when deemed in the best interests of the Markham.

The 2020 investment income forecast is expected to be approximately \$14 million. The budget is set at \$11 million as that is considered to be a minimum level that will be sustainable in the long term. Any interest income earned over the \$11 million budget in 2020 will be transferred to reserves at the end of the year.

FINANCIAL CONSIDERATIONS

Not applicable

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Not applicable

RECOMMENDED BY:

Joel Lustig, Treasurer

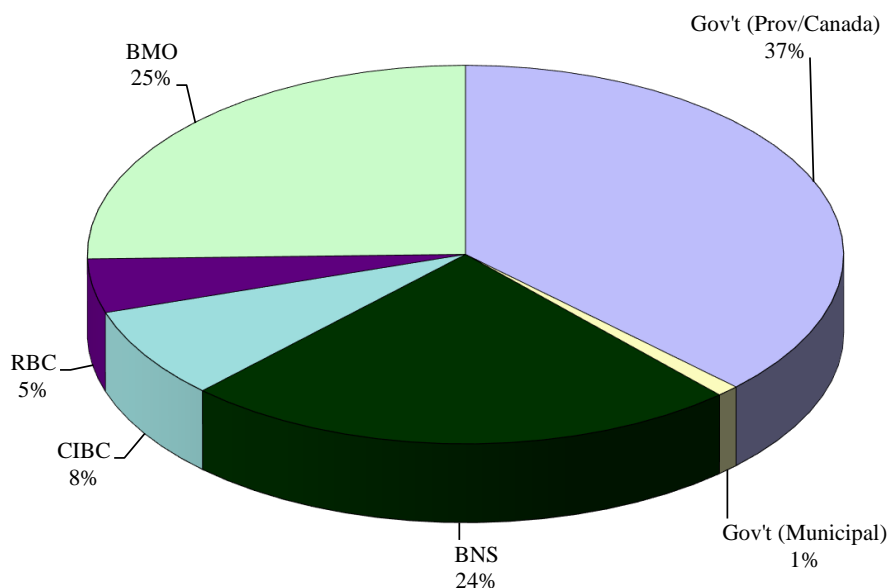
Trinela Cane, Commissioner,
Corporate Services

ATTACHMENTS:

Attachment 1:

- 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 DECEMBER 31, 2019

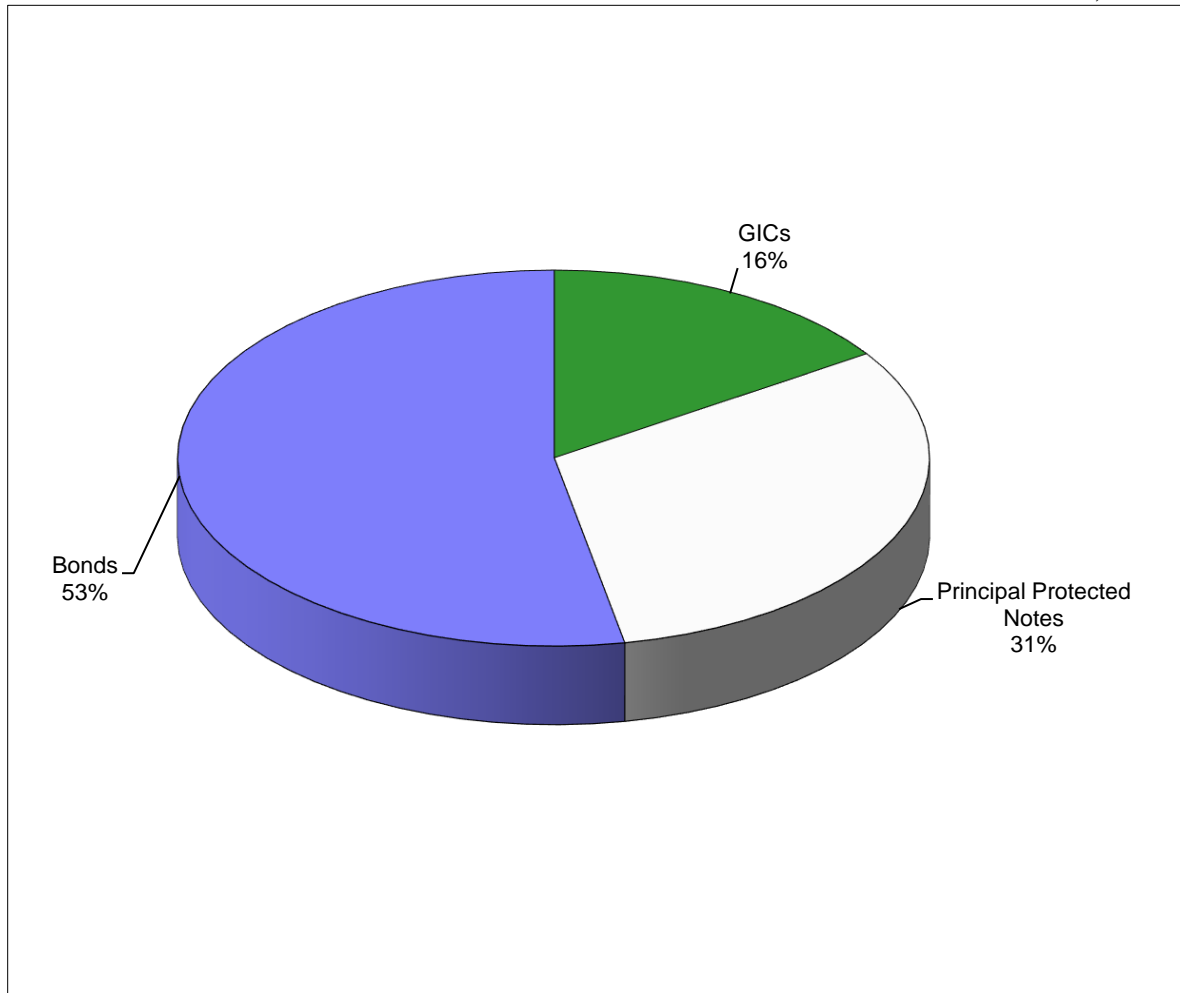


Year-End Portfolio Balance (All Funds; excluding bank balances): \$217.3m

	Investment <u>Policy Targets</u>	Portfolio at <u>Dec 31/19</u>
Government (Federal/Provincial)	>40%, no max	37% *
Government (Municipal)	max 30%	1%
Schedule A Banks:		
Bank of Nova Scotia	max 20%	24% *
Bank of Montreal	max 20%	25% *
CIBC	max 20%	8%
Royal Bank of Canada	max 20%	5%
Toronto Dominion	max 20%	0%
Schedule A Banks Total	max 60%	62%
Schedule B Banks:	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 DECEMBER 31, 2019



