



Electronic General Committee Meeting

Revised Agenda

Meeting No. 7
May 19, 2020, 9:30 AM
Live streamed

Note: Members of the General Committee will be participating in the meeting remotely.

Due to COVID-19, our facilities are closed to the public.
Access is not permitted to the Markham Civic Centre and Council Chamber.

Members of the public will be permitted to submit written deputations by email
to clerkspublic@markham.ca

Members of the public who wish to make virtual deputations must register by completing an online [***Request to Speak Form***](#) or e-mail clerkspublic@markham.ca providing full name, contact information and item they wish to speak to. Alternatively, you may connect via telephone by contacting the Clerk's office at 905-477-7000 Ext. 3638 on the day of the meeting.

General Committee meetings are video and audio streamed on the City's website at:

<https://pub-markham.escribemeetings.com/>



Electronic General Committee Revised Agenda

Revised Items are Italicized.

Meeting Number: 7
May 19, 2020, 9:30 AM - 3:00 PM
Live streamed

Please bring this General Committee Agenda to the Council meeting on May 26, 2020.

Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. APPROVAL OF PREVIOUS MINUTES
 - 3.1 MINUTES OF THE MAY 4, 2020 GENERAL COMMITTEE (16.0) 11
 1. That the minutes of the May 4, 2020 General Committee meeting be confirmed.
4. DEPUTATIONS
5. COMMUNICATIONS
 - 5.1 YORK REGION COMMUNICATIONS (13.4) 20

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

 1. That the following communications from York Region be received for information purposes:
 - a. Transportation Services Capital Infrastructure Status Update
 - b. 2020 Speed Limit Revisions
 - c. Proposed Temporary Delegation of Authority for Amendments to Traffic Bylaws
 - d. 2019 Greening Strategy Achievements
 - e. Vector-Borne Disease Program 2019 - 2020 Annual Update

- f. Motion - Adoption of International Holocaust Remembrance Alliance (IHRA) Definition of Antisemitism
- g. Five Year Review of the SM4RT Living Waste Management Master Plan
- h. 2019 Development Charge Reserve Fund Statement
- i. Social Service Response to COVID-19 Global Pandemic
- j. Supporting Residents and Businesses Impacted by COVID-19

2. That the following communication be received and referred to staff:

- a. Transfer of Part III Prosecutions to the Regional Municipality of York

6. PETITIONS

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

7.1 MINUTES OF THE FEBRUARY 24, 2020 AND APRIL 2, 2020 MARKHAM PUBLIC LIBRARY BOARD (16.0) 226

- 1. That the minutes of the February 24, 2020 and April 2, 2020 Markham Public Library Board meeting be received for information purposes.

7.2 MINUTES OF THE APRIL 15, 2020 AND APRIL 22, 2020 BOARD OF MANAGEMENT UNIONVILLE BUSINESS IMPROVEMENT AREA (16.0) 236

Note: This matter will be discussed at the May 11, 2020 Development Services Committee meeting.

Committee has the option to endorse, amend, refer to staff or receive for information the following recommendation from the April 15, 2020 Board of Management Unionville Business Improvement Area meeting:

- 1. That the minutes of the April 15, 2020 and April 22, 2020 Board of Management Unionville Business Improvement Area Committee meeting be received for information purposes; and,
- 2. That Council be requested to amend the Main Street Unionville parking by-law to not allow any parking on either side of the street during emergency and social distancing measures enacted by the City of Markham.

7.3 2020 UNIONVILLE BUSINESS IMPROVEMENT AREA AND MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA OPERATING BUDGETS (7.4) 242

S. Skelcher, ext. 3880 and K. Soneji, ext. 2681

1. That the report titled “2020 Unionville Business Improvement Area and Markham Village Business Improvement Area Operating Budgets” dated May 19, 2020 be received; and,
2. That the 2020 Operating Budget in the amount of \$214,221 for the Unionville Business Improvement Area (UBIA) be approved; and,
3. That the 2020 Operating Budget in the amount of \$309,951 for the Markham Village Business Improvement Area (MBIA) be approved; and,
4. That the Special Tax Rate levy, in the amount of \$214,221 for the UBIA members and \$239,640 for the MBIA members be included in the 2020 Tax Levy By-law; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.4 2020 APRIL YEAR-TO-DATE RESULTS OF OPERATIONS (7.0) 252

Note: Please see report attached.

M. Vetere, ext. 2463

1. That the report titled “2020 April Year-to-Date Results of Operations” be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.5 2020 FIRST QUARTER INVESTMENT PERFORMANCE REVIEW (7.0) 276

M. Visser, ext. 4260

1. That the report dated May 19, 2020 entitled “2020 First Quarter Investment Performance Review” be received.

7.6 2020 TAX RATES AND LEVY BY-LAW (7.3) 286

S. Manson, ext. 7514

1. That the report dated May 19th, 2020 entitled “2020 Tax Rates and Levy By-law” be received; and,
2. That a by-law to provide for the levy and collection of property taxes totalling \$757,117,957 required by the City of Markham, the Regional

Municipality of York, Province of Ontario (Education) and Business Improvement Areas, in a form substantially similar to Appendix A (attached), satisfactory to the City Solicitor and provides for the mailing of notices and requesting payment of taxes for the year 2020, as set out as follows, be approved; and,

TAX LEVYING BODY	2020 TAX LEVY AMOUNT
City of Markham	\$163,032,116
Region of York	\$341,430,831
Province of Ontario (Education)	\$252,201,149
Markham Village BIA	\$239,640
Unionville BIA	\$214,221
Total	\$757,117,957

3. That staff be authorized to levy against Markham Stouffville Hospital and Seneca College the annual levy pursuant to Section 323 of the Municipal Act, 2001, as outlined in Section 9 of the attached by-law once the required information is received from the Ministry of Training, Colleges and Universities; and,

4. That the attached by-law be passed to authorize the 2020 Tax Rates and Levy By-law; and further,

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

7.7 STAFF AWARDED CONTRACTS FOR THE MONTHS OF MARCH AND APRIL (7.12)

297

A. Moore, ext. 4711

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

8. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

8.1 COVID-19 – FINANCIAL IMPACT UPDATE (7.0)

334

Note: Please see presentation attached.

J. Lustig, ext. 4715

1. That the presentation entitled “COVID-19 – Financial Impact Update” be received; and,
2. That the City Treasurer report back to General Committee in July; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9. REGULAR REPORTS - COMMUNITY SERVICES ISSUES

9.1 *SINGLE USE PLASTIC REDUCTION STRATEGY - PHASE 1 (5.1)*

348

Note: Please see Updated Memorandum in response to the May 4, 2020 General Committee's request.

C. Marsales, ext. 3560

1. That the report entitled “Single Use Plastic Reduction Strategy – Phase 1” be received; and,
2. That the presentation entitled “Single Use Plastic Reduction Strategy - Phase 1 - Presentation” be received; and,
3. **That the Memorandum – Styrofoam Recycling Program Cost Analysis (Single Use Plastics Program) be received; and,**
4. That the Waste and Environmental Management Department undertake a review of all municipal facilities for opportunities to eliminate or reduce non-essential single use plastic (“SUP”) products and collaborate with the appropriate staff to source alternative products; and,
5. That a community-wide education program be implemented to raise awareness of the SUP issue and provide options for SUP reduction; and,
6. That effective October 20, 2020 (Waste Reduction Week) **non-food** packaging Styrofoam be banned from curbside collection; and,
7. That staff report back on the results of Phase 1 actions and outline Phase 2 recommendations regarding the implementation of a potential municipal by-law or other methods to reduce plastic retail shopping bags and polystyrene convenience food containers from distribution in Markham including the estimated financial impact and legal implications associated with the implementation and enforcement of a by-law; and,
8. That a copy of this report **and recommendations** be forwarded to York Region and the local municipalities for their information; and further,
9. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.2 AMO REQUEST FOR PREFERRED MUNICIPAL BLUE BOX

370

TRANSITION TIMING (5.1)

C. Marsales, ext. 3560

1. That the Report entitled “AMO request for Preferred Municipal Blue Box Transition Timing ” be received; and,
2. That the City of Markham jointly with York Region and the Local Municipalities support 2025 as the preferred Blue Box transition date (year 3) of the transition process; and,
3. That the City of Markham elect to continue to provide Blue Box collection services to residents (post transition) on behalf of the product producers should both parties arrive at mutually agreeable commercial terms; and,
4. That the City of Markham reserve the option to amend Markham’s transition date and collection service preference at any time if it is determined to be financially and operationally beneficial to the City; and,
5. That staff be directed to report back in the fall of 2020 after release of the Provincial Blue Box regulations; and,
6. That the City Clerk be directed to forward a copy of this resolution to the Association of Municipalities of Ontario, York Region and Local Municipalities; and the Ontario Ministry of the Environment, Conservation and Park; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.3 SUBDIVISION ENTRANCE FEATURES (5.10, 10.7)

388

S. Dearborn, ext. 4551

1. That the report titled “Subdivision Entrance Features” be received; and,
2. That the presentation titled “Subdivision Entrance Features” be received; and,
3. That subdivision entrance features that diminish public safety, or are at the end of their service life be removed as outlined in this report; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

10. REGULAR REPORTS - ENVIRONMENT & SUSTAINABILITY ISSUES**10.1 PILOT PRIVATE PLUMBING PROTECTION PROGRAM (5P) UPDATE (5.7)**

409

R. Grech, ext. 2357 and L. Xu, ext. 2967

1. That the report titled “Pilot Private Plumbing Protection Program (5P) Update” be received; and,
2. That Staff be authorized to extend the Private Plumbing Protection Program (project #18324) for an additional two years starting on May 1, 2020 until April 30, 2022; and,
3. That the two year program extension be funded by the remaining funds allocated to the original pilot program through the Stormwater Fee Reserve; and,
4. That the consulting engineering services required to support the two year extended program be continued with R.V. Anderson & Associates Limited with the remaining funds under their existing purchase order PO PD18054 and PD18073; and,
5. That By-law 2018-20 be repealed and replaced in its entirety with the Private Plumbing Protection Rebate By-law 2020-XXX substantially in the form attached as Appendix “A” to this Staff report; and,
6. That Staff report back to Council after the two year extension period to assess the further extension of the program; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

11. MOTIONS

11.1 CONTINUING MARKHAM'S DIGITAL TRANSFORMATION: "THE FUTURE OF WORK IS NOW" (12.0)

420

Note: Notice of this Motion was provided at the May 4, 2020 General Committee meeting.

Moved By: Regional Councillor Jim Jones
Seconded by: Ward 4 Councillor Karen Rea

Whereas, in just a few short months the Covid-19 pandemic has fundamentally changed the way we live and work, and its impact will continue to be felt for the foreseeable future; and

Whereas, working remotely has created immense challenges for governments, businesses and employees, and has heightened the requirement for more integrated systems, and advanced collaboration tools and videoconferencing technologies to ensure productivity; and,

Whereas, cities and workplaces are in the midst of an unprecedented digital transformation driven by the rise of mobile and connected systems, the explosion of online data, and the emergence of automated integrated business solutions and technologies such as artificial intelligence and machine learning; and,

Whereas, the Covid-19 pandemic has accelerated the opportunity for governments and businesses to dramatically transform how they work, significantly improve operational efficiency, and support remote team collaboration; and,

Whereas, the City of Markham is proceeding with its vision of a “frictionless City, with the implementation of Digital Markham, its roadmap for digital innovation, collaboration and partnership among citizens, businesses and government; and,

Whereas, Markham is already a leader in the provision of digital services and has already leveraged a number of the latest technology platforms to improve service delivery to residents and businesses including online voting, ePlan, and a full suite of online services; and,

Whereas, cities need to consider the role technology should play in facilitating remote work, enhancing engagement, collaboration, new ways of working and potential leveraging of opportunities across municipalities/other levels of government; and,

Whereas, Markham has become aware of potential benefits of Microsoft 365 in supporting “work anywhere”, organizational effectiveness and employee productivity, and a possible opportunity for a free six month trial of Microsoft 365 Enterprise software.

And therefore, be it resolved that Markham Council direct Staff to investigate the opportunity and report back on the feasibility of implementing a free trial of the Microsoft 365 Enterprise integrated software solution, including associated costs, work effort, anticipated benefits and the establishment of a Council/Staff committee to guide the pilot, if approved.

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 -
FEBRUARY 18, 2020 (16.0) [Section 239 (2) (a) (b) (c) (e) (f)]

15.2 LAND, BUILDING & PARKS CONSTRUCTION ISSUES

15.2.1 THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY
OR LOCAL BOARD (WARD 8) (8.2) [Section 239 (2) (a)]

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

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 Minutes

Meeting Number: 6

May 4, 2020, 9:30 AM - 12:00 PM

Live streamed

Roll Call	Mayor Frank Scarpitti	Councillor Reid McAlpine
	Deputy Mayor Don Hamilton	Councillor Karen Rea
Staff	Regional Councillor Jack Heath	Councillor Andrew Keyes
	Regional Councillor Joe Li	Councillor Amanda Collucci
	Regional Councillor Jim Jones	Councillor Khalid Usman
	Councillor Keith Irish	Councillor Isa Lee
	Councillor Alan Ho	
Staff	Andy Taylor, Chief Administrative Officer	Dave Decker, Fire Chief
	Trinela Cane, Commissioner, Corporate Services	Phoebe Fu, Director of Environmental Services
	Brenda Librecz, Commissioner of Community & Fire Services	Hristina Giantsopoulos, Elections & Council/Committee Coordinator
	Arvin Prasad, Commissioner Development Services	Scott Chapman, Council/Committee Coordinator
	Claudia Storto, City Solicitor and Director of Human Resources	John Wong, Technology Support Specialist II, Information Technology Services
	Joel Lustig, Treasurer	Meg West, Manager of Business Planning and Projects
	Bryan Frois, Chief of Staff	Adam Grant, Deputy Fire Chief
	Kimberley Kitteringham, City Clerk	Claudia Marsales, Senior Manager Waste Management & Environment
	Martha Pettit, Deputy City Clerk	Michael Dipasquale, Supervisor, Waste Management, Environmental Services

1. CALL TO ORDER

In consideration of the ongoing state of emergency surrounding the 2019 Novel Coronavirus (COVID-19) and the emergency public health orders issued by the

Government of Ontario, this meeting was conducted electronically to maintain physical distancing among participants.

The General Committee Meeting convened at the hour of 9:32 AM in the Canada Room with Regional Councillor Jack Heath presiding as Chair for all items on the agenda.

2. DISCLOSURE OF PECUNIARY INTEREST

There were none disclosed.

3. APPROVAL OF PREVIOUS MINUTES

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

Moved by Councillor Isa Lee

Seconded by Councillor Andrew Keyes

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

Carried

4. DEPUTATIONS

There were no deputations.

5. COMMUNICATIONS

5.1 YORK REGION COMMUNICATIONS (13.4)

The Committee received the communications and discussed items 1a, 1b, and 1e.

The Committee acknowledged the work done by the Mayor, past and present Members of Council, and the support received from York Region, Vaughan and then Town of Richmond Hill relative to the Missing Link initiative. Mayor, Frank Scarpitti extended a public thank you to the Honorable Caroline Mulroney, Minister of Transportation, and Minister of Francophone Affairs, Phil Verster, President and CEO of Metrolinx and the collective staff of Metrolinx for their support to the City in this regard.

The Chair suggested that item 2a. Draft York Region Climate Change Action Plan be referred to staff for comments.

Moved by Councillor Reid McAlpine

Seconded by Councillor Keith Irish

1. That the following communications from York Region be received for information purposes:

- a. 2019 Annual Compliance Report for the York Region Rapid Transit Network
 - b. Major Transit Station Areas Update
 - c. 2019 Employment and Industry Report
 - d. Planning for Employment and Employment Conversions
 - e. Metrolinx to Crombie Regarding The Missing Link
 - f. ventureLAB 2019 Results; and,
2. That the City of Markham provide comments by June 30, 2020 on the following communication from York Region that was received for information purposes during the April 20, 2020 General Committee meeting:
- a. Draft York Region Climate Change Action Plan
 - b. **That the Committee refer this item to staff for comments prior to June 30, 2020.**

Carried as Amended

6. PETITIONS

There were no petitions.

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

7.1 MINUTES OF THE FEBRUARY 5, 2020 AND MARCH 4, 2020 BOARD OF MANAGEMENT UNIONVILLE BUSINESS IMPROVEMENT AREA (16.0)

The Committee suggested that Councillor Reid McAlpine, and Deputy Mayor Don Hamilton, be noted as Members of the Board of the Board of Management Unionville Business Improvement Area minutes.

Moved by Councillor Reid McAlpine

Seconded by Deputy Mayor Don Hamilton

- 1. That the minutes of the February 5, 2020 and March 4, 2020 Board of Management Unionville Business Improvement Area Committee meeting be received for information purposes.

Carried

8. REGULAR REPORTS - COMMUNITY SERVICES ISSUES

8.1 SINGLE USE PLASTIC REDUCTION STRATEGY - PHASE 1 (5.1)

Claudia Marsales, Senior Manager, Waste Management & Environment, Environmental Services, introduced the Single Use Plastic Reduction Strategy - Phase 1 and delivered a presentation also entitled Single Use Plastic Reduction Strategy - Phase 1 which provided an overview of the single use plastic issue, how other governments are addressing it and the proposed phased in approach to eliminate or reduce single use plastic items in the City. A video entitled, Markham's Polystyrene Foam Densifier Video was also presented and outlined how polystyrene received at the Polystyrene Recycling Building located at 8100 Warden Avenue is recycled.

The Committee thanked staff for the presentation and discussed the following in relation to the program:

- Types of materials currently accepted and consideration of food-use styrofoam containers or trays;
- Clarification that York Region dictates what is accepted in the Blue Box and that styrofoam is not accepted;
- The quantity of styrofoam ending up in landfills and volume of styrofoam densified;
- Clarification on the elimination of curbside styrofoam pick up;
- Consideration to review plastic bag initiatives after the Covid-19 Emergency;
- Consideration of a cost benefit analysis on the program;
- Recognition that disposal of styrofoam in the waste stream has a cost for collection, transport and disposal;
- Concerns with the introduction of this strategy relative to the timing of the Provincial Recycling Program;
- Suggestions that recycling program strategies and enforcement should come from higher levels of government;
- Concerns with illegal dumping;
- Consideration to create an additional box to collect styrofoam at curbside; and,

- Suggestions for public education, communication and an Open House.

Staff addressed the Committee and provided details on the program, and advised that the curbside ban suggested is for appliance and electronic type packaging not food packaging. There was additional information provided on the uses and marketability of City recycled materials and that single use plastic bags will be addressed in Phase 2.

The Committee requested that staff bring back answers to the inquiries made to the next General Committee Meeting on May 19, 2019.

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

1. That the report entitled “Single Use Plastic Reduction Strategy – Phase 1” be received; and,
2. That the presentation entitled “Single Use Plastic Reduction Strategy - Phase 1 - Presentation” be received; and,
3. That the Waste and Environmental Management Department undertake a review of all municipal facilities for opportunities to eliminate or reduce non-essential single use plastic (“SUP”) products and collaborate with the appropriate staff to source alternative products; and,
4. That a community-wide education program be implemented to raise awareness of the SUP issue and provide options for SUP reduction; and,
5. That effective October 20, 2020 (Waste Reduction Week) **non-food** packaging Styrofoam be banned from curbside collection; and,
6. That staff report back on the results of Phase 1 actions and outline Phase 2 recommendations regarding the implementation of a potential municipal by-law or other methods to reduce plastic retail shopping bags and polystyrene convenience food containers from distribution in Markham including the estimated financial impact and legal implications associated with the implementation and enforcement of a by-law; and,
7. That a copy of this report **and recommendations** be forwarded to York Region and the local municipalities for their information; and further,
8. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried as Amended

8.2 RESPONSE TO YORK REGION – FIRE REGIONALIZATION (7.15)

Andy Taylor, Chief Administrative Officer, addressed the Committee to discuss the City's position on the Regional Fire Service Study and that the City does not recommend supporting it. He noted that the City maintains excellent service and operation levels with respect to fire suppression along with the lowest costs per capita in York Region and that amalgamation would benefit northern communities at a cost to the City.

Mr. Taylor added that the City has partnered with Richmond Hill and Vaughan through a Fire Shared Services Committee in regard to the following areas of service improvement for residents and businesses: joint training initiatives, technical rescue, centralized communications centre, automatic aid and standardized procurement.

The Committee discussed further opportunities among fire services in southern York Region. Staff indicated that they will report back on the Fire Shared Services opportunities.

Moved by Councillor Karen Rea

Seconded by Councillor Isa Lee

1. That Council not support proceeding with a Regional Fire Service study; and,
2. That Staff recommend that we continue current efforts with Richmond Hill and Vaughan, in particular the creation of a shared communications centre that will enable further joint/shared opportunities to achieve efficiencies and to improve services to our residents and businesses.

Carried

9. MOTIONS

There were no motions.

10. NOTICES OF MOTION

10.1 FEASIBILITY INVESTIGATION OF IMPLEMENTING FREE MICROSOFT 365 ENTERPRISE SOFTWARE TRIAL

Regional Councillor Jones introduced a motion for discussion at the next General Committee Meeting on May 19, 2020.

Moved by Regional Councillor Jim Jones

Seconded by Councillor Karen Rea

Whereas, in just a few short months the Covid-19 pandemic has fundamentally changed the way we live and work, and its impact will continue to be felt for the foreseeable future; and,

Whereas, working remotely has created immense challenges for governments, businesses and employees, and has heightened the requirement for more integrated systems, and advanced collaboration tools and videoconferencing technologies to ensure productivity; and,

Whereas, cities and workplaces are in the midst of an unprecedented digital transformation driven by the rise of mobile and connected systems, the explosion of online data, and the emergence of automated integrated business solutions and technologies such as artificial intelligence and machine learning; and,

Whereas, the Covid-19 pandemic has accelerated the opportunity for governments and businesses to dramatically transform how they work, significantly improve operational efficiency, and support remote team collaboration; and,

Whereas, the City of Markham is proceeding with its vision of a “frictionless City, with the implementation of Digital Markham, its roadmap for digital innovation, collaboration and partnership among citizens, businesses and government; and,

Whereas, Markham is already a leader in the provision of digital services and has already leveraged a number of the latest technology platforms to improve service delivery to residents and businesses including online voting, ePlan, and a full suite of online services; and,

Whereas, cities need to consider the role technology should play in facilitating remote work, enhancing engagement, collaboration, new ways of working and potential leveraging of opportunities across municipalities/other levels of government; and,

Whereas, Markham has become aware of potential benefits of Microsoft 365 in supporting “work anywhere”, organizational effectiveness and employee productivity, and a possible opportunity for a free six month trial of Microsoft 365 Enterprise software.

And therefore, be it resolved that Markham Council direct Staff to investigate the opportunity and report back on the feasibility of implementing a free trial of the Microsoft 365 Enterprise integrated software solution, including associated costs, work effort, anticipated benefits and the establishment of a Council/Staff committee to guide the pilot, if approved.

11. NEW/OTHER BUSINESS**11.1 YORK REGION - MANDATED REVIEW OF REGIONAL COUNCIL COMPOSITION (13.4)**

There was discussion relative to the support, opposition, and alternative options to this matter.

Moved by Mayor Frank Scarpitti

Seconded by Regional Councillor Jim Jones

1. That the communication dated February 27, 2020 from York Region regarding Mandated Review of Regional Council Composition be received for information purposes; and,
2. That the City of Markham provides its consent by May 15, 2020 to a bylaw changing the size of Regional Council by increasing the number of members from the City of Vaughan from four to five.

Carried

12. ANNOUNCEMENTS**12.1 TOWN HALL**

Mayor, Frank Scarpitti, addressed the Committee to announce that there will be another Town Hall, on Thursday May 7, 2020 at 7:00 PM with guest, Paul Calandra, Member of Provincial Parliament.

13. CONFIDENTIAL ITEMS

General Committee did not resolve into Confidential Session and referred Confidential Item 13.2.1 to the Council Confidential Agenda on May 12, 2020. Confidential Item 13.1.1 will be placed on a future General Committee Confidential Agenda for consideration.

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Isa Lee

1. **That Confidential Item 13.2.1 be referred to the Council Confidential Agenda on May 12, 2020.**

Carried

13.1 FINANCE & ADMINISTRATIVE ISSUES

**13.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES -
FEBRUARY 18, 2020 (16.0) [Section 239 (2) (a) (b) (c) (e) (f)]**

13.2 LAND, BUILDING & PARKS CONSTRUCTION ISSUES

**13.2.1 THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY
OR LOCAL BOARD (8.7) [Section 239 (2) (a)]**

14. ADJOURNMENT

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Isa Lee

That the General Committee meeting adjourn at 12:27 PM.

Carried

From: Switzer, Barbara on behalf of Regional Clerk
Monday, May 4, 2020 1:47 PM
Subject: Regional Council Decision - Transportation Services Capital Infrastructure Status Update
Attachments: Transportation Services Capital Infrastructure Status Update.pdf

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 April 30, 2020 Regional Council made the following decision:

1. The Regional Clerk circulate this report to the local municipalities.

The original staff report is attached for your information.

Please contact Salim Alibhai, Director, Capital Planning and Delivery, at 1-877-464-9675 ext. 75229 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
April 16, 2020

Report of the Commissioner of Transportation Services

Transportation Services Capital Infrastructure Status Update

1. Recommendation

The Regional Clerk circulate this report to the local municipalities.

2. Summary

This annual report provides Council with an update on 2019 accomplishments and projects that will be delivered in 2020 under the Transportation Services Capital Program to service the Region's growing communities.

Key Points:

- Communities continue to benefit from a Regional transportation network that serves more than 635,000 commuters every day, including 38,000 who use York Region's transit services for some of or all their trip.
- In 2019, Transportation Services invested \$256 million throughout the Region in roads and transit infrastructure. Construction was advanced on a number of major projects, buses were purchased for the fleet renewal and fleet expansion programs and work continued on pre-construction activities such as environmental assessment studies and detailed design.
- As a result of the transportation improvements, residents are provided with better, more efficient access to work, home, schools and other destinations across the Region.
- In 2020, \$404 million will be invested in roads and transit infrastructure programs for growth and asset management. Construction is planned at over 80 locations and pre-construction work will continue to prepare projects for delivery in future years.

3. Background

The Region is investing \$3.1 billion through the Transportation Services Growth and Asset Management Programs over the next 10 years to better serve the Region's growing communities

Transportation Services is responsible for delivering approximately 44% of the Regional 10-Year Capital Plan. The 2020 10-Year Roads and Transit Capital Program (Program), with a budget of \$3.14 billion, is comprised of a Growth Program, valued at approximately \$1.76 billion, and an Asset Management Program, valued at approximately \$1.38 billion. The Growth Program includes \$251 million from the Roads Capital Acceleration Reserve (RCAR), approved by Council in December 2019, to help advance 14 growth-related road projects.

These investments reflect Council's support of building road and transit system improvements and maintaining transportation assets to provide an efficient transportation network and enhance the traveller experience for the more than 635,000 daily commuters, including 38,000 who use York Region's transit services for some of or all their trip.

Growth Program focuses on expanding the capacity of the Regional road and transit network to offer travellers a range of services and options

The Growth Program focuses on building system improvements to increase the capacity of the Regional road and transit network, including:

- Reconstructing and widening of roads and bridges
- Building new links in the Regional road network, including midblock crossings over Provincial highways
- Upgrading intersection to improve traffic operations
- Installing active transportation facilities
- Building or expanding transit terminals and operations and maintenance facilities
- Expanding the transit bus fleet, including electric buses

The Growth Program also supports improvements to enhance the traveller experience, including:

- Streetscaping on key corridors
- Green infrastructure, such as street tree and landscape plantings, irrigation systems and other supporting technologies
- Transit traveller amenities including shelters, electronic signs to provide real-time information, waste/recycling receptacles and bike racks
- Technology on buses to improve pedestrian safety

Asset Management Program focuses on rehabilitation and replacement of the Region's \$5 billion in existing transportation assets

Transportation Services manages more than \$5 billion in roads and transit infrastructure, including Regional roads, cycling lanes, bridges, traffic signal controlled intersections, transit terminals, fleet vehicles and maintenance facilities. The Region's investment in the Asset Management Program is increasing significantly, with \$1.38 billion being invested over the next 10 years. This reflects Transportation Services' priority to extend the life of Regionally-managed assets and reduce life cycle costs.

The Asset Management Program focuses on rehabilitation and replacement of existing transportation assets, including:

- Pavement repair, preservation and rehabilitation
- Bridge and culvert rehabilitation or replacement
- Roadside safety device improvements
- Intersection improvements, including reconstruction of traffic control signals and upgrades to meet Accessibility for Ontarians with Disabilities Act (AODA) requirements
- Transit terminal, station and bus stop maintenance, repair and rehabilitation
- Transit fleet midlife overhaul
- Transit fleet retirement and replacement

4. Analysis

In 2019, work was advanced on many infrastructure projects to provide residents with a better and more efficient Regional transportation network

With an investment of \$256 million in 2019, better and more efficient access to work, home, schools and other destinations across the Region was provided to residents through a number of roads and transit projects, including road widenings, intersection improvements, addition of cycling lanes and an enhanced suite of transit services. A list of 2019 accomplishments is included as Attachment 1.

In 2020, construction is planned at over 80 locations across the Region

With an investment of \$277 million in the Growth Program, construction will continue on 11 major capital infrastructure projects and work will commence on 10 new projects. The projects include:

- Road widenings, such as the continued expansion of Major Mackenzie Drive from Highway 50 to Pine Valley Drive
- Major intersection improvements to add lanes, such as the improvements underway at the intersection of King Road and Weston Road

- A rail bridge replacement on Highway 27 at the Canadian Pacific Railway tracks
- Road/rail grade separations, such as the Rutherford Road/GO Barrie Rail grade separation
- Expansion of a bus garage in the Town of Newmarket
- A new bus terminal opposite the new Mackenzie Vaughan Hospital

Under the Asset Management Program, \$127 million will be invested in roads and transit infrastructure and fleet. Construction is planned at more than 60 locations throughout the Region to keep road and transit assets in a state of good repair including:

- Road rehabilitation, such as Bayview Avenue, from Steeles Avenue to 16th Avenue, and Woodbine Avenue, from Mount Albert Road to Highway 404
- Bridge rehabilitation, such as the East Humber River and King Horne bridges
- Intersection improvements, including at the entrance to Vaughan City Hall
- The purchase of 37 buses under the Fleet Retirement and Replacement Program

Attachment 2 shows the locations of current road projects, with the exception of some asset management projects. Projects to be undertaken under the program in 2020 are summarized in Attachment 3.

Pre-construction activities are being undertaken to prepare projects for construction in future years

On average, it takes eight to ten years to deliver major capital infrastructure projects. Before construction can commence, environmental assessment studies need to be undertaken, projects designed, permits and approvals/agreements from regulatory authorities obtained, property acquired and utilities relocated. Staff is, therefore, already working on pre-construction activities for numerous growth and asset management projects in preparation for construction in future years. The pre-construction work being undertaken in 2020 on 29 growth projects is summarized in Attachment 3 and locations are shown in Attachment 4.

Planning of projects is coordinated with other departments and agencies

Coordinating with Environmental Services and other agency infrastructure programs, including the Ministry of Transportation of Ontario (MTO), Metrolinx, local municipalities, rail authorities, York Region Rapid Transit Corporation and York Telecom Network (YTN), is important when planning construction projects within the Region. Effective coordination may result in financial benefits and help reduce disruption to travellers. Examples include:

- Construction on Major Mackenzie Drive, from the Canadian Pacific Railway tracks to Highway 27, with MTO's proposed Highway 427 extension
- Widening and grade separation of Rutherford Road with Metrolinx's expansion of the Rutherford GO station

- Road and YRT bus terminal construction on Major Mackenzie Drive, from Highway 400 to Jane Street, to coincide with the construction of the Mackenzie Vaughan Hospital
- Proposed widening of 16th Avenue with MTO's Highway 404 widening project
- Construction of intersection improvements on Major Mackenzie Drive outside Vaughan City Hall for the City of Vaughan with the resurfacing of Major Mackenzie Drive
- Construction of transit improvements at three intersections with the City of Vaughan's improvements to Clark Avenue.
- Installation of water, wastewater and telecom infrastructure and planting street trees as part of road construction projects

5. Financial

\$404 million will be invested in roads and transit programs in 2020

Council approved a Regional investment of more than \$404 million in 2020 for transportation growth and asset management projects. The Growth Program is funded predominantly from development charges, while the Asset Management Program is funded from the asset management reserve.

Table 1 shows the 2019 actuals and 2020 capital budget for Roads and Transit.

Table 1
Roads and Transit 2019 Actuals and 2020 Capital Budget

Program	2019 Actuals* (millions)	2020 Budget (millions)
Roads	\$209.8	\$285.7
Transit	46.6	118.3
Total	\$256.4	\$404.0

*2019 Actuals are unaudited

As the Region makes increased capital investments in the Growth Program, there will be a corresponding need to increase operating budget to routinely maintain new infrastructure. Options to minimize impacts to operating budget are carefully considered during the design phase.

As the Region begins to electrify the transit fleet, capital budget will have to be adjusted to accommodate additional investments in fleet and infrastructure. A report outlining these will be provided to Council for consideration later this year.

An additional \$209.5 million is also being invested in rapid transit infrastructure in 2020

In 2020, \$209.5 million is being invested in rapid transit infrastructure and \$404 million in other transportation infrastructure. Investment in rapid transit infrastructure is funded by the Region and Metrolinx.

The planning, design and construction of Regional roads and transit infrastructure is undertaken by Transportation Services while investment in the Region's rapid transit network and related infrastructure is led by York Region Rapid Transit Corporation.

Total investment in the Region's transportation infrastructure is shown in Table 2 (2019 actuals and 2020 budget).

Table 2
Transportation Infrastructure 2019 Actuals and 2020 Capital Budget

Program	2019 Actuals* (millions)	2020 Budget (millions)
Transportation Services	\$256.4	\$404.0
York Region Rapid Transit Corporation**	222.6	209.5
Total	\$479.0	\$613.5

*2019 Actuals are unaudited

**YRRTC Actuals and Budget include York Region and Metrolinx funding

6. Local Impact

Staff continues to work closely with local municipal staff to ensure concerns are addressed and local municipal infrastructure requirements such as watermain, sewers, streetlights, sidewalks, streetscaping and multi-use paths, are included in Regional projects where possible. In 2020, over \$7.5 million in local municipal infrastructure is included in Regional projects. This work is funded by the local municipalities and has been rolled into Regional projects to gain efficiencies and provide local municipalities with cost or time savings and reduce the overall impact to travellers.

Ongoing transit growth and rehabilitation programs support continued delivery of safe and reliable transit service and amenities to travellers in the Region. Transportation Services continually strives to maintain service levels and operate more efficiently.

Travellers in the Region's growing communities need safe, reliable and efficient services. This is a priority for the Region and construction is being managed to proactively minimize disruptions to travellers while building and maintaining a world-class transportation network. The Region has comprehensive communication plans to keep residents, businesses and other stakeholders informed.

7. Conclusion

The Region continues to make significant investments in the expansion and maintenance of Regional road and transit system improvements, with a number of large projects underway that will be advanced or fully delivered during 2020. As urbanization continues, traffic volumes rise and more transit options are added, Transportation Services will continue to look for ways to provide travellers with a range of travel options to maximize road network capacity, while ensuring the Region's assets are properly maintained in ways that are financially sustainable.

For more information on this report, please contact Salim Alibhai, Director, Capital Planning and Delivery, at 1-877-464-9675 ext. 75229. Accessible formats or communication supports are available upon request.

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

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

March 19, 2020
Attachments (4)
10395763

ATTACHMENT 1

Transportation Services Capital Infrastructure Status Update Summary of 2019 Accomplishments

Committee of the Whole
Transportation Services
April 9, 2020

GROWTH PROGRAM

Roads - Construction - 6 Projects Completed

Project	Municipality	Total Project Cost
Bathurst Street and Davis Drive Intersection Improvements	Town of Newmarket/ Township of King	\$7.4M
Highway 7 Intersection Improvements, at Main Street (Unionville) and at Kennedy Road	City of Markham	\$4.1M
Jane Street Intersection Improvements, at Pennsylvania Avenue/MacIntosh Boulevard and at Langstaff Road	City of Vaughan	\$3.5M
King Road and Highway 27 Intersection Improvements	Township of King	\$7.0M
Leslie Street and 19 th Avenue Intersection Improvements	Town of Richmond Hill	\$6.4M
St. John's Sideroad Widening, Bayview Avenue to Woodbine Avenue	Town of Aurora/Town of Whitchurch-Stouffville	\$47.0M

Roads – Environmental Assessments – 4 Studies Completed

Project Location	Municipality
16 th Avenue, Yonge Street to Woodbine Avenue	City of Richmond Hill/City of Markham
Leslie Street, 19th Avenue to Stouffville Road (Environmental Assessment Addendum)	City of Richmond Hill
Major Mackenzie Drive, Highway 400 to Jane Street	City of Vaughan
Red Cedar Avenue/Cedar Avenue Extension, Langstaff Road to High Tech Road	City of Richmond Hill/City of Markham

Transit – Construction – 2 Projects Completed

Project	Municipality	Total Project Cost
Transit Shelter, Concrete Platform, and Bus Stop Signage	Various	\$900K
Viva Purple Expansion – Highway 7	City of Markham	\$0.5M

Transit – Fleet Procurement

Project	Total Project Cost
Purchase of three 60' Viva buses and eight Mobility on Request Arboc buses	\$4.5M

ASSET MANAGEMENT PROGRAM**Roads - Rehabilitation/Preservation - 16 Projects Completed**

Project Location	Municipality	Total Project Cost
Crack Sealing	Various Locations	\$160K
Grind and Pave	Various Locations	\$2.4M
Road Rehabilitation – 97 lane kilometres		
Bloomington Road, Highway 48 to Ninth Line (except for the intersection of Bloomington Road and Ninth Line)	Town of Whitchurch-Stouffville	\$21.5M
Carrville Road, Bathurst Street to Yonge Street	City of Richmond Hill	
Highway 27, Highway 407 to Langstaff Road	City of Vaughan	
Major Mackenzie Drive (Intersections Only), Bayview Avenue and Leslie Street	City of Richmond Hill	
Rutherford Road, Highway 27 to Islington Avenue	City of Vaughan	
Warden Avenue, 14 th Avenue to 16 th Avenue	City of Markham	

Project Location	Municipality	Total Project Cost
Weston Road, Major Mackenzie Drive to Teston Road	City of Vaughan	
Road Preservation – 81 lane kilometres		
16 th Avenue, Woodbine Avenue to Warden Avenue	City of Markham	\$4.3M
Islington Avenue, Langstaff Road to Major Mackenzie Drive	City of Vaughan	
Jane Street, Langstaff Road to Rutherford Road	City of Vaughan	
Major Mackenzie Drive, Yonge Street to Woodbine Avenue	Town of Richmond Hill/ City of Markham	
Mount Albert Road, 150 metre section west of Centre Street	Town of East Gwillimbury	
Ninth Line, Copper Creek Drive to Highway 407	City of Markham	
Warden Avenue, 16 th Avenue to Major Mackenzie Drive	City of Markham	

Roads - Structure Rehabilitation/Replacement – 4 Projects Completed

Project Location	Municipality	Total Project Cost
Leslie Street Bridge Rehabilitation at CN Rail, 160m north of John Street	City of Markham	\$900K
Major Mackenzie Drive Culvert Rehabilitation, east of Highway 400	City of Vaughan/Ministry of Transportation	\$800K
Major Mackenzie Drive Culvert Replacement, east of McNaughton Road	City of Vaughan	\$9.6M
Mount Albert Road at Warden Avenue, Retaining Wall Rehabilitation	Town of East Gwillimbury	\$1.2M

Roads - Intersection Improvements – 31 Projects Completed

Project Location	Municipality	Total Project Cost
Bathurst Street and Clearmeadow Boulevard	Town of Newmarket	\$195K
Davis Drive West and Dufferin Street	Township of King	\$112K
Davis Drive West and Jane Street	Township of King	\$168K
Highway 7 and Albert Street / Cosburn Road	City of Markham	\$285K
Keele Street and East Humber Drive	Township of King	\$10K
Keele Street and Langstaff Road	City of Vaughan	\$581K
Kennedy Road and Ravenshoe Road	Town of East Gwillimbury	\$84K
Kennedy Road and Vivian Road	Town of Whitchurch-Stouffville	\$10K
King Road and Parker Avenue	City of Richmond Hill	\$81K
McCowan Road and Wilfred Murison Avenue / James Parrott Avenue	City of Markham	\$211K
Teston Road and Mosque Gate	City of Vaughan	\$171K
Illumination (~15 locations)	Various Locations	\$259K
Traffic Signal Rebuild in conjunction with Road Rehabilitation Project		
Bayview Avenue and Vandorf Sideroad	Town of Aurora	Included in cost of Road Rehabilitation
Bloomington Road and Ninth Line	Town of Whitchurch-Stouffville	
Carrville Road and Avenue Road	City of Richmond Hill	
Highway 27 and Royal Gate Boulevard	City of Vaughan	
Highway 27 and Ashbridge Circle/Zenway Drive		
Highway 27 and Innovation Drive/Nickel Gate		
Highway 27 and Medallion Boulevard/Milani Boulevard		
Major Mackenzie Drive East and Bayview Avenue	City of Richmond Hill	
Major Mackenzie Drive West and Leslie Street		
Rutherford Road and Napa Valley Drive/Vaughan Mills Road	City of Vaughan	
Rutherford Road and Forest Fountain Drive		

Project Location	Municipality	Total Project Cost
Rutherford Road and Clarence Street		
Warden Avenue and Markham Town Square Plaza Entrance	City of Markham	
Warden Avenue and Apple Creek Boulevard/Glencove Drive		
Warden Avenue and Baycliffe Road/Carlton Road		
Warden Avenue and 14th Avenue/Alden Road		
Warden Avenue and Clegg Road		
Weston Road and Canada Drive	City of Vaughan	
Weston Road and Teston Road		

Transit – Ongoing Rehabilitation and Preventative Maintenance

Project Location	Municipality	Total Project Cost
Transit Terminal Rehabilitation, Transit Shelters, Concrete Platforms, and Bus Stop Sign Replacement	Various	\$1.6M
Bus Operations, Maintenance and Storage Facilities Rehabilitation	Various	\$1.1M
Transit Conventional Bus Major Structural Refurbishment & Mechanical Overhaul – Asset Life Extension (37 conventional buses) and Refresh (17 60' buses)	n/a	\$9.7M
Transit Fleet Retirement and Replacement – Purchase of eight conventional 40' buses and seven Viva 60' buses	n/a	\$12.2M

EMERGENCY REPAIRS

Roads – Emergency Repair Work – 10 Projects Completed

Project	Municipality	Cost
Ninth Line Slope Repairs at Musselman's Lake	Town of Whitchurch-Stouffville	\$130K
Weston Road Slope Repairs & Guiderail Installation, north of Jane Street	City of Vaughan	\$140K
Islington Avenue Barrier Installations, south of Highway 407	City of Vaughan	\$20K
Kennedy Road Bridge Temporary Rehabilitation	Town of East Gwillimbury	\$60K
Kennedy Road Culvert Replacement (600m South of Queensville Side Road)	Town of East Gwillimbury	\$145K
King City GO Station Drilling, Delineation and Remedial Action Plan	Township of King	\$25K
King Road/Yonge Street Sinkhole Repair	City of Richmond Hill	\$20K
Ravenshoe Road Culvert Replacement (230m East of Hwy 48)	Town of Georgina	\$145K
Yonge Street at Silverline Helicopters Subdrain Installation and Slope Repair	Town of East Gwillimbury	\$140K
Yonge Street Culvert Repair, at Elderberry Trail	Town of Aurora	\$55K