Year-End Portfolio Balance (All Funds; excluding bank balances): \$217.3m

EXHIBIT 3 - INVESTMENT TERMS

INSTRUMENT	ISSUER	INT. RATE	DATE BGT	DATE SOLD	BOUGHT	SOLD	LENGTH	W AVG LENGTH	DAYS to MAT	W AVG MAT
BANK BALANCE	as of Dec 31, 2019	2.23	31-Dec-2019	01-Jan-2020	101,673,110.12	101,679,308.00	1	101,673,110	1	101,673,110
Less than 1 month					101,673,110	31.9%				
GIC	BNS	2.15	25-Feb-2019	25-Feb-2020	4,000,000.00	4,086,000.00	365	7,299,999,994	56	1,519,999,994
GIC	BNS	2.16	02-Mar-2019	02-Mar-2020	5,000,000.00	5,108,000.00	366	7,299,999,995	62	1,519,999,995
BOND	BMO	2.26	03-Mar-2019	03-Mar-2020	5,000,000.00	5,000,000.00	366	7,299,999,996	63	1,519,999,996
Between 1 and 3 months					14,000,000	4.4%				
PPN	BMO	0.00	17-May-2019	17-May-2020	6,000,000.00	6,000,000.00	366	2,196,000,000	138	828,000,000
BOND	ONT	4.86	26-Aug-2009	02-Jun-2020	2,400,000.00	4,000,000.00	3,933	9,439,200,000	154	369,600,000
BOND	ONT	4.01	17-Aug-2010	02-Jun-2020	2,041,860.00	3,000,000.00	3,577	7,303,733,220	154	314,446,440
PPN	BMO	1.25	25-Jun-2014	25-Jun-2020	5,150,665.30	5,150,665.30	2,192	11,290,258,338	177	911,667,758
BOND	ONT	4.08	29-Nov-2010	13-Jul-2020	3,401,750.00	5,000,000.00	3,514	11,953,749,500	195	663,341,250
GIC	BNS	3.25	01-Aug-2019	01-Aug-2020	10,000,000.00	10,325,000.00	366	3,660,000,000	214	2,140,000,000
GIC	RBC	3.07	14-Sep-2019	14-Sep-2020	10,000,000.00	10,307,000.00	366	3,660,000,000	258	2,580,000,000
GIC	BNS	2.46	20-Nov-2019	20-Nov-2020	5,000,000.00	5,123,000.00	366	1,830,000,000	325	1,625,000,000
BOND	ONT	4.85	15-Jul-2009	02-Dec-2020	2,916,400.00	5,000,000.00	4,158	12,126,391,200	337	982,826,800
Between three months and one year					46,910,675	14.7%				
BOND	BCMFA	4.22	04-Apr-2011	01-Jun-2021	3,492,685.00	3,500,000.00	3,711	12,961,354,035	518	1,809,210,830
BOND	YORK REGION	3.43	18-Nov-2011	30-Jun-2021	2,098,160.00	2,000,000.00	3,512	7,368,737,920	547	1,147,693,520
BOND	CIBC	3.37	19-Mar-2013	07-Jan-2022	3,735,250.00	5,000,000.00	3,216	12,012,564,000	738	2,756,614,500
BOND	CIBC	3.32	29-May-2013	07-Jul-2022	3,714,500.00	5,000,000.00	3,326	12,354,427,000	919	3,413,625,500
BOND	ONT	4.56	18-Feb-2011	08-Sep-2022	5,975,600.00	10,000,000.00	4,220	25,217,032,000	982	5,868,039,200
BOND	ONT	4.52	30-Mar-2011	02-Dec-2022	4,772,000.00	8,000,000.00	4,265	20,352,580,000	1,067	5,091,724,000
BOND	CIBC	3.50	12-Mar-2013	07-Jan-2023	4,493,412.00	6,300,000.00	3,588	16,122,362,256	1,103	4,956,233,436
BOND	ONT	3.59	04-Dec-2013	08-Sep-2023	2,836,040.00	4,000,000.00	3,565	10,110,482,600	1,347	3,820,145,880
BOND	ONT	3.25	01-Nov-2012	02-Dec-2023	2,805,600.00	4,000,000.00	4,048	11,357,068,800	1,432	4,017,619,200
BOND	ONT	3.20	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00	4,145	14,503,976,750	1,499	5,245,225,850
BOND	ONT	3.53	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00	3,765	13,166,016,750	1,615	5,647,574,250
BOND	BNS	3.33	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00	2,192	8,768,000,000	1,639	6,556,000,000
BOND	ONT	3.48	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00	3,909	10,846,693,200	1,798	4,989,090,400
PPN	BMO	1.00	13-May-2015	13-May-2025	5,000,000.00	5,000,000.00	3,653	18,265,000,000	1,960	9,800,000,000
BOND	SASK	2.56	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	2,276	9,723,641,000	1,977	8,446,238,250
PPN	BMO	0.00	16-Sep-2015	16-Sep-2025	3,000,000.00	3,000,000.00	3,653	10,959,000,000	2,086	6,258,000,000
PPN	BMO	1.00	30-Dec-2015	30-Dec-2025	7,000,000.00	7,000,000.00	3,653	25,571,000,000	2,191	15,337,000,000
PPN	BMO	0.00	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00	3,652	21,912,000,000	2,282	13,692,000,000
PPN	BMO	0.00	17-Aug-2016	17-Aug-2026	5,000,000.00	5,000,000.00	3,652	18,260,000,000	2,421	12,105,000,000
BOND	ONT	2.13	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	2,602	8,956,084,000	2,528	8,701,376,000
PPN	BMO	1.25	23-Feb-2017	23-Feb-2027	5,000,000.00	5,000,000.00	3,652	18,260,000,000	2,611	13,055,000,000
PPN	BMO	1.00	05-Apr-2017	05-Apr-2027	5,000,000.00	5,000,000.00	3,652	18,260,000,000	2,652	13,260,000,000
BOND	ONT	2.81	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	4,419	18,963,873,360	3,076	13,200,469,440
BOND	ONT	2.63	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	3,824	29,138,880,000	3,076	23,439,120,000
BOND	ONT	3.06	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	4,364	30,372,130,800	3,259	22,681,662,300
BOND	ONT	2.93	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	4,341	21,556,537,800	3,259	16,183,542,200
PPN	BNS	1.50	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00	3,653	25,571,000,000	3,288	23,016,000,000
PPN	BMO	0.00	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00	3,653	18,265,000,000	3,348	16,740,000,000
PPN	BNS	0.00	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	3,654	18,270,000,000	3,390	16,950,000,000
PPN	BNS	0.00	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	7,306,000,000	3,508	7,016,000,000
PPN	BNS	1.55	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	7,306,000,000	3,508	7,016,000,000
PPN	BMO	1.50	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00	4,382	26,292,000,000	3,545	21,270,000,000
BOND	CIBC	3.13	24-Oct-2019	24-Oct-2029	5,000,000.00	6,565,000.00	3,653	18,265,000,000	3,585	17,925,000,000
BOND	ONT	3.11	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	4,247	20,813,272,900	3,624	17,760,136,800
BOND	ONT	3.05	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,185	17,801,734,500	3,624	15,415,408,800
Over 1 year					156,399,737	48.9%				

Money Market/Cash Balance Portfolio \$ 135,673,110
Bond/Accrual/PPN Portfolio \$ 183,310,412

Average Length of Investment (days) 2,102.6

Portfolio Balance Dec 31, 2019 \$ 318,983,522
General Fund and Other Reserves
(not including DCA)