10541029

2020 Growth and Asset Management Programs Construction Map

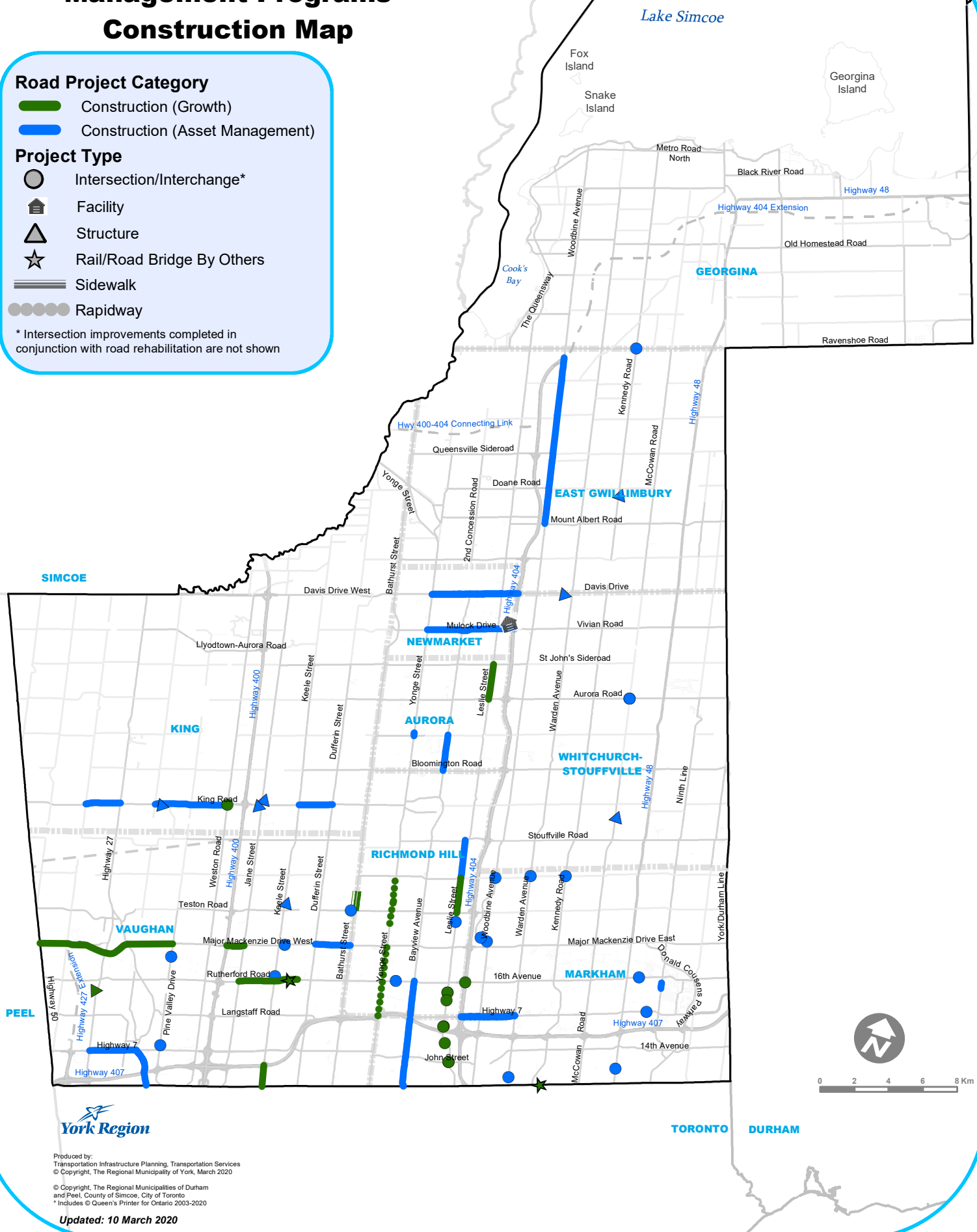
Road Project Category

- Construction (Growth)
- Construction (Asset Management)

Project Type

- Intersection/Interchange*
- Facility
- Structure
- Rail/Road Bridge By Others
- Sidewalk
- Rapidway

* Intersection improvements completed in conjunction with road rehabilitation are not shown



Produced by:
Transportation Infrastructure Planning, Transportation Services
© Copyright, The Regional Municipality of York, March 2020
© Copyright, The Regional Municipalities of Durham
and Peel, County of Simcoe, City of Toronto
* Includes © Queen's Printer for Ontario 2003-2020

Updated: 10 March 2020

ATTACHMENT 3

Transportation Services Capital Infrastructure Status Update Summary of Current Projects

Committee of the Whole
Transportation Services
April 9, 2020

GROWTH PROGRAM – CONSTRUCTION

Roads – Construction – 17 Projects

Project Location	Municipality	Total Project Cost	Construction Completion
Continuing Construction – 10 Contracts			
Bayview Avenue Lake-to-Lake Cycling Route, Bloomington Road to Vandorf Sideroad	Town of Aurora	\$1.5M	2020
Central District Snow Management Facility	Town of Newmarket	\$7.1M	2020
Highway 27 Canadian Pacific Railway Bridge Replacement	City of Vaughan	\$24.4M	2022
King Road at Weston Road Intersection Improvements	Township of King	\$6.4M	2020
Leslie Street Widening, Elgin Mills Road to 19th Avenue	City of Richmond Hill	\$20.8M	2021
Leslie Street Widening, Don Hillock Drive to Broughton Lane	Town of Aurora	\$29.8M	2020
Leslie Street Intersection Improvements, at West/East Commerce Valley Drive, at Green Lane/Summerdale Drive, at John Street, at West/East Wilmot Street, and at West/East Beaver Creek Road	City of Markham/City of Richmond Hill	\$6.8M	2020
Major Mackenzie Drive Widening, CP Rail to Islington Avenue	City of Vaughan	\$110.0M	2021
Major Mackenzie Drive Widening, Islington Avenue to Pine Valley Drive	City of Vaughan	\$57.4M	2021
Rutherford Road Grade Separation, Westburne Drive to Peter Rupert (Delivered by Metrolinx)*Region's budgeted portion	City of Vaughan	\$20.0M*	2022
New Construction – 7 Contracts			
16 th Avenue, Highway 404 Interchange (Delivered by MTO) **Total cost of 16 th Avenue, Leslie Street to Woodbine Avenue project	City of Markham/City of Richmond Hill	\$48.5M**	2022

Project Location	Municipality	Total Project Cost	Construction Completion
Bathurst Street Sidewalk, Gamble Road to Shaftsbury Avenue	City of Richmond Hill	\$700K	2020
Keele Street Widening, Steeles Avenue to Highway 407	City of Vaughan	\$42.5M	2022
Major Mackenzie Drive Widening, Highway 50 to Canadian Pacific Railway	City of Vaughan	\$10.5M	2020
Major Mackenzie Drive Widening, Highway 400 to Jane Street	City of Vaughan	\$28.8M	2022
Rutherford Road Widening, Jane Street to Westburne Drive	City of Vaughan	\$48.0M	2022
Steeles Avenue Grade Separation (City of Toronto led project) *Region's budgeted portion	City of Markham/City of Toronto	\$12.0M*	2021

Transit – Construction – 4 Projects

Project Name	Municipality	Total Project Cost	Construction Completion
Continuing Construction – 1 Project			
Expansion and Renovation of North Operations, Maintenance and Storage Facility – 18110 Yonge St.	Town of Newmarket/ Town of East Gwillimbury	\$21.2M	2020
New Construction – 3 Projects			
Major Mackenzie West Terminal, opposite Mackenzie Vaughan Hospital	City of Vaughan	\$9.7M	2020
Newmarket Bus Terminal	Town of Newmarket	\$15.0M	2020
Transit Shelter, Concrete Platform and Bus Stop Sign Expansion	Various	\$1.0M	2020

Transit – Fleet Procurement

Project Name	Total Cost
Transit Fleet Expansion - Purchase of 3 Mobility Plus buses and 2 support vehicles	\$900K

ASSET MANAGEMENT PROGRAM – CONSTRUCTION

Roads – Rehabilitation/Preservation – 17 Projects

Project Location	Municipality	Total Project Cost
Yonge Street, north of Industrial Parkway - Sink Hole Mitigation	Town of Aurora	\$10.4M
Crack Sealing	Various Locations	\$650K
Grind and Pave	Various Locations	\$2.1M
Road Rehabilitation – 133 lane kilometres		
Bayview Avenue, Bloomington Road to Vandorf Sideroad (continued from 2019)	Town of Aurora	\$32.4M
Bayview Avenue, Steeles Avenue to 16 th Avenue	City of Richmond Hill/ City of Markham	
Highway 7, Highway 27 to Islington Avenue	City of Vaughan	
Islington Avenue, Steeles Avenue to Highway 7	City of Vaughan	
King Road, 10th Concession to Highway 27	Township of King	
King Road, 8th Concession to Weston Road	Township of King	
Leslie Street, 19 th Avenue to Stouffville Road	City of Richmond Hill	
Major Mackenzie Drive, Dufferin Street to Bathurst Street	City of Vaughan	
Ninth Line, Fincham Avenue to Tiers Gate (continued from 2019)	City of Markham	
Woodbine Avenue, Mount Albert Road to Highway 404	Town of East Gwillimbury	
Road Preservation – 86 lane kilometres		
Davis Drive, Yonge Street to Highway 404	Town of Newmarket	\$3.4M
Mulock Drive, Yonge Street to Highway 404	Town of Newmarket	
Highway 7, Highway 404 to Warden Avenue	City of Markham	
King Road, Keele Street to Dufferin Street	Township of King	

Roads – Structure Rehabilitation – 7 Projects

Project Location	Municipality	Total Project Cost
Davis Drive Culvert, 1.4km east of Woodbine Avenue	Town of East Gwillimbury	\$1.2M
East Humber River Bridge, Jane Street north of King Road	Township of King	\$1.6M
King Horne Bridge, King Road east of Highway 400 (completion in 2021)	Township of King	\$4.1M
Keele Street Rail Bridge, 310m north of Teston Road (continued from 2019)	City of Vaughan	\$2.3M
Kennedy Road Bridge, 1.6km north of Mount Albert Road	Town of East Gwillimbury	\$120K
King Road Culvert, 400m east of 8 th Concession	Township of King	\$600K
McCowan Road Culvert, 1.1km north of Stouffville Road	Town of Whitchurch-Stouffville	\$550K

Roads – Intersection Improvements – 38 Projects

Project Location	Municipality	Total Project Cost
16th Avenue and Berwick Crescent	City of Richmond Hill	\$200K
16th Avenue and Williamson Road	City of Markham	\$180K
Highway 7 and Wootten Way	City of Markham	\$330K
Keele Street and Dina Road	City of Vaughan	\$150K
Kennedy Road and 19th Avenue	City of Markham	\$120K
Kennedy Road and Ravenshoe Road	Town of East Gwillimbury/ Town of Georgina	\$80K
Leslie Street and Toporowski Avenue	City of Richmond Hill	\$220K
Major Mackenzie Drive, at Vaughan City Hall	City of Vaughan	\$2.1M
Markham Road and Denison Street	City of Markham	\$300K
McCowan Road and Aurora Road	Town of Whitchurch-Stouffville	\$170K
Pine Valley Drive and Davos Road	City of Vaughan	\$80K
Pine Valley Drive and Royal Garden Boulevard	City of Vaughan	\$50K
Teston Road and Torah Gate	City of Vaughan	\$50K

Project Location	Municipality	Total Project Cost
Warden Avenue and 19th Avenue	City of Markham	\$150K
Warden Avenue and Gibson Drive/Masseyfield Gate	City of Markham	\$320K
Woodbine Avenue and 19th Avenue	City of Markham	\$120K
Woodbine Avenue and Russell Dawson Road	City of Markham	\$180K
Woodbine Avenue and Victoria Square (south)	City of Markham	\$120K
Illumination	Various Locations	\$250K
Traffic Signal Rebuild in conjunction with Road Rehabilitation Project		
Bayview Avenue and Proctor Avenue	City of Markham	Included in Cost of Road Rehabilitation
Bayview Avenue and Hunt Club Court/Laureleaf Road		
Bayview Avenue and John Street		
Bayview Avenue and Green Lane/Shouldice Hospital		
Bayview Avenue and Romfield Circuit South/Willowbrook Road		
Bayview Avenue and Dunsinane Drive		
Bayview Avenue and Romfield Circuit North/Sycamore Drive		
Bayview Avenue and Langstaff Road East		
Highway 7 and Islington Avenue	City of Vaughan	
Highway 7 and Parkfield Court/Woodstream Boulevard		
Highway 7 and Martin Grove Road		
Highway 7 and 5770 Highway 7/Plaza Access		
Major Mackenzie Drive West and Dufferin Street	City of Vaughan	
Major Mackenzie Drive West and Sir Benson Drive		
Major Mackenzie Drive West and Ilan Ramon Boulevard		
Ninth Line and Fincham Avenue	City of Markham	
Ninth Line and Tiers Gate / White's Hill Avenue		
Woodbine Avenue and Mount Albert Road	Town of East Gwillimbury	
Woodbine Avenue and Queensville Sideroad		

Transit – Ongoing Rehabilitation and Preventative Maintenance

Project Name	Total Project Cost
Transit Terminal Rehabilitation and Bus Shelter, Concrete Platform, and Bus Stop Sign Replacement	\$1.4M
Bus Operations, Maintenance and Storage Facility Rehabilitation – Various locations	\$1.5M
Transit Conventional Bus Major Structural Refurbishment & Mechanical Overhaul – Asset Life Extension (62 conventional buses) and Refresh (10 60' foot buses)	\$10.7M
Transit Fleet Retirement and Replacement – Purchase of 37 conventional buses	\$37.7M

GROWTH PROGRAM – PRE-CONSTRUCTION

Roads – Environmental Assessments – 6 Studies

Project Location	Municipality
Continuing Environmental Assessments – 5 Studies	
16th Avenue, Woodbine Avenue to York-Durham Line	City of Markham
Kennedy Road, Steeles Avenue to Major Mackenzie Drive	City of Markham
Langstaff Road, Weston Road to Highway 7	City of Vaughan
McCowan Road, Steeles Avenue to Major Mackenzie Drive	City of Markham
Teston Road, Keele Street to Bathurst Street (Individual Environmental Assessment)	City of Vaughan
New Environmental Assessments – 1 Study	
Warden Avenue, Major Mackenzie Drive to Elgin Mills Road	City of Markham

Roads – Detailed Design – 23 Projects

Project Location	Municipality
Continuing Detailed Design – 11 Projects	
19 th Avenue, Bayview Avenue to Leslie Street	City of Richmond Hill
Bathurst Street, north of Highway 7 to Elgin Mills Road	City of Vaughan/City of Richmond Hill
Dufferin Street, Apple Blossom Drive to Marc Santi Boulevard	City of Vaughan
King Road, Bond Crescent to Yonge Street	City of Richmond Hill
Major Mackenzie Drive, from Highway 400 to Jane Street	City of Vaughan
Mid-Block Crossing, Highway 404 north of 16th Avenue	City of Richmond Hill/ City of Markham
Ninth Line, Steeles Avenue to Box Grove By-Pass	City of Markham
Rutherford Road, Peter Rupert Avenue to Bathurst Street	City of Vaughan
Steeles Avenue, Tapscott Road to Donald Cousens Parkway (City of Toronto led project)	City of Markham/City of Toronto
Teston Road, Pine Valley Drive to Weston Road	City of Vaughan
Yonge Street, Davis Drive to Green Lane	Town of Newmarket/ Town of East Gwillimbury
New Detailed Design – 12 Projects	
16 th Avenue, Leslie Street to Woodbine Avenue	City of Richmond Hill/City of Markham
Bathurst Street Sidewalk, Gamble Road to Shaftsbury Avenue	City of Richmond Hill
Bayview Avenue, North of Highway 7 to 16 th Avenue	City of Richmond Hill
Clark Avenue Intersection Improvements, at New Westminster Drive, Bathurst Street and Hilda Avenue	City of Vaughan
Dufferin Street, Major Mackenzie Drive to Teston Road	City of Vaughan
Langstaff Road, Keele Street to Dufferin Street	City of Vaughan

Project Location	Municipality
Major Mackenzie Drive, McNaughton Road to Keele Street	City of Vaughan
Mid-Block Crossing at Highway 427, North of Langstaff Road (City of Vaughan led project)	City of Vaughan
Red Cedar Avenue/Cedar Avenue Extension, Langstaff Road to High Tech Road	City of Richmond Hill/City of Markham
Stouffville Road, Bayview Avenue to Highway 404	City of Richmond Hill
Wellington Street Grade Separation (Metrolinx led project)	Town of Aurora
Weston Road, Highway 407 to north of Highway 7	City of Vaughan

Transit – Design – 1 Ongoing Project

Project Location	Municipality
55 Orlando Garage Expansion	City of Richmond Hill

10541025

2020 Growth Program Pre-Construction Map

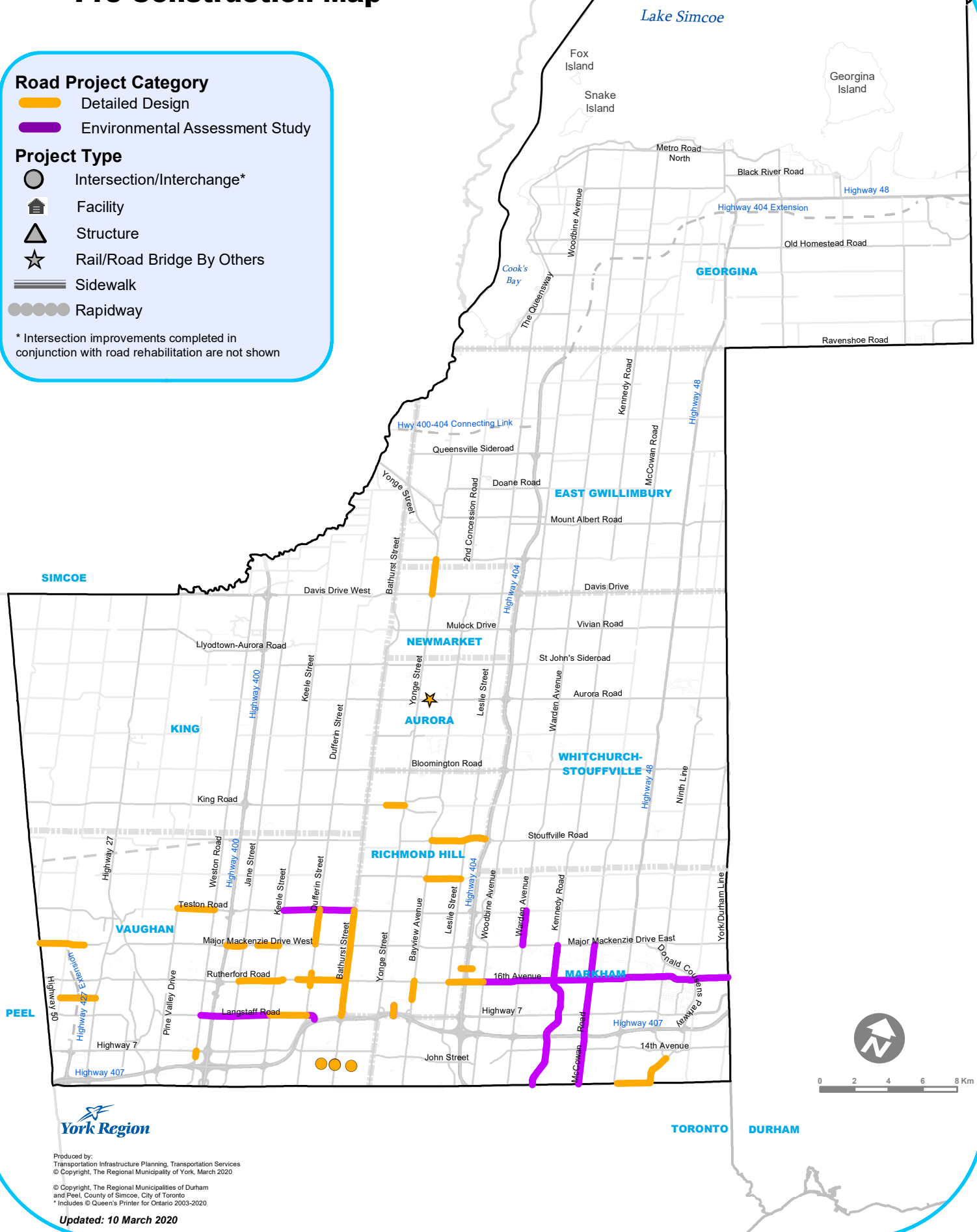
Road Project Category

- Detailed Design
- Environmental Assessment Study

Project Type

- Intersection/Interchange*
- Facility
- ▲ Structure
- ★ Rail/Road Bridge By Others
- ▬ Sidewalk
- Rapidway

* Intersection improvements completed in conjunction with road rehabilitation are not shown



Produced by:
Transportation Infrastructure Planning, Transportation Services
© Copyright, The Regional Municipality of York, March 2020

© Copyright, The Regional Municipality of Durham
and Peel, County of Simcoe, City of Toronto
* Includes © Queen's Printer for Ontario 2003-2020

Updated: 10 March 2020

10618597

From: Switzer, Barbara on behalf of Regional Clerk
Sent: Monday, May 4, 2020 1:50 PM
Subject: Regional Council Decision - 2020 Speed Limit Revisions
Attachments: 2020 Speed Limit Revisions.pdf

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 April 30, 2020 Regional Council made the following decision:

1. Existing speed limits on Regional roads listed in Table 1 of this report be revised as detailed.
2. The Regional Clerk circulate this report to the Clerks of the Towns of Aurora, East Gwillimbury and Whitchurch-Stouffville, City of Markham and the Chief of York Regional Police.
3. The Regional Solicitor prepare the necessary bylaws.

The original staff report is attached for your information.

Please contact Joseph Petrungaro, Director Roads and Traffic Operations, at 1-877-464-9675 ext. 75220 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
April 16, 2020

Report of the Commissioner of Transportation Services

2020 Speed Limit Revisions

1. Recommendations

1. Existing speed limits on Regional roads listed in Table 1 of this report be revised as detailed.
2. The Regional Clerk circulate this report to the Clerks of the Towns of Aurora, East Gwillimbury and Whitchurch-Stouffville, City of Markham and the Chief of York Regional Police.
3. The Regional Solicitor prepare the necessary bylaws.

2. Summary

This report seeks Council approval to implement speed limit revisions detailed in Table 1 of this report. The revisions reflect changing land use and increased urbanization, promote speed limit consistency and improve traffic operations.

Key Points:

- The Regional road network is monitored to balance traffic flow and safety
- Setting speed limits based on land use and operational justification encourages compliance and improves traffic operations
- Staff propose speed limit revisions detailed in Table 1 of this report

3. Background

The proposed speed limit revisions are based on principles defined in the Regional Speed Limit Policy

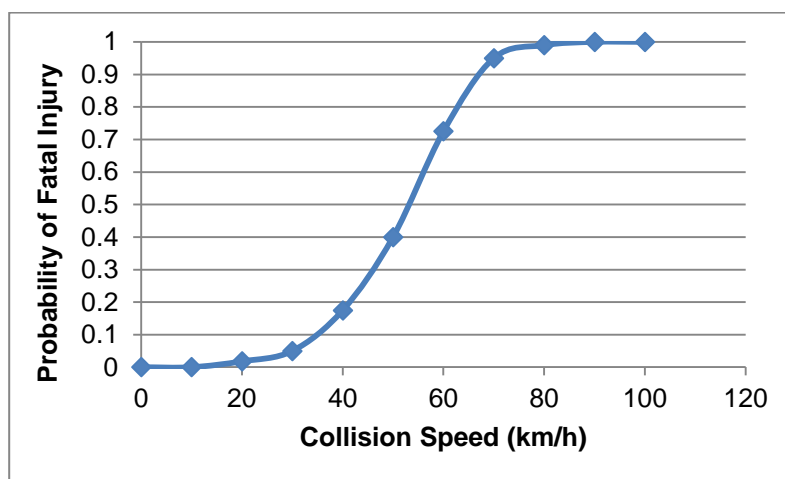
In 2011, Council approved a [Speed Limit Policy](#) that provides guidelines to assist in ensuring a consistent approach in setting speed limits on Regional roads. The guidelines reference industry standards that help the policy remain current as industry-accepted best practices evolve. The *Highway Traffic Act* gives a municipal council the authority, by bylaw, to revise speed limits under 100 km/h in its jurisdiction.

The Regional road network is monitored to balance traffic flow and safety

The Region's road network is a dynamic system. The critical characteristics of roadside environment, road geometry, adjacent land use and access frequency are considered when establishing speed limits. These characteristics may change over time due to new development, transit routes or road widening. Staff monitors and reviews the Regional road network to ensure speed limits are updated in accordance with the Region's speed limit policy and are set at appropriate levels to address risks to road users.

The Regional road network supports all modes of travel. As the Region continues to grow, traffic flow is increasingly interrupted by various factors, such as traffic volume, traffic signals, rail crossings and transit facilities. These may require motorists to come to a complete stop, which highlights the importance of travel speed in relation to the ability of motorists to stop safely. Motorists can stop approximately three car lengths or 18 metres shorter when driving at 50 km/hr compared to 70 km/hr. Driving slower increases a motorist's ability to stop in time to avoid hitting someone, causing serious injury or death. Figure 1 shows the relationship between vehicle collision speeds and the probability of a fatal pedestrian injury. Pedestrian fatality rates rise drastically in a pedestrian/vehicle collision as vehicle speeds increase.

Figure 1
Pedestrian Fatality Rate in Relation to Vehicle Travel Speed



Source: Wegman, F.C.M. & Aarts, L.T. (eds.) (2006). Advancing sustainable safety; National Road Safety Outlook for 2005-2020. SWOV, Leidschendam.

4. Analysis

Speed limits are set based on land use and operational rationale

Justifications for speed limit revisions are:

- Changing land use – Urbanization resulting from new development and infrastructure can include changing land uses and traffic patterns along a road corridor. When communities are built adjacent to Regional roads, operating conditions of these roads must change to reflect increases in volumes, intersections, driveway connections, turning movements, pedestrians, cyclists and transit activities.
- Promoting consistent speed limits – Speed limits that change frequently within short distances on the same road can result in driver confusion and low compliance. Limiting the number of speed zone changes encourages driver compliance.
- Improving traffic operations – Speed limits that match driver expectations for a given roadway improve traffic operations and increase compliance. An appropriate speed limit increases the amount of time a driver has to react to potential hazards. Speed limits are determined in accordance with existing roadway elements and characteristics.

Several Regional road sections have been identified for speed limit revisions

Proposed speed limit revisions on Regional roads are detailed in Table 1. Maps of these locations are included as Attachments 1 through 3.

Table 1
Speed Limit Revisions

Regional Road	Municipality	Existing Speed	Proposed Speed and Effective Date	Justification
1 St. John's Sideroad (Y.R. 26) from 700 metres west of Leslie Street (Y.R. 12) to 600 metres east of Leslie Street (Y.R. 12) (Attachment 1)	Town of Aurora	50 km/h	60 km/h June 9, 2020 (to coincide with capital construction program)	Consistent speed limit
2 St. John's Sideroad (Y.R. 26) from 600 metres east of Leslie Street (Y.R. 12) to Woodbine Avenue (Y.R. 8) (Attachment 1)	Towns of Aurora and Whitchurch-Stouffville	70 km/h	60 km/h April 30, 2020	Changing land use and consistent speed limit

Regional Road	Municipality	Existing Speed	Proposed Speed and Effective Date	Justification
3 Yonge Street (Y.R. 51) from Dutch Settler's Court to Olive Street/Beckett Avenue (Attachment 2)	Town of East Gwillimbury	60 km/h	50 km/h April 30, 2020	Improved traffic operations
4 Highway 7 (Y.R. 7) from 100 metres west of McCowan Road (Y.R. 67) to 200 metres east of Main Street Unionville (Attachment 3)	City of Markham	70 km/h	60 km/h April 30, 2020	Improved traffic operations

Citizens are notified of new speed limits through on-street signage

When speed limits are changed on Regional roads, a NEW sign is placed above each speed limit sign at the beginning of the speed zone. The NEW sign remains in place for approximately 60-90 days.

5. Financial

Costs associated with the manufacture and installation of new speed limit signs are included in the approved 2020 Transportation Services Operating Budget.

6. Local Impact

The proposed speed limit revisions detailed in Table 1 will help balance traffic flow and safety for all travellers. Staff has shared the revisions with the local municipal staff.

7. Conclusion

The proposed speed limit revisions on Regional roads detailed in Table 1 are based on principles defined in the Regional Speed Limit Policy. The revisions reflect changing land use and increased urbanization, promote speed limit consistency and improve traffic operations.

Bylaw amendments are required before speed limit revisions may be implemented. Subject to Council's approval, the Regional Solicitor will prepare the necessary bylaws and forward applicable copies to the Towns of Aurora, East Gwillimbury and Whitchurch-Stouffville, City of Markham and the Chief of York Regional Police.

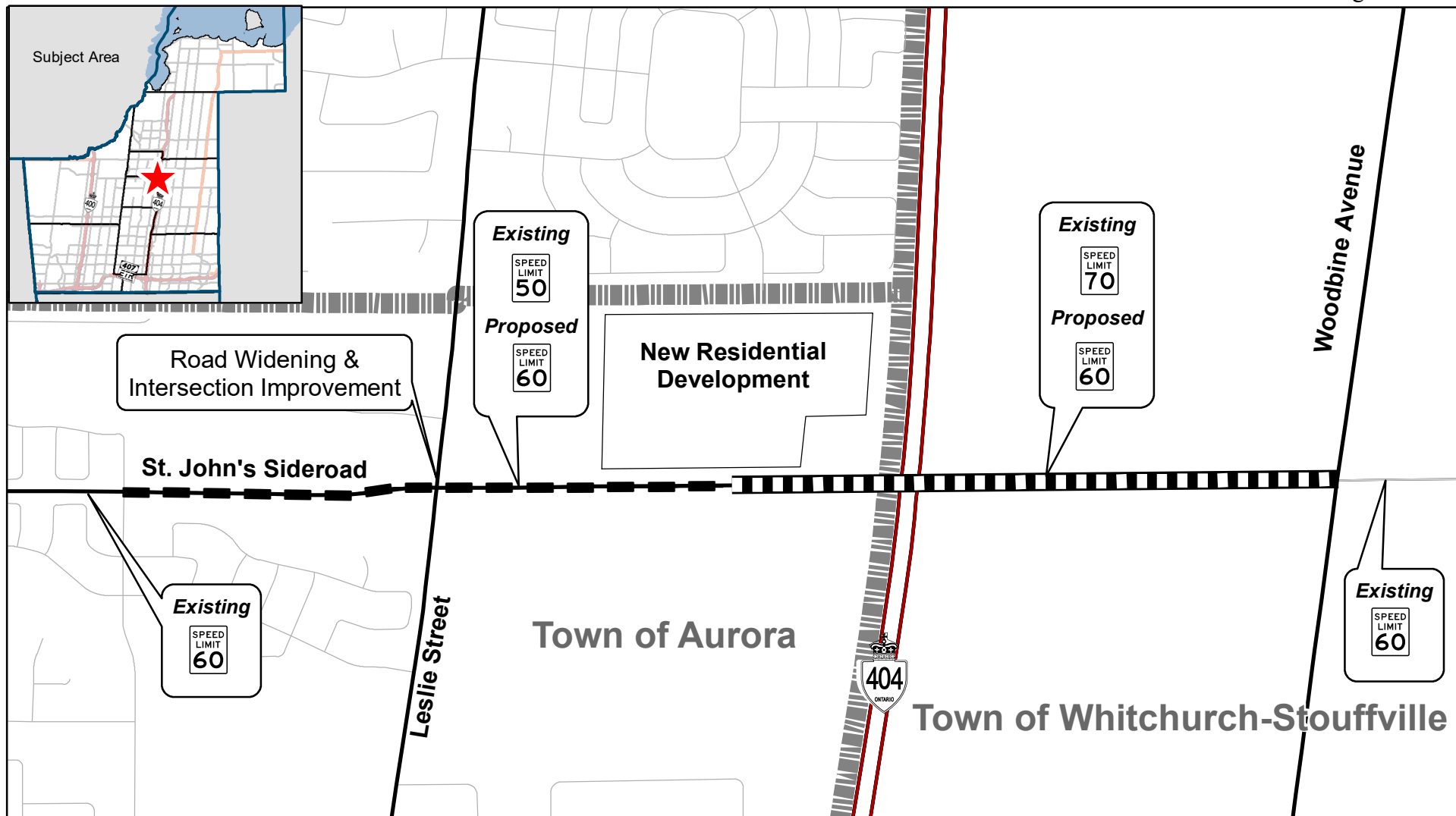
For more information on this report, please contact Joseph Petrungaro, Director Roads and Traffic Operations, at 1-877-464-9675 ext. 75220. Accessible formats or communication supports are available upon request.

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

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

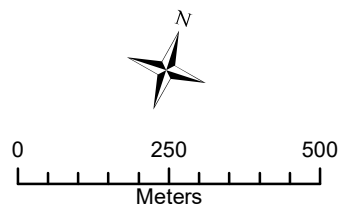
March 19, 2020
Attachments (3)
10440578

10500399



St. John's Sideroad (Y.R. 26)
Town of Aurora and Whitchurch-Stouffville
2020 Speed Limit Revisions
April 9, 2020

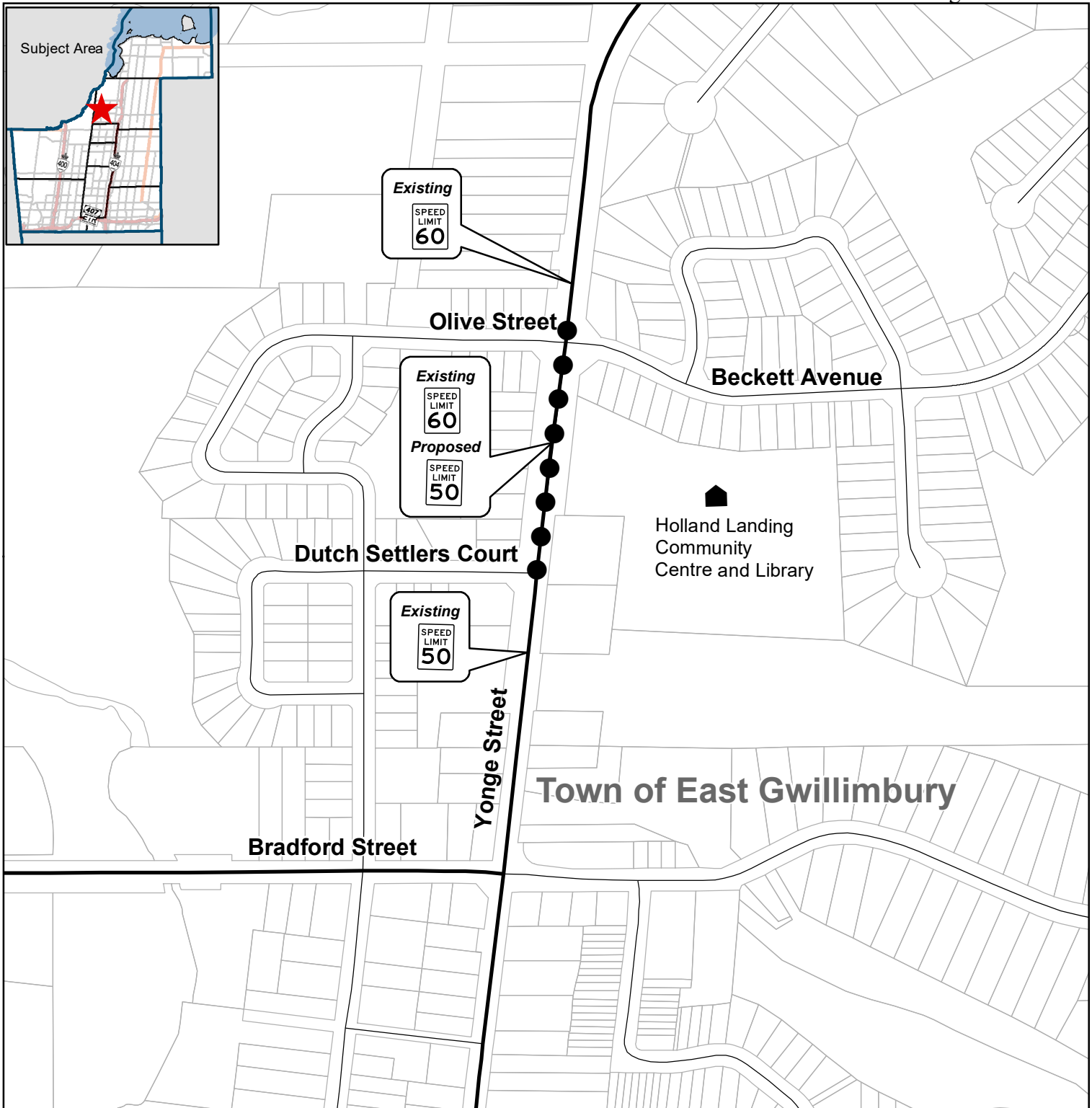
Produced by:
Roads and Traffic Operations
Transportation Services
© Copyright, The Regional Municipality of York, January 2020



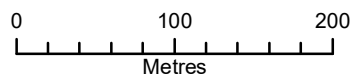
Legend

- 70 to 60 km/h
- 50 to 60 km/h
- Regional Road
- Local Road
- Municipal Boundary





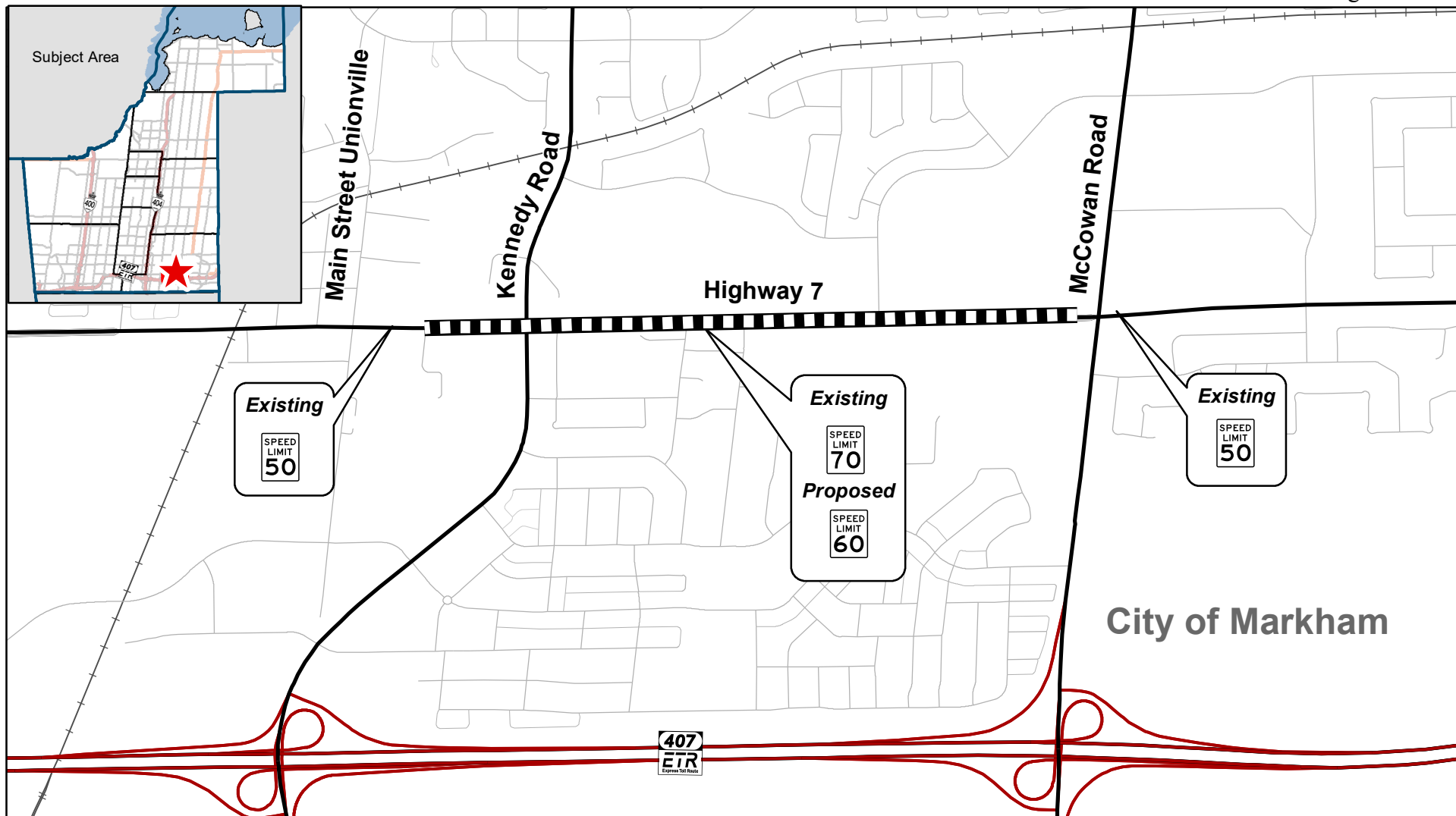
Yonge Street (Y.R. 51)
Town of East Gwillimbury
 2020 Speed Limit Revisions
 April 9, 2020



Legend

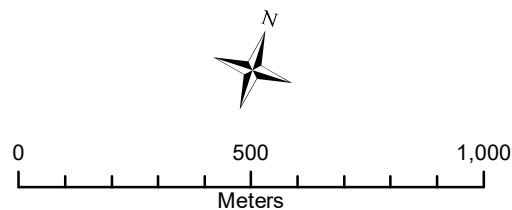
- 60 to 50 km/h
- Regional Road
- Local Road

10504661



Highway 7 (Y.R. 7) **City of Markham** 2020 Speed Limit Revisions April 9, 2020

Produced by:
 Roads and Traffic Operations
 Transportation Services
 © Copyright, The Regional Municipality of York, January 2020



Legend

- 70 to 60 km/h
- Regional Road
- Local Road

From: Switzer, Barbara on behalf of Regional Clerk
Sent: Monday, May 4, 2020 1:53 PM
Subject: Regional Council Decision - Proposed Temporary Delegation of Authority for Amendments to Traffic Bylaws
Attachments: Proposed_Temporary_Delegation_of_Authority_for_Amendments_to_Traffic_Byl....pdf

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 April 30, 2020 Regional Council made the following decision:

1. Council delegate authority to the Commissioner of Transportation Services to temporarily amend traffic bylaws, where required, in response to traffic operations and safety concerns arising during the COVID-19 pandemic and until such time as this authority is repealed by Council.
2. The Regional Solicitor prepare the necessary bylaw.
3. The Regional Clerk circulate this report to local municipalities and the Chief of York Regional Police.

The original staff report is attached for your information.

Please contact Joseph Petrungaro, Director Roads and Traffic Operations, at 1-877-464-9675 ext. 75220 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
April 16, 2020

Report of the Commissioner of Transportation Services

Proposed Temporary Delegation of Authority for Amendments to Traffic Bylaws

1. Recommendations

1. Council delegate authority to the Commissioner of Transportation Services to temporarily amend traffic bylaws, where required, in response to traffic operations and safety concerns arising during the COVID-19 pandemic and until such time as this authority is repealed by Council.
2. The Regional Solicitor prepare the necessary bylaw.
3. The Regional Clerk circulate this report to local municipalities and the Chief of York Regional Police.

2. Summary

This report requests Council delegate authority to the Commissioner of Transportation Services to temporarily amend traffic bylaws to address traffic operations and safety concerns, including driver behaviours.

Key Points:

- The *Municipal Act, 2001* authorizes Council to delegate its powers subject to certain conditions
- Delegated authority to temporarily amend traffic bylaws is necessary to address traffic operations and safety concerns on Regional roads arising from the pandemic
- Delegated authority may be invoked to amend various traffic regulations quickly and as required, including but not limited to parking and turn restrictions, speed limits and road closures

3. Background

In response to the COVID-19 pandemic, the Province of Ontario has declared an emergency, ordered closures and implemented restrictive measures

On March 17, 2020, the provincial government declared an emergency under the [Emergency Management and Civil Protection Act](#) and ordered specific closures.

The *Municipal Act, 2001* provides powers to Council to delegate authority to amend traffic bylaws

Section 23.1 of the *Municipal Act, 2001* permits municipalities to delegate their powers and duties subject to certain restrictions, depending on the nature and scope of the delegation. A delegation may be made to members of Council, committees, individuals appointed by Council or Regional staff and may be subject to conditions that Council considers appropriate.

Under this provision, Council previously delegated authority to the Commissioner of Transportation Services to amend several traffic bylaws, including load and U-turn restrictions, all-way stop controls and temporary speed limits in construction zones.

4. Analysis

Traffic bylaws may be required to address driver behaviours to reduce risk and maintain public safety

As a result of various responses to the pandemic, a number of changes in driver and traffic behaviours have been noted on certain Regional roads. For example, cars have been seen parked along certain Regional roadways in areas where such actions have not been previously observed. As such, the Region has been requested to temporarily implement parking restrictions and install on-street advisory signage in some areas to further provide safe traffic operations for all road users.

Temporary delegated authority is required to enable quick amendment of traffic bylaws to address traffic operations and safety concerns arising during the pandemic

Amendments to certain traffic bylaws require Council approval. Temporary delegated authority is requested for the Commissioner of Transportation Services to approve amendments to traffic bylaws, where required, in response to traffic operations and safety concerns on Regional roads arising during the pandemic. This delegated authority may be invoked to amend various traffic regulations, including but not limited to parking and turn restrictions, speed limits and road closures, as required, allowing staff to react quickly to address concerns. To ensure appropriate records are maintained, if such temporary delegation be enacted, the Commissioner of Transportation Services would formally advise the Regional Clerk of any decisions made under delegated authority.

It is intended this authority be invoked only during the pandemic. Staff recommend any temporary amendments to traffic bylaws be reported on back to Council and repealed by Council, where appropriate, once the pandemic is deemed over and they are no longer required.

5. Financial

Costs to implement changes due to temporary amendments of traffic bylaws would be an added pressure to the approved 2020 annual Transportation Services Operating Budget.

6. Local Impact

Local municipal staff would be consulted on a case-by-case basis when temporarily amending traffic bylaws under the Region's jurisdiction.

7. Conclusion

Temporary traffic regulations may be required to address traffic operations and safety concerns, including driver behaviours, to reduce risk and maintain public safety as a result of certain conditions which are or may be observed during the course of the current COVID-19 pandemic.

The *Municipal Act, 2001* authorizes Council to delegate authority to amend bylaws. Delegated authority for the Commissioner to temporarily amend traffic bylaws is recommended to address traffic operations and safety concerns on Regional roads arising from the pandemic. This delegated authority may be invoked to amend various traffic regulations, including but not limited to parking and turn restrictions, speed limits and road closures if absolutely required. This would allow staff to react as quickly as necessary to address concerns.

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

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

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

April 14, 2020
10705571

From: Switzer, Barbara on behalf of Regional Clerk
Sent: Monday, May 4, 2020 2:01 PM
Subject: Regional Council Decision - 2019 Greening Strategy Achievements
Attachments: 2019 Greening Strategy Achievements.pdf

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 April 30, 2020 Regional Council made the following decision:

1. The Regional Clerk circulate this report to the Clerks of the local municipalities, Environment and Climate Change Canada, Natural Resources Canada, Ontario Ministry of Natural Resources and Forestry, Ontario Ministry of Environment, Conservation and Parks, Lake Simcoe Conservation Authority and Toronto and Region Conservation Authority.

The original staff report is attached for your information.

Please contact Laura McDowell, Director of Environmental Promotion and Protection 1-877-464-9675 ext. 75077 or James Lane, Manager, Natural Heritage and Forestry 1-877-464-9675 ext. 75271 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
Environmental Services
April 16, 2020

Report of the Commissioner of Environmental Services

2019 Greening Strategy Achievements

1. Recommendations

The Regional Clerk circulate this report to the Clerks of the local municipalities, Environment and Climate Change Canada, Natural Resources Canada, Ontario Ministry of Natural Resources and Forestry, Ontario Ministry of Environment, Conservation and Parks, Lake Simcoe Conservation Authority and Toronto and Region Conservation Authority.

2. Summary

This report provides Council with an update on activities, partnerships and significant 2019 Greening Strategy achievements.

Key Points:

- Since 2001 the Greening Strategy has delivered on-the-ground actions that contribute to the Regional Official Plan goal of a sustainable natural environment, including increasing woodland cover to 25% by 2031
- In addition, York Region's Forest Management Plan identifies a target to increase overall canopy cover to 35% by 2031
- 2019 achievements include planting 102,332 trees and shrubs, securing nine hectares of environmentally significant lands, and inspiring residents to take action through 292 Region and partner events
- Strategy is delivered through successful partnerships with local municipalities, conservation authorities and non-government organizations, leveraging an additional \$890,000 in funding during 2019
- \$10 million in funding was secured (over eight years) through Infrastructure Canada's Disaster Mitigation and Adaptation Fund to support urban tree planting and new woodland creation across the Region

3. Background

Engaging communities and partners since 2001, Greening Strategy programs protect, restore and enhance the natural environment

The Greening Strategy was developed to facilitate on-the-ground action in support of the Region's goal of a sustainable natural environment. The strategy supports healthy natural environments and sustainable communities for current and future generations through its four action areas: Stewardship and Education, Enhancement and Rehabilitation, Environmental Land Protection and Preservation, and Leadership, Innovation and Knowledge. The success of the program is built upon strong partnerships and engaging residents to take action. The Strategy continues to be an important delivery mechanism for increasing tree canopy and woodland cover in the Region.

Achievements contribute to increasing tree canopy and woodland cover toward Council adopted targets

The York Region Forest Management Plan, approved by council on [November 17, 2016](#) confirmed the Regional Official Plan objective to increase woodland cover to 25% by 2031, and established a Regional tree canopy cover target of 35% by 2031. Canopy cover includes all woodlands, individual trees and small treed areas (Figure 1). Woodlands are heavily treed areas that are at least 0.2 hectares in size. Woodland and canopy cover were last reported to Council on [March 23, 2017](#) as 23.2% and 31% respectively. An updated assessment of tree canopy and woodland cover is scheduled to be completed in 2020 and reported to Council in the 2021 State of the Forests report.

Figure 1

Canopy Cover Measures the Contribution of All Trees and Shrubs



4. Analysis

2019 Greening Strategy achievements continue to demonstrate the Region's leadership in protecting and enhancing the natural environment

Greening Strategy achievements are delivering results and building healthier sustainable communities through strong partnerships (Table 1). Efforts to preserve and protect the natural environment continue to provide a range of recreational, environmental and health benefits to the Region's residents, contributing to a high quality of life. The Regional Greening Strategy supports the 2019-2023 Strategic Plan priority to build sustainable communities and protect the environment. Attachment 1 showcases 2019 Greening Strategy achievements.

Table 1
Greening Strategy Action Areas, Goals, Annual Targets and Achievements

Action Area	Goal	Target (Minimum)	2019 Achievement
Stewardship and Education	Educate residents about the value of green infrastructure and provide opportunities to connect with nature and inspire action	100 outreach events Engage 50,000 residents	292 outreach events Over 50,000 residents engaged
Enhancement and Rehabilitation	Enhance and rehabilitate the natural environment on both public and private lands	Plant 70,000 trees and shrubs	102,332 trees and shrubs planted
Environmental Land Protection and Preservation	Protect core natural areas and restore linkages	Increasing area (hectares) of environmental lands secured	Nine hectares of environmental land secured
Leadership, Innovation and Knowledge	Share knowledge, demonstrate leadership and be innovative in the protection of the natural environment	Host four technical regional forums Present at two science and technology forums	14 forums hosted with agencies and local municipalities Seven presentations at science and technology forums

Forest Management Plan short term actions targeting increased tree canopy and woodland cover are on track

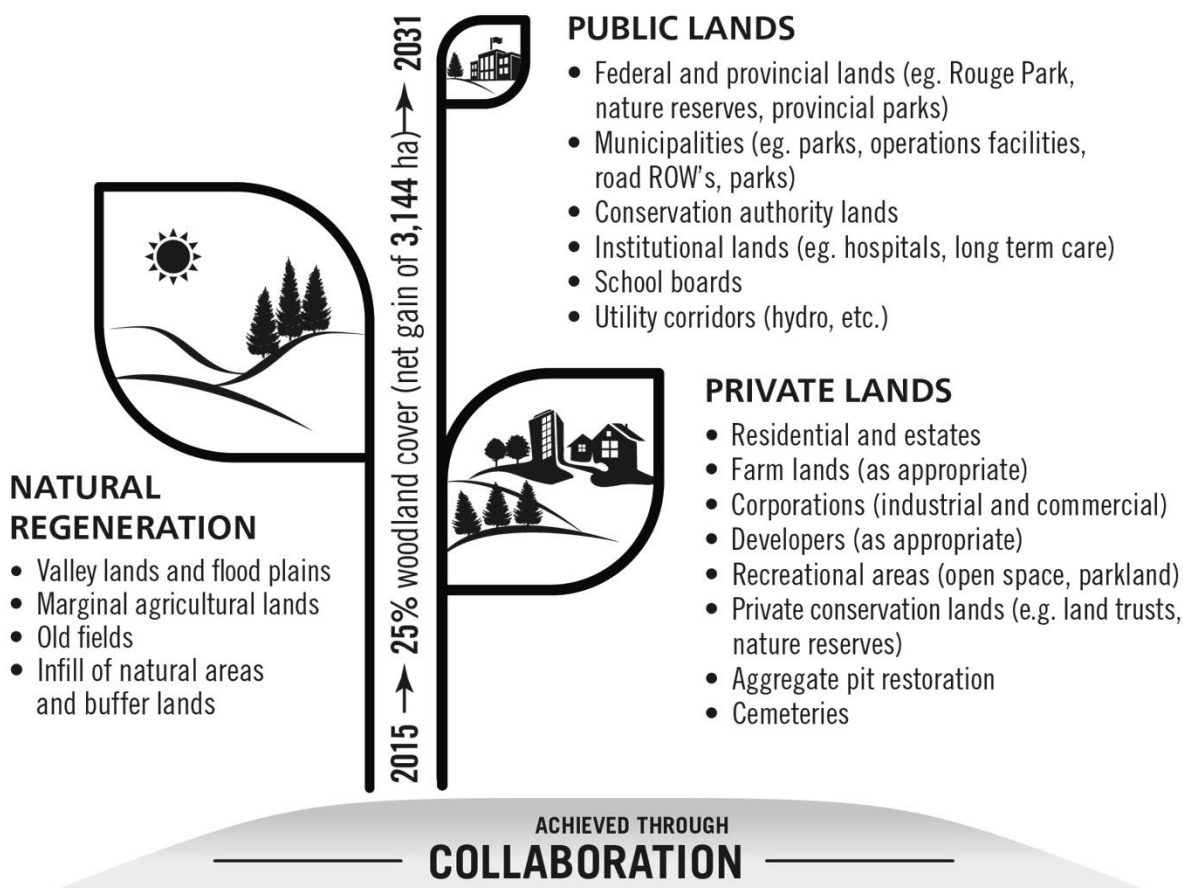
The York Region Forest Management Plan (2016) identified 34 short term actions to be implemented in 2017-2019 with a focus on increasing tree canopy and woodland cover. Twenty-one of these actions are being delivered through existing programs and 13 have been completed through new initiatives. Ten of the 13 new initiatives have been completed and only three actions remain in progress and are expected to be completed in 2020.

New initiatives included the development of a prioritized planting plan for York Region and preparation of the “It’s in our Nature” York Regional Forest 20 Year Forest Management Plan for 2019-2038. Through these actions, programs and partnerships have been refined to increase resident awareness regarding trees and forests, and increase uptake in planting programs. Attachment 2 summarizes the details and progress on the 34 short term actions. In 2020 work will begin on delivery of the 31 medium term actions identified in the plan. Medium term actions will build on the short term achievements and will include utilizing the results of the prioritized planting plan to inform future tree planting and exploring new tree planting partnerships targeting industrial and commercial land uses.

Progress towards tree canopy and woodland cover will be re-assessed in 2020

Woodland cover was last assessed in 2015 at 23.2%. To achieve the Official Plan target of 25% woodland cover by 2031 a net gain of almost 200 hectares per year is required. Increases in woodland cover are achieved through natural expansion of existing woodlands and establishment of new woodlands through tree planting (Figure 2). Each year Greening Strategy initiatives create 25-50 hectares of new woodland through programs and leveraging partnerships. Tree canopy and woodland cover are currently being re-assessed with results being reported to Council in 2021.

Opportunities to close the gap and reach the 2031 target include natural forest regeneration and planting on public and private land. Tree planting efforts from our conservation authorities, local municipalities and private residents help to increase woodland cover. As an example, tree planting efforts in Rouge National Urban Park over the past decade will mature into quantifiable woodland cover. Natural regeneration and growth of these woodlands will contribute to achieving the Region’s target.

Figure 2**Opportunities to Achieve 25% Woodland Cover by 2031**

A total of 102,332 trees and shrubs were planted on public and private lands creating an additional 47 hectares of woodland cover

York Region and its partners continued to deliver strong results in 2019 with 102,332 trees and shrubs planted through a number of initiatives (Figure 3). Partners are able to use the Region's contribution to leverage additional resources through other funding opportunities.

Planting efforts created 47 hectares of woodland cover, primarily located in the Regional Greenlands System. Over 67,000 trees were planted through Grow Your Legacy, a subsidized large-scale planting program delivered by conservation authorities. Collaboration between Regional departments resulted in the planting of 14,180 trees on Regional property through a combination of programs including Adopt-A-Stream, York Regional Forest planting, large-scale private land reforestation and naturalizing of Regional non-forest properties. These actions exemplify the Region's commitment to increase tree canopy and woodland cover.

Figure 3
2019 Tree and Shrub Planting Accomplishments



Land securement protected nine hectares of environmentally significant lands in 2019

In 2019 a nine hectare property was secured in the Town of Whitchurch-Stouffville to expand an existing York Regional Forest, the Davis Drive Tract. Acquisition of this property provides opportunities to increase woodland cover through tree planting and promotes outdoor recreation opportunities through an expanded trail system. With this acquisition a total of 1,376 hectares of land have been secured through the Greening Strategy since 2001.

Funding provided through Infrastructure Canada's Disaster Mitigation and Adoption Fund will be used to acquire and reforest an additional 100 hectares of land over the next eight years. Managed as York Regional Forest these lands will allow the expansion of existing trail networks, promoting healthy active lifestyles for Region residents.

Communities moved to action through strong partnerships, creating 292 environmental outreach and education opportunities for 13,061 participants

Communities coming together can inspire residents to take personal actions to protect and preserve the natural environment. The Greening Strategy engages residents through education and outreach programs including interpretive forest walks, presence at local festivals/events, and a variety of environmental outreach activities delivered by partners. In 2019, over 50,000 residents were engaged through a variety of media and activities, including 13,061 residents participating in 292 outreach events. More than half of these events were delivered by partners; feedback from participants indicates a strong interest in learning more about the natural environment.

York Region is recognized as a global leader in protecting the natural environment

The Region's Green Infrastructure Asset Management Plan (2017) was recognized on the global stage as a silver award winner at the Green World Awards for environmental best practices. This award is presented in 2019 by the Green World Organization, which is an international, independent, non-profit, non-political, environment group, dedicated to recognizing, rewarding and promoting environmental best practices around the world.

In 2019, York Region was approved for \$10 million in funding through Infrastructure Canada's Disaster Mitigation and Adaptation Fund to implement a natural infrastructure project. The project will result in over 400,000 trees and shrubs being planted across the Region, including the establishment of 100 hectares of new woodland. The goal of the project aims to mitigate the risk of flooding and lessen the impact of extreme heat events in urban areas.

5. Financial

Through partnerships, the Greening Strategy leverages significant resources and funds for each action area. In 2019, \$1,840,000 was allocated to the Greening Strategy, including a \$825,000 contribution to the Land Securement reserve. The remaining \$1,015,000 supports a number of programs and partnerships including large scale reforestation, backyard tree planting, outdoor education and land securement partnership agreements. The Region's investment in the Greening Strategy leveraged an additional \$890,000 in funding for program delivery.

6. Local Impact

Greening Strategy programs provide local municipalities and residents with opportunities to enhance the natural environment. Sustainable communities are built and supported through greening initiatives that prioritize protection of Regional and local natural heritage systems.

Local municipalities have a long history of partnering with York Region on natural environmental projects and programs, and have benefited directly from the Greening Strategy. Local Municipalities are consulted or involved in the development and implementation of many programs and projects related to outreach, tree planting and environmental land protection and preservation initiatives. Local municipal staff are active on Greening Strategy working groups including the Land Securement Working Group, Invasive Species Working Group and Urban Forestry Forum. Collaborative forums provide an opportunity for information sharing, alignment and experience sharing.

7. Conclusion

A sustainable natural environment built through partnerships and community engagement is key to delivering Greening Strategy programs and projects. Success continues to be made towards increasing tree canopy and woodland cover with 102,332 trees and shrubs planted in 2019. Continuous improvement, leadership and innovation allow the Greening Strategy to adapt, and create stronger programs and partnerships. These achievements demonstrate the Region's leadership and the value of the Greening Strategy as a proactive strategy supporting a healthy sustainable Region.

For more information on this report, please contact Laura McDowell, Director of Environmental Promotion and Protection 1-877-464-9675 ext. 75077 or James Lane, Manager, Natural Heritage and Forestry 1-877-464-9675 ext. 75271. Accessible formats or communication supports are available upon request.

Recommended by: **Erin Mahoney, M. Eng.**
Commissioner of Environmental Services

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

March 27, 2020
Attachments (2)
eDOCS#10412925

2019 GREENING STRATEGY ACHIEVEMENTS

The Greening Strategy promotes on the ground action that supports healthy natural environments. It plants the seeds of inspiration for people of all ages to cultivate sustainable communities, now and for the future.

ENHANCEMENT AND REHABILITATION

Trees and shrubs produce oxygen, remove pollutants, reduce floods, filter water, improve health, provide shade and offer many more valuable ecosystem services.



PLANTED
102,332 TREES AND SHRUBS

EXCEEDED TARGET OF 70,000 PLANTINGS

102,332 trees were planted through more than **21 partnerships** and many programs including:

- 67,986** Grow Your Legacy program
- 14,180** York Regional property plantings
- 9,766** Green Action Partnership Fund
- 3,063** Adopt-A-Stream Crossing
- 7,337** Other programs

Plantings occurred on both public and private land. Enhancement is accomplished for all habitat types including woodlands, meadows, prairies, wetlands and streams.



47 HECTARES

OF WOODLAND COVER CREATED IN 2019

Targets

WOODLAND COVER

Current

2031 Target

23%

25%

CANOPY COVER

Current

2031 Target

31%

35%

STEWARDSHIP AND EDUCATION

Our greatest gains are when residents are inspired to make a personal commitment to protect and preserve the natural environment.



ENGAGED
13,061 RESIDENTS
AT 292 EVENTS

101 EVENTS HOSTED BY YORK REGION

Residents learned about the importance of the natural environment and the benefits of trees at a variety of events hosted by York Region and partners. These events provide opportunity to further educate residents about protection and enhancement of the natural environment.



NEW
SENIORS PILOT PROGRAMS
DELIVERED WITH PARTNERS

Senior specific outdoor education programming was created to teach seniors about the benefits of connecting with nature and to highlight the York Regional Forest.

Continued development is supported through new funding from Ontario's Community Grant and partnerships with York Region Community and Health Services Department and the Oak Ridges Trail Association.



REACHED MORE THAN
50,000 RESIDENTS
ANNUALLY

THROUGH A VARIETY OF MEDIA

PROGRAM, PARTNERSHIP A

2001	2002	2005	2007	2010	2012
<ul style="list-style-type: none"> Greening Strategy Adopted Partnerships and Programs Begin 	<ul style="list-style-type: none"> Forest Walks and Events 	<ul style="list-style-type: none"> Significant Woodland Criteria Forest Conservation Bylaw Update 	<ul style="list-style-type: none"> Backyard Tree Planting 	<ul style="list-style-type: none"> First York Regional Forest Accessible Trail Emerald Ash Borer (EAB) Management 	<ul style="list-style-type: none"> Envirothon Education Competition Greening Strategy Refinement

PROTECTION AND PRESERVATION

Protection of our Regional Greenland System is fundamental to achieving our canopy and woodland cover targets and an ecologically diverse natural environment.



9 HECTARES PROTECTED

In 2019, the Region secured a property in the Town of Whitchurch-Stouffville, linking natural areas in the Greenlands System and expanding the York Regional Forest. Since 2001, this program has protected more than **1,376 hectares** of environmentally significant land.

Through partnership agreements, partners work cooperatively with residents, municipalities and others to encourage environmental land protection and secure individual lands.



\$10 MILLION
LEVERAGED OVER 8 YEARS THROUGH
DISASTER MITIGATION AND ADAPTATION FUND

Natural Heritage and Forestry secured \$10 Million in federal funding to support land securement and tree planting to mitigate the impacts of extreme heat and flooding.

LEADERSHIP AND INNOVATION

To support a diverse and healthy ecosystem, York Region shares knowledge, demonstrates leadership and promotes innovation with partners and local municipalities.

Exchanged information, shared accomplishments and continued innovation at **14 Regional forums** and **seven technical presentations** throughout the Region.



SILVER AWARD FOR ENVIRONMENTAL BEST PRACTICES

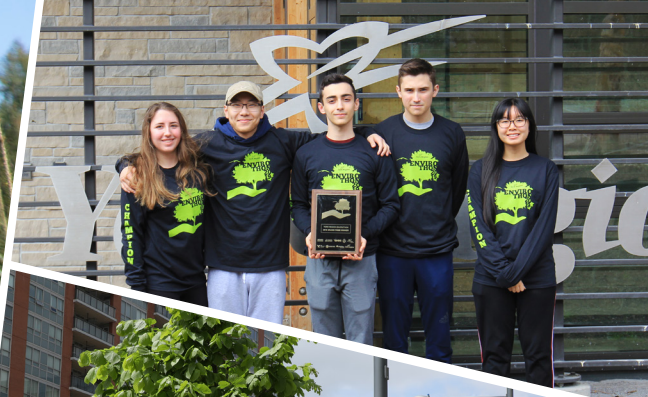
In 2019, The Region's Green Infrastructure Asset Management Plan received the Silver Green World Award for Environmental Best Practices. The Green World Organization is dedicated to recognizing, rewarding and promoting environmental best practices around the world.



ESTIMATED 30 MILLION TREES IN YORK REGION

ND ACHIEVEMENT HISTORY

2013	2015	2016	2017	2018	2019
<ul style="list-style-type: none"> One Millionth Tree Planted 	<ul style="list-style-type: none"> Bill Fisch Forest Stewardship and Education Centre Opens 	<ul style="list-style-type: none"> York Region Forest Management Plan 	<ul style="list-style-type: none"> State of the Forests Report Monarch Friendly Region 	<ul style="list-style-type: none"> Bill Fisch Forest Stewardship and Education Centre receives full Living Building Challenge Certification 	<ul style="list-style-type: none"> It's in our Nature: Management Plan for the York Regional Forest 2019-2038 adopted



FORESTRY

1-877-464-9675

Tty 1-888-512-6228

accessyork@york.ca

york.ca/forestry

edocs #10548659


York Region

YORK REGION FOREST MANAGEMENT PLAN

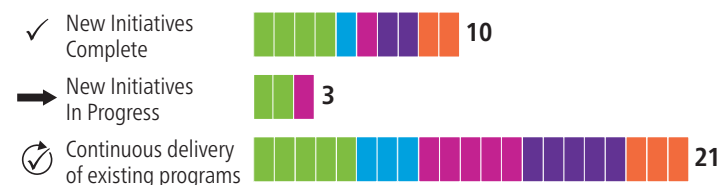
Short Term Actions (2017 to 2019) | 2019 STATUS



ACTION STATUS



ACTION STATUS BY GOAL



GOAL 1 | Canopy Cover and Woodland Cover

STATUS

Develop a prioritized planting plan by analyzing current planting opportunities.	➡
Continue to assess tree planting opportunities on Regional-owned properties.	✓
Prepare a summary report of urban forest studies, including results of integrated monitoring.	✓
Continue to optimize existing tree planting partnerships (e.g. school boards).	✓
Implement 'Grow Your Legacy' large-scale private land tree planting campaign.	✓
Continue to actively support others in the development of urban Forest Management Plans.	✓
Continue to collaborate with York Region departments, local municipalities, agencies and partners to share information and exchange ideas.	✓
Monitor to ensure that the York Region Forest Management Plan is followed, reports on results are prepared and activities achieve desired results.	✓
Complete the update of York Region's Street Tree and Forest Preservation and Compensation Guidelines.	✓
Update York Region's Street Tree Planting Design Guidelines and share with local municipalities.	➡
Assess the alignment of the Forest Management Plan with Provincial Plans and York Region's Official Plan.	✓

GOAL 2 | Climate Change and Sustainability

STATUS

Continue to undertake assisted migration trial plantings to adapt to climate change.	✓
Continue to collaborate with organizations including the Invasive Species Council, Canadian Food Inspection Agency and the Canadian Forest Service to quickly detect and respond to threats.	✓
Continue to collaborate with partners to explore science-based biological control opportunities.	✓
Look into innovative low-impact development practices that emphasize conservation and use of green infrastructure to manage storm water quantity and quality.	✓



GOAL 3 | Awareness and Education

STATUS

- Produce and distribute a 'State of the Forest' report summarizing the results of urban forest studies. ✓
- Educate York Region residents about the ecosystem functions and services provided by trees and woodlands. ➡
- Continue to deliver York Region forest festivals and events and education programs. ✓
- Continue to expand partnerships with York Region Public Health. ✓
- Participate in and contribute to legislation and policy reviews that recognize connections of trees and public health. ✓
- Support and participate in local community events that promote the benefits of trees. ✓
- Update website to post educational materials; promote events and solicit public feedback. ✓

GOAL 4 | Stewardship and Taking Action

STATUS

- Continue to explore environmental partnerships with the agricultural community to protect farmland and improve canopy cover. ✓
- Document use of agricultural easements and shared benefits, practices in collaboration with the Ontario Farmland Trust. ✓
- Continue to coordinate the Emerald Ash Borer Technical Working Group. ✓
- Continue to manage the York Regional Forest to meet the Forest Stewardship Council certification requirements. ✓
- NEW!** Prepare York Regional Forest 20 Year Forest Management Plan for 2019-2038 period. ✓
- Share best practices on urban tree planting and maintenance through forums and events. ✓
- Strengthen relationships among the Region, local municipalities, Ontario Woodlot Association, Forests Ontario and others to encourage good forestry practices on private land. ✓

GOAL 5 | Governance, Innovation, Research and Development

STATUS

- Continue to review emerging science-based arboriculture practices and integrate into tree planting and maintenance specifications. ✓
- Continue to review science-based silvicultural practices to inform management of the York Regional Forest and implementation of the Forest Conservation Bylaw. ✓
- Complete a green infrastructure asset management plan for Regional assets, including street trees. ✓
- Promote green infrastructure asset management as a best practice to the province, municipalities and other organizations. ✓
- Continue to provide input to provincial and federal legislation through coordinated reviews within and between departments. ✓

From: Switzer, Barbara on behalf of Regional Clerk
Sent: Monday, May 4, 2020 2:20 PM
Subject: Regional Council Decision - Vector-Borne Disease Program 2019 - 2020 Annual Update
Attachments: Vector-Borne Disease Program 2019-2020 Annual Update.pdf

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 April 30, 3030 Regional Council made the following decision:

1. The Regional Clerk circulate this report to the Clerks of all 9 local municipalities

The original staff report is attached for your information.

Please contact Joe La Marca, Director, Health Protection at 1-877-464-9675 ext. 74025 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
Community and Health Services
April 16, 2020

Report of the Commissioner of Community and Health Services and Medical Officer of Health

Vector-Borne Disease Program 2019/2020 Annual Update

1. Recommendations

The Regional Clerk circulate this report to the Clerks of all 9 local municipalities.

2. Summary

This report is prepared for Council in order for it to carry out its legislative duties and responsibilities as the board of health under the *Health Protection and Promotion Act*.

This report describes York Region Public Health's 2019 Vector-Borne Disease Program deliverables and planned activities for 2020 to reduce the risk of vector-borne diseases in York Region.

- 2019 surveillance shows lower West Nile virus activity
- 2019 surveillance shows continued Lyme disease activity, including increased blacklegged ticks in natural forested areas and identification of one new Lyme disease risk area in Georgina
- In 2019, York Region Public Health partnered with the Chippewas of Georgina Island to teach staff and volunteers from the community how to conduct active tick surveillance and use Lyme disease personal protection measures
- Vector-borne disease education and outreach is ongoing and heightened in response to increased risk levels in the community

3. Background

York Region Public Health delivers a comprehensive and collaborative vector-borne diseases program, focusing on surveillance, mosquito control, public education and outreach, increased risk response and collaboration

Vector-borne diseases are diseases transmitted to humans through the bite of an infected vector such as a mosquito or tick. In Ontario, vector-borne diseases of importance include West Nile virus, Lyme disease and Eastern Equine Encephalitis.

Surveillance is used to monitor the presence, location, time and intensity of vector-borne disease activity for vectors and humans, and influential ecological factors such as temperature and habitat suitability. These findings inform decision making to enhance prevention and response activities and reduce the risk in our communities.

Mosquito control uses techniques and management strategies to effectively decrease mosquito species that can spread West Nile virus.

Public education and outreach provides information to residents on current risk levels of vector-borne diseases in the community and how to reduce the risk of infection.

Response to increased risk occurs when surveillance findings indicate potential increased risk to human health. This is achieved through enhanced surveillance, amplified vector control when possible, timely notification of regional, municipal, school board and conservation authority representatives and increased communications to the public.

Collaboration with multiple stakeholders supports the Region's comprehensive, coordinated Vector-Borne Disease Program. Stakeholders include regional departments, local municipalities, conservation authorities, school boards, long-term care homes, community groups, health care providers, veterinarians and technicians, First Nations, local public health units, Public Health Ontario, Ministry of Health, additional provincial ministries and Health Canada.

4. Analysis

West Nile Virus surveillance of mosquitoes and humans is used to determine risk of infection in the Region

West Nile virus is spread through the bite of an infected mosquito. It was first detected in North America in 1999. It emerged in York Region in 2002, and has since become established in Ontario.

West Nile virus surveillance data on human cases and mosquitoes that test positive for West Nile virus help determine the risk of contracting West Nile virus in the Region and inform prevention, control and response activities. Surveillance information is available for residents at york.ca/westnile.

2019 surveillance showed lower West Nile virus activity circulating in York Region

The number of confirmed human cases and mosquito traps that test positive for West Nile virus varies from year to year, depending on temperature and its influence on mosquito breeding conditions. In 2019, one mosquito trap tested positive for West Nile virus and one human case was reported in York Region. Table 1 provides an overview of York Region West Nile virus surveillance findings from 2015 to 2019 and Ontario human cases.

Temperature and precipitation plays a role in the variation of the number of West Nile virus cases from year to year. Research shows that increased temperatures are the strongest predictor of increased infection in mosquitoes that can transmit West Nile virus. Higher

temperatures can decrease the time required for mosquito development if an adequate amount of standing water is available for mosquito breeding habitat.

In 2019, average seasonal temperatures were experienced, resulting in lower West Nile virus activity. This is in contrast to 2017 and 2018, where slightly above seasonal temperatures contributed to increased positive mosquito traps and human cases. York Region Public Health monitors surveillance findings and temperatures across Ontario to identify risk levels for West Nile virus activity and assist the timing of response activities.

Table 1

West Nile Virus Surveillance Summary, 2014 to 2019, York Region and Ontario

	2014	2015	2016	2017	2018	2019
Confirmed human cases	0	1	3	12	3	1
Positive mosquito traps	2	3	2	14	16	1
Ontario confirmed human cases	9	28	47	153	122	19

Lyme disease surveillance of blacklegged ticks and humans is used to determine risk of infection in the Region

Lyme disease is caused by the *Borellia burgdorferi* bacteria, which is spread through the bite of an infected blacklegged tick. Lyme disease is one of the most frequent vector-borne diseases in the temperate world.

The blacklegged tick has expanded its range northward from the United States into new regions of southern Canada. Its habitat will continue to expand in coming decades due to climate change and increasingly compatible environments. There are no control options for ticks: surveillance, awareness and personal protection are the primary methods of preventing Lyme disease.

York Region Public Health uses three surveillance techniques to help determine the level of risk in the community: passive tick surveillance, active tick surveillance and human case surveillance.

Blacklegged ticks submitted through passive tick surveillance increased in 2019

Passive tick surveillance involves residents submitting ticks removed from humans to York Region Public Health for identification by the Public Health Ontario Laboratory and testing of blacklegged ticks for *Borellia burgdorferi* by the National Microbiology Laboratory for surveillance purposes.

In 2019, York Region Public Health implemented preliminary tick identification, allowing for quicker identification of blacklegged ticks and estimating the amount of time a blacklegged tick had been feeding based on the tick's growth. This provides residents with important information to share with their physician for discussing potential treatment options and improves customer service standards.

There has been a steady increase in passive tick surveillance submissions due to expanding tick habitat as well as increased knowledge of Lyme disease by York Region residents. In 2019, 189 ticks were submitted to York Region Public Health's passive tick surveillance program. Eighty-one of these ticks were identified as blacklegged ticks and, ten locally acquired blacklegged ticks tested positive for *Borellia burgdorferi* (Table 2).

Blacklegged ticks found by York Region through active tick surveillance increased in 2019

Active tick surveillance (tick dragging) involves collecting ticks from their habitat by dragging a flannel cloth over and around vegetation to find blacklegged ticks and help determine Lyme disease risk areas.

In 2019, York Region Public Health conducted tick dragging at 35 locations in the Region throughout the spring and fall in natural, forested public spaces such as parks, conservation areas and river valley systems (Attachment 1). Blacklegged ticks were found in multiple locations throughout York Region. Surveillance results are available for residents at york.ca/lymedisease and identify potential Lyme disease risk areas in the Region.

Public Health Ontario's Lyme Disease Map 2019 (Attachment 2) illustrates estimated risk areas in Ontario based on data from previous seasons. Lyme disease risk zones are identified as wooded or brushy areas within a 20 km radius of a location where blacklegged ticks were found in successive spring and fall tick dragging sessions.

Public Health partnered with the Chippewas of Georgina Island First Nation to conduct active tick surveillance and discovered a new Lyme disease risk area in Georgina

In 2019, York Region Public Health was invited by the Chippewas of Georgina Island First Nation to conduct active tick surveillance and teach community members how to tick drag and about methods of personal protection against tick bites. Along with the Chippewas of Georgina Island, York Region Public Health found blacklegged ticks in the spring and fall sessions, resulting in the Georgina Island First Nation and the Town of Georgina being identified as a new Lyme disease risk area. This new risk area will be reflected in the Public Health Ontario's Lyme Disease Map for 2020, resulting in all of York Region becoming an estimated Lyme disease risk area.

2019 surveillance shows continued human cases of Lyme disease activity in York Region and Ontario

Human case surveillance is another method to help determine the level of risk of Lyme disease in the community. When a report of Lyme disease is received, a case investigation is

conducted which includes confirming the diagnosis, collecting epidemiological information, and identifying location(s) where contact with a Lyme disease-bearing blacklegged tick may have occurred.

Table 2 provides an overview of York Region Lyme disease surveillance findings from 2014 to 2019. The increased Lyme disease activity is anticipated to continue in York Region and Ontario due to expanding tick habitats related to climate change.

Table 2
Lyme Disease Surveillance Summary, 2014 to 2019, York Region and Ontario

	2014	2015	2016	2017	2018	2019
Confirmed human cases	6	8	5	18	10	15
Local blacklegged ticks - passive tick surveillance	7	11	15	35	37	81
Local blacklegged ticks - active tick surveillance	2	4	0	10	28	41
Positive <i>Borellia burgdorferi</i> local blacklegged ticks	1	0	1	2	1	10
Ontario confirmed human cases	163	379	331	927	564	1133

York Region Public Health monitors emerging vector-borne diseases and potential related threats

York Region Public Health works with multiple partners at local, provincial, federal and international levels to monitor vector-borne disease trends and threats that may emerge in Ontario or may be a risk to travellers.

In 2019, the Centers for Disease Control and Prevention in the United States received reports of 38 confirmed human cases of the mosquito-borne illness, eastern equine encephalitis virus, including 15 deaths. There were no human cases reported in Canada. While some people infected with eastern equine encephalitis virus do not develop symptoms, of those who do, approximately one third of those with encephalitis may die. Many of those who recover have ongoing neurological impairment. York Region Public Health will continue to monitor for eastern equine encephalitis virus through the existing mosquito surveillance program.

Larviciding and source reduction are the primary methods used to reduce the abundance of mosquitoes that can transmit West Nile virus

The most efficient method of reducing mosquitoes that could potentially carry West Nile virus is through larviciding. The Ministry of the Environment, Conservation and Parks has authorized the use of larvicides to control mosquitoes under approved permits. In York Region, larvicides have been used for 17 years as the primary method of mosquito control.

The main mosquito vectors of West Nile virus in Ontario are the *Culex* species. These mosquitoes breed mostly in urban environments in natural or artificial containers of standing water including catch basins, ditches, sewage lagoons, and standing water around the home. Over 100,000 catch basins in the Region are treated with larvicides four times a season. Larviciding is available at no cost to residents who have a catch basin in their backyard, on request.

Targeted elimination of standing water is another effective means of reducing mosquito populations. Reports of standing water by residents are investigated by Public Health staff.

Vector-borne disease education and outreach is ongoing and heightened to respond to increased risk levels in the community

Knowledge of risk of local vector-borne diseases and emerging blacklegged tick populations as well as personal protection messaging are critical to reducing the potential of locally acquired cases. In 2019, West Nile virus, Lyme disease and eastern equine encephalitis virus awareness was achieved through education and outreach strategies:

- Media releases and media interviews
- Information on Regional website: york.ca/westnile, york.ca/lymedisease
- Education resources distributed throughout the community, including social media, advertisements, municipal recycling calendars, signs at trailheads and Fight the Bite! messaging provided to municipal and Regional offices, libraries, community and recreation centres, garden centres, golf courses, Sibbald Point Provincial Park and conservation areas, school boards and day care centres (Attachment 3)
- Timely communications to health care providers and animal health professionals

Public health response to increased risk in the community

York Region Public Health is continually monitoring and responding to increased risks due to vector-borne diseases in the community. Discovery of positive mosquito traps or blacklegged ticks subsequently increases surveillance, timely communication, education activities, and collaboration with community partners (e.g. Public Health Ontario) to decrease the risk to human health.

Objectives for 2020 include continued focus on surveillance, mosquito control, education and outreach, increased risk response, and collaboration

The vector and human case trends experienced in York Region are reflective of the environmental and ecological influences on vector-borne diseases. The 2020 York Region Vector-Borne Disease Program will continue with its comprehensive and collaborative approach to managing vector-borne diseases in our community. Focal areas for 2020 include:

- Continued surveillance of West Nile virus, Lyme disease and eastern equine encephalitis virus. York Region Public Health will monitor the presence, location, time and intensity of vector-borne disease activity to inform decision making to enhance prevention and response activities and reduce the risk in our communities
- As of January 1, 2020, the National Microbiology Lab will no longer be testing blacklegged ticks for *Borellia burgdorferi* bacteria from passive tick submissions. The purpose of testing is to conduct surveillance. Patients are managed based on tick exposure and potential transmission of tick-borne pathogens, and not on test results of the tick submission. Ticks found through active tick surveillance by Public Health Units will continue to be tested to monitor infectivity rates of local blacklegged tick populations and potential emerging pathogens
- [eTick](#) is a new public platform for image-based identification and population monitoring of ticks in Canada. Photos of ticks found on both animals and humans can be submitted for visual identification within 48 hours at no cost. Results are posted on an interactive map that is accessible by the public and is monitored by staff for activity in York Region and surrounding jurisdictions
- Mosquito control through larviciding and standing water investigations will continue at the same levels as 2019
- Coordinated education and outreach activities will continue to provide information about personal protection measures to residents
- Collaboration with community partners will continue to enhance public awareness, surveillance initiatives and vector control strategies

5. Financial

Regional expenditures for the Vector-Borne Disease Program in 2019 totaled \$602,852 gross and \$172,852 net tax levy. The program was managed within the approved Regional budget for Public Health.

The Regional budget for this program for 2020 is \$544,606 gross, and \$163,382 net tax levy. The provincial allocations have not yet been confirmed.

6. Local Impact

York Region Public Health will continue to collaborate with local municipalities, conservation authorities and school boards through the Vector-Borne Disease Liaison Committee. This group meets throughout the year to discuss vector-borne disease resources, surveillance trends, program updates, increased risk response and notifications. Local municipalities also participate in West Nile virus control measures through enforcement of local by-laws regarding standing water.

7. Conclusion

York Region Public Health is responsible for the prevention of and response to vector-borne diseases of public health significance. The Vector-Borne Disease Program focuses on West Nile virus and Lyme disease, and is continually monitoring for and adaptable to emerging vector-borne diseases (e.g. eastern equine encephalitis virus).

West Nile virus and Lyme disease activity continues in York Region. In 2020, York Region Public Health will continue the mandated activities of the Vector-Borne Disease Program, including vector and disease surveillance, mosquito control, public education and outreach, increased risk response, and collaboration with partners. The program's comprehensive and collaborative approach effectively prevents and responds to the risk of vector-borne diseases in York Region to protect our communities.

For more information on this report, please contact Joe La Marca, Director, Health Protection at 1-877-464-9675 ext. 74025. Accessible formats or communication supports are available upon request.

Recommended by:

Katherine Chislett

Commissioner of Community and Health Services

Dr. Karim Kurji

Medical Officer of Health

Approved for Submission:

Bruce Macgregor

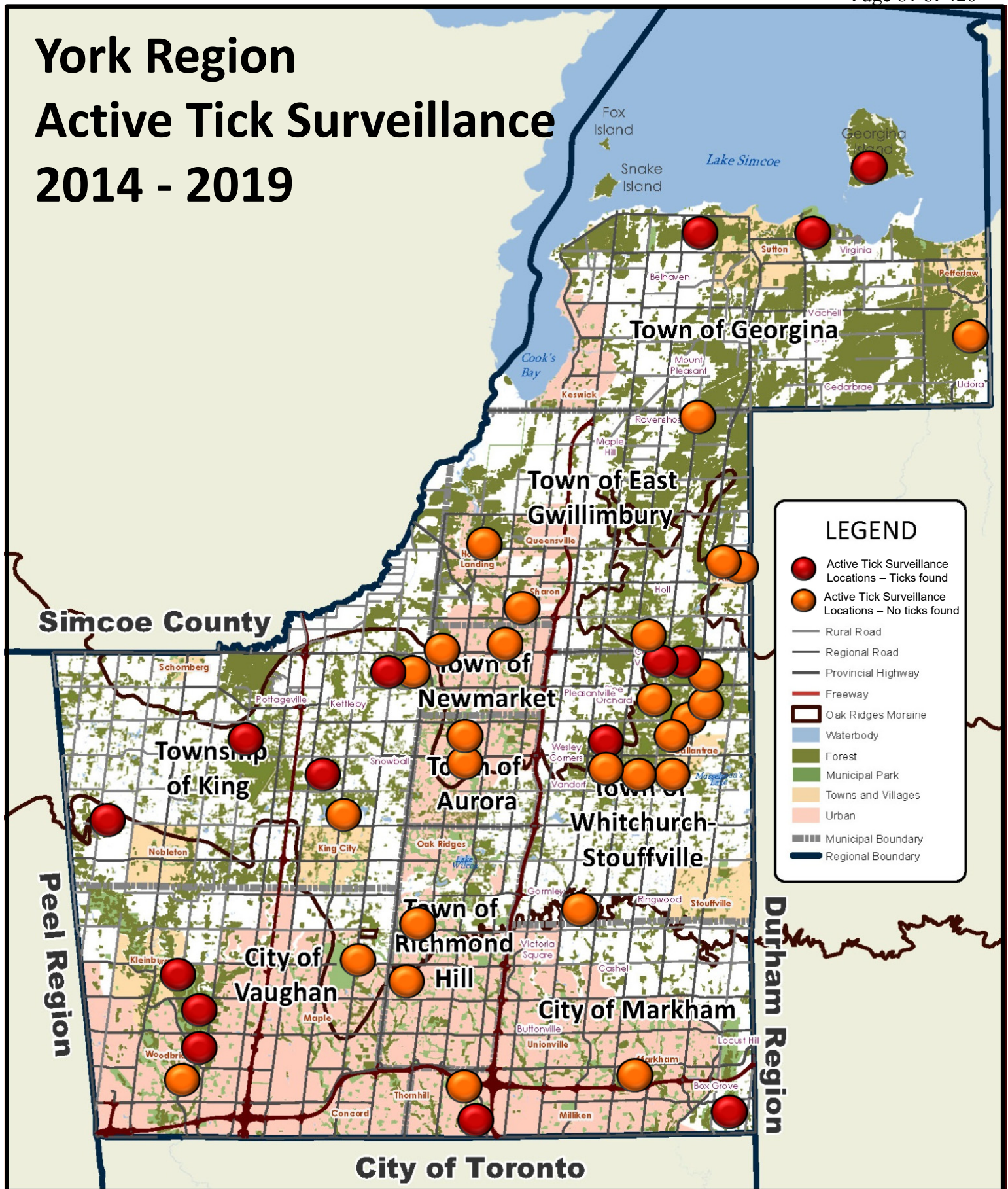
Chief Administrative Officer

March 19, 2020

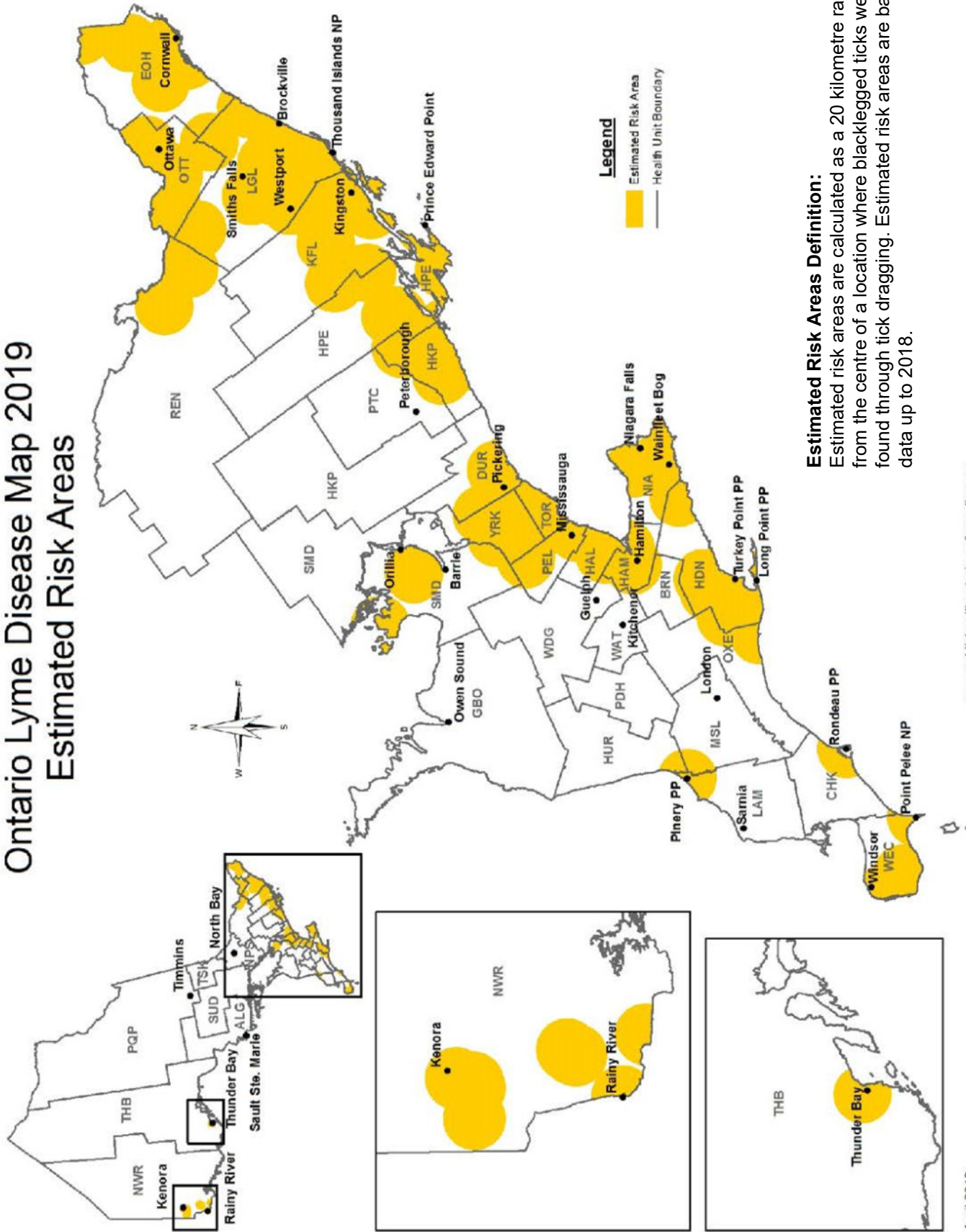
Attachments (3)

#10376843

York Region Active Tick Surveillance 2014 - 2019



Ontario Lyme Disease Map 2019 Estimated Risk Areas



FIGHT THE BITE! AGAINST BLACKLEGGED TICKS AND LYME DISEASE

What is Lyme disease?