Weighted Average Days to Maturity 1,221.6

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

ISSUER	INT RATE	PURCHASE DATE	MATURITY DATE	COST	MATURITY VALUE
CASH BALANCE	2.23	31-Dec-19	1-Jan-20	101,673,110.12	101,679,308.00
BNS GIC	2.15	25-Feb-18	25-Feb-19	4,000,000.00	4,086,000.00
BNS GIC	2.16	2-Mar-18	2-Mar-19	5,000,000.00	5,108,000.00
BNS GIC	3.25	1-Aug-18	1-Aug-19	10,000,000.00	10,325,000.00
RBC GIC	3.07	14-Sep-18	14-Sep-19	10,000,000.00	10,307,000.00
BNS GIC	2.60	24-Sep-18	24-Sep-19	8,000,000.00	8,208,000.00
BNS GIC	2.46	20-Nov-18	20-Nov-19	5,000,000.00	5,123,000.00
BNS GIC	2.15	25-Feb-19	25-Feb-20	4,000,000.00	4,086,000.00
BNS GIC	2.16	2-Mar-19	2-Mar-20	5,000,000.00	5,108,000.00
BNS GIC	3.25	1-Aug-19	1-Aug-20	10,000,000.00	10,325,000.00
RBC GIC	3.07	14-Sep-19	14-Sep-20	10,000,000.00	10,307,000.00
BNS GIC	2.46	20-Nov-19	20-Nov-20	5,000,000.00	5,123,000.00

APPENDIX 5 - 2019 BOND/PPN INVESTMENTS

BONDS 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	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	-	4.70	26-Aug-09	2-Jun-19	3,829,560.00	6,000,000.00
ONT	2.50	2.50	21-Jun-18	21-Jun-19	2,660,000.00	2,660,000.00
BNS	3.04	3.30	4-Sep-13	18-Oct-19	2,961,000.00	3,000,000.00
WATERLOO	3.75	3.80	30-Nov-10	30-Nov-19	1,495,455.00	1,500,000.00
RBC	2.99	2.74	12-Mar-13	6-Dec-19	4,066,000.00	4,000,000.00

BONDS/PPNs SOLD IN 2019:

ISSUER	COUPON RATE	YIELD/ PARTICIPATION	PURCHASE DATE	DATE SOLD	COST	FACE VALUE	SALE PROCEEDS
BMO PPN	1.25	1.25	25-Jun-2014	25-Feb-2019	1,849,334.70	1,849,334.70	1,984,525.72
BMO PPN	-	-	04-Oct-2016	25-Feb-2019	2,938,779.30	2,938,779.30	3,000,000.00
BMO PPN	1.00	1.00	13-May-2015	25-Jul-2019	2,000,000.00	2,000,000.00	2,172,054.60
BMO PPN	-	-	04-Oct-2016	25-Jul-2019	2,061,220.70	2,061,220.70	2,152,668.93

CAPITAL GAIN/(LOSS)
135,191.02
61,220.70
156,658.00
110,833.90
463,903.62

APPENDIX 5 - 2019 BOND/PPN INVESTMENTS

BOLD HOLDINGS at DECEMEBER 31, 2019:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE	MARKET VALUE	UNREALIZED GAIN/(LOSS)
BMO	2.250	2.260	03-Mar-2019	03-Mar-2020	5,000,000.00	5,000,000.00	4,930,500.00	(69,500.00)
ONT	-	4.858	26-Aug-2009	02-Jun-2020	2,400,000.00	4,000,000.00	3,969,120.00	31,769.38
ONT	-	4.010	17-Aug-2010	02-Jun-2020	2,041,860.00	3,000,000.00	2,978,016.00	19,266.65
ONT	-	4.080	29-Nov-2010	13-Jul-2020	3,401,750.00	5,000,000.00	4,950,800.00	39,490.59
ONT	-	4.850	15-Jul-2009	02-Dec-2020	2,916,400.00	5,000,000.00	4,918,730.00	87,602.82
BCMFA	4.150	4.220	04-Apr-2011	01-Jun-2021	3,492,685.00	3,500,000.00	3,610,869.50	111,890.56
YORK REGION	4.000	3.426	18-Nov-2011	30-Jun-2021	2,098,160.00	2,000,000.00	2,049,592.00	34,303.41
CIBC	-	3.368	19-Mar-2013	07-Jan-2022	3,735,250.00	5,000,000.00	4,742,560.00	32,791.81
CIBC	-	3.320	29-May-2013	07-Jul-2022	3,714,500.00	5,000,000.00	4,666,940.00	22,133.78
ONT	-	4.560	18-Feb-2011	08-Sep-2022	5,975,600.00	10,000,000.00	9,487,400.00	423,883.60
ONT	-	4.524	30-Mar-2011	02-Dec-2022	4,772,000.00	8,000,000.00	7,534,240.00	341,807.64
CIBC	-	3.500	12-Mar-2013	07-Jan-2023	4,493,412.00	6,300,000.00	5,817,115.40	72,485.12
ONT	-	3.590	04-Dec-2013	08-Sep-2023	2,836,040.00	4,000,000.00	3,711,740.00	151,530.78
ONT	-	3.251	01-Nov-2012	02-Dec-2023	2,805,600.00	4,000,000.00	3,685,116.00	107,640.90
ONT	-	3.200	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00	4,587,630.00	130,398.19
ONT	-	3.530	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00	4,553,625.00	198,359.59
BNS	3.300	3.328	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00	3,977,600.00	(22,400.00)
ONT	-	3.480	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00	3,597,748.00	161,296.12
SASK	-	2.560	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	4,418,205.00	50,349.88
ONT	-	2.130	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	3,398,868.00	(59,001.33)
ONT	-	2.809	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	4,903,596.00	92,899.14
ONT	-	2.630	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	8,136,480.00	50,936.07
ONT	-	3.060	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	8,043,210.00	313,681.52
ONT	-	2.930	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	5,628,630.00	155,802.96
CIBC	-	3.130	24-Oct-2019	24-Oct-2029	5,000,000.00	6,565,000.00	5,000,000.00	-
ONT	-	3.110	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	5,463,101.00	254,450.94
ONT	-	3.050	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,682,658.00	194,866.17
							133,444,089.90	2,928,736.29

PPN HOLDINGS at DECEMEBER 31, 2019:

ISSUER	COUPON RATE	PARTICIPATION RATE	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE	MARKET VALUE	UNREALIZED GAIN/(LOSS)
BMO PPN	-	100%	17-May-2019	17-May-2020	6,000,000.00	6,000,000.00	5,384,580.00	(615,420.00)
BMO PPN	1.250	70%	25-Jun-2014	25-Jun-2020	5,150,665.30	5,150,665.30	5,812,648.46	661,983.16
BMO PPN	1.000	110%	13-May-2015	13-May-2025	5,000,000.00	5,000,000.00	5,644,200.00	644,200.00
BMO PPN	-	250%	16-Sep-2015	16-Sep-2025	3,000,000.00	3,000,000.00	3,970,650.00	970,650.00
BMO PPN	1.000	150%	30-Dec-2015	30-Dec-2025	7,000,000.00	7,000,000.00	7,727,510.00	727,510.00
BMO PPN	-	350%	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00	7,428,540.00	1,428,540.00
BMO PPN	-	280%	17-Aug-2016	17-Aug-2026	5,000,000.00	5,000,000.00	5,370,000.00	370,000.00
BMO PPN	1.250	75%	23-Feb-2017	23-Feb-2027	5,000,000.00	5,000,000.00	4,725,800.00	(274,200.00)
BMO PPN	1.000	100%	05-Apr-2017	05-Apr-2027	5,000,000.00	5,000,000.00	4,707,350.00	(292,650.00)
BNS PPN	1.500	195%	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00	7,928,200.00	928,200.00
BMO PPN	-	370%	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00	5,115,800.00	115,800.00
BNS PPN	-	448%	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	4,966,000.00	(34,000.00)
BNS PPN	-	425%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	2,026,600.00	26,600.00
BNS PPN	1.550	100%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	1,957,000.00	(43,000.00)
BMO PPN	1.500	100%	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00	5,623,680.00	(376,320.00)
							78,388,558.46	4,237,893.16