Lyme disease is caused by a bacteria called *Borrelia burgdorferi* which is spread through the bite of an infected blacklegged tick.

Symptoms of Lyme disease may include:

- A skin rash
- Fatigue or weakness
- Headache
- Fever or chills
- Dizziness or confusion
- Muscle and joint pain
- Swollen lymph nodes

See your health provider if you develop symptoms of Lyme disease after a tick bite or after visiting a wooded or brushy area.

What are blacklegged ticks?



- Ticks are small bugs that feed off the blood of animals and humans
- Adult ticks are the size of a sesame seed and nymphs are the size of a poppy seed
- Ticks are found on tall grasses and bushes in wooded areas
- They can attach and feed up to five days

Protect yourself in wooded or brushy areas

- Wear light-coloured, long-sleeved clothing and closed footwear
- Use insect repellents containing DEET or icaridin
- Walk in the middle of trails
- Shower when you get home
- Check yourself, your family and your pets for ticks
- Remove attached ticks as soon as possible



Tips for removing ticks



- Use tweezers to grasp tick as close to skin as possible
- Pull straight out
- Do not put anything on the tick or try to burn it off
- Disinfect the area with alcohol or soap and water
- Wrap the tick in a moist paper towel and put in a sealed container
- Store in the fridge until you can take it to a York Region Public Health location

For more information on how you can protect yourself and your family from Lyme disease, call York Region Health Connection at 1-800-361-5653 or visit york.ca/lymedisease



FIGHT THE BITE! AGAINST WEST NILE VIRUS

What is West Nile virus?



West Nile virus is spread to humans from the bite of an infected mosquito.

How to protect yourself when outdoors

- Wear light-coloured, long-sleeved shirts and pants
- Use insect repellents containing DEET or icaridin
- Cover up at dusk and dawn when mosquitoes are most active



How York Region protects you

York Region's West Nile Virus Program includes larviciding over 100,000 catch basins during the summer and using mosquito traps to capture and test for West Nile virus infected mosquitoes.



Mosquito-proof your home

- Clean up areas of standing water around your home
- Ensure door and window screens are tight-fitting and in good repair
- Clean up pools / pool covers
- Turn over wading pools
- Empty out flower pots
- Clear eavestroughs, storm and roof gutters
- Clean bird baths weekly
- Empty water in old tires



For more information on West Nile virus, call York Region Health Connection at 1-800-361-5653 or visit york.ca/westnile



From: Van Dusen, Regina on behalf of Regional Clerk
Sent: Monday, May 4, 2020 2:18 PM
Subject: Regional Council Decision - Motion - Adoption of International Holocaust Remembrance Alliance (IHRA) Definition of Antisemitism
Attachments: Motion - Adoption of International Holocaust Remembrance Alliance (IHRA) Definition of Antisemitism.pdf

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 April 30, 2020 Regional Council adopted the following motion:

That the Regional Municipality of York adopt the International Holocaust Remembrance Alliance's (IHRA) working definition of antisemitism as adopted at the IHRA plenary on May 26, 2016 as follows:

"Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities";

And that this decision be forwarded to the local municipalities as well as the Chair of the province of Ontario's Standing Committee on Justice Policy.

The full motion is included for your information.

Regards,

Christopher Raynor | Regional Clerk, Office of the Regional Clerk, Corporate Services

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

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

Committee of the Whole recommends adoption of the following motion:

Whereas, the Regional Municipality of York is rooted in the values of democracy, equity and inclusivity; and

Whereas, in June 2018, the Inclusion Charter for York Region was endorsed as a community initiative, bringing together businesses, community organizations, municipalities, police services, hospitals, school boards, conservation authorities and agencies who share a vision to foster a welcoming and inclusive community; and

Whereas, we have a shared responsibility to stop antisemitism in all its forms through education and public consciousness as antisemitic demonstrations continue to threaten communities and undermine democracy; and

Whereas, the International Holocaust Remembrance Alliance (IHRA) is an intergovernmental organization founded in 1998 that consists of 34 countries, including Canada, each of whom recognizes that international coordination is needed to combat antisemitism; and

Whereas, six per cent of York Region residents identify themselves as Jewish, which is a higher representation than Canada and Ontario, and Vaughan is home to one of the largest Jewish populations outside of Israel, which includes many Holocaust survivors; and

Whereas, on February 27, 2020, Bill 168, the Combating Antisemitism Act which directly mentions IHRA, unanimously passed a second reading in the Ontario legislature with all-party support; and

Whereas, on January 28, 2020, Vaughan council unanimously endorsed Mayor Bevilacqua's motion to declare January 27 as International Holocaust Remembrance Day, which included the adoption of the IHRA definition of antisemitism; and

Whereas, York Regional Police dedicated a community room at District #4 headquarters to Holocaust Survivor Max Eisen, in recognition and appreciation of his remarkable efforts to eliminate racism and bigotry; and

Whereas, York Region is enriched by its thriving, active and engaged Jewish and Israeli communities.

It is therefore recommended:

That the Regional Municipality of York adopt the International Holocaust Remembrance Alliance's (IHRA) working definition of antisemitism as adopted at the IHRA plenary on May 26, 2016 as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities”; And

That this decision be forwarded to the local municipalities as well as the Chair of the province of Ontario’s Standing Committee on Justice Policy.

From: Switzer, Barbara on behalf of Regional Clerk
Sent: Wednesday, May 6, 2020 2:13 PM
Subject: Regional Council Decision - Five Year Review of the SM4RT Living Waste Management Master Plan
Attachments: Five Year Review of the SM4RT Living Waste Management Master Plan.pdf; Att 1 - The_York_Region_Waste_Management_Master_Plan.pdf

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 April 30, 2020 Regional Council made the following decision:

1. Council approve the updated SM4RT Living Waste Management Master Plan objectives and action areas for the next five years, including establishment of the Circular Economy Initiatives Fund under the existing SM4RT Living Plan budget.
2. The Regional Clerk circulates this report to all local municipal councils, Director of Resource Recovery Policy Branch from the Ministry of the Environment, Conservation and Parks and the Association of Municipalities of Ontario.
3. That the Request for Proposals to procure long-term processing capacity for source separated organic waste using anaerobic digestion technologies, shall include an option of awarding the tonnage blocks to separate proponents or to the same proponent, at the discretion of staff and in accordance with the Region's Purchasing bylaw, in order to achieve the best overall value.

The original staff report is attached for your information.

Please contact Laura McDowell, Director, Environmental Protection and Promotion at 1-877-464-9675 ext.75077 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
Environmental Services
April 16, 2020

Report of the Commissioner of Environmental Services

Five Year Review of the SM4RT Living Waste Management Master Plan

1. Recommendations

1. Council approve the updated SM4RT Living Waste Management Master Plan objectives and action areas for the next five years, including establishment of the Circular Economy Initiatives Fund under the existing SM4RT Living Plan budget.
2. The Regional Clerk circulates this report to all local municipal councils, Director of Resource Recovery Policy Branch from the Ministry of the Environment, Conservation and Parks and the Association of Municipalities of Ontario.

2. Summary

The SM4RT Living Waste Management Master Plan (the Plan) was approved in September 2013. The Plan included an update cycle of about once every five years to check progress, evaluate successes and lessons learned to refine future approaches. Outcomes of this update are summarized for the next five year period. The Plan including summary appendices (Attachment 1) is organized under three objectives. The full plan including all detailed appendices can be viewed at york.ca/sm4rtliving.

Key Points:

The Plan has three objectives as follows:

- Successfully navigate legislative changes
- Use resources and infrastructure more strategically to achieve SM4RT Living
- Inspire people across the Region to embrace SM4RT Living and advance the circular economy

3. Background

York Region is a leader in waste diversion. [As reported in 2019](#), the Region has achieved the highest diversion rate for a large urban municipality in the Resource Recovery and Productivity Authority data call every year since 2012. Starting in 2016, the Region has

surpassed the Region Official Plan target with over 90% of managed waste diverted from landfill.

The [SM4RT Living Plan](#) established the business case for expanding the focus of policy and programming, from diversion to waste reduction. York Region was the first Ontario municipality to move in this direction; in the last five years, more communities including the City of Toronto and Peel Region have followed suit and the province is also making this shift. In the first five years 32 priority initiatives aligned with the 4 R's (Reduce, Reuse, Recycle and Recover) were explored as outlined in the [Balanced Scorecard](#).

Update examined lessons learned, emerging issues, and community needs

The Plan update included a review of lessons learned and current issues in the following areas:

- Expanding and refining successful programs
- Building partnerships to deliver programs efficiently
- Preparing infrastructure and contracts for the Region's changing needs
- Promising practices to improve performance in the multi-residential sector
- Reducing impacts of single-use plastics
- Community readiness and interest in SM4RT Living actions
- Opportunities to support the circular economy in York Region

4. Analysis

Local feedback and global trends influenced SM4RT Living priorities

Local municipal partners have helped implement the SM4RT Living Plan through pilot initiatives such as textile collection, repair cafés and curbside giveaway days. During the update process, their experiences helped to shape objectives for the next five years. Global scans on current waste challenges and innovations also informed the path forward. As outlined in section four of Attachment 1, a revised visionary goal and mission were developed. Priorities are organized into three objectives with key actions which are summarized below.

OBJECTIVE ONE identifies Blue Box legislative changes as the biggest near term priority for local and Regional staff

[As reported in 2019](#), the province released timelines for transitioning the Blue Box Program to full producer responsibility. Figure 1 shows how the next six years will be crucial to planning and executing a smooth transition to full producer responsibility and setting up the new system.

Figure 1
Provincial timeline for Blue Box Transition



Key action areas in Objective 1 include collaborative decision-making, and compliance with changing legislation. Collaboration at the local and Regional levels will help identify potential impacts of transition on the Region's integrated waste management system and prepare Council to make informed decisions as the process moves forward.

During the lead up to transition, the Region and local municipalities will continue to manage the current system, working to significantly reduce contamination in the Blue Box.

OBJECTIVE TWO supports continuous improvement of the waste system

As the Region's communities evolve and new technologies arise, the plan recommends a number of areas to monitor or implement innovations to improve waste management system efficiency. The Region and local municipalities will continue to share tools and lessons learned to expand successful initiatives. Greater emphasis will be placed on curbside enforcement techniques, consistent messaging around the Blue Box program and improving diversion in multi-residential buildings.

Shifting organics processing contracts to anaerobic digestion facilities reduces greenhouse gas emissions while maintaining cost efficiency

Objective two also addresses finding a sustainable, cost effective approach to securing organics and residual waste processing capacity. Development of the Plan included a strategic review of long-term processing options for source separated organic waste (SSO) from the Region's green bin program. Earlier work identified anaerobic digestion as a preferred technology over aerobic composting. The [Long Term SSO Processing Plan](#) looked at the cost/benefit analysis of a range of location and ownership options for anaerobic digestion facilities. This analysis showed that private facilities can provide the same environmental benefits as a Regionally owned facility at reduced lifecycle costs. Based on these findings, the Region will issue a request for proposals in Q4 2020 to provide anaerobic digestion capacity for processing the Region's SSO at privately owned facilities.

The request for proposals will include transportation and anaerobic digestion processing for a period of 20 years currently projected to commence in 2024 (see Table 1 for contract structure).

Table 1
Proposed Organics Contracts

Contract	Maximum Annual Tonnage	Earliest Start date	Latest Start date	Initial Term and Optional Terms
Contract 1 and 2	2x 70,000	June 2022	July 2024	20 year initial term plus two five year extension options
Total	140,000			

To provide operational flexibility and system redundancy, two different vendors will be awarded the annual tonnage in blocks of 50,000 to 70,000 tonnes each. Request for proposal scoring will give consideration to greenhouse gas emissions from all phases of service delivery, which will favour facilities located within or close to York Region.

A flexible start date and 20 year contract term allows vendors sufficient time to construct a new facility if required, and recover their initial investment in facility capital through processing fees. Processing facilities will be constructed on sites selected and owned by the contractor and located within 200 kilometres of York Region.

The current 10 year capital plan includes \$100 million from 2025 through 2028 for a Regionally owned facility. These funds will be maintained in the outer years of the long-term capital plan as a risk management measure. If the go-to-market strategy is successful, once the new anaerobic digestion contracts are in place and operating the need for these funds will be re-evaluated through annual budget processes.

Residual Waste Processing Plan maintains 90% diversion from landfill

In 2016, the Region first exceeded its Official Plan goal by diverting 91% from landfill; through incremental gains each year a 94% rate was achieved in 2019. This goal is reached in accordance with the “4 Rs” waste management hierarchy, which places highest priority on the first three “Rs” (reduction, re-use, and recycling), while making use of the fourth “R”, (recovery) as it relates to energy recovery, only for those materials that cannot be managed by other means. The Region manages residual waste through our co-owned Durham York Energy Centre (DYEC) located in Clarington, Ontario and external energy-from-waste (EFW) contracts with the Covanta Niagara facility in Niagara Falls, New York and the Emerald EFW facility in Brampton, Ontario.

As part of the review and update staff analyzed residual waste processing needs and long-term EFW contracted and DYEC incineration capacity (Attachment 1: Appendix F). Alternative methods of securing long-term processing capacity were considered to ensure the Region will continue meeting the 90% diversion target.

DYEC expansion could require over ten years to implement

DYEC expansion is expected to be a lengthy process requiring approvals under the *Environmental Assessment Act* and the *Environmental Protection Act*. As summarized in Table 2, DYEC expansion could require over ten years to implement.

Table 2
DYEC Expansion Timeline

Task	Estimated Time Required (Years)
Approvals and Permits	3 – 5
Facility Design	2 – 3
Construction and Commissioning	3 – 4
Total Time Required	8 – 12

The Region's contract with Covanta Niagara, as well as the initial term of the Emerald EFW contract, expires in September 2023, which creates a need for additional capacity in less than four years. The Region will need to secure additional contract capacity up to 120,000 tonnes per year to serve as an interim bridge until the DYEC expansion can be implemented. The current approved capacity of the DYEC is 140,000 tonnes per year.

Residual Waste tonnage suitable for EFW may change with Blue Box Transition in coming years

EFW facilities are designed to operate at or near full capacity to maximize electrical generation efficiency and economies of scale. The DYEC was designed for future expansion to an annual processing rate of 250,000 to 270,000 tonnes per year to accommodate tonnage growth.

In 2019, Durham Region and York Region managed a combined 272,580 tonnes of residual waste. Approximately 10% to 20% is either unsuitable for processing or bypasses the facility during maintenance outages, leaving 218,000 to 245,000 tonnes available annually. In York Region, transition of the blue box program is forecasted to reduce residual waste quantities by 18,000 tonnes per year when responsibility for managing non-recyclable residue in the blue box stream transitions to producers. The impact of blue box transition on residual waste tonnages required to support DYEC facility expansion will be assessed over the near to medium term.

Contracted EFW capacity acts as an interim bridge until DYEC expansion is implemented

York Region will issue a request for proposals in Q4 2020 to secure up to 120,000 tonnes of annual EFW processing capacity from one or more privately owned facilities. This will provide uninterrupted service after the Covanta Niagara contract expires in September 2023. Results of the request for proposals will help inform a business case decision on whether to activate the optional term extension of the Emerald EFW contract. The new contracted capacity will serve as an interim bridge until York Region and Durham Region have enough time and residual waste tonnage to implement expansion of the Durham York Energy Centre to 250,000 to 270,000 tonnes per year. The request for proposals for EFW capacity will be structured with optional term extensions as shown in Table 3. This strategy will provide flexibility on the implementation plan and timing for the expanded DYEC facility.

Table 3
Proposed Residual Waste Contracts

Contract(s)	Maximum Annual Tonnage	Start date	Expiry Date of Current or Initial Term	Option Term Expiry Dates
Private sector EFW facility	120,000	Sept 2023	Jan 2036	Jan 2039 Jan 2041 Jan 2044 Jan 2046
DYEC	30,000	Jan 2016	Jan 2036	Jan 2041 Jan 2046
Landfill	40,000	June 2025	Jan 2046	
Total	190,000			

An additional request for proposals will be issued in 2021 to secure up to 40,000 tonnes of landfill capacity to manage materials not suitable for EFW and provide disposal during maintenance outages. This contract would extend from the end of the existing landfill contract with Walker Environmental in June 2025 through to the end of the new EFW contracts.

OBJECTIVE THREE recognizes grassroots support is needed to drive change

The Plan recognizes that successful social and environmental change requires support from many players. Attachment 1 outlines some of the many success stories of community champions who are leading the way in transforming their services to adopt waste prevention principles. Action areas under Objective three spark change across the Region through leadership, support for community-led action and advocacy to other levels of government.

Circular Economy Initiatives Fund provides a simple process to support community partners

A key action area under Objective three is establishing a program that will provide funding to support programs within York Region that align with SM4RT Living. This Circular Economy Initiatives Fund will be allotted based on established criteria to support areas of waste prevention, reduction, reuse, repair and recycling. Existing funding from the Region's SM4RT Living budget would be repurposed for the fund, starting at \$100,000 per year. The fund will be launched in Q4 2020, towards projects starting in 2021.

Region and local municipalities must show leadership on single-use packaging

The issue of single-use packaging and its impact on the environment and the waste system was explored through this review and update. Council and residents expressed a desire to take action in reducing the prevalence of these products in York Region communities. The provincial government is looking at potential bans of problematic items such as straws, plastic bags, plastic cutlery and polystyrene containers. The federal government recently announced it is considering a ban on some single-use items starting as early as 2021. Many businesses and individuals are taking voluntary action (see Attachment 1).

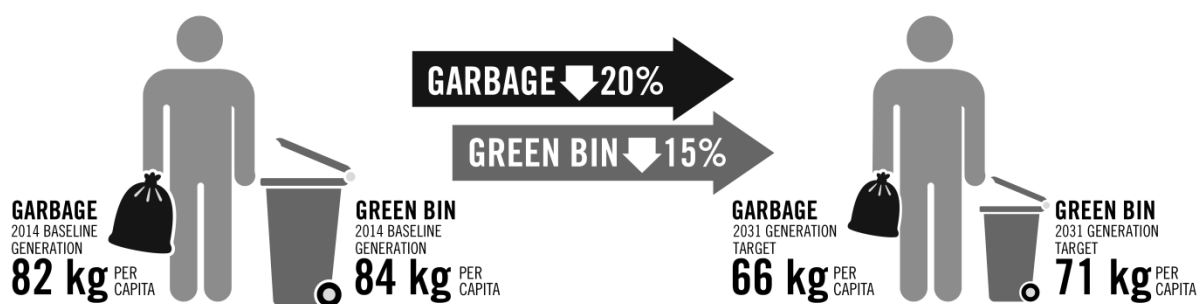
The Plan recommends several steps to implement change including a Region-wide 'ask-first' voluntary program to encourage businesses to change their practices so that disposable items such as straws and cutlery are only included upon request, not with every transaction. The Region and local municipalities would also work to eliminate single-use items at Regional facilities and events as much as possible. This will require strong leadership from local and Regional councils and support from internal departments and staff to be successful.

New aspirational targets align with action areas and facilitate progress tracking

The original SM4RT Living Plan included a 2031 waste generation target of 289 kg/capita. Over the first five years of implementation, we saw an overall decline in the waste generation rate from 328 kg/capita in 2014 to 299 kg/capita in 2018.

This original target combined data from multiple streams and sources into one metric, making it challenging to interpret trends in waste generation. To improve the decision-making value of this important metric, a new approach to tracking waste generation is proposed. Figure 2 shows the proposed 2031 aspirational targets for residential curbside green bin and garbage.

Figure 2
SM4RT Living Aspirational Targets



These new targets will be tracked using York Region scale data and align with messaging to reduce food waste and single-use packaging, and reuse/donate durable goods. The targets will assist with tracking the success of these efforts. They will also support tracking of changes in the garbage and green bin stream that may occur as the Blue Box shifts to full producer responsibility.

At the time this report was written implications of Covid-19 on the waste sector and waste generation rates in all streams were uncertain and will need to be re-assessed at a future date.

5. Financial

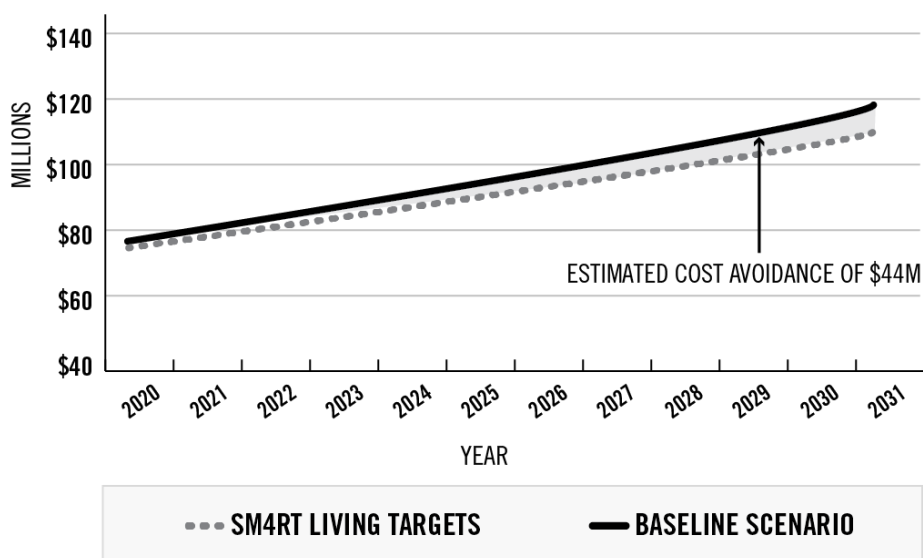
The Plan prioritizes the need to support future growth efficiently by maximizing the value of current infrastructure. The cost for delivering all waste management services in York Region, including the Plan, curbside collection, processing, depot operations and education services is about \$300/household per year. This represents great value provided to residents for less than \$1 per day, substantially less than comparable utilities such as energy and natural gas.

First five years of the Plan approaching cost neutral return on investment

Over the last five years, staff maintained spending within the Council approved master plan implementation budget, while achieving reductions in waste generation rates. Implementation of the SM4RT Living Plan is approaching cost neutrality, as avoided collection and processing costs resulting from reduced per capita waste generation are offsetting the budget for implementing the Plan.

Figure 3 shows the continuing potential for cost avoidance by reducing waste in both garbage and green bin streams. The shaded area represents an estimated \$44 million in cost avoidance from achieving SM4RT Living targets. The projection compares annual gross costs under two scenarios: a baseline where green bin and garbage generation per capita continues unchanged at the 2014 rate and a SM4RT Living scenario that considers the lower costs related to achieving the two new aspirational targets.

Figure 3
Forecasted Cost Avoidance by Achieving SM4RT Living Targets



Transition of the blue box to full producer responsibility will require high targets and enforcement to ensure designated paper and packaging are captured and that associated financial costs shift from the taxpayer to producers. Otherwise, leakage of designated materials into the green bin and garbage streams could impact the projected cost avoidance of \$44 million identified in Figure 3. The impacts of Covid-19 on the projected cost avoidance will need to be assessed once the situation resolves.

6. Local Impact

Local municipalities and community help to shape the recommendations

As outlined in Attachment 1 page 9, the review process was carried out in close collaboration with local municipal partners and informed by consultation with community partners and residents. Local municipal staff indicated a desire to focus on some key areas of the plan, including: multi-residential servicing and performance, curbside enforcement and education, and special events such as e-waste collection, textiles and curbside giveaway days.

Effective collaboration between the Region and its local municipal partners was crucial in this update process. The Region thanks all those who contributed and looks forward to continuing to build these critical relationships over the next five years.

7. Conclusion

The update to the Plan refocused priorities for the next five years and established an aspirational vision and long-term targets to move towards a world without waste. Implementation of the action areas will begin in 2020 with annual reports on progress provided to Council. The next review of the plan is scheduled for 2025.

For more information on this report, please contact Laura McDowell, Director, Environmental Protection and Promotion at 1-877-464-9675 ext.75077. Accessible formats or communication supports are available upon request.

Recommended by: **Erin Mahoney, M. Eng.**
Commissioner of Environmental Services

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

April 2, 2020
Attachments (1)
eDOCS #10227765

PARTNERSHIPS

DRIVING

REDUCTION

REUSE

RECYCLING

RECOVERY

UPDATE TO SM4RT LIVING

THE YORK REGION WASTE MANAGEMENT MASTER PLAN



WASTE MANAGEMENT

1-866-665-6752

york.ca/waste


York Region



Table of Contents

1. Introduction	2
A plan that supports sustainability.....	2
SM4RT Living and Vision 2051	6
Waste is part of a global picture	7
Building on success, addressing new challenges.....	7
Service delivery depends on key partnerships	8
Listening, learning and working together	9
2. What SM4RT Living has achieved and what lies ahead	10
Leading efforts to prevent waste.....	10
Metrics show growing success	14
Provincial and federal governments are acting with impacts on municipalities.....	15
Federal focus on plastics	17
Growing costs and impacts strengthen the case for preventing waste	17
New approach to organics processing should reduce carbon footprint.....	18
Use, toss, repeat – or avoid?.....	21
“Fast fashion” feeds a potential crisis	22
Higher-density growth makes collection more complex.....	23
Focusing resources on key priorities - Using data to drive improvements and greater efficiency	24
The changing landscape calls for closer coordination	25
Ensuring capacity for residual waste	26
3. Achieving the SM4RT Living future	28
Tapping into partnerships and engagement	28
Community-based research	29
Towards a circular economy	31
4. Building on success: the updated master plan	36
5. Measuring and reporting	38
6. Staying flexible and sparking change.....	40
7. Conclusion	42

Appendices

- A. Partnerships and engagement: from waste to well-being
- B. Long-term source separated organic waste processing plan
- C. Single-use plastics and litter reduction strategies report
- D. Multi-residential diversion/reduction in York Region memo
- E. New and emerging initiatives and technologies in waste management
- F. Residual waste processing plan
- G. Initiating a circular economy
- H. Data measurement report

1. Introduction

A plan that supports sustainability

This document updates the SM4RT Living Plan, York Region's Waste Management Master Plan. First developed for York Regional Council endorsement in 2013, the master plan commits to "4Rs" in waste management in York Region that:

- **Reduce** the amount of waste generated in the Region
- **Reuse** items instead of discarding them
- **Recycle** as many materials as possible into new products
- **Recover** energy from waste that cannot be managed in other ways

These objectives gave rise to the master plan's alternative title, the SM4RT Living Plan, which is widely used in public education efforts.

The master plan was originally developed with a 25 to 40 year time horizon to extend from 2039 to 2054. The initial plan outlined specific actions for the first five years, at which time progress would be assessed and an update prepared. With this update, the plan now extends to the years 2044 to 2059 and outlines actions for the next five years.

This Master Plan is built on York Region's leadership in waste management. The Region has ranked first among large Ontario municipalities in diversion rate since 2012, and has placed first among all Ontario municipalities. Chart 1 shows the performance of the Region against its peers in southern Ontario.

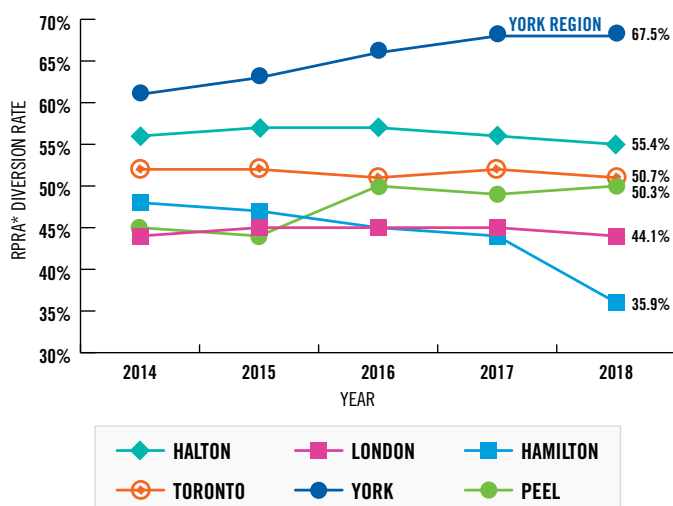
From its inception, the master plan combined successful diversion programs with efforts to prevent waste. This approach reflected the reality that the Region had already implemented the most cost-effective waste diversion programs. Going forward, the best way of containing costs and achieving environmental benefits would be to reduce the amount of waste produced.

This update takes the same balanced approach. As well as reducing operating costs, combining cost-effective diversion with prevention leverages and extends the life of waste management infrastructure. It also engages the community – whether residents, local municipalities or non-profit partners – in innovative programs to prevent waste.

When it was developed, the SM4RT Living Plan's emphasis to prevent waste put York Region and its nine local cities and towns at the forefront of waste management thinking among governments in Canada. Since then, other municipalities and the federal and provincial governments have moved in the same direction.

A major reason for focusing on prevention is the growing cost and complexity of waste diversion. The blue box and green bin programs were initially highly successful at diverting recyclables and organic waste respectively. But it has become hard if not impossible to find end markets for many blue box materials in recent years. With a new provincial framework moving responsibility for the blue box to producers, the Region must now focus on ensuring a smooth and fair transition while also managing cost pressures.

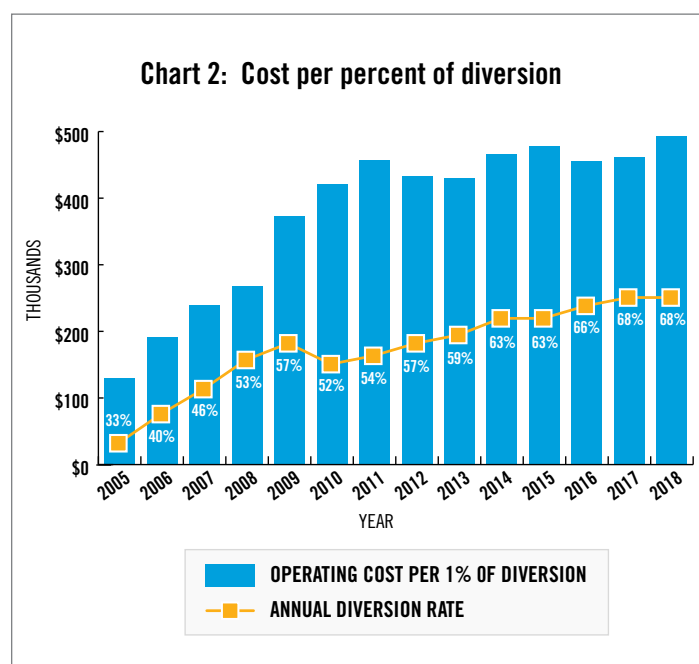
**Chart 1: Verified Provincial Diversion Rates
Large Urban Municipal Category (2013-2018)**



*Resource Productivity and Recovery Authority

Once blue box transition is achieved, the Region will remain responsible for green bin organics and other waste that does not go into the blue box. The green bin is at present the most costly curbside waste stream to process. Opportunities to divert other household waste, for example mattresses, are limited by lack of end markets and/or high costs compared to the small increase in diversion rate that might be achieved.

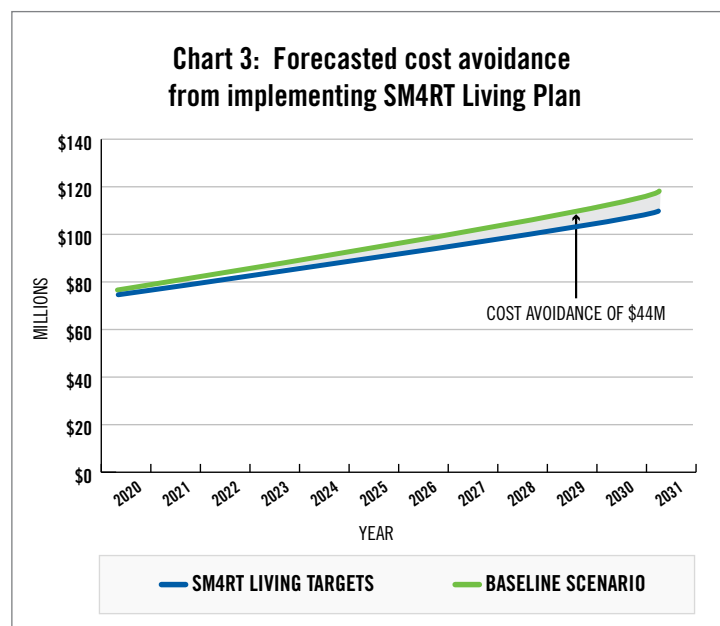
A Regional analysis (Chart 2) shows that over the past 13 years, the cost of increasing the diversion rate by one percentage point has gone from \$129,000 to \$494,000:



This underscores that trying to increase diversion beyond existing programs is not likely to be economically sustainable in the long run.

Conversely, reducing the tonnage of waste that must be processed is already bringing cost savings. Implementation of the SM4RT Living Plan is approaching cost neutrality. This means enough money was saved by reducing tonnage below the 2014 baseline level to pay the costs of the program, which are roughly \$1 million a year.

These savings are expected to grow, as the graph below shows, without requiring significant additional program costs. Achieving the 2031 garbage and green bin aspirational targets set out in this update has the potential to result in over \$40 million dollars in total avoided costs for the Region and local towns and cities.



People, organizations and businesses across society are also coming to realize that preventing waste is essential to a healthy and sustainable future. This has led to a strong focus on the concept of the circular economy – one in which resources are used and reused continuously, not used once and discarded.

This update builds on and strengthens the Region's initial commitment to preventing waste and reflects the move toward a circular economy. It also responds to a rapidly changing legislative landscape as provincial and federal governments address critical issues in waste management. To support financial and environmental sustainability for the Region, it sets out specific actions in the next five years to reduce long-term costs of waste management operations and infrastructure.



Visionary goal, mission and objectives

This update to the SM4RT Living Plan includes the following visionary goal:



This goal, which grew out of discussions and engagement during the development of the update, explains the desired outcome of SM4RT Living in a way that is simple and easy to grasp. It also reflects the reality that waste is a global concern. Its costs are measured not just in dollars, but in environmental, climate and health pressures in Canada and around the world.

Underlying this goal, conversely, is the recognition that by aspiring to ensure nothing goes to waste, we create a world that is wealthier in many different ways: not just in material resources, but also in environmental health and social well-being.

In pursuing the visionary goal, the Region and its nine local municipalities will take as their mission:

Leading the way through partnering, innovating and inspiring change.

The efforts of the Region and local municipalities will be guided by three main objectives:

1. Successfully navigate legislative changes
2. Use resources and infrastructure more strategically to achieve SM4RT Living
3. Inspire people across the region to embrace SM4RT Living and advance the circular economy



The first two objectives are driven by what might be considered the traditional role of municipalities in delivering waste management. Objective one involves successfully navigating a constantly changing landscape of mandates, policies and statutes, while objective two speaks to the importance of doing more with fewer resources by delivering services and using infrastructure as efficiently as possible.

The third objective is somewhat different. It recognizes that to achieve the plan's vision, the Region and its local municipal partners need the help of everyone in the community. Change is already happening as people consider how they can use resources more wisely, and the role of York Region and the local municipalities is to ignite further action. This is in line with the goal area of Vision 2051: transcending traditional ideas or solutions through innovation and creativity.

Each objective has several action areas associated with it. Together, the visionary goal, objectives and action areas constitute the workplan for the next five years of the SM4RT Living Plan. The workplan appears as Chapter 4 of this document, starting on page 36. Chapter 5 speaks to measuring and reporting on progress while Chapter 6 explains how it will be implemented in a rapidly changing world.

SM4RT Living and Vision 2051

Vision 2051 establishes the Region's long term vision and sets the foundation for all Regional strategies and initiatives. The 2019 to 2023 Strategic Plan: From Vision to Results represents the Region's commitment to making progress in four priority areas: economic vitality, healthy communities, sustainable environment and good government.

While at present SM4RT Living most clearly supports sustainable environment and good government, this update shows how it can also support the other two goal areas.

Economic vitality: Jurisdictions across Canada and around the world are embracing the circular economy. The circular economy is not just as a way of tackling waste management problems, but to expand local economies with new activities and connections, for example through linkages among agriculture, nutrition and prevention of food waste.

Healthy communities: There is a natural connection between SM4RT Living and health. Buying local produce, meal planning, growing food and preparing meals from scratch are all well-recognized as benefiting personal health. These practices also help to reduce waste by creating a more mindful attitude to food and nutrition. Beyond physical health, the sense of connection created by SM4RT Living initiatives like Repair Cafés shows the potential for its role in building stronger communities. The update to the plan will investigate the links between SM4RT Living goals and other Regional initiatives around healthy communities and social well-being, and look for ways that waste prevention programs can enrich people's lives and trigger their creativity.



Waste is part of a global picture

Increasingly, how waste is generated and managed is understood to be part of a bigger picture that involves the health and sustainability of the earth's land, air, water and communities:

- Lightweight plastics like bags, straws and packaging materials easily get into waterways – every year, for example, an estimated 10,000 tonnes of plastic enter the Great Lakes. Plastics in the environment harm wildlife and gradually break down into tiny particles that can end up in drinking water. In the world's oceans, plastic debris makes up the bulk of immense “garbage patches” trapped by currents.
- The Canadian government is planning to ban select single use plastics starting in 2021, as part of Canada's commitment under the 2018 Ocean Plastics Charter.
- Wasted food and discarded clothing account for an increasing share of garbage. Wasted food alone costs Canadian households more than \$1,500 a year on average. Clothing is often discarded after only a few wearings, and once in the garbage, its economic value is lost.
- Waste also has huge implications for climate change. The United States Environmental Protection Agency has estimated that roughly 42% of all greenhouse gas emissions in the USA are caused by the production and use of goods. Waste items like food in landfills produce methane, which is as much as 30 times more powerful than carbon dioxide as a greenhouse gas. The Region's Climate Change Action Plan recognizes the importance of reducing waste and includes a number of actions in support of this goal.

Waste generation around the world is accelerating as are the problems it creates. Population growth, rising incomes and the spread of what is called the throwaway society are all contributing factors. In a report entitled *What A Waste*, the World Bank noted that global waste production is growing faster than population and that it could increase by as much as 70% by 2050. Numerous other global organizations, including The United Nations Environment Programme,



Conservation International and the World Wildlife Fund for Nature are urging and supporting action to reduce garbage because of its environmental, climate change and health impacts.

Building on success, addressing new challenges

Successful initiatives and actions carried out through the initial SM4RT Living Plan have started the Region on a path to less waste and greater sustainability. The Region had a waste diversion from landfill rate of 94% in 2018 and has consistently ranked first in waste diversion among peers in the large urban category since 2012. The average waste generated per resident has continued to decline from 328 kilograms in 2014 to 299 kilograms in 2018.

At the same time, however, waste management faces new and evolving challenges from the local to the global level, as Chapter 2 outlines. This Plan aims to address these challenges as it continues to inspire change at the household, business and community level.

“Solid waste management is a critical—yet often overlooked—piece for planning sustainable, healthy, and inclusive cities and communities for all.”

World Bank, *What A Waste*, 2018

Service delivery depends on key partnerships

The Region relies on several important partnerships to deliver waste management services:

- The nine local cities and towns manage residential curbside collection of source-separated organics (the “green bin”), blue box recyclables, yard waste and garbage. In some cases, local cities and towns manage collection services for multi-residential buildings as well as from business improvement areas (BIAs).
- Local cities and towns deliver waste to Regional facilities. Most blue box materials are sorted at the Region’s materials recovery facility. In addition, the City of Markham operates four municipal recycling depots. Other waste streams are transferred to contractor for processing.
- The Region provides waste and diversion drop-off depots at its Community Environmental Centres and the Georgina Transfer Station for residents and small businesses. York Region also operates Household Hazardous Waste depots in Markham and East Gwillimbury.
- Community partners, such as NewMakelt and the York Region Food Network, work with the Region on innovative programs that combine waste prevention efforts with community building, such as Repair Cafés, composting and food preparation workshops and lending libraries for tools, sports equipment and small kitchen appliances.
- Several charitable organizations collect clothing and other textiles for resale, often in partnership with the Region and local cities and towns.
- Through the Ontario Food Collaborative, a group initiated by the Region in 2014, municipal waste and public health professionals share knowledge and resources to support and advocate for food waste prevention and food literacy.
- The Region co-owns the Durham York Energy Centre in Clarington, which generates energy-from-waste from materials that cannot be recycled or reused and has contracted with owners of other energy-from-waste facilities to use a portion of their capacity.

The Region is mandated by the provincial government to deliver waste management services and provincial policies have a major impact on its activities. Federal government decisions and direction also affect waste management in the Region.

Governments, partners and municipal efforts have helped to achieve high levels of participation and diversion from landfill across the region. Improving SM4RT Living by strengthening and extending the partnership network and leveraging changes at the provincial and federal level are important elements of this master plan update.



Listening, learning and working together

Recognizing the critical role of local cities and towns in waste management, the Region continues to rely on their insights, knowledge and direct experience with households.

Local cities and towns took part in workshops with Regional staff on several occasions, focusing on:

- Waste diversion and reduction in multi-residential buildings
- Single-use packaging and litter
- Implementation planning
- Reporting and data measurement

Workshops were supplemented by working groups with Regional and local municipal staff and with one-on-one meetings with Mayors and York Regional Councillors as the update was finalized.

A partnership forum brought together a range of community partners with an interest in SM4RT Living goals. Local municipalities, conservation authorities and other external groups and other Region departments were invited to take part in the Forum, which helped to identify potential new relationships and synergies among partners and with municipalities.

Three engagement events were designed to conduct community-based research, get a glimpse into the changing dynamics of people's lives and understand ways to motivate them to make a shift in their consumer habits.

They comprised:

1. A "SM4RT Fashion Shop" at an outdoor community movie night in Richmond Hill
2. A "SM4RT Music Shop" at a Markham music festival
3. A "Jam Session" involving seniors and youth at a community hub in Richmond Hill

These sessions provided insights into people's thoughts and feelings about consumption and waste, and key outcomes are discussed in more detail in Chapter 3. Findings will help the Region, local cities and towns and community partners co-design more effective ways of engaging as this update is implemented, as discussed in Chapter 6.

Appendix A summarizes partnership and engagement findings.

What was evident at every workshop and in every conversation was an eagerness to get involved in achieving SM4RT Living goals – whether at the personal or household level, as a leader of social change, or through municipal policies, actions and partnerships. This update is intended to build on this eagerness to find solutions together.

The Region thanks everyone who gave their time and insights as the Plan was updated and looks forward to continuing to build relationships critical to its success.



2. What SM4RT Living has achieved, and what lies ahead

Leading efforts to prevent waste

SM4RT Living represents the Region's strategy for waste management over the long term, while continuously improving service and sustainability.

The first five years of implementing the SM4RT Living Plan saw the Region, local cities and towns and other partners move ahead on 32 priority initiatives. Work included piloting new programs, carrying out research, collecting data and developing policies. SM4RT Living programs helped to speed adoption of consumer trends like buying second-hand, repairing instead of replacing items, renting or sharing instead of purchasing and choosing durable products with minimal packaging.

Major achievements

Curbside Giveaway Days, where residents have an opportunity to place unwanted, reusable items at the curb for others to take, was one of the earliest successes of the plan. The frequency and reach of these events has increased from 16 events in three municipalities to 40 events hosted in eight municipalities in 2019. Residents report high levels of satisfaction with the event and good success at re-homing furniture, toys and other household items.

The Region was one of the first municipalities to create a food waste reduction program. The award-winning **Good Food Program**, launched in 2015, provides tips on planning and preparing meals, saving time and money, eating healthy and wasting less. In 2018, more than 4,300 people were engaged at 23 Good Food outreach events. Partnership and collaboration have been key to success. The program was developed in collaboration with Community and Health Services, drawing strongly on their expertise in nutrition and food safety. The collaboration has continued with program delivery, with both departments sharing materials and key messages. In 2019, the Economic Strategy division of the Corporate Services Department joined the collaboration because of the strong alignment with the Region's Agriculture and Agri-food Strategy. The three departments worked together on a series of outreach events and three successful workshops at a popular food market in the Town of Newmarket, conveying key messages about health and nutrition, local food and food waste reduction.

This successful internal cross-collaboration has increased the reach of all three programs and will be expanded in 2020. Community partners have also played a major role in the Good Food program's success. Since 2016 the Region has worked with York Region Food Network to help deliver hands-on workshops for a variety of audiences. The Region recently began working with food retailers and farmers markets to educate consumers as they are shopping for food.

The Region has also been active in advocating to the provincial government to recognize the importance of reducing avoidable food waste. Recent provincial policy such as the **Food and Organic Waste Policy Statement** aligns with the SM4RT Living Plan's food waste reduction strategy. The new Canada Food Guide reflects similar messaging to the Good Food Program promoting mindfulness around eating habits and cooking more often at home.