TOTAL BONDS AND PPNs

211,832,648.36

7,166,629.45

APPENDIX 6 - 2019 DCA FUND INVESTMENTS

ISSUER	INT RATE	PURCHASE DATE	MATURITY DATE	COST	MATURITY VALUE
CASH BALANCE	2.20	31-Dec-19	1-Jan-20	20,852,792.75	20,853,506.89



Report to: General Committee

Meeting Date: February 18, 2020

SUBJECT:	Transfer of Unclaimed Refundable Security Deposits
PREPARED BY:	Kevin Ross, Manager Development Finance & Payroll, ext. 2126 Fred Rich, Manager, Strategy & Insurance Risk Management, ext. 3733
REVIEWED BY:	Francesco Santaguida, Assistant City Solicitor, ext. 3583

RECOMMENDATION:

1. That the report entitled, “Transfer of Unclaimed Refundable Security Deposits” be received; and,
2. That the Treasurer be authorized to transfer unclaimed security deposits, up to the amount of \$773,000.00, representing deposits placed prior to December 31, 2014 for undertakings, to the Corporate Rate Stabilization Reserve; and,
3. That the cost incurred to place the Public Notice, exclusive of HST, be offset against the refundable security deposits to be transferred to the City’s reserve; and,
4. That the Treasurer be authorized to transfer future unclaimed security deposits to the Corporate Rate Stabilization Reserve; and,
5. That the Treasurer be authorized to release any security deposits, from the Corporate Rate Stabilization Reserve in the event of a future, eligible, refund claim; and further,
6. That staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Not applicable.

PURPOSE:

The purpose of this report is to obtain Council’s approval to transfer unclaimed security deposits received through Undertakings (prior to December 31, 2014) to the Corporate Rate Stabilization Reserve, where the deposits remain unclaimed after publication of notices. Council approval is also requested to permit the Treasurer to transfer any future unclaimed deposits for undertakings and agreements to the reserve and to draw on this account to issue refunds, in the event of future eligible claims.

BACKGROUND:

Refundable deposits are received from homeowners and developers to provide security for work that is approved through permits or agreements with the City. Security deposits are received through undertakings and development agreements to ensure that required works are completed to the satisfaction of the City.

Undertakings are entered into by homeowners if they wish to install a pool, where they will be required to place a pool deposit to ensure the safety of the pool, or if they would like to construct a new house – where there is a requirement for lot grading and road damage deposits to ensure that adjoining lots are not adversely impacted by water run-off and the sidewalks and curbs are not destroyed. These deposits are received in cash and should be held for less than 5 years as the works secured are short-term in nature.

Development agreements such as site plan control and plans of subdivisions are entered into by homeowners and landowners/developers for the construction and/or expansion of residential and non-residential buildings. Security deposits received through these agreements, are mainly in the form of a letter of credit and secure a wider range of obligations such as, the construction of engineering-related above and below ground works, landscaping and trees, fence construction, lot grading, fire safety and, waste removal facilities. These agreements are for more complex construction than that approved through undertakings, and as such, the security is held for longer periods up to 15 years.

Security deposits for undertakings and development agreements are held over the period of construction, to be returned once the work is complete and certified to the City's satisfaction. The onus for claiming refunds of these deposits rests with the parties who placed the deposit, requiring them to advise the City that their projects are complete, which leads to an inspection process that, if passed, results in a refund of the deposit. While the majority of security deposits are returned to homeowners/developers, many requests for inspection, (which initiates the refund process) have not been forthcoming over the years, and has led to an accumulation of security deposits being held by the City.

In order to manage the unclaimed security deposits being held, staff have over the years received Council approval to place public notices in newspapers and on the City's website, inviting all eligible homeowners/developers to apply for a release of security deposits being held for work included in undertakings and agreements. The last such report, *Transfer of Unclaimed Security Deposits* was approved by Council on December 13, 2016 and authorized the transfer of deposits placed prior to December 31, 2007. Staff are now seeking approval for a similar exercise for security deposits held through undertakings.

Taking into account the time required to complete the construction of approved work, and obtain the inspections/documentation required to release the security deposits being held, it was determined that cash balances being held prior to December 31, 2014 for undertakings would be reviewed and homeowners/developers prompted to apply for a refund of their deposits.

The security deposits being held in cash for undertakings are as follows:

ACCOUNT NO.	ACCOUNT NAME	PRE-DECEMBER 31 st 2014 BALANCES	NO. OF DEPOSITS
027-2140011	ROAD DAMAGE	\$ 65,000.00	260
027-2140019	POOL CONSTRUCTION	\$ 10,000.00	2
027-2140020	LOT GRADING	\$ 698,000.00	157
		\$ 773,000.00	419

OPTIONS/ DISCUSSION:

City staff, consistent with past practice, will place advertisements in the Economist & Sun, Thornhill Liberal, and on the City's website, inviting all eligible homeowners/developers to apply for a release of cash security deposits being held for work included in undertakings prior to December 31, 2014. The advertisements will be run twice in each of the Economist & Sun and Thornhill Liberal in the first quarter of 2020 and prospective applicants will be given two months to submit a claim. A notice will also be posted to the City's website during this period to be removed one month after the second notice is published.

The alternative to placing a public notice to invite applications for the refund of cash deposits for completed works is to attempt to locate each individual, and then provide that homeowner/developer with a letter or other form of notice regarding the deposit held by the City. Placing a public notice which invites homeowners/developers to apply for a refund provides a more expeditious method to make contact, and places the onus on the applicant to prove that the works have been satisfactorily completed. This approach of placing a public notice has been used by the City and other municipalities in the past to address similar unclaimed security deposit balances.

It is recommended that the unclaimed security deposits (up to the amount of \$773,000) be transferred to the Corporate Rate Stabilization Reserve after the expiration of the notice on the City's website. This reserve is a contingency reserve which gives the City the flexibility of satisfying claims for refunds in the future. The deposit information will be detailed and retained in the event subsequent claims are received.

It is also recommended that the Treasurer be authorized to withdraw monies from the Corporate Rate Stabilization Reserve to satisfy refund claims, if any, which may be verified after this transfer occurs. In 2016 the City undertook a similar process, where Council approved the transfer of long-outstanding security deposits totaling \$1,739,367.81 to the Corporate Rate Stabilization Reserve; subsequent to this transfer, the City received only 6 requests for refunds relating to these funds, which totaled \$25,985 (or 1.5% of the amount transferred).

In order to limit the amount of unclaimed security deposits, and encourage security deposit owners to expeditiously complete the works, staff will be effecting procedural changes (transfer clause) to undertakings and agreements in 2020.