Local cities and towns lead **textile collection programs** with over 180 municipal collection bins throughout the region. Markham has a successful program with over 7,500 tonnes of textiles collected through 147 publicly accessible bins and 63 multi-residential bins.

In 2018, The towns of Aurora, Whitchurch-Stouffville and Newmarket established a new partnership to support their programs. In 2018 more than 2,500 tonnes of textiles were collected through local municipal programs including donation bins, event days, community garage



Curbside
Giveaway Days



Backyard
Composter Sales



Good Food
Program



Repair Café

sales and education campaigns. As of October 2019 York Region added collection bins at the Community Environmental Centres and Georgina Transfer Station.

Municipal textile programs are available in eight York Region municipalities.

Since 2014, over 3,500 **backyard composters** were distributed to residents, diverting an estimated 356 tonnes of organics from the curbside.

York Region, Markham Public Library and York Region Makers (NewMakelt), partnered to launch the first **Lendery** – a library of things such as household items, sporting goods and hand tools. The program reduces waste by allowing residents to borrow infrequently used items instead of purchasing them. A donation drive to build inventory for the Milliken Mills Lendery in the City of Markham allowed people to contribute to the Lendery; residents contributed 98 items to help build this community resource. To date, the Lendery in the City of Markham has 121 active members and 244 items have been borrowed from the Lendery since it launched in July 2019. The most frequently borrowed items include saws, drills and a pressure cooker. A new Lendery recently launched in Newmarket and an additional location is planned for Vaughan in 2020.

In 2017, the Region and NewMakelt launched the **Repair Café program**. Since then, the Region and NewMakelt have partnered with local libraries, local cities and towns and community groups to deliver the program and expand the program's reach.

Since 2017, 22 Repair Cafés have been held across the Region. Approximately 800 guests attended those events and nearly 500 household items were fixed or diagnosed at those events. The Region started the Repair Café program with the goal of inspiring community groups to host their own Repair Cafés. In 2019, Markham Public Library, Richmond Hill Public Library, and the Township of King hosted their own Repair Café events with support from the Region.

More than 8,000 students were engaged through 54 presentations on reducing waste and improving reuse and recycling efforts at school and at home.

Multi-residential building managers, superintendents and tenants reduced waste through reuse and recycling initiatives. The Town of Aurora's e-waste and battery collection pilot continued, the City of Richmond Hill updated their development standards and the City of Vaughan expanded collection services to more buildings in 2018.

"...in terms of climate benefits, waste prevention is the best management option."

U.S. Environmental Protection Agency



Waste management metrics back up the success of SM4RT Living. In 2013, the year the plan was developed, each York Region resident generated, on average, almost 330 kilograms of waste. By 2018, the average per resident had dropped to 299 kilograms, a reduction of 10%. With producers becoming responsible for the blue box, this plan moves from targeting total waste per resident to reducing green bin and residual waste, as outlined on page 38.

Through the Regional Official Plan, the Region set a goal of achieving 90% diversion from landfill by 2016, which it achieved. It continues to work toward the goal of diverting all waste from landfill that can feasibly be managed by other means.

While this update continues to take a balanced approach between ensuring the right infrastructure to process waste and encouraging waste reduction, events since 2013 have tilted the balance further towards prevention. This direction is bolstered by both economic analysis and environmental impacts:

- Costs of processing waste are rising. Projections show that meeting SM4RT Living targets for green bin and garbage would result in an estimated \$44 million in savings across the Region over the 11 year period from 2020 through 2031.
- Reducing waste tonnage helps reduce greenhouse gas emissions, whether from trucks that pick up at curbside, energy needed to recycle materials or decomposition of residual wastes.

York Region was the first Ontario municipality to recognize the critical importance of waste prevention. Since then more communities, including the City of Toronto and Peel Region, have followed suit, and the Ontario government made it a key element of its new provincial framework for municipalities, as outlined in the Made-in-Ontario Environment Plan released in November 2018.

SM4RT Living has also contributed to a higher rate of waste diversion into recycling, composting and reuse. In 2013, York Region and its local municipal partners diverted 59% of the tonnage picked up at the curb, mainly through the blue box program for recyclables. By 2018, the diversion rate had risen to 68%.

This update continues strong Regional support for diversion, while describing an evolving new provincial framework that makes producers responsible for diverting waste generated by many types of products. The Region and other municipalities have long advocated for this change. As the new provincial framework is rolled out, their focus will be on ensuring a smooth transition and proper producer accountability for existing products, as well as expanding the scope of products to be covered.

NEWMAKEIT: PEOPLE SHARING SKILLS, TOOLS AND KNOWLEDGE

"We're always thinking about what we can do, not just as a physical space but as a community movement," Chair, Board of Directors, Derrol Salmon explains from the midst of the bustling NewMakelt "makerspace" that he helped create.

Located in the Town of Newmarket – which inspired the organization's name – NewMakelt is part of an emerging trend toward collective spaces that bring together people, tools, knowledge and skills to build a community focused on fixing, repurposing, creating and innovating. It's currently housed in a town-owned public works storage shed just east of the Town of Newmarket's downtown core.

Salmon and his co-founders had a vision of a makerspace in the Region, but weren't sure how to make it happen. By reaching out to York Region, they learned about – and successfully applied for – a provincial grant to get started.

Beyond provincial and Regional support, the founders recognize that it was really the community that made the idea a reality and helps it thrive. "It's key that it's for the community by the community," Salmon says.

NewMakelt members share both space and resources, which include sophisticated tools and equipment for creating new products as well as carrying out repairs. Volunteers are available as mentors and to pass along skills. "We want to give (members) a sense that they're not alone in their journey," Salmon explains.

NewMakelt has partnered with the Region to provide "Repair Cafés," events where anyone can bring in a damaged item and get help fixing it. These events have turned out to be about far more than just preventing waste. Discussing how to repair an item often leads to a conversation about its value to the person who wants to save it from being discarded.



And for volunteers, it's a chance to give back to the community and pass along skills and knowledge that also risk being lost.

The organization also works to engage youth by working with schools, so that they will also be empowered to do things themselves, whether it's repairs or new projects.

Another important aspect of its activities is nurturing start-ups and encouraging entrepreneurs to take a business idea from concept to reality. With the rise in interest in the circular economy, Salmon is looking at developing new programs with that focus. This would tap into NewMakelt's orientation towards innovation and entrepreneurship, as well as members' interest and experience in reclaiming, repurposing and reusing materials.



METRICS SHOW GROWING SUCCESS



800 PARTICIPANTS

462 ITEMS FIXED



117 GOOD FOOD
OUTREACH EVENTS

16,340 PEOPLE ENGAGED

TEXTILES

Clothes, shoes and more!

188 MUNICIPAL
COLLECTION BINS

7,983 TONNES OF
TEXTILES COLLECTED



137 EVENT DAYS

MOST COMMON ITEM:
FURNITURE



3,500 COMPOSTERS SOLD

356 TONNES OF ORGANIC
WASTE DIVERTED



54 PRESENTATIONS
BY LOCAL CITIES AND TOWNS

8,612 STUDENTS ENGAGED



PROMOTION & EDUCATION
MATERIALS TO 33,592 UNITS

OVER 20,000 UNITS SERVED
WITH 3-STREAM COLLECTION

Provincial and federal governments are acting with impacts on municipalities

Ontario shifts costs and responsibilities from municipalities to producers

The recycling landscape in Ontario is changing in major ways. At present, municipalities are provincially mandated to deliver blue box services and must collect five standard materials including newspapers, glass bottles/jars, steel cans, aluminium cans and bottles made from PET, a type of plastic and at least two other materials such as boxboard, cardboard, fine paper, plastic film or rigid plastic. Municipalities fund 50% of the program costs with producers funding the other half through Stewardship Ontario. Producers are generally defined as companies that design, create, import and/or market consumer products and packaging.

The Ontario Ministry of the Environment, Conservation and Parks is moving ahead with a new provincial framework that makes producers fully responsible for the blue box program. Both operations and costs for blue box materials will start to move from municipalities to producers in January 2023, with all transfers expected to be complete by the end of 2025.

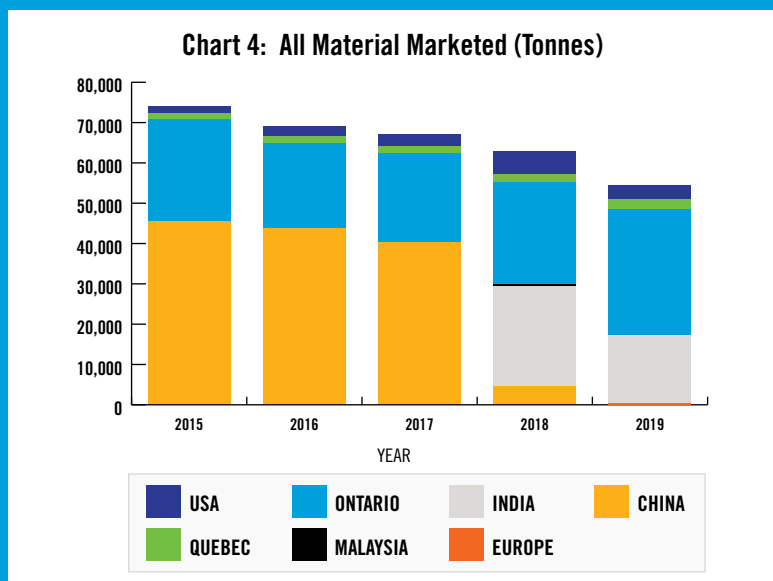
During transition, an important role for the Region will be ensuring that the shift is seamless for residents. The Ministry has said that Ontario residents will experience the same or improved access to blue box services under the new provincial framework and the list of acceptable materials will be consistent across Ontario.

After the transition, municipal roles will change but to what extent it is not yet clear. In many jurisdictions where extended producer responsibility has been adopted, municipalities have remained involved to some degree in collecting and/or processing materials. Often it is more cost-effective, for example, for one truck to pick up the blue box and other waste, so a municipality may contract to be a service provider.

WHAT'S IN THE BLUE BOX AND WHERE IT GOES: BOTH ARE CHANGING

The goal of recycling blue box materials is to save energy and resource extraction costs. Energy savings range from 60% to 95% compared to initial production and some materials like metals and glass can cycle through the system an unlimited number of times.

In recent years, however, changes in both products and end markets have created challenges. Chart 4 shows the decline from 2015 to 2019 in the Region's recyclable tonnage:



The make-up of the blue box is changing. The rise of digital media has reduced newsprint and other fibre. Newer, lighter-weight packaging, often mixing two or more materials such as drink pouches and coffee cups, is displacing glass, metal and heavier plastics. These materials create confusion for residents and challenges for municipal programs. They have no viable end markets and can end up contaminating bales of other materials during sorting.

End markets are shrinking, as well. In 2018, China banned imports of 24 types of recyclable material and introduced stringent new limits on contamination of paper and other fibres. Other end markets raised their standards as markets became flooded. For the Region, this has turned newsprint from a source of revenue to a cost and reducing contamination of all fibre has become a priority.

Under a new provincial framework for the blue box, these concerns should move to producers. Until then, however, the Region must continue to deal with the costs and risks.



The evolving new provincial framework is affecting several products outside the blue box program, including:

- Batteries
- Household hazardous waste
- Used tires
- Waste electronics

Producers of these items are becoming fully responsible for collecting and managing their products and packaging after consumers have finished using them, with the provincial Resource Productivity and Recovery Authority responsible for oversight and enforcement. These items were previously covered by a number of programs with varying forms of oversight.

Used tires were the first material to move to this new model on January 1, 2019. Single-use batteries will follow in July 2020, waste electronics in January 2021 and hazardous or special waste (except single-use batteries) in July 2021.

For the most part, impacts on municipalities from transitioning these materials are less significant than with the blue box transition. These materials make up a relatively small portion of waste and separate programs for them already exist. Municipal collection takes place at depots, not through mixed curbside pickup.

The Region and local municipalities will face decisions, nonetheless, about whether to continue to collect some of these materials at their depots. While drop-off at a depot is often easier for residents and reduces the likelihood of improper disposal, offering depot collection involves municipal costs. For some products, such as tires, numerous other collection points make municipal involvement less important, but in other cases avoiding the risk of improper disposal is likely to warrant continued municipal involvement.

Success of the transition to producer responsibility will depend on how change is implemented. The Region has a number of concerns, including the following:

- Currently there is no province-wide list of materials that will be acceptable in the blue box. If materials accepted in the current blue box program in York Region are not on the new list, they may end up in another waste stream.
- If producers want to continue to use problematic materials, like laminates, they must ensure that there are robust end markets where these can be recycled or reused.
- Costs of managing products not in the blue box program but nonetheless subject to producer responsibility, such as tires and electronics, belong with producers, including any costs incurred by municipalities to ensure their safe collection and disposal.
- An increasing amount of packaging for take-out foods and other products is being labelled as “compostable,” but in fact will not decompose under normal processing conditions. This adds to the Region’s costs, because the material is managed as residual waste at the processing facility. If producers increase the shift to “compostable” packaging to reduce their blue box tonnage under the new provincial framework, the problem will become much worse. The Region advocates for making producers responsible for these materials, including additional costs municipalities incur to process them.



All of these issues relate to the activities of producers, the mandate of the Resource Productivity and Recovery Authority, which is responsible for oversight, compliance and enforcement of the new provincial framework and the accountability of the Ministry that developed the new provincial framework. During the transition, the Region will advocate strongly for measures that protect municipalities and our taxpayers from risks, costs and responsibilities that properly belong with producers.

In the longer term, its expected is that the new provincial framework for blue box recyclables and other items will provide an incentive for producers to redesign products and packaging to reduce their costs of managing the resulting waste, especially mixed-material packaging. There is also the possibility that producer responsibility will be broadened to cover such materials as carpet, mattresses and construction and demolition materials as has happened in other jurisdictions. These changes could help speed the transition to a more circular economy.

The new provincial framework is part of a broader set of provincial waste management initiatives outlined in its Made-in-Ontario Environment Plan. The provincial plan targets two growing problems that municipalities will continue to face after the blue box transition: food waste, which it commits to address by developing a proposal to ban food waste from landfill; and discarded textiles, on which it will consult with key partners such as municipalities, businesses and the waste industry. The section headed “Growing costs and impacts strengthen the case for preventing waste” at the end of this page discusses impacts on the Region and local municipalities of these and other continuing concerns.

Although municipal responsibility is generally limited to residential waste, the Region and its local municipal partners recognize that extremely low rates of waste diversion from other sources, particularly in the industrial, commercial and institutional sectors, is a significant problem. It urges provincial action on this front so that provincial targets on waste reduction and diversion can be met and residents will no longer be confused and frustrated in their efforts to recycle in their workplace or community as easily as they can at home.

Federal focus on plastics

A focus at the federal government level is the impact of plastic waste, which creates unsightly litter and is increasing environmental concerns. In June 2018, Canada joined more than 20 other countries in adopting the Ocean Plastics Charter, which aims to create “a more resource-efficient and lifecycle approach to plastics stewardship on land and at sea.” The initiative also involves more than 60 private-sector partners, including major corporations and industry associations.

The federal government has signalled that it could take further action, including a ban on some single-use plastic items starting in 2021.

See “Use, toss, repeat – or avoid?” starting on page 21 to learn the Regional approach to concerns about single-use plastics and related products.



Growing costs and impacts strengthen the case for preventing waste

Even after the blue box transition, municipalities will remain responsible for about three-quarters of all residential waste. Several factors, outlined below, are pushing up the costs and complexities of managing the remaining waste streams, making the case for waste prevention stronger than ever.

New approach to organics processing should reduce carbon footprint

More than half the food produced in Canada goes uneaten, according to Second Harvest, an agency that works to reduce food waste. Some waste, like vegetable trimmings, is unavoidable, but research has shown that most of the wasted food could have been eaten. In addition to costing the average household roughly \$1,500 a year, food waste has a profound impact on municipal costs and the environment.

The municipal green bin program was introduced to keep food and other organic waste out of landfill. Two main types of technology are used to process diverted organic waste:

1. Aerobic Processing

In aerobic processing, organic material decomposes in the presence of oxygen, releasing carbon dioxide and leaving behind a dark, crumbly, soil-like substance that may be directly applied to farm fields. Modern processing typically occurs indoors and process air is treated to reduce odours before release to the environment. To further reduce the potential impact of any odours, facilities are frequently located in sparsely populated areas.

2. Anaerobic digestion

Anaerobic digestion, which excludes oxygen from the decomposition process, takes place in a contained vessel under carefully controlled conditions. It produces biogas, largely made up of methane, that can be harvested for fuel and leaves a mix of solid and liquid material called “digestate” that is rich in nutrients and has value as soil conditioner or fertilizer. Anaerobic digestion has been used in wastewater treatment for many years. Using it to process food waste is relatively new to North America although it has been used for that purpose in Europe for decades.

The Region currently contracts for green bin processing capacity at two aerobic facilities outside the Region. A smaller portion of green bin material is processed anaerobically at facilities that are also outside the Region. Trucking costs are high and the round-trip travel distances range from 260 to more than 900 kilometres.

For several years the Region has considered alternatives that would reduce the carbon footprint of managing green bin materials. Appendix B outlines a recent analysis of the options and concludes that moving to anaerobic processing makes sense. This process yields a biogas that can replace fossil fuels and because of its contained nature facilities could be closer to where organics are collected, reducing the carbon footprint of trucking. It is estimated that switching to anaerobic digestion would reduce the Region’s greenhouse gas emissions by roughly 15,000 tonnes a year.



In addition, life-cycle analysis shows that contracting to process the Region's green bin organics at privately owned facilities is likely to cost less than using a Region-owned or other municipally owned facility, while providing the same environmental benefits.

A provincial policy discussion about banning organic waste from landfill has spurred major private-sector interest in developing new anaerobic processing capacity in locations close to and/or within the Region, which would provide a greater selection of facilities while reducing current trucking distances.

Based on these findings, the Region will issue a Request for Proposals, open to owners of both planned and existing facilities, in fourth quarter 2020. The contract term might be as long as 20 years to give bidders greater certainty and would include rigorous, performance-based specifications to ensure that the Region's environmental objectives are met. The earliest contract start date would be June 2022, if sufficient capacity were available by then, while the latest would be June 2024 to ensure continued capacity as existing contracts end.

The later years of the Region's 10-year capital plan include funding for the Region to build its own organics processing facility. If the go-to-market strategy is successful and once the new anaerobic digestion contracts are in place and operating, the need for these funds will be re-evaluated.

"Global estimates are that nearly half the food produced never gets eaten. As a result, preventing and reducing food waste has become a matter of urgency around the world... Canada risks lagging behind."

National Zero Waste Council,
A Food Loss and Waste Strategy for Canada

Even with anaerobic processing, however, the green bin will remain the most costly of municipal waste streams to manage, given the almost 100,000 tonnes that require processing annually. By addressing food waste and encouraging on-site processing, for example through backyard composting, this update aims to reduce green bin waste by 15% from 2014 levels by 2031.

Success of those efforts would further support the case for contracting for third-party capacity. Ownership locks in many costs that are fixed even if processing volumes drop, while contracting for capacity can be more flexible.



In 2015, the Region entered into a 10-year agreement with Miller Waste to process leaf and yard waste collected by local municipal partners and at the Region's Georgina Transfer Station, with no annual maximum tonnage specified. The Region completed its last annual inspection in April 2019, and no significant findings or issues were identified.

The contract can be extended by mutual agreement for five years, which would take it to October 2030, after which a further extension might be negotiated. Before the current contract expires, the Region will review and evaluate available options and present a preferred option to Council for approval.

YORK REGION FOOD NETWORK: MORE FOOD LITERACY, LESS WASTE

For York Region Food Network, preventing food waste “is in our DNA,” says Kate Greavette, Executive Director.

The charitable organization, headquartered in the Town of Aurora and active across the Region, has as its vision “Food for health – food for all.” Through its programs it provides community gardens, cooking, preserving and other food-related workshops, access to community meals, information on food banks and locally grown foods, outreach to schools and other community resources.

To Greavette, food literacy – which can be broadly defined as food-related knowledge, attitudes and hands-on skills – is at the heart of preventing food waste. The Network works to improve literacy by teaching people to cook from scratch, helping them garden and explaining how to compost and why it’s important.

“As a core value, we strive to have a positive environmental impact, prioritizing local and sustainably produced foods, regenerative agriculture, plant-based meals and waste-free practices,” Greavette explains. “This means composting kitchen waste at on and off-site programs, avoiding single-use plastics as much as possible and holding waste-free events.”

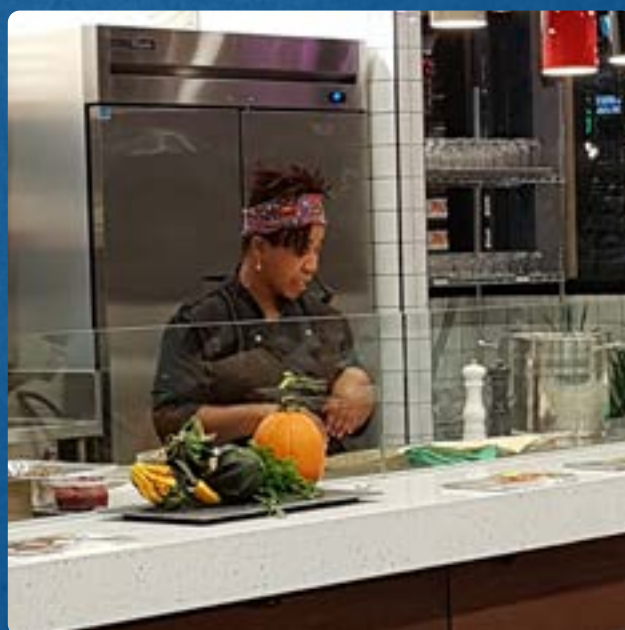
The Network’s own headquarters feature a backyard composting barrel for food scraps generated in its commercial kitchen, and the community garden has a three-bin composting system. The organization has done workshops on composting including vermiculture (which uses worms to speed the process and can be done indoors), and is happy to lend its vermiculture set-up to schools.

All methods provide a finished product that’s invaluable in improving soil texture, ability to retain water, and availability of soil nutrients. Composting also reduces the burden on the green bin waste stream, which is the most costly

for the Region to process. While some of the organization’s programs, especially those directly supported by York Region, focus on people living with low or moderate income, Greavette notes that a lack of food literacy is not an income issue.

In fact, research suggests that those with lower incomes frequently cook food from scratch (although many cite the challenge of finding affordable healthy ingredients). This may be because higher-income households can more readily afford prepared foods, take-out or meals outside the home, especially when time pressure doesn’t allow for home cooking.

Another group that faces challenges is newcomers to Canada – not typically because of a lack of cooking skills, but because in their new environment it may be hard to find familiar food products or understand how to use ones produced here. The network helps with both issues as well as providing guidance on where to find locally grown Asian and South Asian ingredients like bitter melon and eggplant, it welcomes people of all backgrounds to workshops that focus on using local, in-season crops that might be less familiar.



Use, toss, repeat – or avoid?

Single-use items like take-out containers, plastic bags, coffee cups and “flushable” products are a growing problem for waste management, the environment and public spaces. These items often blow out of blue boxes on windy days, are tossed from vehicles, or escape from overly-full waste disposal bins, resulting in unsightly litter and contaminating the natural environment.

The new provincial framework will in theory make producers responsible for single-use products that belong in the blue box, but the transition is unlikely to resolve all concerns.

Many single-use products, like baby wipes, diaper liners and cleaning sheets, are marketed as being disposable with a flush down the toilet. Researchers at Ryerson University recently tested several such items, and found that apart from toilet paper none could be safely handled by plumbing or wastewater systems. Their study joins a growing body of empirical evidence collected by municipal wastewater operators that “flushables” can damage infrastructure and cause back-ups.

These items cannot be processed through the green bin because they typically contain materials that can’t be processed as organics. As currently manufactured, they are not recyclable either. This leaves the residual waste stream – the garbage – as the only alternative to flushing. In that stream, however, they pose all the same concerns as other plastic and mixed-material items that can’t be recycled.

Increasingly, mindful consumers are moving away from problematic items and materials – whether by saying no to excess packaging at the point of sale, asking quick-service restaurants to provide reusable serving items or seeking alternatives to plastic bags and other single-use items. Many retailers have picked up on those messages and now provide certain items, like straws, only if the consumer asks.

The Region and local municipalities are looking at the most effective ways of accelerating this trend. Through the waste management master plan review, York Regional Council expressed interest in exploring bans, deposit return, take-back and other similar programs.



Appendix C provides more detail on concerns around single-use plastics and litter and outlines research carried out on reduction strategies.

While banning certain items may seem like a solution, experience elsewhere has shown it to be problematic, and in some cases bans have been challenged in court. Working with businesses to encourage less waste, on the other hand, can be beneficial to customers and municipalities, as well as to the businesses themselves by illustrating their concern for the environment.

An “ask-first” approach to single-use items like straws, stir sticks, condiment packets, plastic bags and cutlery aims to cut down consumption by asking customers if they’re needed instead of providing them automatically.

Some fast-service restaurants and other outlets have put “ask first” policies in place on a voluntary basis, with one local chain in the state of Oregon reporting a drop of 32,000 straws a month as a result.

A number of municipalities have introduced or are considering bylaws that make the practice mandatory. For example, ask-first bylaws came into effect in Portland, Oregon, and Berkley, California, in 2019. The City of Toronto has proposed similar measures to come into effect starting in 2021.

“Fast fashion” feeds a potential crisis

The fashion industry is now the second-largest contributor to greenhouse gas emissions in the world, second only to the petroleum industry, producing 1.2 billion tonnes a year.

A key problem is that today’s clothing system is driven by “fast fashion” that promotes short-term trends and encourages constant purchases of inexpensive clothing items. The average Canadian, for example, buys 68 garments every year. Many of these are quickly discarded, often by being thrown in the garbage. In Ontario alone, an estimated 500 million tonnes of post-consumer textile waste – enough to fill the Rogers Centre three times over – end up in landfill every year, according to the Ontario Textile Diversion Collaborative.

Synthetic fibres like polyester and acrylic are essentially forms of plastic and disintegrate in a similar way, creating particles that will persist for centuries. Like food waste, natural fibres release greenhouse gases as they decompose. Both synthetic and natural fibres do additional harm if the dyes and other chemicals they contain get into soil, water or air.

Reuse avoids these environmental problems and allows textiles to be put to use again. For many charitable organizations, the resale of clothing provides much-needed revenues.



“We simply buy too much clothing – in fact, 60% more today than we did 20 years ago, and we keep our clothes for half as long.”

Ontario Textile Diversion Collaborative, 2019

Many of the actions in the initial SM4RT Living Plan focused on encouraging clothing donations and swaps and textile-related activities will continue in this update.

CORNERSTONE: REUSING OLD TEXTILES TO BUILD NEW LIVES

“It’s about becoming part of the community and creating a place where people can feel safe.” That’s how Controller, Patty Trudel of Cornerstone to Recovery describes the organization’s mission. Because the charity, headquartered in the Town of Newmarket, is largely funded by textiles donated within the Region, its work also supports diversion of material that would otherwise go into the waste stream.

Cornerstone’s focus is recovery from addiction, including alcoholism and opiate addiction. Through a residential centre that houses up to 10 men and a community centre and wellness facility, it provides counselling and life skills training and employment-readiness programs, including the Regionally-funded STEPS Training and Employment Preparation Program.

Residential centre guests take part in the physical work of harvesting the centre’s hay and caring for its flock of chickens, with plans to potentially add a small herd of sheep. At times they also help out with loading or unloading trailers

of donated clothes and other textiles. Trudel says that this is all part of a gratitude program that teaches guests the value of work and giving back to community. Cornerstone would like to add a women’s residence in future based on the same concept, possibly with a garden its guests could tend.

Cornerstone’s activities depend largely on funding received through the sale of textiles that are collected in 80 bins in 68 locations, most of which are in York Region. The organization partners with local municipalities, the Region and other charitable organizations such as Diabetes Canada. Bins are placed in strategic locations, including shopping malls, and provide Cornerstone with roughly 1,000 tonnes of textile materials a year.

After collection from the bins, the textiles are sold to Value Village, a retail chain for previously owned clothing and other items, which buys only from charities. Cornerstone has agreements with two Value Village stores in the Region that promote its bins and their locations.

Higher-density growth makes collection more complex

As the Region's communities welcome new growth over the next decades, the shift towards urbanization and higher population density will continue:

- The opening of an extended subway line to the City of Vaughan has triggered construction of several new high-rise developments.
- The provincial government has announced its support for extending the other arm of the subway through the cities of Vaughan, Markham and Richmond Hill to end near Highway 7 and Yonge Street, which is expected to bring similar development.
- Population density is also rising elsewhere along corridors and in urban centres identified in the Region's Official Plan.
- Seniors are the fastest-growing demographic in the Region's population and many are choosing to downsize into more compact homes, often in multi-residential buildings.

From 2011 to 2019, apartment units were the fastest-growing dwelling type in the Region, increasing by 50.3% to reach a total of 18,990 units. While the increase was below the initial SM4RT Living Plan forecast of 68.4%, it outpaced growth in detached and semi-detached units, which increased by 9.0% and 12.0% respectively over the same period.

Higher-density development unquestionably brings many environmental benefits, most notably by making it easier to reach services by transit or walking. There is also evidence that more densely populated areas generate less waste per household, mainly because living spaces are smaller.

Conversely, however, higher-density development can make it more complicated to deliver services, including waste management. Concerns include limited storage within the household for various waste streams, lack of chutes for recyclables and organics, inconvenient access to recycling bins, insufficient disposal containers, lack of messaging and limited enforcement of recycling requirements.

The Regional Official Plan works to address some of these concerns by requiring all new multi-unit



residential buildings to incorporate the ability to collect three waste streams (garbage, recyclables and organics) and committing to work with local municipalities to require existing multi-unit residential buildings to participate in three-stream waste collection. While this is helpful in new construction, not all existing buildings can be retrofitted to offer chutes for garbage, recyclables and organics.

The initial SM4RT Living Plan also recognized these challenges and included several measures aimed at improving the quantity and quality of materials collected for recycling. The Region is also piloting the potential use of under-sink food waste grinders in multi-residential or high-density settings where it is difficult to collect organics through the green bin program. An academic partner was retained in late 2019 to test the feasibility of this approach and assess overall environmental impacts, including on waste diversion and wastewater, with completion expected in 2021.

In developing this update, the progress on the 2013 SM4RT Living Plan initiatives was assessed and data from waste audits at a range of buildings was analyzed.

The analysis showed that diversion performance can vary significantly from one building to the next, and variations may reflect challenges with capture rate, contamination or both. Design features and set-up of the building, as well as resident behaviour all come into play in the results. Nonetheless, several best practices for the owners/managers of multi-residential buildings emerged. These all support the overarching goal that diversion from waste should be as convenient for residents as garbage disposal:



Partners delivered 33,592 waste education materials to almost 20,000 units.

- Educate new residents about recycling/diversion programs
- Distribute recycling information to each resident
- Ensure recycling information is readily available
- Where feasible, provide a three-chute system
- Provide adequate space for waste recycling/diversion containers
- Provide in-unit recycling storage containers (bags or small boxes) for each household

Because supportive and engaged building superintendents and owners are key to the success of diversion, a crucial municipal role is training building staff and owners on how to promote and operate programs, and turning them into recycling and reuse champions.

Multi-Residential Diversion/Reduction in York Region is included in this document as Appendix D.

New waste management technologies and approaches are constantly emerging, some of which are much easier to include at the design stage of a building than as a later retrofit. New and Emerging Initiatives and Technologies in Waste Management, which appears as Appendix E to this plan, provides details and pros and cons of several approaches.

With further intensification on the horizon, local cities and towns – especially the three largest cities, in the south – will have greater opportunities to assess and implement new multi-residential solutions.

In particular, new high-density development at the new subway terminus in The City of Markham could provide an opportunity to explore automated waste collection. Using air suction technology waste can be transported through underground pipes from buildings to centralized collection points, cutting down vehicle traffic and space needed for in-building storage.

Sharing lessons learned and embedding standards for waste diversion and material storage and collection in the approval process for new multi-residential developments are key aspects of ensuring greater success.

As the northern municipalities continue to urbanize, with the building of more multi-residential buildings, there is a considerable knowledge base that the three southern cities can share. This should support consistency of approaches, design standards, data collection and sharing, performance measures, enforcement and other issues across the Region which is also an important part of improving outcomes.

Focusing resources on key priorities

Using data to drive improvements and greater efficiency

Data is an essential component of the SM4RT Living Plan. Collecting, analyzing and sharing data is crucial to understanding current conditions, using evidence to support better operating and capital investment decisions and determining if actions are moving the waste management system in the desired direction. Robust evidence also helps to focus advocacy efforts with the federal and provincial governments and shows residents how much waste they produce and how it is being managed.

While the existing system of data collection represents a good start, advances in technology are making it easier and less costly to collect and manage much more information. For example, sensors on vehicles and

collection bins can record the weight of containers and how full they are during pick-ups, the time of pick-ups, location of vehicles and whether drivers are following required operating procedures. In waste processing facilities, information can be collected on vehicles entering the facility, such as plate number and time of entry, and on waste composition through automated sorting mechanisms.

Radio Frequency Identification (RFID) technology is in use for some of these purposes in some of the local municipalities. The Region and local cities and towns have looked at using the technology for measuring waste collection frequency and weights at multi-residential properties, but there appear to be ongoing challenges with existing technologies.

Advances of these types potentially offer an opportunity to rethink how data is managed and success measured, which is in tune with development of a digital strategy for the entire Environmental Services department. The new strategy aims to leverage data to make better decisions in order to use resources more efficiently, drive more effective collaborations and meet rising community expectations.

In the case of waste management, staff have already leveraged cloud-based software to automate creation of several reports, for example monitoring how tonnage moves between waste facilities or how prices for blue box materials are changing. This has reduced the time needed to produce the reports, freeing up staff to identify and respond more strategically to trends and issues. It also reduces the risk of errors and provides data in more user-friendly and accessible ways that can be shared with local municipalities through a secure platform.

The Region and local municipalities will continue to build and apply understanding of how collecting, combining and analyzing data efficiently from all sources can improve seamless operations.

The changing landscape calls for closer coordination

Local city and town staff have deep knowledge of their communities' unique circumstances and attitudes, which is essential to SM4RT Living.

This update has discussed several specific areas where achieving the best outcomes will depend both on that local expertise and on close coordination and collaboration with other municipalities and the Region. These include, for example, taking steps to reduce contamination in blue box materials, helping to ensure a smooth transition to the new producer responsibility framework, addressing single-use items and other problem materials, improving performance in multi-residential buildings and getting maximum value from data collection and analysis.

The initial SM4RT Living Plan created a structure for collaborative decision-making and sharing of ideas and information. The Region and local municipalities have collaborated on several fronts, including advocacy submissions to the provincial government. They also work together through a Strategic Waste Policy Committee and a working group on blue box challenges.

This renewal builds on these collaborations with the aim of bringing greater efficiency and effectiveness to the integrated waste management system.



Ensuring capacity for residual waste

The Region's Official Plan sets the goal of diverting at least 90% of waste from landfill by 2016, which has been achieved. In 2019, 94% of waste was diverted.

Diversion is being achieved in accordance with the "4Rs" waste management hierarchy, which places highest priority on the first three elements (reduction, reuse, and recycling), while making use of recovery of energy only for residual waste, which refers to materials that cannot be managed by other means.

There are four main sources of residual waste:

1. Household garbage picked up by local municipalities from the curb (and in some cases from multi-residential buildings) and delivered to the Region's Material Recovery Facility. This is listed as "Municipal Curbside Collection" in the table below.
2. Waste delivered to public drop-off depots, including Community Environmental Centres and the Georgina Transfer Station, that cannot be recycled or reused. This waste typically contains a high percentage of bulky and/or non-combustible material that is not readily suited to producing energy-from-waste.
3. Non-recyclable materials that are removed from the blue box stream at the Material Recovery Facility.
4. In 2018, this included some baled paper that could not be recycled owing to disruptions in end markets and was used to generate energy, which is included as the fourth line of the table below.

The Region currently manages residual waste through incineration at energy-from-waste facilities or, for items that can't be processed that way, through landfill disposal.

The Residual Waste Processing Plan appears as Appendix F. It indicates that the Region's annual maximum capacity at the three energy-from-waste facilities with which it contracts is 133,000 tonnes. This includes capacity at the Durham York Energy Centre, which it co-owns with the Region of Durham. In addition, it has contracted for a maximum of 70,000 tonnes of annual capacity at two privately owned landfill sites and up to 78,000 tonnes at a site owned by the City of Toronto. The first term of the Durham York operating agreement ends in 2036, while all other contracts expire between 2020 to 2028.

The Durham York facility processes up to 140,000 tonnes of residual waste a year, split between York Region with 30,000 tonnes and Durham Region with 110,000 tonnes. The facility can produce up to about 14 megawatts of electricity for the provincial grid, enough to power 10,000 homes, while recovering recyclable metals from the ash.

York and Durham Regions are applying to allow for processing of up to 160,000 tonnes a year without an increase in the facility's size. This change might allow for an increase in York Region's annual capacity, although it would not increase the guaranteed minimum annual processing rate of 140,000 tonnes.

In developing this update to the SM4RT Living Plan, the Region considered options for securing long-term processing capacity to maintain its goal for diversion from landfill. The Region's contract with Covanta Niagara expires in September 2023, which creates a need for additional capacity in less than four years. Analysis considered timing for expansion of Durham York Energy Centre and securing additional contracted capacity.

2019 York Region Residual Waste Tonnage by Source

Source	Tonnes Collected	Percentage of Total
Municipal Curbside Collection	101,853	67.2%
Public Drop-Off Depots	27,291	18.0%
Material Recovery Facility Residue	18,055	11.9%
Blue box managed through energy-from-waste	4,311	2.8%
Total	151,510	100.0

A number of factors influence the timing of the Durham York facility expansion. The approvals process is expected to be a lengthy (8-12 years), requiring approvals under the Environmental Assessment Act and the Environmental Protection Act. Having sufficient tonnage to make the expansion viable is also critical. Energy-from-waste facilities are designed to operate at or near full capacity to maximize electrical generation efficiency. The Durham York facility was designed for future expansion to an annual processing rate of 250,000 to 270,000 tonnes per year. The impact of blue box transition on residual waste tonnages required to support DYEC facility expansion will be assessed over the near to medium term.

The Region will need to secure additional contract capacity to serve as an interim bridge until the Durham York facility expansion can be implemented. Regional analysis in Appendix F concluded that a Request for Proposals should be issued in the fourth quarter of 2020 to secure up to 120,000 tonnes of annual processing capacity at privately owned energy-from-waste facilities (in addition to the Region's minimum 30,000 tonnes of annual capacity at the Durham York facility).

The recommended contract structure is an initial term of 12 years, beginning in September 2023 at the end of an existing contract and ending in January 2036 to coincide with the end of the first term of the Durham York contract. The request for proposals for EFW capacity will be structured with optional term extensions to provide flexibility on the implementation plan and timing for the expanded Durham York facility.

The Region's operating experience has shown, however, that it is advisable to maintain landfill capacity for some residual waste dropped off at depots that cannot readily be converted to energy, plus roughly 10% of the remaining residual waste stream to reflect maintenance outages at energy-from-waste facilities.

Taking these factors into account, a Request for Proposals is recommended to secure up to 40,000 tonnes of landfill capacity to manage non-recyclable materials that are not suitable for recovering energy from waste. The contract would run from June 2025 through January 28, 2046 to align with other contracts.

The updated plan includes a commitment to contract for these residual capacity needs as a priority.



3. Achieving the SM4RT Living future

Tapping into partnerships and engagement

Developing this update served as a reminder of the importance of partnerships in achieving SM4RT Living goals. Ways of adapting and expanding existing initiatives like the Lendery, a library of things were part of the conversation and potential new partnerships around local food and with faith communities were identified.

There is both a need and an opportunity to get the community excited about SM4RT Living. Throughout the engagements undertaken during the review and update, people showed an eagerness to learn how to be more mindful consumers and better stewards of the earth, whether by repurposing household items as toys, “shopping at home” to rediscover and renew old clothing or taking up backyard composting. There was a hunger to have more systems in place to expand these choices – like places to make new toys out of broken ones or new clothing from old.

The updated plan focuses on ways to leverage that eagerness. This needs to involve not just the Region and the local cities and towns, but especially community partners. The updated plan therefore proposes a fund and other measures to help support community partners. The Region will also work on innovative and unique ways to spark thoughtful conversations around waste.

“Besides preventing waste, the most important outcome is the mentality shift that opening a device and attempting to fix it can bring.”

Janet Gunter, co-founder of the U.K. Restart Project, quoted in The Guardian, 2013



Community-based research

In developing the update, research into how best to engage people in the community resulted in several key learnings for SM4RT Living:

- People want to reduce waste, but other goals, like more family time, reducing costs and finding more social connections are also important. Events and ideas that combine several goals will be more successful than those that focus on waste management alone.
- People want to get involved in projects not just to meet their needs, but also to learn something new. This gives them a sense of ownership.
- People will try something new if everyone is in the same boat and there is no “expert” in charge. In this situation, initial awkwardness quickly segues into a buzz of collaboration and new ideas.
- Although many residents’ lives are busy and full, others lack social connections. People need ways and means to get to know each other.
- With the right environment and tools, people from all disciplines can co-create dynamic new ideas that tackle significant issues in as little as two hours and feel a real desire to act on them.

While there are significant accomplishments to leverage and new opportunities to cultivate, there are also challenges that need to be addressed.

First, the kind of change that SM4RT Living is focused on is often difficult to achieve and it can be hard to tell how quickly, if at all, it is happening. Many people know intellectually that waste prevention is critical to the health of their children and their children’s children, but it is all too easy to feel overwhelmed or helpless. People’s lives are busy and complex with many demands on their time and attention and even getting their attention – let alone a commitment to act – is difficult.

In addition, media claims about the value of recycling programs have led to a degree of public skepticism. The evidence, however, shows that there is value in recycling. Recycling aluminum cans saves 95% of the energy needed to make new ones. For steel and tin cans, the figure is 60 to 74%; for paper it is about 60%. Recycling plastic saves about one-third of the energy compared to making products from virgin materials.



In most cases, as well, materials can cycle through the production system numerous times.

Another challenge is how deeply consumer patterns are embedded in modern lifestyles. It was suggested through the community engagements that over-consumption may be driven to some extent by a lack of deeper meaning in people’s lives or as a way of combatting social isolation or stress. It may also reflect marketers’ skill at tapping into a deep-seated human desire to be associated with items that are novel or unique.

While consumerism plays a role in generating waste, traditional waste education will not be effective in addressing it, especially if it comes with a message of guilt. This plan focuses on novel ways of communicating with residents to open their minds to new possibilities. For example, the Fashion Shop presented new shopping options that were trendy and fun, and the Music Shop presented new knowledge around up-cycling and giving existing belongings new life by “shopping at home.”

“Whether we buy them, own them, or order them in restaurants, we want to be associated with unique things We desire to feel special and different from others. ... much of marketing activity revolves around [this] need.”

Marketing professor Utpal Dholakia, writing in Psychology Today magazine, 2018

ENGAGING THROUGH MUSIC, FASHION AND A 'JAM SESSION'

Dressing up as a musical era, explaining how to turn a T-shirt into a bracelet, bringing together seniors with at-risk youth to make strawberry jam: these aren't the traditional ways that municipal staff engage with residents.

But a shift in waste management – from just picking up waste at the curb to reducing what's put out for collection – calls for strategic and innovative ways of connecting with residents, building their input into decisions and getting them to think differently.

In developing this update, the Region carried out three events with those aims:

- The Music Shop, at the Markham Music Festival in June 2019, was designed to inspire people to re-think how to entertain their children (and themselves). Families were invited into a fun and colourful York Region tent decorated with fabrics and pillows. Once inside, they created musical instruments from common household items and then played them together. Staff – who dressed to match their own favourite musical period – engaged with visitors about what they had repurposed and why it was important to them. The event inspired the notion of “shopping at home” and provided a take-away on how to make instruments from recycled materials.
- The Fashion Shop, at a soccer field hosting a Richmond Hill Moonlight Movie in August 2019, provided a pop-up venue displaying beautiful fashion pieces, including zero-waste items made from scrap material. The purpose was to get two-way conversations going about consumption and fashion. Each visitor could pick a “trend card” hanging from a display tree and their responses showed strong community openness to trends such as on-line clothing swaps, malls selling only recycled items and ways to create new fashion items from existing pieces. The event also offered the chance to repurpose T shirts into bracelets or bags.

- The Jam Session, at a Richmond Hill community hub in September 2019, deepened the Region's understanding of the diversity of its communities. The event was hosted by 360°kids, a youth-focused community organization that operates a centre in the facility. It brought together young people from their Every Bite Matters program, which provides preparation for culinary jobs and seniors living in the complex and got them making strawberry jam together. This very hands-on engagement opened the way to meaningful conversations around food, waste and renewal.

All three events were designed to gather input and clarify information in ways that reach deeper and are more nuanced than polling or surveys. Participants indicated that they valued the chance to have a meaningful conversation instead of just providing survey data.

By going to community spaces to reach out directly to residents, using a “customer-first” and inclusive approach and telling the SM4RT Living story in a meaningful and transparent way, innovative engagements like these:

- Give the Region insights into residents' concerns and needs
- Foster better understanding among residents around their role in preventing and managing waste and their ability to make change happen
- Help build support and trust for SM4RT Living

These engagements depend on a process that seeks input from participants in designing how they participate, provides the information they need to participate in a meaningful way and includes the promise that stakeholder contributions will influence decisions.

Ultimately, the goals of engagement are developing knowledge that will improve decision-making and communicating back to participants on how their input affected decisions. This provides a new model for engagement in the updated SM4RT Living Plan.