FINANCIAL CONSIDERATIONS

By placing a public notice, this serves as a means of notifying and prompting action from security deposit owners who may be eligible for a refund of their security deposit. Security deposits are held to ensure that work in support of undertakings and agreements with the City, are completed to the required standard. The security deposits being held relate to works that were either completed, or to be completed, by the landowner/developer within their development. As such, there is no identifiable financial impact to the City beyond the cost to run the notice in the newspapers.

The amount of \$773,000.00 (which represents 419 developers/landowners) as depicted in the chart above, will be reduced by the cost to place the advertisements and, any verifiable claim that may be received from the public notice, prior to the transfer to the Corporate Rate Stabilization Reserve.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is consistent with the City's goal of stewardship of money and resources and demonstrates sound, transparent and responsible financial and resource management to mitigate risks while ensuring efficient and effective service delivery.

BUSINESS UNITS CONSULTED AND AFFECTED:

Comments from the Legal Department are included in this report.

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

N/A



Roadside Ditch Alteration Policy

February 18, 2020



Benefits of Roadside Ditches

- Installed on streets without storm sewers
- Drain public roadway and private property
- Perform many of the same functions as storm water management ponds:
 - Reduce flooding and erosion
 - Control runoff for slower release to creeks and streams
 - Improve water quality through filtration
 - Ground water recharge (the original Low Impact Development)



Inventory and Current Practices

- Approximately 176 km of roadside ditches in Markham
- Approximately 50 km of residential roadways contain ditches on one or both sides
- Currently ditch maintenance work is undertaken on an “as needed” basis, with no schedule for regrading
- Many residential roadside ditches have not been regraded in 40 or more years



Maintenance Challenges

- Ditches fill with sediments over time and require periodic excavation and possibly replacement of driveway crossing culverts which typically have a 40 year lifespan
- Lack of public awareness:
 - ditches is part of the stormwater management system
 - the boundary limits of private property
- Unauthorized infilling of ditches and or improperly installed driveway cross culverts negatively affect positive drainage of upstream properties, resulting in upstream ponding issues



Unauthorized Ditch Infills

- Usually done by residential property owners to remove ditch from front lawn
- Culvert pipe installed across entire length of property and ditch filled with earth material
 - Channels water to edge of road, reducing lifespan of asphalt / road base
 - Limits water dispersal from runoff of subject and adjacent properties
 - May use inferior components that would not support the weight of vehicles, possibly resulting in collapse and serious injury
 - Reduction of stormwater storage capacity necessary in major weather events, increasing the likelihood of localized flooding
 - Negative effects compound as installations increase in the area



Proactive Ditching Program

- Adopt the Roadside Ditch Alteration Policy to provide a consistent direction for the City and resident to follow
- Establish an annual scheduled ditch restoration program
 - Re-ditch and replace driveway cross culverts to original grades in advance of any capital road improvement work
- Funding requested to accommodate approximate 4 km/year in addition to the current reactive work
- Coordinate activities with Environmental Services to enhance Storm Water Management systems in each community



Financial Considerations

- Based on a maximum cost of \$22 per linear meter, undertaking 4 km of ditch restoration work annually will cost an incremental \$88,000 per year in capital cost starting 2021 (\$22 x 4,000 lm)
- This will cover part-time staffing, material disposal, granular material and equipment rental expenses. The program will protect the City's investments in road maintenance and avoid early erosion of Markham's infrastructure.
- The additional funding requirement will be requested through the 2021 capital budget approval process as part of the pavement preservation program.



Sabiston Dr

Unauthorized infill



Ditch restoration





Hawkrigde Ave

Unauthorized infill



Infill accepted after modification





Thank you



Report to: General Committee

Meeting Date: Feb 18, 2020

SUBJECT: Roadside Ditch Alteration Policy

PREPARED BY: Shahab Aryan, Technical Coordinator, ext. 2023;
Robert Marinzal, Supervisor, Survey, Utility & Right of Way, ext. 2842;
Alice Lam, Sr. Manager, Roads, Survey & Utility, ext. 2748

RECOMMENDATION:

- 1) That the report entitled “Roadside Ditch Alteration Policy”, dated February 18, 2020, be received; and,
- 2) That the presentation entitled “Roadside Ditch Alteration Policy”, dated February 18, 2020, be received; and,
- 3) That Council adopt the Roadside Ditch Alteration Policy, as presented in “Attachment “A””; and,
- 4) That Council approve amendment to the Road Occupancy By-law 2018-109 as deemed necessary by the City Solicitor and the Commissioner of Fire and Community Service to implement the Roadside Ditch Alteration Policy; and,
- 5) That the ditch restoration program be implemented starting in year 2021; and further,
- 6) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain Council’s authorization for implementation of a Roadside Ditch Alteration Policy.

BACKGROUND:

The City of Markham has approximately 176 kilometers of roadside ditches which are a critical component of the broader storm drainage system. Roadside ditches prevent flooding by conveyance of stormwater from both public and private lands and include surface drainage, roadway sub-grade drainage and private property foundation drainage. Ditches also provide “Green” stormwater management functions such as sediment and pollutant removal, peak flow attenuation and ground water recharge, meeting Low Impact development (LID) infrastructure criteria as identified in the Storm Water Management Guidelines, published jointly by The Toronto Region and Credit Valley Conservation Authorities.

Current subdivision design standards utilize storm water management (SWM) ponds as the downstream component of the storm water management system, to improve water quality and control stormwater discharge during severe weather events, prior to the release of stormwater into local creeks, streams and rivers. In older developments, land was not allocated for SWM ponds. Streets were constructed without storm sewers with ditches performing a similar water quality, storage and control function as SWM ponds. The

majority of ditch modifications and infills have been undertaken by private land owners on City lands without City review or approval, resulting in a continuing degradation of the storm water management system in Markham's older neighbourhoods.

With potential adverse effects such as increased flooding, reduction of road service life and diminished water quality, a policy is required which clearly identifies procedures for evaluation of existing ditch modifications and for review and approval of proposed undertakings that may affect ditch functionality.

OPTIONS/ DISCUSSION:

Maintaining ditches has extensive and long-lasting economic and environmental benefits which include:

- Preserving the integrity of the overall storm drainage system,
- Reducing the potential for flooding,
- Reducing property damage due to flooding,
- Reducing downstream peak flow,
- Reducing of erosion at outlets,
- Improving water quality of receiving water bodies,
- Preventing surface runoff from pooling on the roadways and/or surrounding property,
- Increasing snow storage area below the elevation of the road surface
- Enhancing ground water recharge, and
- Reducing cost of road maintenance.

Ditch infill and modification issues are most prevalent where residential properties have been constructed on streets with rural road profiles. Ditch infill policies have been implemented in both Ottawa and Fort Erie where conditions similar to Markham exist.

This policy documents the circumstances and general proactive process requirements for the City to manage ditch infilling and alterations to drainage ditches within municipal road allowances. This policy, once adopted, will provide a clear and consistent direction for City staff and residents to follow.

The provisions of this policy shall apply to all road allowances under the jurisdiction of the Corporation of the City of Markham.

Following implementation of this policy, any unauthorized ditch modifications done by current owners of adjacent properties that are deemed to have an immediate negative impact to public safety or City assets, will be repaired at the expense of the resident, with no cost to the City.

With the exception of the above condition, ditch restoration work will be undertaken as part of the annual capital road improvements program and conducted prior to undertaking road rehabilitation work on roads with rural profiles. It is anticipated that regrading of

ditches will add \$20 to \$22 per linear meter of road work. Ditch regrading has not been undertaken in many of these communities and would be required regardless of enactment of this policy.

Staff recommend establishing an annual ditch restoration program undertaking 4km per year commencing in 2021.

Staff will work with the Environmental Services Department to establish communications and education campaigns with residents in these neighbourhoods through mail drops prior to an implementation of ditch improvement activities.

FINANCIAL CONSIDERATIONS

Based on a maximum cost of \$22 per linear meter, undertaking 4 km of ditch restoration work annually will cost an incremental \$88,000 per year in capital cost starting 2021 (\$22 x 4,000 lm). This will cover part-time staffing, material disposal, granular material and equipment rental expenses. The program will protect the City's investments in road maintenance and avoid early erosion of Markham's infrastructure. Residents will benefit from avoiding or limiting flooding impacts on their property and in public spaces.

The additional funding requirement will be requested through the 2021 capital budget approval process as part of the pavement preservation program.

Operating Budget and Life Cycle Impact

The inclusion of this program will add an incremental uninflated impact of \$2,200,000 to the Life Cycle Reserve Study over a 25 year period (\$88,000 x 25 years). There is no incremental operating budget impact.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with the City's Stormwater Management Strategy, Building Markham's Future Together Strategic Plan, improving the areas of Managing our Growth, Protecting our Environment and Excellence in Municipal Services.

BUSINESS UNITS CONSULTED AND AFFECTED:

The Environmental Services and Finance Departments were consulted and their comments incorporated in this report.


RECOMMENDED BY:

Morgan Jones
Director, Operations

Brenda Librecz
Commissioner, Community & Fire Services

ATTACHMENTS:

Attachment “A” – Roadside Ditch Alteration Policy

	Roadside Ditch Alteration within the Public Road Allowance	
	Policy Category:	
	Policy No.: 2018-109-01	Implementing Procedure No.:
Approving Authority: Council		Effective Date: Feb 3, 2020
Approved or Last Reviewed Date: NA		Next Review Year: February 2025 or sooner if required
Area(s) this policy applies to: Operations Department, By-Law Enforcement, City's Right of Way		Owner Department: Operations Department
Related Policy(ies): <ul style="list-style-type: none"> Road Occupancy By-law 2018-109 		

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

1. Purpose Statement

The City of Markham has responsibility for the maintenance and repair of highways under municipal jurisdiction by virtue of clause 44 (3) (c) of the Municipal Act, S.O. 2001, c.25. In addition, The City has passed road occupancy by-law 2018-109 with respect to Highways, under clause 11 (3) (1), and with respect to Drainage and Flood Control under clause 11 (3) (6) of the Municipal Act, S.O. 2001, c.25.

Consistent with the purpose of the Ontario Water Resources Act, the City must have regard for protection and management of Ontario's waters, including stormwater management. Ditches provide an important part in the overall stormwater management systems throughout the City and therefore, any proposed alterations to a roadside ditch or stormwater conveyance system must be subject to an appropriate approval process.

The purpose of this policy is to document the circumstances and general process requirements for the City to permit filling or alteration of drainage ditches and to remove unauthorized existing ditch infilling or alteration within the municipal road allowance. Adherence to a policy will insure ditch alterations are undertaken in a controlled and consistent manner.

2. Applicability and Scope Statement

Subject to this policy are requests received by the City from property owners for roadside ditch alteration or identification of unauthorized ditch infilling/alteration through observations by City, resident enquiries or as drainage or other issues arise.

3. Background

An open-channel or ditch cut into the natural terrain along the Municipal Road Allowance is the most economical method to create drainage collection/conveyance systems for draining the road bases and collecting roadway surface water and groundwater within the road allowance. Ditches collect and convey stormwater runoff and snowmelt from both municipal and public properties efficiently and require minimum maintenance. Roadside ditches are a necessary component of any semi-urban or rural road cross section and provide several stormwater management functions such



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

as downstream peak flow reduction, improved water quality of receiving water bodies and reduction of erosion at outlets, in addition to preventing surface runoff from pooling on the roadways and/or surrounding property. The Provincial Policy Statement promotes green infrastructure to enhance stormwater management through ecological and hydrological functions.

A roadside ditch also provides snow storage area below the elevation of the road surface thereby reducing the potential for snow drifting over the road and providing a snow stockpile area.

Ditches provide a critical outlet for public and private surface drainage, roadway sub-grade drainage. Ditches have a greater drainage capacity than piped systems and promote the natural recharge of groundwater by allowing surface flows to infiltrate underground through the ditch bottom and banks. The vegetated cover of ditches assist with the natural filtering and settlement of particulates from runoff, thus improving the quality of stormwater and snowmelt. Open ditches are much less sensitive to the adverse impacts associated with foliage, debris, and sedimentation during storm events. Moreover, properly designed ditches provide peak flow attenuation and reduce flow velocities that otherwise contribute to erosion problems at the outlet.

When a ditch is filled, altered or replaced with a pipe, the stormwater management benefits are compromised. Moreover, the culvert inlets are susceptible to blockage by branches, foliage, debris and sedimentation, which further decrease their effectiveness and in time are subject to deterioration and collapse. Ditch alterations specifically infills, immediately decrease the capacity of the roadside drainage system and with each subsequent ditch infill the capacity deficiency is compounded. The disruption of flow from a single property can negatively impact the integrity of the entire drainage area resulting in localized ponding and flooding of roadways and properties. Poorly drained road bases advance the deterioration of roadway surfaces resulting in the costly maintenance and/or replacement of asphalt treatments. The cumulative impact of many ditch infilling projects within the same drainage area is likely to increase downstream peak flow rates, create erosion problems at outlets and degrade the quality of runoff reaching surface water body receivers.

4. Definitions

Refer to Road Occupancy By-Law 2018-109 for additional definitions pertaining to this policy.

City Staff means employees of the City of Markham.

Conveyance means the positive grade, connectivity and capacity requirements to transmit storm water from one area to another.

Council means the municipal Council of The Corporation of the City of Markham.

Culvert means a corrugated steel pipe (CSP), concrete pipe or box structure, or CSA approved 320 kPa PVC or HDPE pipe located within a roadside ditch to facilitate vehicular or pedestrian access crossing of a Ditch usually at a Driveway/entrance.

Director means the Director of Operations Department for the City or designate.

Ditch means a natural or artificial watercourse ranging from a depression, or swale, to an open channel that conveys storm water runoff from both public and private properties. The primary purpose for a roadside ditch is to drain the road surface, road base and sub-grade as well as the surface drainage of the boulevard.

Ditch Alteration means the addition of earthworks, landscaping works and pipes to a ditch system to eliminate a defined ditch conveyance system for storm water.

Ditch Infill means the replacement of a ditch with a culvert/pipe covered by earth and sod.

Drainage basin means the extent of the area served by a ditch drainage system.



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

Driveway/entrance means portion of the boulevard improved for the purpose of providing vehicle access to an adjacent property.

Encroachment means Any device, equipment, object, structure or vegetation that is located on, over, along, across, under or in a highway, or any portion thereof, but excluding any vegetation planted or any device, equipment, object, or structure installed and maintained by the City.