Music Shop



Fashion Shop



Jam Session

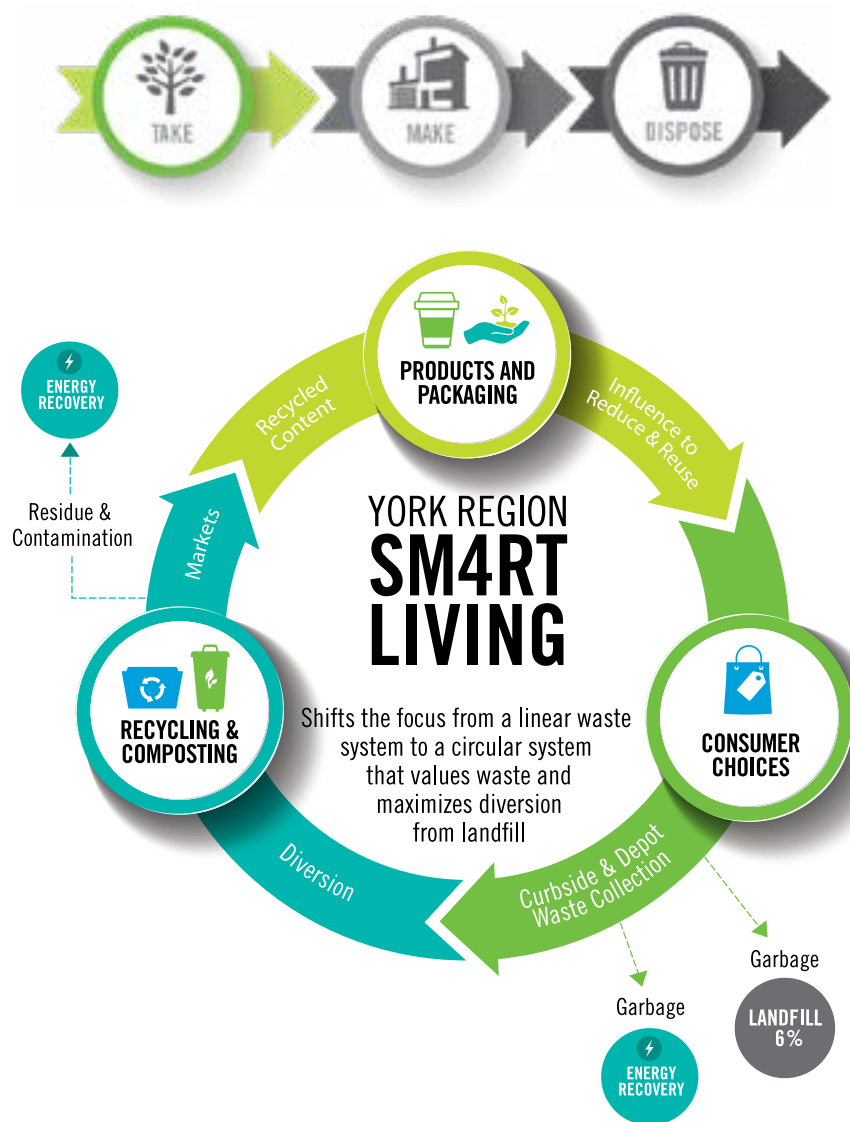
Towards a circular economy

Increasingly, waste is seen as the final stage of a centuries-old linear industrial process in which resources are extracted, processed into products, distributed to end users and then discarded – a process that is ultimately unsustainable.

This has led to a focus on what is called the “circular economy,” where resources are continuously recaptured and reused.

At its most basic, a circular economy can be defined as lengthening product life, including making a product easier to repair. It also leverages the idea that reuse, refurbishment and reconfiguration give a product more than one life as it cycles continuously through the economy. The objective of a circular economy is therefore to maximize value at each point in a product’s life. Appendix G, Initiating a Circular Economy, provides additional details.

A circular economy also seeks to turn outputs from one process into inputs for another and, in doing so, reduce the consumption of virgin materials and the generation of waste. Recycling materials from a product is seen as a less valuable activity, because of the related energy needs and distances materials often travel to be processed.



CIRCULAR ECONOMY EXAMPLES

Rent frock Repeat is a Toronto-based all-occasion clothing rental subscription service that grew from a special event dress-rental business. Subscribers anywhere in Canada create an on-line style profile and every month receive clothing items that can be worn unlimited times during the month, with items they want to keep available to buy at a discounted rate. Items are swapped out monthly or, depending on the subscriber's plan, mid-way through the month. The inaugural 500 spots were subscribed almost immediately after the service was launched.

Wonderwear, based in the City of Vaughan, is a weekly service that delivers clean cloth diapers and picks up soiled ones. Unlike traditional flat cloth diapers, its products are contoured, sized to age and provided with snaps for speedier changes. The brand's website notes that an estimated 95% of parents in Canada buy only disposable diapers, resulting in the discarding of 1.7 billion disposable diapers each year.

Redefined Finds is a retail store in the Town of Whitchurch-Stouffville offering a regularly changing gallery of restored furniture pieces that have been "upcycled" using the store's sustainable line of paints. It also offers workshops and studio space where customers can work on their own small pieces of furniture using the store's brushes and stencils and guidance from its staff.



Nature's Emporium, a region-based chain of natural food stores, sells many products in bulk and allows containers to be refilled. All of the products sold by Zero Waste Bulk, a retailer in Waterloo, are in bulk or unpackaged. They include food staples as well as toiletries and cleaning products. The Bare Market in Toronto offers a range of goods, including toiletries, containers and do-it-yourself ingredients, in bulk or without packaging.



Foodsmiths, a retail store in Perth, Ontario, sells items from bins as well as "fill stations" that allow customers to refill containers with products ranging from olive oil to laundry detergent.

Algramo, a Chilean company with a social and environmental mission, grew out of the experience of its founder, who found as a university student that buying products in small packages at local stores, as people in the developing world must often do, raises the price and results in plastic packaging waste and litter. He stresses that "we want to show that sustainability ... must be for everyone." The company has installed bulk product vending machines in more than 2,300 shops where customers refill containers with everything from lentils to shampoo. The base price is about 30% less than for prepackaged goods, and a code on the reusable container gives an additional discount on future purchases. Algramo has recently taken the concept one step further with the trial of a travelling mobile unit.

ChopValue, a Vancouver-based company, collects used bamboo chopsticks from local restaurants and turns them into home decor, household items and furniture. Started in 2016 by a doctoral student at the University of British Columbia, the company currently collects 350,000 chopsticks a week from about 300 sources in the Vancouver area and has expanded to Victoria, Montreal and Los Angeles. Its products are estimated to have diverted more than three million chopsticks from the waste stream.



Lunapads International is a women-owned, social-mission-driven business based in Vancouver that offers a range of products to replace disposable menstrual pads and tampons. Lunapads helps customers divert 20 million pads and tampons from the North American waste stream every year. Similarly, Divacup, based in Kitchener, offers a silicon cup that replaces disposable products. Since its founding by a mother and daughter in 2003, the company has expanded into 22 countries world-wide.

Several major chains in Canada are adopting practices to encourage sustainability. Bulk Barn allows customers to bring refillable containers to their stores. A&W uses non-disposable mugs, plates, cutlery and other serving items for in-store customers and was the first quick-service restaurant chain to join the National Zero Waste Council. Recipes Unlimited, which owns such chains as Swiss Chalet, Harvey's and East Side Mario's, has phased out plastic straws. Starbucks has redesigned the lids of its cups to eliminate the need for a straw. Sobey's removed plastic bags from its stores in early 2020. H&M allows the drop-off of used clothing (of any brand) at its stores and in return provides a discount card on the next purchase. Montreal-based Lole has a similar program for coats.

Gerrard Street Headphones, a start-up based in the Netherlands, illustrates two key building blocks of the circular economy. Their products are easy to take part to repair or upgrade because the design is modular, components are durable and standardised, and no glue is used. As well, the company offers headphones as a subscription rather than a purchase. Included in the monthly fee is a guarantee that if the product is damaged or an upgrade is available, the customer can return the old headphones for a replacement.

Rock Rose, a Scottish distillery is introducing a fully recyclable pouch for its premium gin. The brand is known for its collectable hand-signed ceramic bottles, and with the new pouch consumers are encouraged to keep the bottle and refill it. The pouch weighs 65 grams compared to 700 grams for a bottle, has been designed to be mailable, and offers significant savings over the cost of a new ceramic bottle. Empty pouches can be returned postage-paid to the distiller for recycling.

"... solutions for dealing with trash – how to minimize it and how to use it – are driving innovation and the development of new products and materials."

Natalie Atkinson, The Globe and Mail



The Ellen MacArthur Foundation, which focuses on sustainability initiatives, says the circular economy is based on three principles:

- Design out waste and pollution
- Keep products and materials in use
- Regenerate natural systems

While the concept of the circular economy has been around for several decades, a confluence of factors is now driving greater interest:

- Global demand for consumer goods is growing. The Brookings Institute estimates that by 2030, the global middle class will reach 5.3 billion people, almost double the level fifteen years earlier. This will drive much greater demand for consumer goods as well as food, water and energy.
- Supply constraints are likely. Most easily reached reserves of non-renewable resources have already been extracted and finding new sources is increasingly costly and risky.
- Consumer attitudes are changing. Many consumers, especially millennials (those born between 1981 and 1996), want to reduce environmental impacts of products and services they use. Younger consumers are also open to having access to services, not necessarily owning the asset that provides them.
- New technology is enabling the circular economy. More sophisticated ways of collecting and using data – whether on manufacturing processes, city planning, municipal services or consumption patterns – are helping to reduce waste, plan cities that use fewer resources and offer products and services more closely tailored to consumer needs.

Moving to a circular economy will shift the way the economy and companies within it operate. Design of products, sourcing of materials, product distribution and post-consumer service will all change profoundly. Collaboration along the entire supply chain is essential.

Employment patterns will change too with a greater focus on working with existing products and materials as opposed to extracting resources to create new ones. It is expected that the shift will create jobs in what is called the “inner circle” of the new economic model – repairing, reconfiguring and refurbishing products. Unlike most traditional resource-extraction jobs, these can be located near where products are used.

The circular economy is closely tied to a low-carbon future. It avoids the huge energy costs of extracting raw materials and transporting them to factories, consumers and, ultimately, landfill or other residual disposal. It values inputs like wood and other biomaterials that absorb and store carbon dioxide as they grow and can be easily repurposed. Where possible, energy used in industrial processes comes from renewable sources. For all these reasons, many see the circular economy as an important mechanism for achieving global climate targets.

At the individual and household level, moving to a circular economy may result in numerous benefits including healthier building materials, less air and water pollution from resource extraction and less waste from packaging and products.

What the circular economy will look like in York Region, how it will affect economic activity at every scale, how it intersects with extended producer responsibility and what it will mean for municipal waste management are all important questions that the Region and its partners will address as a priority in the early years of this plan. The answers will help to shape actions to put the Region on the course to a circular economy future that aligns with its needs and characteristics.

What's the difference between buying a service and buying a product... and why does it matter for the circular economy?

One of the biggest contributors to waste, experts say, is that most assets aren't used very productively because they are often idle. For example, a typical family car provides only about 5 to 8% of its potential service because it's sitting in the driveway or a parking lot most of the time.

Younger consumers are increasingly aware of the financial costs and environmental impacts of owning a little-used asset compared to buying the service it provides. Ride-sharing, vacation house rentals and even clothing subscription services are burgeoning businesses that target that demographic.

CIRCULAR ECONOMY - WHAT MUNICIPAL GOVERNMENTS ARE DOING

The City of Guelph and surrounding County of Wellington successfully applied for a Smart Cities grant to help fund an ambitious “50x50x50 by 2025 project” to create Canada’s first circular food economy. The goals are to increase access to affordable, nutritious food by 50%, create 50 new circular businesses and collaborations and increase circular economic revenues by 50% by recognizing the value of “waste.” The initiative plans to leverage local expertise, big data and cutting-edge technology – and reach all its goals by 2025.

The City of Toronto was a finalist and the only city to reach the runner-up level in the 2019 Circular Awards, sponsored by The Circulares, an initiative of the World Economic Forum and the Forum of Young Global Leaders. It aims to become the first municipality in Ontario with a circular economy. Its solid waste management department piloted an artist-in-residency as an innovative way of engaging residents. A new procurement framework is designed to leverage the city’s purchasing power to drive waste reduction, economic growth and social prosperity through a circular economy approach.

New York City joined forces with the Ellen MacArthur Foundation, fashion brands, collectors, recyclers and resale companies in a campaign encouraging New Yorkers to keep clothes out of landfills. The Department of Sanitation created an online interactive map showing over 1,100 collection points across the city, allowing New Yorkers to easily find their local drop-off point. The campaign was successful in raising awareness about existing clothing collection infrastructure: compared to the same time period in 2018, collection volumes increased by 583 tonnes across a number of city collection points.

Belo Horizonte, Brazil’s third largest city, had a challenge with electronic waste generation, youth unemployment and digital exclusion that put low-income communities at a disadvantage. To tackle

all three problems, the government established a computer reconditioning centre where citizens from low-income communities receive extensive training to restore equipment. The refurbished equipment goes on to support over 300 “digital inclusion sites” where local residents have free access to computers and the internet as well as varied training opportunities in basic digital literacy. Since its launch in 2008, the program has restored 7,000 products, diverted 165,000 kilograms from landfill and helped Belo Horizonte earn the title of Brazil’s most digitally advanced city in 2011.

The City of Venlo in the Netherlands decided in 2007 that all new city buildings would be designed using “cradle to cradle” principles. Cradle to cradle design makes it possible to recoup some of the original capital investment, as materials can be disassembled and sold back to manufacturers. In designing Venlo City Hall along those lines, careful attention was paid to material choices and energy-saving technologies. The new city hall has played a key role in updating the City’s image. Traditionally associated with agriculture and logistics, Venlo is now increasingly linked with innovation and circular economy opportunities that are attracting both businesses and skills.

The London, England, Waste and Recycling Board created the Advance London program to support local small and medium enterprises. The program offers support tailored to companies’ individual activities and includes exploring new circular economy markets, revenue streams and business models. By the end of 2018, Advance London had helped 112 companies with tailored advice and held a range of brokerage events and training workshops. One in three companies secured grant, equity or loan funding within 18 months of first receiving advice. The program also helped to facilitate 20 product-market collaborations which by the end of 2018 had generated five new circular products or services.

The City of Vancouver’s Economic Commission is supporting circular economy initiatives in central industrial areas. In one area known as the Flats, it is advancing cradle to cradle design by connecting local leaders to their peers, both locally and internationally, to share ideas, build capacity, and innovate; enabling the transition by removing barriers, like lack of space and knowledge, to the deconstruction and reuse of materials; and identifying policies that can help spur the shift to a more circular economy.

Circular Glasgow is an initiative of the Glasgow, Scotland, Chamber of Commerce. Building on Glasgow’s role in ushering in the industrial revolution, the initiative aims to make the City a leader in the new circular economy. A tailored program of support is designed to help Glasgow businesses measure their current levels of circular activity and inspire them to consider and implement circular ideas. The Glasgow initiative aligns with the goals of Zero Waste Scotland, which aims to make the entire country’s economy circular.

The City of Copenhagen, Denmark, is home to a new energy-from-waste plant that was designed to include a park and ski slope. Its architect, Bjarke Ingels, says that the building reflects the Danes’ love of design that combines enjoyment with utility – or what he calls “hedonistic sustainability.”

“[The circular economy] is not just about recycling. Recycling is the least value-capturing loop”

**Eric Hannon, partner,
McKinsey & Company**

4. Building on success: The updated master plan

VISIONARY GOAL:

A world in which nothing goes to waste.

MISSION:

The local municipalities and the Region lead the way through partnering, innovating and inspiring change.

The SM4RT Living Plan: Objectives and Actions

Objective 1	2020	2021	2022	2023	2024
Successfully navigate legislative changes This is about responding flexibly and using legislative changes to continually improve SM4RT Living.	Region and local municipalities leverage existing framework for collaborative decision-making to navigate legislative changes				
	Region and local municipalities ensure compliance with changing legislation (e.g., Food and Organics Waste Policy Statement and Resource Recovery and Circular Economy Act), including reviewing Official Plan and bylaws				
	Local municipalities and Region together explore legal mechanisms to ensure producers manage their waste as required in the Region				
	During the transition to full producer responsibility, Region and local municipal partners continue to monitor and address blue box contamination and Region ensures the Materials Recovery Facility performs as needed				
Objective 2	2020	2021	2022	2023	2024
Use resources and infrastructure more strategically to achieve SM4RT Living This is about focusing efforts, innovating and improving coordination to create a more seamless, cost-effective system and do more with available resources	The Region and local municipalities leverage technology to improve data collection, analysis and information sharing from facilities and operations, in support of greater efficiency and more strategic decisions				
	Region and local municipalities maintain leadership in waste diversion by researching and sharing best practices, approaches and technologies, particularly for multi-residential buildings		Local municipalities take the lead in testing and applying new approaches and sharing lessons learned		
	Local municipalities include standards for waste diversion and material storage and collection in the approval process for new multi-residential developments				
	The Region contracts for anaerobic processing capacity to diversify its portfolio and inform future investment decisions				
	Region and local municipalities work towards consistent messaging and education to reduce food waste, including promoting backyard composting to help manage SSO pressures and costs				
	Local municipalities and Region apply best practices and tools to work towards consistency in waste collection services, messaging, enforcement and performance monitoring				
	Region works with other Ontario municipalities to standardize record-keeping and data reporting across the province to provide consistent evidence for advocacy positions				
	Region secures long-term contracts to recover energy from residual materials				
Objective 3	2020	2021	2022	2023	2024
Inspire people across the Region to embrace SM4RT Living and advance the circular economy This is about the value of partners and pioneers in igniting the uptake of SM4RT Living and the circular economy across our communities	Region and local municipalities celebrate and encourage grassroots community initiatives that align with the SM4RT Living philosophy				
	Region improves support for partnerships, including establishing a \$100,000 Circular Economy grant program that would help community partners, new social enterprises and businesses advance SM4RT Living Plan goals				
	Region identifies and promotes how SM4RT Living connects to broader Regional initiatives around healthy communities and social well-being and builds linkages where appropriate				
	Through strategic partnerships, the Region and local municipalities support opportunities for residents to repair, share, reuse and repurpose items				
	Region and local municipalities work to implement an “Ask First” voluntary program across the Region to reduce single-use items, and show leadership by reducing consumption at their own facilities		Region and local municipalities assess results of “Ask First” program, review federal and provincial policies if available, and determine if a mandatory approach is needed		
	Region and local municipalities advocate for provincial and/or federal policies and legislation that advance the circular economy				
	Region researches, consults and shares findings to build understanding of the circular economy in York Region and how it connects to SM4RT Living		Region encourages residents, not-for-profit groups, businesses and others in York Region to move to the circular economy		

5. Measuring and reporting

Measuring progress and using results to drive better outcomes are essential for continuous improvement.

The Region currently provides two reports on waste management performance:



The Balanced Scorecard, which reports on progress on the SM4RT Living Plan, is submitted to York Regional Council each year. The scorecard includes metrics on key elements of the waste management system, including waste generation rate, pilot program tracking, and outreach efforts. It summarizes progress

toward the goals set by the Region and local municipalities, including the 2031 goal of reducing waste generation to 289 kilograms per capita. It also compares waste generation by type (blue box, household organics, leaf and yard waste and other recyclables, as well as residual waste) by local municipality.



The Annual Solid Waste Diversion Report is required as a condition of the Durham York Energy Centre's Environmental Compliance Approval. It provides York Regional Council and the Ministry of the Environment, Conservation and Parks with information about the amount of overall material collected and

processed. It reports on household hazardous waste, electronic equipment and all other diversion programs, including results from the Region's Community Environmental Centres. The report also includes information about promotion and education efforts.

In preparing the updated SM4RT Living Plan, the Region and its partners looked at current targets, data tracking and reporting systems and approaches, as well as the evolving landscape for waste management.

The Data Measurement Report, which is included as Appendix H, concluded that with the move to producer responsibility for the blue box program, the focus of reporting should shift towards the two key streams – green bin (organics) and residual waste – that will remain as mandated municipal responsibilities.



- For the green bin, the proposed new target is 71 kilograms per resident by 2031, down 15% from the baseline of 84 kilograms in 2014.
- For curbside residual waste, defined as materials outside the blue box or green bin, the proposed new target is 66 kilograms per resident by 2031, which would be a 20% reduction from the baseline of 82 kilograms in 2014.

These targets are closely aligned with the actions in this updated plan, which will make it much easier to connect trends in garbage and green bin materials to the action plan. While the focus of reporting will shift to these two key indicators, the Region and its local municipal partners will continue to prepare and use additional metrics. An important effort going forward will be to refine the data underlying these metrics to support their use in improving performance.

Review of current reporting suggested a need for more context around the different circumstances of each local municipality and how these affect performance. As a result, reporting will group local municipal partners by population density and provide separate analyses of each city and town. This information will be included in future annual reporting.

The Balanced Scorecard, which reports on progress on the SM4RT Living Plan and the Annual Solid Waste Diversion Report including tonnage reporting will become one combined report as of 2020.

The review also suggested that climate change impacts and the role of waste in producing greenhouse gases warranted more attention in reporting. The Region will report annually on greenhouse gas emissions and

recycling efficiency. Measures of financial efficiency, which help to ensure the best use of resources, will also appear every year.

The provincial Resource Productivity and Recovery Authority will be responsible for tracking and reporting on producers' performance on blue box and other recycling programs. Municipalities undoubtedly will use this information to assess how effective the new provincial framework is, and whether improvements are needed.

The review concluded that reports should be aimed at their main target audiences of Regional and local councils and residents, as well as community partners and the federal and provincial governments.



6. Staying flexible and sparking change

This update represents a refinement of the initial SM4RT Living Plan to focus in on achieving progress with the available resources and doing more with less. It recognizes that many parts of the current landscape for waste management are in flux, driven by new and emerging legislation and regulations, rising resident expectations, growing climate concerns and changing markets around the world for recyclables and waste.

As the updated plan is implemented, the Region and its partners will use adaptive management to maintain focus on achieving progress. They will monitor results, constantly scan the environment for changes and seek to understand the full trajectory of trends. These activities will fine-tune the plan and its implementation as circumstances dictate so that efforts continue to be cost-effective.

Where legislation is concerned, directions in this plan have been based on assessing both the probability of a change and the impact the change would have. Fortunately, because the Region and local cities and towns are already leaders in waste management, impacts in most cases are not expected to be major. For example, the Region and its partners have already undertaken many activities prescribed in the recently released provincial Food and Organic Waste Policy Statement. Nonetheless, legislative requirements provide an opportunity to assess current policies and practices and look for opportunities to improve SM4RT Living.

Growth and demographic change have given rise to significant differences across and within the nine local cities and towns and will continue to do so: new technological thinkers alongside traditionalists, communities that mix families and retirees, high-energy urban attitudes in the midst of laid-back rural living. These contrasts and the different ways municipalities are dealing with growth (and growth in waste) underline the divergences that implementation of the SM4RT Living Plan must take into account.

“You might think, ‘It’s too big!’ ‘It’s too scary!’ ‘It’s too late!’ Not true. Small changes lead to big changes, and the more people make them, the greater the impact.”

In its “100% green issue” in April 2019, Chatelaine magazine quoted a Canadian psychologist Nancy Prober, who advises that the best way to treat “eco-anxiety” is to take action. The magazine listed several options to reduce individual impacts on the climate. Ranking high are reducing food waste, shopping smarter, and recycling better – all elements of SM4RT Living.

Yet in talking with the local municipalities and others, there were two clear factors that most Regional residents appear to have in common: commitment to family and love of nature and the environment. By tapping into these characteristics, which cut across demographic factors, the Region and its partners can make the undeniable case for change in waste generation and empower people to make it happen.

This will be achieved most effectively through forms of social engagement that are novel, get people thinking in new ways and inspire them to act. Some examples are outlined in the sidebar on page 30.





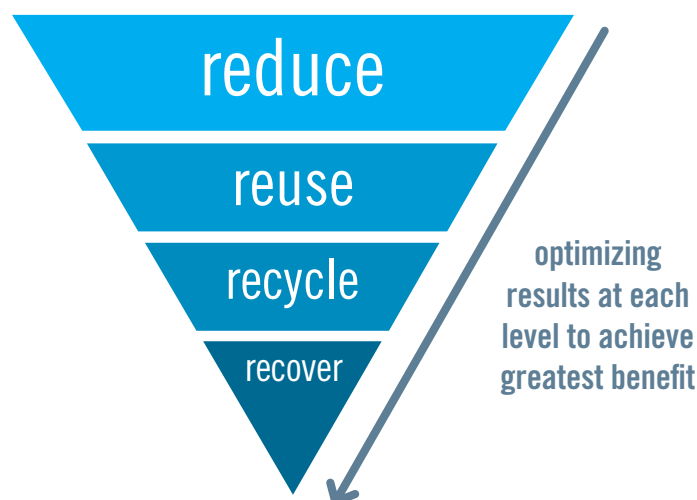
7. Conclusion

Waste is a complex topic, one that is tied to resource extraction, manufacturing and agricultural processes, consumption patterns and decisions about when something is no longer wanted or needed and what happens to it then. Waste management has traditionally started at the “what happens to it then” stage, but it is increasingly concerning itself with all the earlier steps.

In many ways, this evolution parallels the One Water initiative that York Region is pioneering in the water and wastewater sector. Growing from recognition that the world’s water resources are finite, One Water builds on efforts to reduce water use and seeks to make the best possible use of every source of water, including reuse, to reduce the burden on the natural environment and the Region’s processing infrastructure.

SM4RT Living reflects exactly the same recognition that there are limits to the resources that go into producing the plastic bags, electronic equipment, clothing and other products that are proliferating around the world and that disposing of them involves environmental, financial and even social costs that are not sustainable.

While this updated plan does deal with the need to continue processing the waste that is left after reuse, organics processing and recycling, it also looks to – and encourages – a different future, one in which the full value of resources is understood and protected in an economy of constant renewal.





IT STARTS WITH YOU

AND YOUR COMMUNITY

AND THE ASPIRATION

—TO BE PART OF A SOLUTION FOR—

CHANGE



Waste Management
17250 Yonge Street, Newmarket ON L3Y 6Z1
1-866-665-6752
york.ca/waste

Appendix A Summary: Partnerships and Engagement: From Waste to Well-being

Purpose:

- Conduct engagement and research with residents, community and municipal partners to understand important issues influencing consumer and lifestyle choices
- Explore and recommend novel approaches to inspiring the change needed to reach the goal set out by the SM4RT Living Plan
- Gather insights on successes and challenges from the first five years and build York Region's capacity to support future work

Key Findings:

Research into how best to engage people in the community resulted in several key learnings for SM4RT Living:

- People want to reduce waste, but other goals, like more family time, reducing costs, and finding more social connections, are also important. Events and ideas that combine several goals will be more successful than those that focus on waste management alone.
- People want to get involved in projects not just to meet their needs, but also to learn something new. This gives them a sense of ownership.
- Although many residents' lives are busy and full, others lack social connections. People need ways and means to get to know each other.
- With the right environment and tools, people from all disciplines can co-create dynamic new ideas that tackle significant issues in as little as two hours, and feel a real desire to act on them.
- The Region can strengthen partnerships and drive greater innovation with a mentorship approach that supports and learns from partners rather than taking a leadership role

Recommended Actions:

1. **Innovative research and engagement:** Incorporate ideas from waste and wellbeing into creative engagements that can be used to share the concepts of SM4RT Living and the connection to broader social issues
2. **Stakeholder Advisory Group:** The Stakeholder Advisory Committee that participated in shaping the SM4RT Living Plan provided a diversity of perspectives and expertise to the plan. The review and update identified opportunities to re-establish that group as a vehicle to support implementation in the community.
3. **Strong partnerships:** The Review and Update identified the need to broaden and deepen the range of partnerships supporting the plan. Shifting the Region's role from leading partner into mentoring, facilitating and supporting other groups to develop and delivery projects aligned with SM4RT Living as well as their own priorities is recommended. Internal processes and staff skill development should be aligned to support this shift.

Link to Objectives:

- **Objective 3:** Inspire people across the Region to embrace SM4RT Living and advance the circular economy.

Appendix B Summary: Long Term Source Separated Organic Waste Processing Plan

Purpose:

- This Processing Plan has been prepared to ensure that processing services for source separated organic waste (SSO) can continue to be provided to York Region's residents in a cost effective and environmentally sustainable way for the next 25 years.
- Builds on a Feasibility Study conducted through consultant services by Region staff that evaluated several processing methods for SSO and determined that anaerobic digestion (AD) was the preferred technology option for the Region's feedstock.
- This Processing Plan considers various methods of implementing CH2M Hill's recommendations and identifies a preferred methodology to deliver AD processing services.

Key Findings:

- Eight analysis scenarios were used to assess alternate strategies for transitioning from the Region's current aerobic composting contracts to a long term solution using AD technology.
- Total lifecycle costs, GHG emissions, and other performance metrics were calculated for each scenario over a 20 year operating period from 2026 through 2045 to quantify the effects of key decisions such as contracted service delivery versus Regional ownership, facility location, facility size, and timing of phased construction.
- Study concludes that procurement of long-term contracts with privately owned AD facilities provides the highest overall value to the Region.

Recommended Actions:

- It is recommended that the Region issue a request for proposals (RFP) in 2020 to secure contracted AD processing capacity for all of the Region's SSO no later than 2024.

Link to Objectives:

- **Objective 2:** The Region contracts for anaerobic processing capacity to diversify its portfolio and inform future investment decisions.

Appendix C Summary: Single-Use Plastics and Litter Reduction Strategies Report

Purpose:

- Review relevant government and industry responses to single-use plastics and litter.
- Summarize and identify the problem, approaches to managing single-use plastics and litter.
- Make recommendations for how York Region can better measure and report on progress on its waste reduction and diversion initiatives moving forward.

Key Findings:

- The following strategies could be used to identify the root causes of litter within the Region:
 - » Gather waste collector feedback to identify where more infrastructure is needed.
 - » Gather information from bylaw enforcement staff and roads crews to identify litter 'hotspots' and possible causes.
 - » Initiate a hotline/online reporting through the Region or local municipal partner websites or app for members of the public to use to report litter 'hotspots'.
- Policy measures aimed at reducing the use of a specific material or package may inadvertently lead to the increased consumption of an alternative that is also problematic.
 - » Regulatory measures taken by other jurisdictions include: community led initiatives; industry led initiatives; material targets; disposal bans; by-request bylaws; and materials bans.

Recommended Actions:

- Demonstrate local level Environmental Stewardship through green procurement options and reduction of single-use plastics within municipal buildings. Provide and incentivize staff and visitors with options to use reusable containers over single-use packaging.

Recommended Actions *continued*:

- Actively participate and align policies with neighbouring municipalities to tackle single-use items to maximize opportunities for harmonization and consistent policymaking.
- Supporting businesses and community groups on waste reduction initiatives.
- Conducting research to better understand the underlying causes of litter in York Region specifically.
- Investing in infrastructure improvements to address those causes, where appropriate, and monitoring impact.
- Actively monitoring the impacts of policies implemented in other jurisdictions to gain insight and ensure policies being considered are designed to minimize substitute effects and do not sacrifice upstream environmental benefits.
- Continuing to consult with businesses and other stakeholders to understand the potential impact of the mandated policy options discussed above to inform policymaking.
- Develop positions and advocacy strategies related to mandatory take-back programs, disposal bans, deposit return, material targets, by-request bylaws, and materials bans.

Link to Objectives:

- **Objective 1:** Successfully navigate legislative change.
- **Objective 3:** Inspire people across the Region to embrace SM4RT Living and advance the circular economy.

Appendix D Summary: Multi-Residential Diversion/Reduction in York Region Memo

Purpose:

- Summarize the current issues/challenges affecting multi-residential buildings and recommend next steps informed by initiatives and best practices observed in other jurisdictions.

Key Findings:

- High variability in diversion performance across audited multi-residential buildings will require customized solutions to address structural and behavioral issues.

Recommended Actions:

- Build on data collection to isolate building specific issues and provide appropriate support.
- Integrate existing RFID weights collected from multi-residential into the existing database.
- Track performance on a geographical basis to identify problematic routes.
- Conduct site visits at buildings with high waste generated per unit.
- Consider revising waste audit categories to focus on problematic materials; vary criteria for building selection e.g. demographics, income, maturity of recycling program, infrastructure; conduct detailed analysis to identify material-specific capture rates.
- Develop new promotion and educational material based on 2019 audits; deliver digitally through social media.
- Develop guidelines and standard forms for staff to determine adequacy of bins and promotion and educational material; coordinate visits with local municipalities at buildings with low capture rates.
- Work with local municipalities to harmonize information and provide a consolidated and easily accessible online toolkit.
- Conduct pilot where in-unit totes are delivered to 2019 audited buildings; consider providing in-unit totes to all multi-residential buildings.

Recommended Actions *continued*:

- Target clean loads of fibre based on end market restrictions; consider facilitating a direct relationship between a cardboard buyer and multi-residential buildings.
- Facilitate working group to include Region staff, local municipalities and multi-residential stakeholders to encourage residents to participate in waste diversion; prepare appropriate supporting materials.
- Determine current financial impacts from low capture and high contamination rates; develop draft financial incentive model and solicit feedback from local municipalities.
- Review effectiveness of current design standards for waste management; consult key stakeholders to present minimum design standard requirements for multi-residential; draft bylaws to enforce non-compliance based on other municipal experiences.
- Train superintendents on communicating diversion programs.
- Consider technology to improve storage and collection e.g. solar powered trash compactors, food waste grinders, underground storage systems.
- Compactor/bin monitoring for on demand pick-ups.
- Promote recycling rewards programs.

Link to Objectives:

- **Objective 2:** Region and local municipalities maintain leadership in waste diversion by researching and sharing best practices, approaches and technologies, particularly for multi-residential buildings.
- Local municipalities include standards for waste diversion and material storage and collection in the approval process for new multi-residential developments.

Appendix E Summary: New and Emerging Initiatives and Technologies in Waste Management

Purpose:

- Conduct a jurisdictional and market scan of new and emerging technologies and initiatives within the waste management industry.
- Summarize findings and identify whether the technology is ready to be implemented for York Region, or be monitored as the technology or initiative is still developing.

Key Findings:

- Applicable technologies and initiatives for York Region were based on its ability to meet one or more of the Region's five key priorities: *Reducing GHG emissions; Increasing cost savings; Increasing overall waste diversion; Decreasing contamination within waste streams; and Aligning local policies with provincial and federal policies.*
- With the proliferation of complex materials to be managed, the Region has to consider technologies and initiatives along the entire waste management supply chain.

Recommended Actions:

- **Using Data to Maximize Diversion:** Immediate focus on data collection at different waste sources to better understand the composition and capture rates; ensure producer responsible material are not inadvertently flowing through municipal waste streams.
- **Cart Based Collection:** Collaborate with local municipalities to consider assessing the impacts of switching to cart based collection; assess the impacts of the blue box transition on residual waste and green bin programs.
- **Electric Trucks:** Monitor findings from the US and other municipalities using electric trucks
- **Autonomous Collection Trucks:** Monitor technology trials and potential impacts on transfer stations.

Recommended Actions *continued*:

- **Underground/Automated Waste Collection Systems:** Consider a study to determine if this system would be appropriate for the Langstaff Development as a model for future developments in York Region.
- **Public Space Green Bin Collection:** Immediate implementation due to low cost and alignment with existing green bin program.
- Study Solar Compacting Garbage Bins and identify underserved areas for its use.
- Monitor end market developments for Construction, Renovation & Demolition Waste.
- **On-Site Organics Management:** Evaluate existing technology and potential applications to address food and organic waste at municipal sites.
- **Mixed Waste Processing:** York Region should actively participate in discussions with Durham Region, and other municipalities to support mutually beneficial investments and advancements.
- **MRF Robotic & Artificial Intelligence Technology:** Continue to monitor as this technology was designed for MRFs, but as the blue box program transitions, the need for this technology may not be relevant.

Link to Objectives:

- **Objective 2:** The Region and local municipalities leverage technology to improve data collection, analysis and information sharing from facilities and operations, in support of greater efficiency and more strategic decisions.

Appendix F Summary: Residual Waste Processing Plan

Purpose:

- In order to continue to meet the Region's Official Plan target of over 90 per cent diversion from landfill, the Region needs to secure stable long-term energy-from-waste (EFW) processing capacity.
- This Residual Waste Processing Plan considers alternative methods of securing long term processing capacity.

Key Findings:

- The Region can secure up to 120,000 tonnes of annual EFW processing capacity from privately owned facilities.
- Projected residual waste tonnages are not expected to reach levels (250-270,000 tonnes/year) required to support expanded Durham York facility operations until the 2035 to 2040 timeframe.
- Expansion approvals may take up to 8-12 years.
- The Region can secure up to 40,000 tonnes of landfill capacity to manage non-recyclable materials not suitable for EFW.

Recommended Actions:

- That the Region issue an RFP in Q4 2020 to secure up to 120,000 tonnes of annual EFW processing capacity from privately owned facilities. This new contracted capacity will serve as an interim bridge until York Region and Durham Region have enough time and residual waste tonnage to implement expansion of the Durham York Energy Centre to 250,000 to 270,000 tonnes per year.
- The recommended contract structure consists of an initial term of approximately 12 years, beginning in September 2023 at the conclusion of current contracts with Covanta Niagara and the initial term of the Emerald EFW contract. The recommended contract end date of Jan 2036 coincides with the end of the first term of the Durham York Energy Centre (DYEC) operating contract.
- Following this initial term, it is recommended that a series of two to three year optional term extensions be provided between January 2036 and January 2046. This will provide the Region with flexibility on the implementation plan and timing for DYEC expansion.
- In addition, staff recommend that an RFP be issued to secure up to 40,000 tonnes of landfill capacity to manage non-recyclable materials that are not suitable for EFW from the end of its existing contract in June 2025 through January 28, 2046 to coincide with the end of the EFW contracts.

Link to Objectives:

- **Objective 2:** Region secures long-term contracts to recover energy from residual materials.

Appendix G Summary: Initiating a Circular Economy

Purpose:

- Review circular economy activities currently occurring in York Region.
- Conduct jurisdictional scan of other circular economy initiatives and policies.
- Recommend actions that the Region could carry out to address the current linear system and work with stakeholders and collaborate to create and initiate circular economy solutions.

Key Findings:

- Extended Producer Responsibility is a crucial component of the circular economy.
- Most municipal examples of the circular economy have placed an emphasis on engagement with stakeholders, particularly with businesses. Partnerships with businesses and other levels of government can help ensure access to adequate support and resources for a successful circular economy system.
- Through implementation of a circular waste system, the Region has the opportunity to:
 - » Influence upstream design and decision making at all consumer levels.
 - » Support provincial and federal waste prevention, reduction and reuse initiatives.
 - » Engage with residents, non-governmental, and governmental organizations that have some degree of legislative control to effect change in the design and distribution of products.
 - » Develop advocacy positions related to community and sustainable development that support the implementation of efficient and effective waste management systems, and to have consideration of impacts on waste generation and management in the decision making process when such policies are developed.

Recommended Actions:

- Continue to advocate for an Extended Producer Responsibility (EPR) system.
- Develop a Green Procurement Policy that builds repair and reuse into the Region's procurement and discard policies, including a policy regarding preference for durable, repairable, and reusable items.
- Advocating for regulations that support the circular economy by providing frameworks, processes, and/or focusing on specific packaging or products.
- Funding circular economy activities, supporting circular economy research, can accelerate the growth of the circular economy in the Region.
- Create more opportunities for sharing, reusing and repurposing.
- Participate in the Circular Economy community by joining and participating in circular economy groups like the Ellen MacArthur Foundation.
- Develop a municipal circular economy working group, drawing from the Municipal 3Rs Collaborative member group and utilizing their knowledge and expertise.
- Develop an internal Circular Economy Committee. With the purpose of championing internal circular economy activities, developing circular corporate policies, and communicating and educating other employees on circular economy practices.

Link to Objectives:

- **Objective 3:** Inspire people across the Region to embrace SM4RT Living and advance the circular economy.

Appendix H Summary: Final Report of Data Measurement Approach

Purpose:

- Review effectiveness of current data management practices.
- Summarize best practices related to data gathering, performance measurement and reporting methodology in other similar jurisdictions.
- Make recommendations to better measure and report progress on waste reduction and diversion initiatives moving forward.

Key Findings:

- Common ground exists between York Region and local municipalities on tracking and reporting of data:
 - » All municipalities believe that data tracking highlights potential issues
 - » Data informs decision-making (e.g., policies, programs, resource, infrastructure)
- Context and needs for each local municipality were different
- Current data tracking and reporting system has deficiencies
- Four main themes related to top concerns:
 1. Intended audience
 2. Context
 3. Current metrics
 4. Need for new metrics

Recommended Actions:

- Expand the intended audience for the *Balanced Scorecard* and the *Annual Solid Waste Diversion Report* to include federal and provincial governments, local municipal councils, community partners and residents. Combine these two reports into one report.

Recommended Actions *continued*:

- Adapt the *Balanced Scorecard* to group local municipal partners by population density in separate tables. Include a separate analysis for each local municipality to illustrate their five-year trend related to key metrics and associated context (e.g., highlighting new programs that were introduced over the previous year, etc.).
- Amend waste reduction measurement to focus on residual waste and household organic waste. Reset waste reduction targets to take these changes into account.
- Continue to report on the amount of material diverted through municipal programs separately from the waste reduction/generation rates.
- Explore the following additional metrics and consider for future reporting:
 - » Producer responsibility
 - » Accessibility
 - » GHG emission reduction
 - » Recycling efficiency
 - » Financial efficiency
 - » Expand the Datacall spreadsheet to include some additional context to explain changes to municipality's annual waste generation.

Link to Objectives:

- **Objective 2:** Region works with other Ontario municipalities to standardize record-keeping and data reporting across the province to provide consistent evidence for advocacy positions.

From: Van Dusen, Regina on behalf of Regional Clerk
Sent: Monday, May 4, 2020 2:26 PM
Subject: Regional Council Decision - 2019 Development Charge Reserve Fund Statement2019
Attachments: Development Charge Reserve Fund Statement.pdf

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 April 30, 2020 Regional Council made the following decision:

1. The Regional Clerk circulate this report to the local municipalities and the Building Industry and Land Development Association, York Region Chapter.

The original staff report is attached for your information.

Please contact Edward Hankins, Director, Treasury Office and Deputy Treasurer at 1-877-464-9675 ext. 71644 if you have any questions with respect to this matter.

Regards,

Christopher Raynor | Regional Clerk, Office of the Regional Clerk, Corporate Services

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

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

The Regional Municipality of York

Committee of the Whole
Finance and Administration
April 16, 2020

Report of the Commissioner of Finance

2019 Development Charge Reserve Fund Statement

1. Recommendations

The Regional Clerk circulate this report to the local municipalities and the Building Industry and Land Development Association, York Region Chapter.

2. Summary

This report provides a year-end summary of development charge activity and reserve balances for 2019, as required under the *Development Charges Act, 1997, as amended* (the Act).

Key Points:

- As of December 31, 2019, development charge reserve balances total \$270.0 million
- Reserve balances declined by \$67.9 million from 2018 due to draws exceeding collections by \$78.6 million, partially offset by \$10.7 million of interest earned during the year
- The Treasurer's Reserve Fund Statement is in compliance with the *Development Charges Act, 1997, as amended*

3. Background

Development charges are a major funding source for the Region's capital plan

Development charges are imposed to recover growth-related capital costs from residential and non-residential developments. Since the majority of York Region's capital expenditures are due to growth, development charges are a key source of funding for its capital plan.

Development charge reserves are governed by the Act

The Act specifies how development charge reserves are established and reported upon.

Sections 33 and 43 of the Act require that:

- A municipality that has passed a development charge bylaw shall establish a separate reserve fund for each service to which the development charge relates and fund only eligible capital costs from the reserve fund
- The Treasurer of the municipality shall provide Council a financial statement relating to development charge bylaws and reserve funds established

The financial statement must identify all assets where capital costs were funded under a development charge bylaw. Municipalities are also required to identify all other sources of funding applied to each project funded with development charges and provide details on activities for each development charge reserve for the year.

4. Analysis

As of December 31, 2019, the development charge reserves had a balance of \$270.0 million

As at December 31, 2019, the development charge reserves had a balance of \$270.0 million, a decline of \$67.9 million from 2018. The activity for the year is shown on Table 1.

Table 1

Development Charge Activity in 2019 (in \$ millions)

Service	Opening Balance	Collections³	Draws	Interest	Closing Balance¹
Regional Roads	341.8	82.7	75.4	12.7	361.8
Water Supply ⁴	(31.4)	34.7	78.4	(2.0)	(77.1)
Wastewater Servicing ⁴	(77.4)	69.9	98.1	(3.8)	(109.4)
General Services ²	<u>104.9</u>	<u>29.4</u>	<u>43.4</u>	<u>3.8</u>	<u>94.7</u>
Total	337.9	216.7	295.3	10.7	270.0

Note 1: Reserve balance includes opening balance plus collections, expenditures and interest accrual.

Note 2: General Services includes transit, subway, waste diversion, police, paramedic services, public health, senior services, social housing, public works, growth studies, court services and GO Transit.

Note 3: Development charge collections are reported net of development charge credits.

Note 4: Water Supply and Wastewater Servicing components of this reserve have deficits as a result of the need to build capacity in this infrastructure in advance of planned growth. These deficits will be reduced as the growth occurs in the future and the related development charges are received.

The Treasurer's Reserve Fund Statement is comprised of five schedules

Attached to this report are five schedules (see Attachment 1) which make up the financial statement required by the Act:

- Schedule 1 summarizes the development charge reserves established under the authority of *the Act, 1997*, and the Development Charge Bylaw:
- Schedule 1 (A) provides a further breakdown of the General Services column on Schedule 1.
- Schedule 1 (B) provides details of the development charge credits shown on Schedule 1.
- Schedule 2 shows the 2019 general services capital project expenditure details.
- Schedule 3 shows the 2019 roads-related development charge expenditure details.
- Schedule 4 shows the 2019 water supply-related development charge expenditure details.
- Schedule 5 shows the 2019 wastewater servicing-related development charge expenditure details.

The Treasurer's Reserve Fund Statement is in compliance with the *Development Charges Act, 1997, as amended*

As of December 31, 2019, this reserve fund statement is in compliance with the *Development Charges Act, 1997, as amended*. The Region has not imposed, directly or indirectly, any additional levies or required construction of a service, except as may be permitted under the Act or another act.

5. Financial

Development charge collections were below the 2019 forecast

Development charge collections in 2019 were \$216.7 million (based on units of 4,965 and 192,230 sq. m.), which represented an amount \$123.4 million less than the forecast of \$340.1 million. This forecast was based on a unit forecast of 6,889 and a gross floor area forecast of 277,294 sq. m.

Development charges fund debt payments as well as growth infrastructure

Development charges fund infrastructure in one of two ways; it pays for growth infrastructure directly, or it pays down debt that was issued in order to build growth infrastructure. In 2019, \$302.2 million was taken out of the Development Charge reserves; \$234.1 million was for debt servicing for Development Charge funded projects, while a further \$68.2 million was used to fund capital projects directly.

As at December 31, 2019, the Region had \$2.43 billion of debt outstanding that will be funded through future development charge collections out of a total debt of \$2.65 billion.

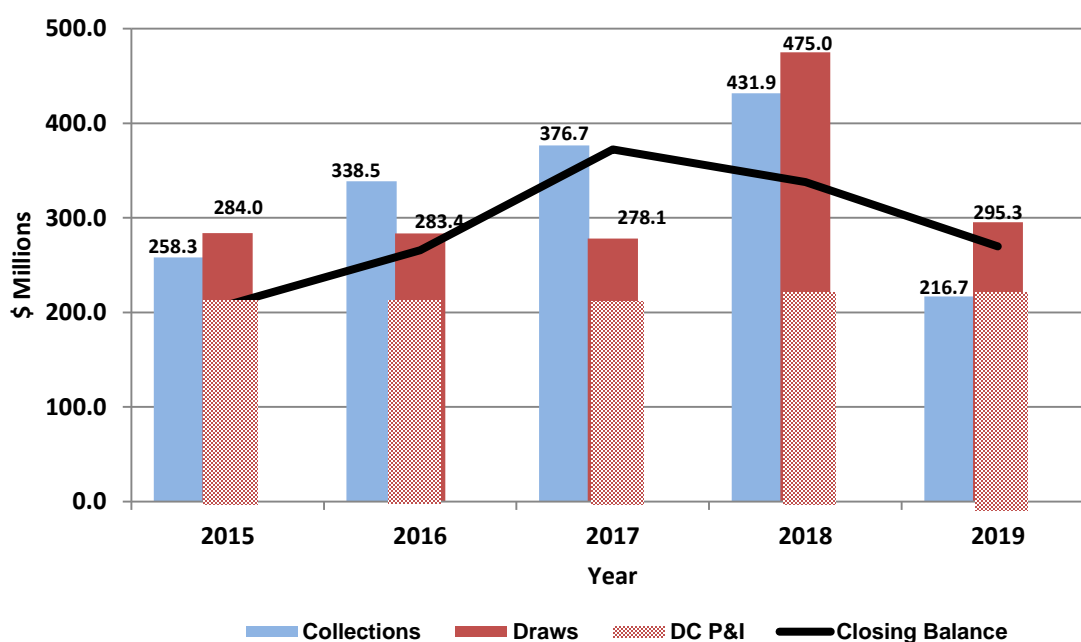
As per the Capital Financing and Debt Policy, it is the Region's practice to maintain a cash balance in the Development Charge Reserves equal to a range of 75 to 100 per cent of the projected annual principal and interest payments during the fiscal year for growth-related debt. In this way the Region manages the total balance in the Development Charge Reserves against uncertainties in the development charge collections and fluctuations in the level of outstanding debt from year-to-year.

Chart 1 compares development charge collections and draws during the past five years. This chart demonstrates that for four of the past five years, the closing balance of the reserves have always been above the principal and interest that has to be repaid

Chart 1

York Region 2015 - 2019 Development Charge

Collections and Draws Comparison (in \$M)



6. Local Impact

Development charges are an important revenue source for funding growth-related infrastructure, which benefits all municipalities in York Region.

7. Conclusion

The 2019 Development Charge Reserve Fund Statement presented in this report satisfies the Region's reporting obligations pursuant to the *Development Charges Act, 1997, as amended*.

For more information on this report, please contact Edward Hankins, Director, Treasury Office and Deputy Treasurer at 1-877-464-9675 ext. 71644. Accessible formats or communication supports are available upon request.

Recommended by: **Laura Mirabella, FCPA, FCA**
Commissioner of Finance and Regional Treasurer

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

March 6, 2020
Attachments (1)
eDocs #10462725

Attachment 1

**Regional Municipality of York
Development Charge Reserve Fund Statement
January 1, 2019 to December 31, 2019**

	General Services ¹	Regional Roads	Water Supply	Wastewater Servicing	2019 Total
Opening Balance at January 1, 2019	\$104,959,326	\$341,812,696	(\$31,410,736)	(\$77,416,812)	\$337,944,473
Development Charges Collected (Gross) ²	29,274,967	82,707,795	34,702,289	70,485,443	217,170,494
Development Charge Credits Issued ³				(501,187)	(501,187)
Development Charges Collected (Net)	\$29,274,967	\$82,707,795	\$34,702,289	\$69,984,256	\$216,669,307
Interest ⁴	3,806,173	12,660,592	(2,015,460)	(3,814,580)	10,636,726
Revenue Sub -Total	\$33,081,140	\$95,368,387	\$32,686,829	\$66,169,676	\$227,306,032
Expenditures	\$43,249,388 ⁵	\$75,445,908 ⁶	\$78,423,709 ⁷	\$98,174,380 ⁸	\$295,293,386
Closing Balance at December 31, 2019	\$94,791,078	\$361,735,175	(\$77,147,616)	(\$109,421,516)	\$269,957,120

NOTES :

1. See Schedule 1(A) for breakdown.
2. Adjusted to reflect gross DC collections before the deduction of DC credits.
3. See Schedule 1(B) for breakdown.
4. Interest earned or internal borrowing cost.
5. See Schedule 2 for breakdown.
6. See Schedule 3 for breakdown.
7. See Schedule 4 for breakdown.
8. See Schedule 5 for breakdown.

Regional Municipality of York
General Services Details
Development Charge Reserve Fund Statement
January 1, 2019 to December 31, 2019

	Opening Balance January 1, 2019	Development Charges Collected (Gross)	Development Charges Collected (Net)	Interest	Revenue Sub-Total	Expenditures	Closing Balance December 31, 2019
Growth Studies	\$8,502,257	\$9	\$9	\$293,614	\$293,623	\$2,055,189	\$6,740,691
Police	9,024,483	4,462,756	4,462,756	316,213	4,778,970	4,751,455	9,051,998
Paramedic Services	(2,678,268)	1,632,020	1,632,020	(78,853)	1,553,167	3,370,093	(4,495,195)
Public Health	9,784,670	458,412	458,412	364,363	822,775	22,675	10,584,769
Senior Services	19,626,892	(341)	(341)	719,704	719,363	0	20,346,255
Social Housing	5,994,835	787,030	787,030	224,983	1,012,013	408,999	6,597,849
Public Works	19,634,764	1,012,107	1,012,107	735,134	1,747,241	(49,907)	21,431,911
Subway	24,064,202	12,558,806	12,558,806	1,098,849	13,657,655	(60,540)	37,782,397
Transit Infrastructure	14,883,769	6,698,334	6,698,334	288,902	6,987,236	31,574,462	(9,703,457)
GO Transit	421,036	1,254,351	1,254,351	9,820	1,264,171	1,178,599	506,608
Court Services	(4,717,586)	195,741	195,741	(184,665)	11,076	(1,060)	(4,705,449)
Waste Diversion	418,272	215,742	215,742	18,109	233,851	(576)	652,699
2019 Total	\$104,959,326	\$29,274,967	\$29,274,967	\$3,806,173	\$33,081,140	\$43,249,388	\$94,791,078

NOTES :

Regional Municipality of York
Development Charge Credits Issued
January 1, 2019 to December 31, 2019

Municipality	Subdivision	Developer	Hard Services		
			Regional Roads	Water Supply	Wastewater Servicing
Town of East Gwillimbury	19T-09E02 Phase 1B	Minto Communities Inc.			\$501,187
Total Development Charge Credits Issued ¹					\$501,187

NOTE :

1. To register for a plan of subdivision, developers are required to pay development charges for hard services (i.e., regional roads, water supply and wastewater servicing). Development charge credits issued are direct reductions against these applicable hard services. The remaining development charges are collected at the building permit stage. Net development charge collections consist of gross collections less credits.

Regional Municipality of York Development Charge Reserve
Capital Program Expenditures
January 1, 2019 to December 31, 2019

Service Category	Project Number	Project Description	Development Charge Reserve Funding	Other Project Funding			2019 Total Project Funding
				Tax Levy Funding	User Rate Funding	Other ¹	
Growth Studies	90000	Business Management	387,820	5,121		41,555	434,496
	95000	Long Range Strategic Planning	1,044,603			123,357	1,167,959
	35000	Development Tracking System	622,767	12,710			635,476
			2,055,189	17,831		164,912	2,237,932
Police	26160	Debenture Payments ²	4,431,832			6,390,446	10,822,278
	16540	Allocation of Financing Costs for 2019	(4,952)				(4,952)
	29010	Vehicles	436	3,162,583		913,000	4,076,019
	29042	Radio System	50,628	175,288		79,000	304,915
	29043	District 4 Renovation	43,840	28,427		212,000	284,267
	29020	Special Equipment Training	2,220	503,142		1,097,000	1,602,362
	29046	Substation Outlook	42,159	4,684			46,844
	29051	Community Safety Village Expansion	13,870	125,541		1,116,000	1,255,411
	29035	Closed Circuit System	62,780	217,364			280,144
	29014	Specialized Equipment	35,070	202,628			237,698
	29011	Business Intelligence	30,580	105,877			136,457
	29047	Forensic Lab Equipment	42,244	146,260			188,503
		MICAH Grant	(12,352)				(12,352)
		Sinking Fund Surplus	(107,871)				(107,871)
	29045	Land Bank Acquisition	2,448	272			2,720
	29037	Marine Patrol Boat	24,836	86,068			110,905
	29026	Squad Car Dashboard Video	3,450	(3,451)			(1)
	29023	Technical Investigations	90,238	312,429			402,667
			4,751,455	5,067,112		9,807,446	19,626,012
Paramedic Services	16540	Allocation of Financing Costs for 2019	(1,182)				(1,182)
	54665	Paramedic Services Station 22 - Gormley	66,279	7,364			73,644
	54640	Paramedic Services Station 16 - Newmarket Northwest	97,711	227,992			325,703
	54675	Paramedic Services Station 29 - Thornhill Markham	68,826	33,139			101,965
	54420	Paramedic Services Station 13 - Holland Landing	18,751	9,028			27,780
	54601	Paramedic Services Station 27 - Markham Northwest	104,195	11,577			115,772
		MICAH Grant	(5,408)				(5,408)
	54638	Paramedic Services Station Land Acquisition Growth	2,378,715	590,967			2,969,682
	54650	Paramedic Services Station 25 - Markham Southeast	499,579	55,509			555,087
	54301	Paramedic Services Station New Vehicles	142,628	15,848			158,475
			3,370,093	951,423		0	4,321,517
Public Health	H52002	Georgina Link Hub	24,275	7,222			31,497
		MICAH Grant	(1,600)				(1,600)
			22,675	7,222	0	0	29,897
Social Housing	67675	Richmond Hill Hub	405,215	660,352		5,320,574	6,386,141
	67510	Social Housing Predevelopment	6,632	37,581			44,213
		MICAH Grant	(2,848)				(2,848)
			408,999	697,933	0	5,320,574	6,427,506
Public Works		MICAH Grant	(2,784)				(2,784)
	99900	Fleet	(47,123)			14,000	(33,123)
			(49,907)				(49,907)
Subway	16540	Allocation of Financing Costs for 2019	(25,916)				(25,916)
		MICAH Grant	(34,624)				(34,624)
			(60,540)	0	0	0	(60,540)
Waste Diversion		MICAH Grant	(576)				(576)
Court Services		MICAH Grant	(544)				(544)
	16540	Allocation of Financing Costs for 2019	(516)				(516)
			(1,060)				(1,060)
Transit Infrastructure	90000/38001	Debenture Payments ²	21,470,512	12,354,121		54,218,149	88,042,782
	81582	Transit Garage North	998,141	6,131,440			7,129,581
	81585	Rapid Transit Bus Garage	9,556	248,709			258,264
	82150	Bus Loops & Stops Expansion	407,686	991,855			1,399,542
	82155	Major Mackenzie West Terminal	484,187	99,171			583,358
	84399	Mobility Plus Bus Expansion	114,491				114,491
		Sinking Fund Surplus	(45,479)				(45,479)
		MICAH Grant	(17,888)				(17,888)
	84799	VIVA Bus Expansion	2,607,544	534,075			3,141,619
	90992	Facilities and Terminals	5,195,873	3,047,226		5,188,078	13,431,176
	90999	Bus Rapid Transit and Light Rail Transit Studies	349,838	(51,368)			298,470
			31,574,462	23,355,228		59,406,227	114,381,396
GO Transit	15800	GO Transit (Metrolinx)	1,178,599				1,178,599
Regional Roads		See Schedule 3 for Details	75,445,908	8,957,870		45,221,036	129,624,814
Water Supply		See Schedule 4 for Details	78,423,709	(39,107)		13,876	78,398,479
Wastewater Servicing		See Schedule 5 for Details	98,174,380	0		1,134,444	99,308,824
Total Capital Programs			\$295,293,386	\$39,015,512	\$0	\$121,068,515	\$455,422,893

NOTES :

1. Other consists of proceeds from debenture issues, third party recoveries, other capital reserves, provincial/federal grants, fees and charges.
2. Debenture payments include both principal and interest.
3. The development charge reserve funding for Business Management was used to fund Development Charge Background Study-related work.

Regional Municipality of York Development Charge Reserves
Regional Roads Capital Program Expenditures
January 1, 2019 to December 31, 2019

Project Number	Project Description	Development Charge Reserve Funding	Tax Levy Funding	Other Project Funding ¹	2019 Total Project Funding
85580	Rutherford Road - Dufferin Street to Bathurst Street	\$13,832,727	\$1,520,487		\$15,353,214
85650	Major Mackenzie Drive - Canadian Pacific Railway to Highway 27	4,395,445	2,236,802	6,740,000	13,372,247
39970	Miscellaneous Development Charge Credit Payments to Developers ²	3,188,222	354,247		3,542,469
88192	Markham Road and Whistling Cessation	1,241,525	55,000	2,670,000	3,966,525
85560	Rutherford Road - Keele Street to Dufferin Street	1,232,528			1,232,528
82680	Mid Block Crossing - Highway 404 North of Highway 7	1,160,054		7,448,843	8,608,898
83450	Major Mackenzie Drive - Highway 27 To Highway 50	1,099,946	122,437		1,222,383
81010	King Road at Weston Road	966,053	366,994	2,286,000	3,619,048
85660	Major Mackenzie Drive - Pine Valley Drive to Weston Road	790,571	87,841	(16,216)	862,196
81968	Mid Block Crossing - Highway 404 North of 16th Avenue	610,977		4,189,229	4,800,207
81030	Leslie Street at 19th Avenue	582,714	277,312	1,920,000	2,780,026
99550	McCowan Road - Steeles Avenue to 14th Avenue	544,506	58,865		603,371
86880	Pedestrian Cycling Municipal Partnership Program	496,476	55,362		551,839
81932	Quality Standards 2017 Purple	471,674	802,195	6,750,650	8,024,519
81915	Leslie Street - Elgin Mills Road to 19th Avenue	376,242	121,471	717,000	1,214,713
82685	Highway 404 Northbound offramp Extension at Highway 7	352,243		(233,018)	119,225
99240	Kennedy Road - Steeles Avenue to 14th Avenue	339,402	351,371		690,773
84200	Doane Road - Highway 404 to Yonge Street	326,416	36,639		363,054
85620	2nd Concession - Green Lane to Doane Road	326,102	35,775		361,877
80230	Portable Snow Melting Facilities	321,098			321,098
84045	Lake to Lake Cycling - Markham	310,936	37,016	(154,035)	193,917
39910	Miscellaneous Design Surveys Future Projects	301,117	90,346	542,000	933,464
83920	Traffic Safety Program Improvements	295,640			295,640
85710	Yonge Street - Davis Drive to Green Lane	276,377	95,716	856,456	1,228,549
80121	Development Transportation Demand Mangement	270,880	29,890	60,000	360,771
81969	Elgin Mills Road - Yonge Street to Bathurst Street	242,781	26,976		269,757
83830	ODA Traffic Signals Improvement	241,587	26,516		268,103
91000	Debenture Payments	40,244,785			40,244,785
16540	Allocation of Financing Costs for 2019	(38,527)			(38,527)
	MICAH Grant	(194,304)			(194,304)
	Sinking Fund Surplus	(60,064)			(60,064)
72600	Tree Funding	927,148	534,519	208,853	1,670,521
	Various Programs (78) ³	(27,370)	1,634,091	11,235,274	12,841,995
Total Regional Roads Capital Programs		\$75,445,908	\$8,957,870	\$45,221,036	\$129,624,814

NOTES :

1. Other project funding consists of proceeds from debenture issues, third party recoveries, other capital reserves, provincial/federal grants, fees and charges.
2. Miscellaneous Development Charge Credit Payments to Developers consists of the payout of the development charge credit for work undertaken by developers such as intersection improvements.
3. Consists of 78 minor road projects using development charge reserve funding.

Regional Municipality of York Development Charge Reserves
Water Supply Capital Program Expenditures
January 1, 2019 to December 31, 2019

Project Number	Project Description	Development Charge Reserve Funding	User Rate Funding	Other Project Funding ¹	2019 Total Project Funding
72390	Water for Tomorrow Program	\$878,459			\$878,459
75690	South Maple Pumping Station Upgrade	605,435			605,435
79670	Water System Capacity Assessment	470,761			470,761
73170	King City - Additional Water Supply Watermain	436,848			436,848
75420	Pump District 7 Maple Pumping Station Upgrade Flowmeter	289,646	(39,107) ²		250,539
72440	Aurora Newmarket Water Study	189,054			189,054
73140	Nobleton Elevated Tank Water Main to Town	164,696			164,696
71200	Mount Albert Well 3	89,466			89,466
75480	Newmarket East Yonge Elevated Tank Yonge Water Main	84,160			84,160
72200	Georgina Water Station - Sutton Parallel Water Main	76,015		(185,422) ²	(109,406)
74260	Kennedy Watermain Milliken Pumping Station to Major Mackenzie Drive	64,246			64,246
78270	Ballantrae Water Servicing	57,591			57,591
70050	Wellington Leslie Water Main	44,610			44,610
72500	Georgina Water Station - Georgina Water Treatment Plant	41,558			41,558
78310	Nobleton Water Wastewater Servicing	29,218		199,298	228,516
70120	Orchard Heights Pumping Station Upgrade	21,995			21,995
75700	Water Servicing Richmond Hill - Langstaff Road	12,447			12,447
75460	Yonge Green Lane - 2nd Concession to Davis	7,807			7,807
73300	Master Plan Water	3,504			3,504
78120	Stouffville Zone 2 Pumping Station - Markham Reservoir Water Main	866			866
78140	Stouffville Zone 2 Elevated Tank	(19,598) ²			(19,598)
71150	Mount Albert Watermain	(183,256) ²			(183,256)
46950	Debt Payments	75,574,426			75,574,426
	Sinking Fund Surplus	(369,300)			(369,300)
	MICAH Grant	(125,440)			(125,440)
16540	Allocation of Financing Costs for 2019	(21,504)			(21,504)
Total Water Supply Capital Programs		\$78,423,709	(\$39,107)	\$13,876	\$78,398,479

NOTES :

1. Other project funding consists of proceeds from debenture issues, third party recoveries, other capital reserves, provincial/federal grants, fees and charges.
2. Negative amounts in represent adjustments from a prior period.

**Regional Municipality of York Development Charge Reserves
Wastewater Servicing Capital Program Expenditures
January 1, 2019 to December 31, 2019**

Project Number	Project Description	Development Charge Reserve Funding	User Rate Funding	Other Project Funding ¹	2019 Total Project Funding
74040	York Durham Sewer System Southeast Collector	\$1,215,506		\$648,071	\$1,863,577
77470	Kleinburg Water Pollution Control Plant Expansion	875,503			875,503
75640	Waste Water System Capacity Monitor Studies	615,371			615,371
75760	North Don Relief Sewer	598,937			598,937
73050	Nobleton Sewage Study Environmental Assessment	483,288			483,288
79100	York Durham Sewer System Wastewater Master Plan Update	161,260			161,260
75810	Humber Pumping Station Electrical Upgrade	145,682			145,682
72240	Keswick Water Pollution Control Plant Environmental Assessment Study	103,341			103,341
72230	Joe Dales Forcemain	55,589			55,589
73670	Peel Diversion Buy In Costs	1,739			1,739
77290	Black Creek Pumping Station	227			227
78310	Nobleton Water Wastewater Servicing	(27,247) ²		247,986	220,739
75330	Green Lane Sewer Diversion	(89,124) ²			(89,124)
72360	Duffin Creek Water Pollution Control Plant Outfall	(267,000) ²		238,387	(28,613)
70250	Wellington Water Main - Leslie to Bayview	(1,303,066) ²			(1,303,066)
44950	Debtenture Payments	94,928,904			94,928,904
	Payment to City of Toronto re Tri-Party Agreement	2,517,847			2,517,847
	Sinking Fund Surplus	(1,543,269)			(1,543,269)
	MICAH Grant	(257,856)			(257,856)
16540	Allocation of Financing Costs for 2019	(41,252)			(41,252)
Total Wastewater Servicing Capital Programs		\$98,174,380		\$1,134,444	\$99,308,824

NOTES :

1. Other project funding consists of proceeds from debtenture issues, third party recoveries, other capital reserves, provincial/federal grants, fees and charges.
2. Negative amounts in Development Charge Funding represent adjustments from a prior period.

From: Switzer, Barbara on behalf of Regional Clerk
Sent: Monday, May 4, 2020 2:57 PM
Subject: Regional Council Decision - Social Service Response to COVID-19 Global Pandemic
Attachments: Social Service Response to COVID-19 Global Pandemic.pdf

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 April 30, 2020 Regional Council made the following decision:

1. Council authorize the Commissioner, Community and Health Services and the Regional Chairman to adjust, re-allocate, cancel or provide new Community Investment Fund funding for projects and initiatives in 2020 to maximize funding for priority social service initiatives that respond to COVID-19 needs.
2. Council authorize the Commissioner, Community and Health Services and the Regional Chairman to direct any new federal, provincial or other external funding York Region receives for social services towards eligible priority projects and initiatives that respond to COVID-19 needs.
3. The Commissioner of Community and Health Services report back on the progress of social service initiatives the Region undertakes and funds in support of the COVID-19 global pandemic.
4. The Regional Clerk circulate this report to the local municipalities, the United Way Greater Toronto and local Members of Parliament and Members of Provincial Parliament.

The original staff report is attached for your information.

Please contact Joseph Silva, Director, Strategies and Partnerships at 1-877-464-9675 ext. 74182 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
Community and Health Services
April 16, 2020

Report of the Commissioner of Community and Health Services

Social Service Response to COVID-19 Global Pandemic

1. Recommendations

1. Council authorize the Commissioner, Community and Health Services and the Regional Chairman to adjust, re-allocate, cancel or provide new Community Investment Fund funding for projects and initiatives in 2020 to maximize funding for priority social service initiatives that respond to COVID-19 needs.
2. Council authorize the Commissioner, Community and Health Services and the Regional Chairman to direct any new federal, provincial or other external funding York Region receives for social services towards eligible priority projects and initiatives that respond to COVID-19 needs.
3. The Commissioner of Community and Health Services report back on the progress of social service initiatives the Region undertakes and funds in support of the COVID-19 global pandemic.
4. The Regional Clerk circulate this report to the local municipalities, the United Way Greater Toronto and local Members of Parliament and Members of Provincial Parliament.

2. Summary

This report responds to the request made at the [April 2, 2020](#) meeting of Council for information on the needs of vulnerable residents as a result of the COVID-19 pandemic, actions in response, and recommendations on Regional funding to enable the Region to respond to the pandemic and the social service needs. This report focuses on the social service needs of vulnerable residents. Health needs are addressed through regular updates by the Medical Officer of Health.

Key Points:

- The Region has taken decisive action as the COVID-19 emergency has evolved, by adapting delivery of essential regional programs and services while putting new structures and supports in place to contain spread of the virus, protect the health and safety of residents, and start to address emerging social service needs. The situation is dynamic, and actions will continue to be implemented and evolve.

- The Region is one player in the broader system supporting York Region residents, with a variety of mandates and programs for delivery of human services. The Region is adapting and enhancing core services to respond to the growing needs in York Region as a consequence of the COVID-19 global pandemic in areas such as homelessness, children's services, income supports and affordable housing.
- For social issues beyond the scope of Regional services, the Region has partnered with United Way Greater Toronto to work with community agencies to monitor trends and needs, and formulate responses to address impacts of COVID-19 on vulnerable groups through community partnerships.
- Immediate Regional actions focus on preventing the spread of COVID-19 and maintaining economic stability for our most vulnerable residents. This work includes initiatives to help the shelter and housing with supports system adapt to meet emergency requirements, implement a temporary rent benefit program for those in community housing, and giving flexibility to funded social service agencies to help address immediate needs resulting from COVID-19. The expected incremental costs of the housing and homelessness response alone are expected to exceed the provincial funding allocated to date.
- The Region is reviewing existing programs and initiatives so they can be better positioned to respond to social service needs, including projects funded under the Community Investment Fund. In 2020 funding for projects and initiatives may be augmented or amended to better address COVID-19 community needs; new projects and initiatives for the funding may also be introduced to support the Region's response.
- Regional activities complement Federal and Provincial Government actions, including various supports for immediate and longer-term needs announced through [COVID-19 Economic Response Plan](#) and [Ontario's Action Plan: Responding to COVID-19](#), respectively.

3. Background

York Region has taken action to protect the health and safety of York Region residents in the face of COVID-19 global pandemic

On January 23, 2020 York Region's Public Health Emergency Operations Centre was activated – more than a month before York Region's first case of COVID-19 was announced on February 29, 2020. The Health Emergency Operations Centre directs its efforts and resources toward the public health response. As the global and local context of COVID-19 became more acute and Public Health needed more resources, the Community and Health Services Emergency Operations Center opened on March 3, 2020. The Regional Emergency Operations Centre was fully activated on March 16, 2020.

Since the beginning of this pandemic, Public Health and Paramedic and Seniors Services have been at the forefront fighting to contain the spread of the virus. The activities and planning of these program areas are not included in the report as its focus is on social services. Information about the activities of these branches is available in the [April 2, 2020](#) presentation to Council on the Region's response to COVID-19, and through regular updates to Council and Committee by the Medical Officer of Health.

York Region has taken many actions to contain the spread of COVID-19 over the last six weeks

Social service programs have joined the fight to contain the spread of COVID-19, help the overburdened healthcare sector and help maintain the health and safety of residents. As outlined in the [April 2, 2020](#) presentation by the Chief Administrative Officer to Council, York Region's Response to COVID-19 has resulted in changes to how essential public facing programs are delivered, and in some instances, programs have been put on hold. For example:

- Providing social assistance, children's services and homelessness supports over the phone rather than in person
- Completing only urgent repairs in Housing York Inc. resident units
- Partnering with Public Health to provide guidance and supports to Emergency Housing providers to assist them in protecting staff and residents while maintaining supportive programming
- Enhancing resources for Access York to respond to increased calls/emails related to COVID-19

The Federal and Provincial Governments have enacted new legislation, emergency orders and increased funding

While the Region has acted to protect the health and safety of its residents and to keep essential programs and services running, the Federal government has focused efforts on protecting the immediate and longer-term needs of Canadians through its comprehensive [COVID-19 Economic Response Plan](#) and associated funding. The *COVID-19 Economic Response Plan* includes:

- Canada Emergency Response Benefit of \$2,000 a month for up to four months to eligible workers who have lost their income due to COVID-19 and are not eligible for Employment Insurance regular or sickness benefits. This amount is roughly equivalent to what a full-time wage earner would receive
- Canada Emergency Wage Subsidy of 75% of an employee's wages, up to \$847 per week, to support employers with gross revenue drops of at least 15% in March and 30% in April and May. The program is in effect from March 15 to June 6, 2020
- \$100 million to national, regional, and local organizations across Canada to purchase, transport and distribute food and other basic necessities and to hire temporary help to fill volunteer shortages
- One-time special payment by early May through the Goods and Services Tax credit for low- and modest-income families. The average additional benefit will be close to \$400 for single individuals and close to \$600 for couples

- An extra \$300 per child through the Canada Child Benefit for 2019 to 2020
- \$9 million through United Way Canada for local organizations to support practical services to seniors
- \$157.5 million to the Federal homelessness program, “Reaching Home”. For York Region, this funding is administered by United Way Greater Toronto. Allocations have not yet been announced

[Ontario's Action Plan: Responding to COVID-19](#) (March 2020 Economic and Fiscal Update) was released to mitigate the immediate impacts of physical distancing and closure of non-essential workplaces, schools and daycares and includes:

- One-time payment of \$200 per child up to 12 years of age and \$250 for those 0 to 21 years of age with special needs, to help families pay for extra costs associated with school and child care center closures
- \$5 million to support coordination of subsidized deliveries of meals, medicines and other essentials by working with local business, charities and health services
- \$100 million through Employment Ontario for skills training programs for workers affected by COVID-19
- The Social Services Relief Fund – a \$200 million fund created to protect health and safety of Ontario's most vulnerable people. It is comprised of:
 - \$52 million to expand access to the emergency assistance program administered by Ontario Works and the Ontario Disability Support Program to provide financial support and help with basic needs, such as food and rent
 - \$148 million to the 47 consolidated municipal service managers and district social service administration boards in Ontario for March 15, 2020 to March 31, 2021 to help address local needs. York Region was allocated \$4.98 million to be managed through the Community Homelessness Prevention Initiatives program
- \$9 million in direct support for energy costs by expanding eligibility for the Low-income Energy Assistance program
- Proposal to double the Guaranteed Annual Income System payment for low-income seniors for six months starting in April 2020. If implemented, this would increase the maximum payment to \$166 per month for individuals and \$322 per month for couples.

The federal and provincial governments have committed to a wide range of new and expanded financial supports. The Region is tracking these programs, and promoting their use.

Community Investment Fund supports community-based projects targeting gaps in social services

In [October 2019](#), Council endorsed funding of \$5.6 million for 45 projects to be delivered by 38 agencies in 2020. Funded agencies include The Food Bank of York Region, York Region Food Network, Krasman Centre, the Canadian Mental Health Association, Inn from the Cold, March of Dimes and 360 Kids. Through the Community Investment Fund, the Region supports non-profit agencies to deliver projects and initiatives that improve the well-being of vulnerable residents, particularly those living with low to moderate income. The program leverages the strengths of community agencies familiar with local needs and with the expertise to support specific populations. Projects include collection and delivery of food donations, counselling for youth experiencing trauma, mental health and substance abuse, and technical and soft skills employment training for marginalized groups.

The Region is leveraging the Community Investment Fund as part of its COVID-19 response. In the immediate term, agencies were given flexibility to use committed funding for emergency needs. Staff is now reviewing all projects to determine which should be augmented, which could pivot to help address the COVID-19 global pandemic, and which should end because they can no longer reasonably be implemented.

4. Analysis

Ripple effects of pandemic responses are impacting vulnerable populations

Needs and issues facing vulnerable populations in York Region are becoming more pronounced, as a result of mobility restrictions, job loss and isolation as more restrictions aimed at reducing the spread of the virus are put in place. As community food programs, drop-ins, libraries, community centers and school meal programs have closed, the most vulnerable are relying more than ever on the Region's critical supports and services to get by.

All Greater Toronto Area regional governments are generally consistent in how they are responding to community needs. Staff is participating on many association and provincial tables to share information and actions.

The most common need is financial help

A scan of community agencies, local municipalities, and advisory boards (Human Services Planning Board, Accessibility Advisory Committee, Community Partnership Council) was conducted two weeks ago. Forty agencies and stakeholders responded. They were asked what the most important community needs are and the top challenges their organizations are facing in meeting the needs of the most vulnerable populations served. This scan will be updated regularly and will help inform the work of the Community Coordination Table, described later in this report.

Data from Access York is being monitored to help understand evolving needs. In March, the highest numbers of calls were related to COVID-19 (3,700 calls), and financial assistance

(2,041 applying for Ontario Works, 1,830 calls from existing Ontario Works clients about payments and benefits, and 254 calls for help with utility costs). There were also 630 calls about requesting subsidized housing.

Attachment 1 summarizes findings from the community scan, check-ins with community partners, local municipalities, Access York, and 211 FindHelp.

York Region is delivering enhanced supports under provincially mandated programs while leveraging Regionally-funded initiatives and networks

The Region is responsible for the following social services, each of which is described below along with information on emerging issues. Detailed information on the Region's current and planned short term social service response is provided in Attachment 2. Short-term critical goals for social service actions are to:

- Prevent the spread of COVID-19, especially in vulnerable populations
- Maintain the health and safety of vulnerable populations, especially with respect to housing and shelter
- Reduce the burden on the health care system

Initiatives that support these goals will mitigate health impacts and support responses focused on resolving the health crisis. As short-term goals (see Attachment 2) are addressed, medium term goals will be established such as enhancing efforts to prevent housing losses, identifying initiatives required to help with recovery efforts, and supporting programs needed to address societal issues as communities emerge from the pandemic. Medium term actions will include monitoring of new and evolved programs and supports implemented by senior levels of government, to maximize their use in York Region for eligible households and organizations.

AFFORDABLE HOUSING

In its role as Service Manager, the Region is encouraging community housing providers to also work with tenants and has established a short-term benefit for eligible low-income market rent households in community housing

The Region's role in housing is as Service Manager for the system and a housing provider (*Housing Services Act, 2011*). The Region is responsible for funding and oversight of community housing providers and operates its own municipal community housing provider – Housing York Inc.

The April 1st rent collection for Housing York Inc. is only slightly below normal, however staff anticipate rent revenues will decrease the longer the pandemic goes on. To mitigate potential impacts, Housing York Inc. delivered information on temporary income supports to tenants, and is working with affected tenants, adjusting rents for subsidized households and establishing payment plans for market rent households.

Province has suspended enforcement of residential evictions during the COVID-19 pandemic until further notice

Landlords may continue to serve eviction notices for non-payment of rent, however, the Landlord and Tenant Board has suspended all hearings related to eviction applications, unless the matter relates to an urgent issue like an illegal act or serious impairment of safety. The Province encourages landlords to work with tenants to establish arrangements to keep tenants in their homes, including deferring rent or other payment arrangements. The Community Legal Clinic York Region (Community Investment funded agency) is educating York Regional Police about illegal evictions at this time, so officers have information needed when called in these circumstances.

When the moratorium on enforcing evictions is lifted, or after months of income challenges and tenants are facing months of arrears, the number of evictions could increase. Staff have requested information from the Landlord and Tenant Board on the number of potential evictions in the system.

Applications for assistance through the Region's Homelessness Prevention Program and Housing Stability Program have not yet increased but are expected to escalate

These programs provide supports to eligible clients, such as funding for first and last month's rent, rental and utility arrears, urgent medical needs, and landlord and tenant mediation. While there is sufficient funding for the time-being, staff anticipate additional demands on the program as the socio-economic impacts of the pandemic evolve and escalate.

SERVICES FOR PEOPLE WHO ARE HOMELESS

The Region has opened a 15 room Self-Isolation Shelter for people experiencing homelessness who have been tested positive or awaiting results for COVID-19 and extended Community Investment funded seasonal shelters

The Region is the Service Manager for services for people who are homeless (*Housing Services Act, 2011*). The need to adhere to physical distancing and self-isolation requirements in the emergency housing shelters is a major pressure.

The shelters provide safe temporary accommodations for residents who are homeless. The next step is to open a Transitional Isolation Shelter to provide those who are homeless a space to self-isolate for 14 days, help manage the eventual closure of the two seasonal shelters, and address space issues in emergency housing. The Region has provided resources and guidance to service providers to help them operate safely, however, lack of personal protective equipment and space are major concerns.

Emergency Housing Providers are seeing an approximately 25% decrease in staffing

Due to staff feeling ill, self-isolating, or refusing work there is a decrease in staffing. In addition, there is pressure on staff due to extra shifts and having to find ways to encourage clients to stay inside.

CHILDREN'S SERVICES

Emergency Child Care Centres in York Region will be located near all three regional hospitals; two of these centres were ready to open the week of April 6 and a third the week of April 13, 2020

York Region's 540 licensed child care centres and 70 EarlyON programs were required to close on March 17, 2020 under a declaration of emergency by the Province. This quickly became an issue for many health care and other front-line parents. The Ministry of Education responded by permitting service managers to opt to establish Emergency Child Care Centres to provide no fee child care for eligible health care and other frontline workers. As of April 9, 80 applications for child care have been submitted. Some of York Region's Early Interventionists have been redeployed to support these emergency centres; helping children adjust to their new routine and surroundings, especially children with special needs.

Several services continue to be provided via telephone, including Child Care Fee Subsidies (licenced home care continues to operate), Early Intervention Services, Infant and Child Development Services and Inclusion Support Services

All face-to-face meetings with Children's Services clients have been discontinued however the needs of children and families have not stopped. Almost 80% of families are taking part in virtual programming to support their children with special needs. Video visits will soon be available for families with children who are medically frail or have other special needs.

The ongoing stability of child care centers is a concern because these centers will be needed again when the crisis stabilizes and parents return to work

Operators still have fixed costs to pay, even when their doors are not open. On April 10, 2020, the province issued an emergency order that prevents closed child care operators across the province from charging parents fees when care is not being provided (staff do not know how many child care centers were charging parents fees in York Region as the Region does not have oversight of this part of the market). The province has said it will work with the child care sector and federal, municipal and First Nations partners on a plan to ensure the sustainability of the sector. Staff participate on a provincial technical working group, and more information on how operators will be supported is expected soon.

SOCIAL ASSISTANCE AND INCOME SUPPORTS

The Region administers Social Assistance program (Ontario Works) on behalf of the Province. The Province has expanded access to temporary emergency assistance under

Ontario Works for those in financial crisis who have no access to other supports, including those who are waiting for support from the federal government to become available.

Staff are being redeployed to support an 84% year over year increase in applications for social assistance (871 applications).

YORK REGION COMMUNITY INVESTMENT FUND

Projects and associated funding may need to be quickly adjusted to respond to current realities

COVID-19 has impacted current initiatives under the Community Investment Fund. Similar to the experience of other organizations, the pandemic has resulted in substantial changes to the way community agencies deliver programs. In-person programs, either in a one-on-one or group setting, have been suspended and, where possible, adjusted for virtual delivery. School-based programming, such as providing breakfast and snacks at select schools, has stopped with closure of the schools.

There are programs funded by the Community Investment Fund that are escalating and scaling up to respond to community needs. To sustain shelter capacity during the pandemic and help prevent the spread of the virus, seasonal shelters funded under Community Investment were extended. Extension of the seasonal shelters has bought time for other solutions to be implemented, such as the isolation shelter and planned transitional shelter.

Food access agencies have also started to work with the Region through its coordination table with United Way to understand issues, identify gaps and collaborate on solutions.

It is expected that some projects will be scaled up, reduced, or cancelled. These changes to programming are resulting in changes to funding required to support initiatives.

Funding made available from reductions or cancellations of projects will be redirected to existing projects that need to be expanded or to new initiatives required to address gaps

Additional projects and initiatives may be required as part of the Region's response. Normally project and funding approvals under the Community Investment Fund are brought to Council for approval. To be able to quickly respond to evolving community needs, it is recommended that Council authorise the Commissioner, Community and Health Services and the Regional Chairman to approve changes to projects and funding in 2020 (including any new projects required to help with the community response).

Attachment 3 provides a summary of short-term actions within the community sector that York Region is supporting.

York Region and the United Way Greater Toronto are co-chairing a Community Coordination Table to address evolving needs

The Region has a role as a facilitator and capacity builder in the human services sector. In this role, the Region is co-leading a COVID-19 Community Coordination initiative with United Way Greater Toronto to coordinate actions on emerging needs of vulnerable people that are not directly within Region's mandate. Initial actions include:

- Making emergency funding available to community agencies via United Way to target emerging issues identified in the community scan
- Establishing working groups to coordinate efforts on the ground and share resources to increase access to food, support people who are homeless, and enable access to seniors supports
- Increasing capacity of organizations to access/leverage funding available through other levels of government and foundations by providing information on available funding opportunities, a virtual grant-writing workshop and volunteers to develop funding proposals

This Community Coordination Table will continue to provide a forum for community agencies and local municipalities to identify issues as they emerge and explore opportunities to address them in a coordinated manner. The Community Coordination Table, and the supporting working groups, will be useful in providing advice on initiatives and programs for funding. For example, currently the United Way Greater Toronto has received approximately \$900,000 for seniors supports in the regions it serves, and will be allocated Federal funding from the Reaching Home program to help address homelessness (the allocation amount has not yet been determined). Decisions by the Region on potential reallocation of Community Investment Funding will similarly be informed by the Community Coordination Table and its working groups.

5. Financial

Additional funding will be required to fully support and sustain the Region's social service response

While it is possible that some initiatives could be accommodated within the Community and Health Services department's approved 2020 Operating Budget and Outlook, additional funding will be required to fully support and sustain Regional initiatives in response to the needs of communities and vulnerable populations. See Table 1 for related programs in the Community and Health Services 2020 approved budget.

Table 1
2020 Approved Budget

Operating Budget (\$ in Millions)	2020 Approved (Gross)	2020 Approved (Net)
Housing Services	110.0	67.3
Social Assistance	100.1	10.4
Homelessness Community Programs	27.4	11.1
Children Services	181.5	22.4

The Region anticipates receiving federal and provincial funding to help offset COVID-19 - related expenditures. Information on federal and provincial funding for the Region's emergency response is very limited at this time.

One-time provincial funding of \$4,981,700 has been allocated by the Province through the Community Homelessness Initiative under the Social Services Relief Fund

On April 1, 2020, York Region was notified it would receive an allocation of \$4,981,700 from the Social Services Relief Fund. This one-time funding flows through the existing Community Homelessness Prevention Initiative agreement with the Ministry of Municipal Affairs and Housing, and is to cover March 1, 2020 to March 31, 2021. Funding will be provided on a phased basis, with 50% to be available in April 2020, 25% in early July, and subsequent quarters paid based on projected and actual expenditures. After the first 50%, the balance of the allocation may be subject to reallocation or adjustment by the Ministry.

Staff recommend using the Social Services Relief Fund allocation to create emergency shelter space and towards incremental costs of homelessness support programs

York Region as service manager has flexibility to determine how to best use the Social Services Relief funding to respond to the needs of vulnerable people during this COVID-19 crisis. The Ministry permits a wide range of potential uses, however the funding allocation is not sufficient to cover costs beyond the most critical of emergency needs.

The Region has already begun to incur costs for mandated and new social services as part of its COVID-19 response, including costs associated with extending operations of two seasonal shelters, and implementing a self-isolation site for symptomatic or COVID-19-positive homeless individuals. Staff is also currently developing plans for a transitional homeless shelter, as described earlier in this report. Descriptions of these projects are also

provided in Attachment 2. Housing programs also help curb the spread of COVID-19 by providing places for self-isolation and recovery.

In addition to these emergency response projects which focus on helping to prevent the spread of COVID-19, demands on the Region's Homelessness prevention and stabilization programs, including Housing with Support Programs (whose needs mirror long-term care needs), are also expected to escalate, and additional funding will be required.

The estimated costs of these initiatives alone will use up almost the entire Social Services Relief fund allocation, as shown in Table 2. A best case scenario is assumed whereby the worst of the COVID-19 impacts will be over by the end of July. No assumptions are made at this time for possible costs related to a second wave of COVID-19 this fall.