Foundation Drainage means groundwater collected by the weeping tiles installed around the footings of a dwelling, collected in an internal sump pit and discharged to the surface by a sump pump to drain overland or conveyed in a pipe underground to discharge into the ditch system.

Municipal Road Allowance means the property dedicated as public road allowance by authority of the City of Markham.

Owner means the registered owner of land abutting a Municipal Road Allowance.

Proponent means the Owner of the land that is subject to the application for altering/filling a roadside ditch.

Right-of-Way means that portion of the Municipal Road Allowance ordinarily used for the location of roads, sewers, watermain, sidewalks and walkways.

Roadside Ditch means the open channel within the Municipal Road Allowance and installed for the purpose of collecting and channelling road and adjacent surface drainage runoff or snowmelt.

Storm water quality means the condition of the surface water from a sediment or pollutant loading perspective that requires addressing prior to discharge to a receiving watercourse.

Storm water quantity means the volume of surface water required to be collected and conveyed by a ditch system or a piped sewer system.

Sub-grade Drainage means the groundwater collected by the granular road base structure.

Swale means shallow grassed drainage channels with gently sloping sides.

Work means the removal of a ditch alteration and/or reinstatement of an open-channel roadside ditch.

5. Policy Statements

A. GENERAL PROVISIONS

1. No Person shall alter, fill, pipe, or encroach roadside ditches without first having obtained a Roadside Ditch Alteration permit.
2. The City may consider permitting the piping or filling of certain portions or sections of a roadside ditch only for purpose of driveway/entrance or if it has been determined to be beneficial to the operation or maintenance of the City road.
3. The City will not permit the piping or filling of a roadside ditch if the basis of the request is:
 - a) for aesthetic purposes to suit the abutting private property owner's current or proposed landscaping; or
 - b) to be of benefit to the abutting private property owner only (i.e., ease of lawn mowing)
4. No tile drainage, foundation drainage pipe, sump pump discharge or roof leader pipe shall discharge directly into a municipal Ditch, except where no suitable alternative outlet exists on the lot.



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

5. Ditch infill shall not be permitted where high ground water table conditions exist and is dependent on the ditch for outlet and conveyance.
6. All temporary ditch alterations encountered through construction activity or project shall be removed as a consequence of the work, and replaced by an appropriately sized open ditch.

B. DITCH INFILLING

1. Maintaining an existing ditch alteration or consideration of the implementation of a ditch alteration request will be at the sole discretion of the Director and may be in consultation with Engineering and Environmental Services Departments as deemed necessary.
2. The City will require the proponent of a ditch alteration proposal or maintaining an existing ditch alteration to undertake a storm drainage assessment to determine ditch piping and filling impacts on the drainage system area. This assessment is to be undertaken by a qualified and experienced professional engineer, at the expense of the proponent.

Although some engineering assessments will vary in extent regardless of the complexity of the study, the content of the assessment is to include as a minimum, but not be limited to, the following:

- Confirm the ditch system is not a Municipal Drain;
 - Determine the impact of ditch alteration on wetlands and fish habitat as well as existing municipal infrastructure.
 - Determine the feasibility of altering the ditch system;
 - Identify the drainage basin or catchment area and tributary;
 - Identify outlets, routing and grade requirements;
 - Identify allowable and design flows;
 - Confirm outlet capacity;
 - Determine the impact on the outlet;
 - Determine storm water quantity & quality requirements;
 - Determine erosion control requirements;
 - Assess ditch alteration impacts for major storm event system response and performance;
 - Maintain, or improve, existing levels of service;
3. Once storm drainage assessment report reviewed and ditch infilling is allowed by the City, the proponent shall submit a detailed engineering drawing for ditch infill that must include as a minimum, but not be limited to the following:
 - Existing ditch and surrounding area elevations including road centreline and edge of pavement for a minimum distance of 30m in either direction of the property limits and/or along the existing ditch/ drainage system as applicable.
 - Proposed elevations of the pipe inverts, catchbasin and other applicable storm sewer structures inverts and top of grate elevations, as well as finished grade elevations to provide positive surface drainage to the proposed catchbasin lids.
 - Catchbasins and/or approved inlet structures must be provided at each property line within the ditch infilling limits.



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

- Interim cleanout/access structures where required.
 - Typical cross-section(s) must be provided to demonstrate that drainage may be accommodated for the private properties, boulevard ditch and roadway.
 - Method for collection of municipal road base drainage
 - The minimum cover over the pipe obvert shall be 0.15 metres.
 - The minimum grade of the pipe exceeds 1% to provide sufficient cleaning velocity.
 - The finished elevation of fill material in the ditch must be shaped to form a swale, provide a minimum positive grade of 0.5% and remain a minimum of 450 mm below the elevation of the edge of the road surface.
 - Storm sewer pipe sizing calculations based on a delineation of the total catchment area for stormwater received by the existing ditch.
 - Outline the entire downstream drainage corridor/ system to the ultimate outlet watercourse/ water body, demonstrating sufficient capacity in the downstream system.
 - Note that pipe installations shall be completed in accordance with the requirements of the latest version of the Ontario Provincial Standard Specification No. 421 (OPSS 421) and all related specifications.
4. If the engineering assessment and/or design does not address all of the above noted criteria to the satisfaction of the City, the permit application will be denied.
 5. The City will determine whether or not an Environmental Compliance Approval (ECA) is required from the Ministry of the Environment, Conservation and Parks (MECP) for ditch infilling works in accordance with the Ontario Water Resources Act, Section 53 (Sewage Works). If ECA is required, The City will notify the Owner accordingly. As the proposed works would be within a City owned road allowance, the Director would be required to sign the ECA application form. However, the property Owner would be subject to the MEPC fees associated with the application.
 6. The adjacent property owner that has been granted permission to alter the roadside ditch with piping and/or filling, or the connection of a foundation drain, does not have ownership of the affected area of the road allowance. The private property owner has no rights to claim the alteration, piping and/or filling of the roadside ditch is permanent, should the City require that the drainage system be returned to an open ditch.
 7. If the City has granted a private property owner permission, by issuing a permit, to alter, pipe or fill the adjacent roadside ditch, all the installation and material costs are the responsibility of the proponent.
 8. If the Director determines that additional work, such as ditch regrading, rock removal or brushing is required to properly convey stormwater to a sufficient outlet as a result of the proposed ditch alteration, all costs for the work by the City Forces will be borne by the proponent.
 9. Where a proposed piping or filling of a roadside ditch crosses or is located above an existing underground utility;



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

- a) the proponent must (at their expense) obtain a clearance letter or certificate from the owner of the underground utility that provides satisfactory evidence that the proposal will not be detrimental to the existing utility; and
- b) any required extensions or modifications to the existing utility to accommodate the grades of the proposed piping or filling of the ditch will be provided at the expense of the proponent.

C. EXISTING DITCH INFILL

1. Any existing ditch infill within the Municipal Road Allowance deemed to be negatively impacting municipal assets or the collection and/or conveyance of stormwater along its length or within the surrounding area shall be removed and replaced by an appropriately sized open ditch.
2. Any existing ditch infill culvert identified as collapsed or having experienced a structural failure be permanently removed and replaced with the appropriately sized open ditch.
3. In the event of removal and ditch channel reinstatement, there will be no compensation to Owners who may have financed the original installation of a ditch infill adjacent their property.
4. In the event that a situation or condition arises which requires the City to remove, either in whole or in part, the piping and/or fill materials, the drainage system will be reinstated to an open ditch condition. No compensation for the previously installed works will be provided.

D. DRIVEWAY/ENTRANCE OVER A ROADSIDE DITCH

1. No person shall construct, extend or alter an entrance/driveway or install or extend a culvert pipe within a highway under the jurisdiction of the City without the Owner first receiving Roadside Ditch Alteration permit issued by the City.
2. All works related to constructing a new entrance/driveway or modifying an existing entrance/driveway over a roadside ditches shall be carried out in accordance with the approved permit, plan and the City's standards and/or special conditions.
3. Pre-construction inspection is conducted by the City to assess the proposed entrance and determine final location, the diameter, gauge and length of the culvert and any required special conditions.
4. The Owner is responsible for all aspects of construction, including but not limited to; supply of a new culvert pipe and backfill material, rip rap, labour, and traffic control. Work may be done by the owner or a contractor engaged by the owner; however, ultimate responsibility for installation rests with the owner.
5. Driveway culverts shall be Corrugated Steel Pipe with a 2.0 mm minimum thickness or High Density Polyethylene (HDPE). Pipe diameter shall be a minimum of 400 mm, and the length shall satisfy City requirements.



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

6. The invert or base of the culvert may be partially buried / embedded into the ditch bottom to a maximum depth of 10% of the culvert diameter, or as needed to allow sufficient cover and maintain ditch gradient to the satisfaction of the City.
7. Elevation of culvert must be such that positive drainage is maintained throughout Ditch network and no standing water is created as a result of the installation.
8. Where a culvert installation may pose a chance of frost heave, due to lack of cover material, and pipe capacity is not at issue, the City may approve the use of a culvert less than 400 mm in diameter.
9. The Contractor/Owner shall contact Operations Departments at 905-475-4714 or OCS@markham.ca to arrange a site inspection of the culvert installation prior to placement of backfill material to confirm installed elevations and that suitable bedding and cover have been provided for the pipe prior to placement of backfill. At least two business days is required for notifying the City.
10. Pipe installations shall be completed in accordance with the requirements of the latest version of the Ontario Provincial Standard Specification No. 421 (OPSS 421) and all related specifications.
11. Property owners with ditches adjacent to their property are expected to:
 - Maintain the driveway culvert and ditch area;
 - Remove leaves and other debris as they accumulate in the ditch;
 - Avoid altering grades, yard slopes, or obstructing the drainage system in any way; and
 - Comply with Keep Markham Beautiful (Maintenance) By-law 2017-27 (e.g. section 5.0) accordingly.

E. APPLICATION AND APPROVAL PROCESS

1. The proponent of a proposal to alter, pipe and/or fill a roadside ditch will be required to submit a Roadside Ditch Alteration application form along with the application fees, support documents such as an engineering assessment report, approved engineering lot grading plan, detailed engineering design, etc. A Letter of Credit/Security Deposit may also be required, if requested by the Director.
2. City Staff will conduct a site inspection and field review of the proposal and meet with the proponent if necessary.
3. If the Director is satisfied that the ditch alteration, piping and/or filling can be completed in accordance with this policy, the Permit will be approved, but may be subject to conditions specific to the application.
4. If the Director determines that an engineering assessment report is required to assess the impact of the alteration, the proponent will be advised of this requirement and the application will be held until that assessment can be completed to the satisfaction of the Director.



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

5. If the proposal is approved and prior to pipe installation, the proponent will contact the City staff for an inspection.
6. Upon completion of the installation, the proponent will contact City staff for a final inspection. If the Director is satisfied that all the requirements of the permit have been met, and no corrective measures are required, the proponent's Security Deposit will be returned if applicable.
7. In the event that the Director determines there are deficiencies to the installation or damage to City road allowance and corrective action is required the Director will provide written notice to the proponent. If the proponent fails to correct any identified deficiencies or repairs within 30 days of receiving the written notice, the City may draw from the proponent's Security Deposit to recover its cost to correct the deficiencies and/or include costs onto the property tax roll. Any remaining Security Deposit balance will then be returned to the proponent.
8. Where an existing driveway crossing culvert has reached or exceeded its scheduled service life, an application may be made for the city to replace culvert at the city's expense.

F. CONTRAVENTIONS

1. Non-compliant or unauthorized ditch alteration, piping and/or filling that has taken place before the adoption of the Roadside Ditch Alteration Policy shall be considered for removal through a progressive approach. Initially, only those alterations that are identified, at City discretion, as either;
 - i) contributing to a drainage or road maintenance issue, or
 - ii) within the project limits of a capital works or ditching project.
2. Non-compliant or unauthorized ditch filling that was installed before adoption of the Ditch Alteration Policy will be removed as part of a systematic approach to roadside ditching projects undertaken by the City of Markham.
3. Non-compliant or unauthorized ditch alteration, piping and/or filling that takes place after the adoption of the Roadside Ditch Alteration Policy will be enforced in accordance with this policy. In some situations, the Owner or Proponent may apply for a Roadside Ditch Alteration Permit, pay the required fees and have the works inspected by the Director. If the Director determines that the ditch alteration can remain, the proponent will be required to provide plans and photos to be kept on file. If the Director determines that the ditch alteration must be removed because of a potential drainage or road maintenance issue, the cost of removal shall be borne by the responsible property owner or added to the property tax roll.

G. DELEGATED AUTHORITY

The Director shall have delegated authority to:

1. Interpret and apply this policy at their discretion
2. Revise or amend technical or administrative nature of this policy as deemed necessary



Roadside Ditch Alteration within the Public Road Allowance

Policy No.: RO2018-109-01

6. Roles and Responsibilities

This section identifies the principal roles and responsibilities assigned to City Departments for the policy. More detailed roles and responsibilities may be captured in a separate procedures document.

1. Operations Department will:

- Be the initial point of contact for Roadside Ditch Alteration related enquiries.
- Receive inquiries regarding roadside ditch drainage concerns/requests.
- Coordinate of interdepartmental activities involved in policy creation and implementation.
- Process and manage applications for Roadside ditch alteration permits.
- Determine applicable permit fees and amount of a Letter of Credit/Security Deposit if required.
- Educate permit applicants regarding policy.
- Investigate and identify any altered roadside ditch which may not be in compliance with conditions of the policy or permit.
- Direct roadside ditch drainage issues to the road supervisor.
- Provide supporting information in determining technical requirements.
- Assess existing non-compliant ditch alterations.
- Direct enforcement requirements.
- Replace existing Driveway/entrance culvert that has reached or exceeded their scheduled service life.

2. Environmental Services Department will:

- Review Engineering Assessment Report and/or Design Infill Design and Provide comments

3. By-Law Enforcement & Licensing will:

- Provide supporting advice regarding enforcement of policy
- Enforce by-laws, as required, in the event of non-compliance of a property owner to remove ditch alteration.

4. Financial Services will:

- Recover non-payment of fines assessed by Enforcement and Inspections through property taxes, as required.
- Recover costs incurred by the City to remove a non-compliant ditch alteration through property taxes, as required.