Table 2
Estimated Cost of Immediate Emergency Response Needs for People
Experiencing or at Risk of Homelessness

Emergency Response Project	Estimated Costs as of April 10, 2020	Comments
Extend two seasonal shelters	\$368,430	Estimated costs a 1 month extension, along with a provision for a further 1 month extension if required (depending upon when the Transitional Shelter is operational)
Establish Isolation Shelter at Leeder Place starting April 3, 2020	\$1,184,827	Estimated costs assume 4 months of operation (April – July), and include costs of housing and support services for the families relocated to make Leeder Place available for use as an isolation shelter
Establish 50 unit Transitional Shelter – not yet implemented	\$1,241,380	Estimated costs assume 3 months (May -July) of operation. Costs include accommodations, food, operational staffing and wrap around support services
Expansion of Self Isolation	\$350,000	Includes 4 months (April -

Emergency Response Project	Estimated Costs as of April 10, 2020	Comments
Services		July) of supports
Housing with Supports	\$100,000	Includes 2 months of financial supports for operators of housing with supports (April-May) to help address COVID-19 related costs
Housing Stability Program	\$287,200	Cost estimate for anticipated increased demand for this program for 4 months (April-July)
Homelessness Prevention Program	\$358,400	Cost estimate for anticipated increased demand for this program for 4 months (April-July)
OW Food Vouchers	\$100,000	Cost estimate for anticipated increased demand for 4 months (April-July)
Total	\$3,990,237	

Staff recommend the additional Community Homelessness Prevention Initiative Fund allocation (Social Services Relief funding) be applied against eligible incremental costs associated with the Region's social service response, including costs to add emergency capacity to the shelter system (extension of seasonal shelters, new isolation shelter, new transitional shelter) and sustain homelessness prevention and housing stabilization and support programs as outlined above. These incremental costs total approximately \$4.0 million until July 2020, based on early staff estimates. While the currently estimated costs could be less than the Social Services Relief Fund allocation, they only represent a part of the overall costs.

Staff is reviewing projects approved under the Community Investment Fund to assess if some funds could be reallocated to emergency response activities and projects

If there is any remaining Social Services Relief funding, it will be used for other emergency needs, including potentially through the Community Investment Fund to support emergency responses by community agencies. Funding for community agencies will also be available through reallocation of 2020 Community Investment funds. In addition, there may be further

Federal and/or Provincial funding. It is recommended that the Commissioner, Community and Health Services and the Regional Chairman be authorized to allocate remaining Social Services Relief funds, reallocate Community Investment Funds, and allocate any new Federal or Provincial funds. Staff will look to the Region's coordination table with United Way for advice on activities that could be funded.

Community and Health Services staff will continue to monitor needs and will bring forward any additional required funding as part of the upcoming budget process.

6. Local Impact

All actions taken by the Region in response to COVID-19 are for the benefit of residents across all local municipalities. The Region continues to respond to evolving needs in its core service areas, including homelessness, children's services, income supports and affordable housing. Local municipalities were invited to participate in the community scan to ensure their concerns were taken into consideration in developing short-term actions and will be included in future scans (see Attachment 3). Engagement with local municipalities will continue as COVID-19 response evolves in our community.

7. Conclusion

At each stage of this emergency, the Region has taken steps to keep residents safe, to provide up-to-date information and to contain the spread of COVID-19 by modifying and temporarily suspending some programs to adhere to physical distancing. As the COVID-19 emergency and containment efforts persist, the Region is seeing negative social impacts on our most vulnerable populations; whose needs (see Attachment 1) require ongoing supports to adequately address.

Going forward, the Region will continue to prioritize resources where they are needed most; leverage existing resources, partnerships and community assets; coordinate with stakeholders; and, work to minimize longer-term impacts of the emergency. As the short-term actions outlined in Attachment 2 and 3 are implemented and needs addressed, staff will report back to Council with a status report and to propose medium-term actions, such as enhancing efforts to prevent housing losses and downstream recovery planning.

The federal and provincial governments have implemented funding to support individuals and sectors (such as for seniors and food banks), and staff anticipate these programs will evolve and new ones launched. Through Access York, York Region will continue to provide information to individuals about these opportunities and direction on how to access them. Through the Community Coordination Table and its working group, and regular communications to community agencies, York Region will continue to share information about funding opportunities.

For more information on this report, please contact Joseph Silva, Director, Strategies and Partnerships at 1-877-464-9675 ext. 74182. Accessible formats or communication supports are available upon request.

Recommended by: **Katherine Chislett**
Commissioner of Community and Health Services

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

April 15, 2020
Attachments (3)
10703747

York Region COVID-19 Community Scan Results

TOP NEEDS IN THE COMMUNITY:



Financial

- Loss of income



Navigation of systems to access services

- Access to information
- Complexity of forms



Transportation or mobility

- Safety
- Affordability



Social isolation

- Loneliness



Homelessness/Housing

- COVID-19 containment/capacity
- Affordability



Food

- Access
- Staffing resources



Mental health and addiction supports

- Access to supports



Personal hygiene/Disinfectant products

- Market availability



Health information

- Multilingual sources

TOP CHALLENGES AGENCIES FACE:



Money

- Staffing resources



Personal Protective Equipment (PPE)

- Market availability



Technology

- Capacity



Staffing

- Staff illness and isolation
- Need for volunteers



Language

- Multilingual

ATTACHMENT 2

Short-Term Actions within Region's Community and Health Services Programs (as of April 9, 2020)

Regional Mandate Area	Short-Term Actions (estimated timing to June 2020)
Affordable Housing	<p>Short term goal - help people remain in their homes to shelter in place and avoid spread of COVID-19</p> <ol style="list-style-type: none"> 1. Implement a short-term (4 month) rent benefit program for market rent households living in community housing (non-profit and co-operative housing providers, and Housing York) who have lost employment income as a result of COVID-19 <ul style="list-style-type: none"> • Launch a short term rent-benefit program to help eligible low to moderate income market rent households by May 1, 2020 • The new short-term benefit will be funded through the existing Housing Services budget. Staff will monitor use of the program, to determine if additional funding is needed and/or the program timeline needs to be extended beyond four months <p>Note: Households living in Housing York and other community housing providers who pay a subsidized rent will have their rents recalculated as usual</p> 2. Implement the Canada-Ontario Housing Benefit program approved by Council on April 2, 2020 to assist households on the Region's subsidized housing wait list living in private rental housing with a rent benefit. <ul style="list-style-type: none"> • Up to 260 households in year one of the program could receive a rent benefit administered by the Ministry of Finance to help with housing affordability. Funding received in year two of the program could support up to 340 households. • The Canada-Ontario Housing Benefit is intended to help bridge the gap between the rent a household can afford to pay and the market rent of their unit • This benefit is intended to help households keep their housing costs around 30% of their income. Each month, participating households will receive a direct payment from the province to help pay their rent. 3. Postpone evictions in Housing York Inc. properties, except for those associated with criminal activity or serious safety issues, and encourage other community housing providers to do the same <ul style="list-style-type: none"> • As with the private rental market, eviction applications before the Landlord and Tenant Board by Community Housing providers are on hold with the exception of criminal activity or serious safety issues • Housing York Inc. will postpone serving tenants with eviction notices. except for criminal activity or serious safety infractions. Staff will work with tenants to help manage rent payments, to avoid large and potentially un-payable arrears when the crisis abates.

ATTACHMENT 2

Regional Mandate Area	Short-Term Actions (estimated timing to June 2020)
	<ol style="list-style-type: none"> 4. Monitor to determine if additional funding will be needed for the Homelessness Prevention Program <ul style="list-style-type: none"> • The Region's Homelessness Prevention Program provides financial assistance for rent, mortgage payments, utilities and other housing costs to support people <i>not</i> receiving other Ontario Works or Ontario Disability Support Program assistance 5. Review the Housing Stability Program to determine if maximum funding permitted or frequency of supports needs to be increased and monitor to determine if additional funds will be needed <ul style="list-style-type: none"> • The Region's Housing Stability Program provides financial assistance for rent, mortgage payments, utilities and other housing costs to support people receiving Ontario Works or Ontario Disability Support Program 6. Monitor eviction applications before the Landlord and Tenant Board to help plan and prepare for a potential increase in eviction orders when the moratorium is lifted in June. <ul style="list-style-type: none"> • Request information from the Landlord and Tenant Board on cases • Partner with a non-profit organization (e.g., the Community Legal Clinic of York Region, a Community Investment Fund-supported agency) to promote awareness of tenant rights and obligations
Services for People who are Homeless	<p>Short term goal - Support physical distancing, prevent spread, reduce potential burden on health care system</p> <ol style="list-style-type: none"> 7. Extend the two seasonal shelters for at least a month, to ensure a safe place to stay until a better solution can be implemented (see transitional shelter below) <ul style="list-style-type: none"> • Through the Region's Community Investment Fund, Mosaic, Interfaith, Out of the Cold provides seasonal sheltering for the southern part of the Region, and Inn from the Cold provides seasonal sheltering for the north. Seasonal shelters are primarily volunteer based, and provide very basic services (mats and meals). They are often appealing to people who prefer not to use the regular emergency housing system, and generally close by the end of March. • Mosaic and Inn from the Cold agreed to a temporary extension of their programs until April 30th and May 5th, respectively 8. Assist providers of homelessness services to operate their services as safely as possible <ul style="list-style-type: none"> • Interim Guidance for Emergency Housing Service Settings Providers on safe operations was provided to all community organizations serving people who are homeless on March 23, 2020, and guidance from the Ministry of Health was issued and distributed April 1, 2020. 9. Establish a Self-Isolation Shelter for people who are experiencing homelessness, and need a place to live when they are confirmed to have

ATTACHMENT 2

Regional Mandate Area	Short-Term Actions (estimated timing to June 2020)
	<p>COVID-19 or pending results of their COVID-19 test</p> <ul style="list-style-type: none"> • Opened 15-unit self-isolation shelter at Leeder Place, East Gwillimbury, on April 3, in partnership with Blue Door and Housing York Inc. • The site primarily takes referrals from York Region hospitals, and currently (April 9) has three clients • Families originally residing at Leeder Place have been temporarily relocated to a motel <p>10. Establish and operate a Transitional Isolation Shelter to provide self-isolation space for up to 14 days, including wrap- around services for longer term needs</p> <ul style="list-style-type: none"> • When the seasonal shelters close, as people are moved from existing emergency housing to create more physical distancing, and as new people seek to enter the shelter system, it is important that the potential for spread of the virus is managed • Plans for a transitional isolation shelter with about 50 self-contained units and a non-profit operator are currently being finalized. <p>11. Assist Emergency Housing Providers and Housing with Supports providers with funding to enable physical distancing as well as supporting them to allow people to take loved one's home during this pandemic, if this option is available and appropriate (which is allowed for in existing Housing with Supports Guidelines)</p> <ul style="list-style-type: none"> • Housing with Supports (formerly domiciliary hostels) refers to licensed homes where daily meals and housing is provided to people who need supervision of their daily living activities. Residents are generally frail, elderly or have a mental health diagnosis. These are permanent homes for most people who stay there. There are 22 private sector operators in York Region. The Region's role is to provide fee assistance to eligible residents and provide oversight of the program including a licensing role. The Region provides subsidies for almost 400 beds in these homes. Other organizations that refer clients to the Housing with Supports Programs include hospitals. • The most urgent priority is safety, which has been a challenge in view of the fact that the Ministry of Health guidance for (congregate) requires the use of personal protective equipment, for which there is a national and international shortage at this time. Staff are in regular contact with providers to support as much as possible safe operations. • Other current issues are the higher costs of food and cleaning, staff retention, managing social distancing as well as isolation in an environment that faces similar challenges as Long Term Care Homes, and the challenges to staff of encouraging residents with complex needs to stay in their homes and not go out in the community. Staff have committed to finding options to provide additional financial support to

ATTACHMENT 2

Regional Mandate Area	Short-Term Actions (estimated timing to June 2020)
	<p>Emergency Housing Providers and Housing with Support providers.</p> <p>Note: Housing and support for people with developmental disabilities falls under the jurisdiction of the Ministry of Community, Children and Social Services. On April 4, 2020, the Province announced \$40 million to support organizations that provide residential services for children and youth, people with developmental disabilities and emergency shelters for women and families fleeing domestic violence. Assisted Housing, Long Term Care homes and Supportive Housing (generally physical disabilities) fall under the jurisdiction of the Ministry of Health.</p> <p>Note: Violence against Women Shelters fall under the jurisdiction of the Ministry of Community, Children and Social Services. On April 4, 2020, the Province announced \$40 million to support organizations that provide residential services for children and youth, people with developmental disabilities and emergency shelters for women and families fleeing domestic violence.</p>
Children's Services	<p>Short term goal - Support parents working in critical front line roles, support families (especially those whose children have special needs) and support service providers so that they can be available to serve when the restrictions on Child Care centers ease or are removed</p> <p>12. Establish an emergency child care service for essential workers</p> <ul style="list-style-type: none"> Developed program and safety standards, using Ministry of Health Guidelines Developed an application and eligibility requirements, including working with local municipalities to identify essential core service positions. Applications opened on April 6, 2020. As of April 9, 80 applications have been received. Worked with child care operators who expressed an interest and were able to prepare quickly to open emergency child care sites and received approval from the Ministry of Education to open ten centres initially. Two centers were ready to open the week of April 6, with a third to open the week of April 13. As the centers pass further inspections, and based on demand, additional centers will be opened. <p>13. In collaboration with EarlyON providers across the Region, Early Interventionists will make resources available virtually to help all families find activities, supports and advice to keep young children busy and active</p> <ul style="list-style-type: none"> Early interventionists work with children with a variety of needs, including cognitive and other complex challenges, by supporting and coaching their families in home or child care centres to support healthy child development and growth. They also provide crucial coping skills and resources to parents. As entry into homes is no longer safe, staff continue to support families by connecting through phone visits to continue to offer support, coaching and resources to support families with children with special needs and we are getting ready to introduce video visits to enhance support to families. 80% of families are participating in

ATTACHMENT 2

Regional Mandate Area	Short-Term Actions (estimated timing to June 2020)
	<p>phone visits. As the closures last longer than originally anticipated, additional resources will be made available to support families in overcoming feelings of isolation by bringing together the expertise of Early Interventionists and EarlyON agencies to reach a broader audience.</p> <p>14. Work with the Ministry of Education to determine how to promote sustainability of child care centres</p> <ul style="list-style-type: none"> • The Ministry of Education permitted the Region to flow Provincial funding to child care center operators in March and April equivalent to what they would have otherwise received for fee subsidies, basic operational funds, and wage subsidies. This permitted the operators to remain stable until a longer-term strategy could be put in place. • Regional staff is working on a provincial technical group to develop a longer-term strategy to assist operators in navigating provincial and federal supports and promote sustainability. Additional information on the Regional role and use of provincial funding is anticipated mid-April.
Social Assistance and Income Supports	<p>Short term goal – Help low income residents access financial assistance, and as possible, additional financial help to address higher costs and lost community resources</p> <p>15. Provide additional financial resources for people who receive Ontario Works</p> <ul style="list-style-type: none"> • The number of applications for Ontario Works has nearly doubled since March 2019. Redeployment and training of staff, and increased use of on-line application resources are enabling staff to respond to this growth • Implement as quickly as possible additional discretionary benefit amounts as permitted by the Province <p>16. Expand capacity to respond to growth in applications for Emergency Assistance by people who are not receiving financial help through social assistance</p> <ul style="list-style-type: none"> • Emergency Assistance provides financial help to Ontario residents in a crisis or emergency situation, who do not have enough money for things like food and housing, for example, where they have been affected by COVID-19, are evicted, or leaving an abusive relationship • Funding up to \$733 per month for a single individual (more for larger households) is available for up to 48 days <p>Note: Social Assistance and Emergency Assistance benefit costs are 100% paid for by the province. The Region is responsible for roughly 50% of the costs for administering these provincial programs.</p> <p>17. Assist residents and community organizations to access financial supports available from other levels of government through information</p> <p>The federal and provincial governments have committed to a wide range of new and expanded financial supports. The Region is tracking these</p>

ATTACHMENT 2

Regional Mandate Area	Short-Term Actions (estimated timing to June 2020)
	<p>programs and promoting their use.</p> <ul style="list-style-type: none">• Access York is providing information and referrals for Federal and Provincial COVID-19 assistance programs• Information about resources for community organizations is shared through regular emails, and at the Community Coordination Table and its working groups

ATTACHMENT 3

**Short-Term Actions within the Community Sector that the Region's
Community and Health Services Programs are Supporting (as of April
9, 2020)**

Community Priority Area	Short Term Actions (estimated timing to June 2020)
Community Development	<p>Short Term Goal: Pivot programs to support COVID-19 efforts for vulnerable people in the community, establish processes to monitor trends and issues, and respond to them</p> <ol style="list-style-type: none"> 1. Review all projects funded for 2020 under the Region's Community Investment Fund <ul style="list-style-type: none"> • 38 community agencies have been contracted to run 45 projects in 2020 to help address the needs of individuals experiencing low and moderate income in four priority areas. With the COVID-19 emergency, some projects may be over-subscribed, some could change to address needs, and others have ceased operations • Staff will review all projects to determine how unused/unspent dollars can be redirected to fill gaps and emerging priorities for vulnerable populations 2. Establish and Co-chair with the United Way Greater Toronto a community coordination table to identify emerging needs and facilitate/coordinate collective emergency response <ul style="list-style-type: none"> • Service Partners table established March 23, with 49 member organizations as of April 9, 2020. Membership currently includes organizations such as 360 Kids, Canadian Mental Health Association, Community and Home Assistance to Seniors (CHATS), York Region Centre for Community Safety and other human services organizations in York Region. The weekly meetings are held virtually • Working group on Homelessness began meeting April 14 and meets virtually twice a week. The group is an expansion of the Community Advisory Board established by the United Way Greater Toronto as a requirement of the federal Reaching Home program. Members include Blue Door Shelter, 360 Kids, Yellow Brick House, Sandgate, Canadian Mental Health Association, Mosaic and Inn from the Cold and others. This group will assist United Way with funding allocation decisions once the increased federal funding announced on April 4 is available • Working group on Food Security was established on April 2 and meets virtually weekly. Members include York Region Food Network, Food Bank of York Region, Second Harvest, CHATS, and other key organizations • Working group on seniors' issues to be established. This working group will assist the United Way Greater Toronto with allocating funding it has been given to support seniors

ATTACHMENT 3

Community Priority Area	Short Term Actions (estimated timing to June 2020)
Social Isolation	<p>Short term goal: Help those who are isolated stay connected, especially those who are most vulnerable</p> <p>In addition to the challenges faced by housing, emergency housing, and housing with support providers who are trying to support and encourage residents to stay safe inside, the Community Scan found that addressing social isolation (loneliness) is one of the top needs in the community.</p> <p>3. Establish a resource toolkit for the frail, elderly and caregivers of seniors who are quarantined or in self-isolation</p> <ul style="list-style-type: none"> • The most vulnerable are faced with both physical and social isolation. These resources will help mitigate the enormous toll COVID-19 is taking on the mental health and well-being of seniors • To assist older adults and their caregivers in isolation exhibiting increased anxiety, depression and emotional stress, connections will be made with organizations such as CHATS, Alzheimer's Society and the United Way collaboration tables • Explore Mental Health and addiction virtual support options for people who are experiencing homelessness and/or people who receive Ontario Works • Conduct weekly check-in calls with Adult Day Program caregivers and clients to help identify individuals in crisis and provide support
Service Navigation and Language Supports	<p>Short term goal: Help residents and community agencies to navigate services available, and improve multi-language access.</p> <p>4. Through our contractual relationship with 211 FindHelp and many service providers, support updating the service database and promote its use</p> <p>Note: Access York is using language line to provide information in multiple languages to callers</p>
Food	<p>Short term goal: Help people in need to access food</p> <p>Helping people to get access to food available from food banks or other sources was identified as one of the top needs in the Community Scan results. Also identified were challenges with staffing food banks.</p> <p>On April 3, 2020 the Federal Government announced \$100M for foodbanks in Canada. Various access points have been or are being established for food banks to apply for funding, such as through Second Harvest and Community Food Centres Canada.</p> <p>5. Increase food voucher program for those on Ontario Works using direct deposit</p>

ATTACHMENT 3

Community Priority Area	Short Term Actions (estimated timing to June 2020)
Mobility /Transportation	<p>Short term goal: Help make transit more affordable, safer and accessible for people who need it:</p> <p>Helping people to access safe and affordable transportation was identified as one of the top needs in the Community Scan results.</p> <p>6. Leverage York Region's Transit Discount Program and Transit Assistance Program pilot to help people attend training or look for work or assist in getting to work</p>

From: Van Dusen, Regina on behalf of Regional Clerk
Sent: Wednesday, May 6, 2020 1:24 PM
Subject: Regional Council Decisions - Supporting Residents and Businesses Impacted by COVID-19
Attachments: Partnering with Local Municipalities to Support Residents and Businesses....pdf; Waiving Interest on Property Tax Instalments in Response to COVID19.pdf

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.

Council considered two reports dealing with financial supports in response to COVID-19.

#1. Partnering with Local Municipalities to Support Residents and Businesses Impacted by COVID-19

On April 2, 2020 Regional Council made the following decision:

1. Adopt recommendation 2 in the report dated April 1, 2020 from the Commissioner of Finance:
 2. Council approve retaining the 2020 water and wastewater rates at their 2019 levels and that staff report back on the financial implications of this.
2. Refer recommendations 1 and 3 to the April 16, 2020 Committee of the Whole meeting for further consideration:
 1. Council approve the waiving of interest on any portion of tax levy installments not remitted to the Region as a result of a local municipality's Coronavirus (COVID-19) tax relief program for a period up to 90 days.
 3. The Regional Clerk circulate this report to the local municipalities, the local Chambers of Commerce/Boards of Trade and the Building Industry and Land Development Association – York Chapter (BILD).

#2. Waiving Interest on Property Tax Instalments in Response to COVID-19

Following further consideration of the property tax options, on April 30, 2020 Regional Council made the following decision:

1. Council approve waiving interest on any portion of property tax instalments, for the 2020 taxation year, not remitted to the Region as a direct result of a local municipality's Coronavirus (COVID-19) tax relief program, for a period of 90 days following the applicable Regional tax instalment due date.
2. The Regional Clerk circulate this report to the local municipalities, the local Chambers of Commerce/Boards of Trade and the Building Industry and Land Development Association – York Chapter (BILD).
3. Council enact a bylaw giving effect to this decision.

The original staff reports are attached for your information.

Please contact Edward Hankins, Director, Treasury Office and Deputy Treasurer, at 1-877-464-9675 ext. 71644 if you have any questions with respect to these matters.

Regards,

Christopher Raynor | Regional Clerk, Office of the Regional Clerk, Corporate Services

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

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

The Regional Municipality of York

Council
Finance and Administration
April 2, 2020

Report of the Commissioner of Finance

Partnering with Local Municipalities to Support Residents and Businesses Impacted by COVID-19

1. Recommendations

1. Council approve the waiving of interest on any portion of tax levy instalments not remitted to the Region as a result of a local municipality's Coronavirus (COVID-19) tax relief program for a period up to 90 days.
2. Council approve retaining the 2020 water and wastewater rates at their 2019 levels and that staff report back on the financial implications of this.
3. The Regional Clerk circulate this report to the local municipalities, the local Chambers of Commerce/Boards of Trade and the Building Industry and Land Development Association – York Chapter (BILD).

2. Summary

This report provides an overview of the economic impact of COVID-19, the financial relief considered by the local municipalities and the associated financial impact. It also recommends the waiving of the interest charges on any portion of late remittance of tax levy by local municipalities as a result of their support to residents and businesses during the pandemic. It also recommends deferring the implementation of the planned 2020 water and wastewater increases.

Key Points:

- Between March 17th and March 23rd Ontario, along with local municipalities and regions including York Region, declared state of emergency in response to the COVID-19 pandemic.
- Both Provincial and Federal governments have announced a number of measures to help stabilize the economy as Canadian workers and businesses are impacted by lay-offs and mandatory closures.

- Many Ontario municipalities and local municipalities are offering different forms of financial relief for its residents and businesses.
- Staff recommend supporting local municipalities by waiving interest charges on any portion of tax levy payments not remitted for the 2020 taxation year as a result of their COVID-19 financial relief programs for a period up to 90 days. Staff also recommend deferring the implementation of the planned increases to the 2020 water and wastewater rates charged to local municipalities.
- Should the pandemic situation continue over the longer term, other measures could be considered by Council to provide relief including extending the deferral period.

3. Background

York Region's economy is expected to have lower-than-expected economic growth as a result of the COVID-19 pandemic

The magnitude of the impact to York Region is not yet known but the extent of the social distancing measures and the economic shut-down are unprecedented. The Conference Board of Canada has projected two scenarios: a baseline in which social distancing will end in 6 weeks, and an alternate forecast where it will end in 24 weeks (by end of August). Depending upon which scenario plays out the impact to York Region, Ontario and Canada will be very different. Currently Ontario's forecast real GDP growth for 2020 will be effectively zero¹ (down from the forecast of 1.6% in the 2019 provincial budget) while for Canada it is expected to 0.30%². Sectors such as tourism, accommodation and food, entertainment and recreation, oil patch and manufacturing will suffer sharp declines.

The impact to York Region will be determined by factors such as:

- The effect of the steep drop in consumer spending due to job losses and quarantine.
- The effect of the interest rate decline on the housing market – while borrowing rates are lower, consumers are also faced with a lower investment return on their savings.
- Consumer confidence plummeted in March 2020 due to COVID-19 fears.³ Consumer confidence partially measures a household's view on the short-term employment outlook and the likelihood to make a major purchase such as a house or a car.

¹ Ontario's Action Plan: Responding to COVID-19, March 2020 Economic and Fiscal Update, March 26 2020

² Conference Board of Canada, COVID-19 and its impact on the Canadian and global economies, March 23, 2020

³ Conference Board of Canada, Canadian Consumer Confidence Index, March 2020

It is expected, however, that as virus-related disruptions ease, Ontario will rebound in 2021 and York Region will likely follow this trend. Staff will continue to monitor the economic impacts on York Region especially with respect to industries related to COVID crisis.

The pandemic is expected to have a significant impact on York Region businesses across sectors, to different degrees

The COVID-19 pandemic and measures to contain its spread are having an impact on York Region businesses across all sectors. This is not only due to the temporary policies instituted by governments, but a general reduction in consumer demand.

The industries most impacted by temporary government policies, such as mandated closures and travel bans, include transportation, accommodation, food, retail, and entertainment, which make up approximately 24% of businesses and 23% of non-broader public sector jobs in York Region in 2019 (Table 1). For the purpose of this analysis, non-public sector jobs are jobs in sectors other than government, hospitals, and public schools.

These were also the same industries that were hardest hit during the 2003 Severe Acute Respiratory Syndrome (SARS) epidemic. In the wake of the SARS epidemic, the GDP attributable to the tourism sector dropped by 5% in between the first and second quarter of 2003, with air transportation experiencing greater decline and longer recovery compared to accommodation and food services.

Small and medium sized (i.e., under 100 employees) businesses are expected to experience a harder hit from COVID-19 due to challenges in liquidity and securing loans. Small and medium sized businesses make up the backbone of the Region's economy, accounting for 97% of all businesses and 60% of non-broader public sector jobs. Small and medium businesses in the Transportation, Accommodation, Food, Retail and Entertainment sectors employ approximately 16% of non-broader public sector jobs in York Region (Table 1).

Table 1
Share of Businesses and Jobs in the Transportation, Accommodation and food services, Retail trade and Entertainment sectors*

	% of Businesses	% of Jobs**
Small	20.5	7.2
Medium	3.3	8.6
Large	0.6	7.3
Total	24.4	23.1

Source: Treasury Office using 2019 York Region Employment Survey data

* For the purpose of this analysis, the Level 1 NACIS classification is used. The two digit codes of the industries shown on table 1 include: 44 Retail trade – common; 48 Transportation; 71 Arts, entertainment and recreation; 72 Accommodation and food services

**These figures include paid jobs only, regardless of tenure and permanency

Note: These figures only include non-broader public sector places of employment and jobs. Numbers may not sum due to rounding.

COVID-19, which already has a broader global impact when compared to SARS, will likely have a lasting impact on these industries. Particularly, a weakened global supply chain and consumer demand will have a negative impact on the manufacturing industry (particularly automotive). The retail industry may be harder hit this time due to the prevalence of e-commerce. These industries account for 18% of businesses and 19% of non-broader public sector jobs in York Region in 2019.

Senior levels of government have announced relief programs that are targeted at the most vulnerable businesses and residents

As noted in the April 1, 2020 memo to Council, entitled “Provincial Fiscal Update and Federal/Provincial COVID-19 Response Plans”, senior levels of government have announced relief programs that are targeted at the most vulnerable businesses and residents.

Since March 18, 2020, the federal government has announced a series of relief aid and stimulus, including:

- \$52.4 billion in direct assistance for eligible small and medium businesses
- \$55 billion to help meet liquidity needs and stabilize the economy, which includes deferral of income tax payments and waiving of interest
- \$30 billion in cash flow and liquidity assistance for businesses, which includes deferral in Goods and Services Tax/Harmonized Sales Tax (GST/HST) remittances and customs duty payments

The government has also announced over \$500 billion in credit and liquidity support through financial Crown corporations, Bank of Canada, Export Development Canada, and Business Development Bank of Canada, OSFI, CMHC and commercial lenders to stabilize funding.

On March 25, the Province announced the Ontario Action Plan for fighting Covid-19 as part of their Economic and Fiscal Update. The \$17 billion funding package offers various supports to healthcare (\$3.3 billion), people and jobs (\$3.7 billion), and cash flow support for businesses (\$10 billion).

Of this funding package, \$200 million social services relief fund was purposed to assist municipalities and social service providers in areas such as homeless shelters, food banks, emergency services, charities and non-profits.

The Province is also allowing municipalities to delay their remittance of property taxes for school boards by 90 days

The Province announced, as part of the *March 2020 Economic and Fiscal Update*, a 90-day deferral of the June 30 and September 30 quarterly municipal remittances of education property tax receipts. However, the education tax payment due March 31, 2020 will remain unchanged. To ensure this deferral does not have a financial impact on school boards, the Province will adjust their payments to school boards to offset the deferral.

While the Region is responsible for determining tax policy, local municipalities are responsible for property tax billing and collection

The Region sets the tax ratios and determines some tax policies that apply to all nine local municipalities. However, it is the local municipalities that are responsible for tax administration, including billing and collection of the property taxes by setting the instalment dates as they see fit. While the Region sets the dates by which all local municipalities have to remit the Regional portion of property tax payment to the Region, local municipalities have different tax instalment schedules for their tax payers to meet their various cashflow needs.

Since municipalities set the due dates and assess penalties on late payments, it is ultimately the municipalities' decision to offer taxpayers flexibility in their payment dates. The Region however, can ease the burden on municipalities that decide to offer flexibility to its tax payers by providing flexibility in their Regional instalments.

Most of York Region's local municipalities have already announced or are considering financial relief and other support programs

In response to COVID-19, local municipalities in the Region have announced or are considering various financial relief programs to support their businesses and residents.

The most common measures local municipalities have offered are extending payment deadlines and waiving late payment penalties, as shown in Attachment 1, Table 1.

Preliminary analysis indicates that local municipalities should be able to afford the proposed relief programs in the next quarter. However, the adverse economic impact of the measures to combat COVID 19 may impact the locals' ability to collect revenue from all other sources in completely unexpected ways. Moreover, prolonged and sharp decreases in revenue would put pressure on local municipalities' ability to manage their cash.

Other Ontario municipalities are considering financial relief programs

Other Ontario municipalities have announced, or are considering tax deferral relief and/or waiving penalty and interest tax and water/wastewater payment. As shown on Attachment 1, Table 2, most upper-tier municipalities are considering a range of financial relief measures primarily driven by decisions made at the local level.

Section 106 of the Municipal Act, 2001 restricts municipalities to provide targeted, application-based financial relief to for-profit enterprises

Currently, section 106 of the *Municipal Act, 2001*, (Act) generally prohibits municipalities from providing targeted financial assistance or ‘bonusing’ to industrial or commercial enterprises. As a result, municipalities would not be permitted to provide a targeted application- based total or partial exemption from any levy, charge or fee, or provide loans under section 107 of the Act.⁴ Despite the restrictions under section 106 of the Act, municipalities have flexibility with tax remittance requirements

The Act does provide that municipalities have discretion as it relates to the tax levy remittance dates and interest charged when in default.

The Act provides upper-tier municipalities the flexibility to set the tax instalment dates by which local municipalities remit the Regional portion of tax levy for both interim and final tax levies. The Act prescribes an annual interest payment of 15 per cent on the amount in default, unless the upper tier sets a lower rate as they deem appropriate.

4. Analysis

Council can waive interest charges to local municipalities on tax payments owed to the Region but have been delayed as a result of a tax relief program established due to COVID-19

As the COVID-19 pandemic continues to evolve, local municipalities and other neighbouring municipalities have started to offer various financial relief programs.

In the short term, tax relief programs offered by local municipalities (see Attachment 1, Table 1) consist mainly of deferring of tax instalments and/or waiving of penalties and interest charges for a period of one to three months. In order to support the various local options being considered to assist residents and businesses, the Region could consider providing local municipalities with some financial flexibility.

Council has currently approved an interim tax levy by-law that sets the amounts payable by local municipalities to the Region on or before April 30, 2020 and June 30, 2020. For final tax levy, the instalment dates are typically September 30 and December 15.

Typically, the Region interest would be payable, at statutory rates, on any portion of tax instalments not remitted to the Region by the due dates. As an immediate measure, it is

⁴ Note: This does not however restrict the ability of the Region to provide the broader commercial business class with water rate reductions or interest waivers on late tax payments.

recommended that interest on tax levy instalments for 2020 from the local municipalities be waived for up to 90 days on any portion not remitted as a result of a local tax relief program related to COVID-10. However, local municipalities would be expected to remit to the Region any portion of property taxes they have collected on behalf of the Region prior to the due dates.

Staff recommend deferring the water and wastewater user rate increase that was scheduled to take effect on April 1st

In 2015, Council approved a User Rate Study that included six years of rate increases, including a 9 per cent increase that was scheduled take effect on April 1, 2020. A bylaw to enact the April 1st, 2020 increase is tracking to Council at the end of April.

Several local Councils have approved the deferral of their planned 2020 water and wastewater rate increase, and others are waiting for a decision from the Region before deciding on their own course of action. To align with local action, and to provide fiscal relief that could be passed on to residents and businesses, staff recommend that the Region defer the scheduled 9 per cent increase.

Staff would report back to Council to provide detailed implications of deferring the planned rate increase. Preliminary analysis suggests that the rate deferral would result in lost revenue of about \$25 million. It could also jeopardize the planned timeline for achieving full cost recovery. The 2015 User Rate Study called for a 2.9 per cent increase in 2021, the final increase in the study period, at which point the Region was expected to have achieved full cost recovery.

Staff can include options for achieving or delaying full cost recovery as part of a report back to Council.

Should the economic impact associated with COVID-19 escalate or continue for a longer period, staff could report back with other options

Should the economic impact associated with COVID-19 escalate or continue for a longer period, the Region may wish to consider other options to support local municipalities that want to offer targeted reliefs.

5. Financial

The 2020 interim tax levy being requisitioned from local municipalities is \$567.3 million and will provide the Region with sufficient revenues to fund its operations.

If implemented and fully utilized, the waiving of interest charges for a 90-day period for each tax instalment would cost the Region approximately \$1.5 million in interest (Table 2). If all tax instalments were delayed during the year, the cost would be \$6 million. However, It is

expected that the actual cost to the Region should be much lower, as the local municipalities are expected to remit any taxes that are collected to the Region.

Table 2
Cost Associated with 90 day Instalment Delay (\$M)

Property Tax Class	Each Interim Instalment Amount (April 30 & June 30)	Potential Cost to Region at 2.20%*
Residential	234.84	1.27
Non-Residential	47.74	0.26
Others	1.07	0.01
Total	283.65	1.54

*Calculation is based on 90 days on each instalment

Preliminary analysis suggests that deferring the scheduled water and wastewater rate increase of 9 per cent would result in lost revenue of about \$25 million in 2020. It could also jeopardize the planned timeline for achieving full cost recovery, which was expected to be in 2021.

6. Local Impact

Waiving tax instalment interest charges for up to 90 days would assist with various property tax relief programs currently being offered by local municipalities.

7. Conclusion

It is recommended that interest charges be waived on any portion of the 2020 tax levy instalment payment owed to the Region that has been delayed as a result of a local municipality's COVID-19 tax relief program for a period of not more than 90 days. It is also recommended that the planned 2020 water and wastewater rate increases be deferred.

For more information on this report, please contact Edward Hankins, Director, Treasury Office and Deputy Treasurer, at 1-877-464-9675 ext. 71644. Accessible formats or communication supports are available upon request.

Recommended by: **Laura Mirabella, FCPA, FCA**
Commissioner of Finance and Regional Treasurer

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

April 1, 2020
Attachment (1)
10683283

Attachment 1

Table 1
Financial Relief Programs Considered by Local Municipality
(current as of April 1, 2020)

Local Municipality	Tax Instalment				Water/Wastewater		
	Deferral	Waiving of Interest and Penalty					
		30 Days	60 Days	90 /+ Days	30 Days	60 Days	90 /+ Days
Aurora	✓		✓			✓	
East Gwillimbury		✓			✓		
Georgina		✓			✓		
King			✓		✓		
Markham				✓			
Newmarket				✓			
Richmond Hill	✓			✓			✓
Vaughan			✓				
Whitchurch-Stouffville		✓			✓		

Table 2
Financial Relief Programs Considered by Single and Regional Municipalities
(current as of March 27, 2020)

	Tax Levy Deferral	Waiving Interest/ Penalty Tax Levy	Waiving Interest/ Penalty WWw	Hardship Program
Single Tier				
City of Toronto	✓		✓	
City of Mississauga*	✓		✓	
City of Hamilton				
City of London		✓	✓	
City of Ottawa		✓	✓	✓
City of Kingston				
City of Thunder Bay				
City of Windsor	✓	✓		
City of Greater Sudbury		✓		
Chatham-Kent		✓		
Haldimand County				
Upper Tier				
Region of Durham		✓	✓	
Region of Halton	✓			
Region of Peel			✓	✓
Region of Niagara				
Region of Waterloo		✓	✓	
District of Muskoka				

*Lower tier municipality

Municipality	Details
City of Toronto	<ul style="list-style-type: none"> Announced a 60 day grace period for all tax payments
City of Hamilton	<ul style="list-style-type: none"> Considering deferring tax installment date for 1 month for all property classes
City of Ottawa	<ul style="list-style-type: none"> Providing a grace period from March 19 to April 15, 2020 Developing a hardship program for Residential & Small business (Assessment up to \$2.5M) to extend due date from Mar. 19 to Oct. 30 Water bills: deferral program for seniors and low income individual Discussed providing tiered tax relief (different deferrals based on size of taxable assessment)
City of Thunder Bay	<ul style="list-style-type: none"> Considering deferral and waiving of penalties and interest on water/waste water bill payment for 60 days
City of Kingston	<ul style="list-style-type: none"> Discussions in progress
City of London	<ul style="list-style-type: none"> Considering waiving interest for March instalment and instalments for final bill
City of Mississauga	<ul style="list-style-type: none"> Deferring tax instalments by 90 days
City of Greater Sudbury	<ul style="list-style-type: none"> Waiving all penalty and interest to all tax accounts that are in arrears until June 4, 2020
City of Windsor	<ul style="list-style-type: none"> Waiving late payment fees
Chatham-Kent	<ul style="list-style-type: none"> Discussion in progress
Haldimand County	<ul style="list-style-type: none"> Amending interim tax instalment dates to match local municipal decisions Water bills: Considering 90 day interest and penalty deferral as well as postponing April 1st rate increase by 90 days
Region of Durham	<ul style="list-style-type: none"> Waiving of interest charges on property tax due in April for May and June Durham Region Transit suspended payments from all customers Water bills: Temporary suspending new late payment charges, collection notices and water shutoffs
Region of Halton	<ul style="list-style-type: none"> Local municipalities considering waiving interest and penalty costs on late payments for 30 or 60 days Region approved tax deferral on April 30 instalment to June 30, 2020
Region of Peel	<ul style="list-style-type: none"> Seeking approval to provide \$1M emergency funding as a one-time grant to Peel Community Agencies Tax deferral or waiving penalty to match lower-tier decision
Region of Niagara	<ul style="list-style-type: none"> Tax deferral are lower-tier decision Discussed suspending penalties for late payments

Region of Waterloo	<ul style="list-style-type: none"> • Region and lower-tiers waiving interest and penalties on property taxes, utility bills and other amounts owing for 60 days • Transit service reduction and considering monthly pass refund • Water bills: Considering deferral payment dates or waiving late payment fees
District of Muskoka	<ul style="list-style-type: none"> • No tax deferral

Table 3
Water and Wastewater Rate Increase Decisions by Local Municipality
(current as of April 1, 2020)

Decision on rate	Municipality
Deferred or cancelled 2020 rate increase	Markham Vaughan
Will defer rate increase if Region defers wholesale rate increase	Richmond Hill
Waiting on Region's decision before determining action	Aurora Georgina
Implemented rate increase on January 1, 2020	East Gwillimbury King Newmarket Whitchurch-Stouffville

The Regional Municipality of York

Committee of the Whole
Finance and Administration

April 16, 2020

Report of the Commissioner of Finance

Waiving Interest on Property Tax Instalments in Response to COVID-19

1. Recommendations

1. Council approve waiving interest on any portion of property tax instalments, for the 2020 taxation year, not remitted to the Region as a direct result of a local municipality's Coronavirus (COVID-19) tax relief program, for a period of 90 days following the applicable Regional tax instalment due date.
2. The Regional Clerk circulate this report to the local municipalities, the local Chambers of Commerce/Boards of Trade and the Building Industry and Land Development Association – York Chapter (BILD).

2. Summary

This report discusses two options for waiving interest charges on any portion of a late remittance of property tax instalments, for the 2020 taxation year, by local municipalities, as a direct result of their support to residents and businesses during the pandemic.

Key Points:

- Under either option, it is expected the local municipalities would continue to remit any portion of Regional taxes that have been collected on their normal due dates
- The options presented assume local municipalities provide their taxpayers with relief for several months
- Staff recommend Option 1 - waiving of interest on any portion of property tax instalments, for the 2020 taxation year, not remitted to the Region as a direct result of a local municipality's Coronavirus (COVID-19) tax relief program for a period of 90 days, following the applicable Regional tax instalment due date
- Should the pandemic situation continue over a longer term, staff could identify additional measures for Council consideration

3. Background

Staff were directed to bring back more information regarding property tax interest charge waiving options to Council

On April 2, 2020, a report entitled “Partnering with Local Municipalities to Support Residents and Businesses Impacted by COVID-19” was brought forward to Council. The report provided an overview of the economic impact of COVID-19, the financial relief programs considered by the local municipalities, and recommended relief measures relating to tax instalments and water and wastewater rate increases. While Clause 2 of the report, being “Council approve retaining the 2020 water and wastewater rates at their 2019 levels and that staff report back on the financial implications of this” was approved, the other two clauses relating to the waiving of interest on tax levy instalments were deferred to the April 16, 2020 Committee of the Whole meeting.

The Region is responsible for determining tax policy, while local municipalities are responsible for property tax billing and collection

The Region sets the tax ratios and determines some tax policies that apply to all nine local municipalities. However, it is the local municipalities that are responsible for tax administration, including billing and collection of the property taxes by setting the instalment due dates as they see fit. While the Region sets the dates by which all local municipalities have to remit the Regional portion of property tax payment to the Region, local municipalities have different tax instalment schedules for their taxpayers to meet their various cash flow needs.

Since municipalities set the due dates and assess penalties on late payments, it is ultimately the local municipalities’ decision to offer taxpayers flexibility in their payment dates. The Region however, can ease the burden on municipalities that decide to offer flexibility to its taxpayers by providing flexibility in remitting their Regional property tax instalments.

Most of York Region’s local municipalities have already announced or are considering financial relief and other support programs

In response to COVID-19, local municipalities in York Region have announced, or are considering, various financial relief programs to support their businesses and residents.

The most common measures local municipalities have offered are extending payment deadlines and waiving late payment penalties, as shown in Attachment 1, Table 1.

Other Ontario municipalities have also announced or are considering financial relief programs

Other Ontario municipalities have announced, or are considering tax deferral relief and/or waiving penalties and interest, tax and water/wastewater payments. As shown on Attachment 1, Table 2, most upper-tier municipalities are considering a range of financial relief measures primarily driven by the decisions made at the local level.

While municipalities are restricted in providing direct financial assistance to targeted business segments, municipalities have flexibility to set tax instalment dates and the amount of interest charged when in default

Section 106 of the Municipal Act, 2001, (Act) generally prohibits municipalities from providing financial assistance or 'bonusing' to industrial or commercial enterprises. Despite the restrictions under section 106 of the Act, municipalities have discretion as it relates to the tax levy remittance dates and interest charged when in default.

The Act provides upper-tier municipalities the flexibility to set the tax instalment dates by which local municipalities remit the Regional portion of tax levy for both interim and final tax levies. The Act prescribes an annual interest payment of 15 per cent on the amount in default, unless the upper tier sets a lower rate as they deem appropriate.

The Province is also allowing municipalities to delay their remittance of property taxes for school boards by 90 days

As part of its March 2020 Economic and Fiscal Update, the Province announced a 90-day deferral of the June 30 and September 30 quarterly municipal remittances of education property tax receipts. However, the education tax payment due March 31, 2020 will remain unchanged. To ensure this deferral does not have a financial impact on school boards, the Province is adjusting their payments to school boards to offset the deferral.

4. Analysis

Council could waive interest charges to local municipalities on tax payments owed to the Region that have been delayed as a result of COVID-19 tax relief

As the COVID-19 pandemic continues to evolve, local municipalities and other neighbouring municipalities have started to offer various financial relief programs.

In the short term, tax relief programs offered by local municipalities (see Attachment 1, Table 1) consist mainly of deferring of tax instalments and/or waiving of penalties and interest charges. To support the various local options being implemented to assist residents and businesses, Council could consider providing local municipalities with some financial flexibility with respect to their tax remittances to the Region.

Council has currently approved an interim tax levy by-law setting the amounts payable by local municipalities to the Region on or before April 30, 2020 and June 30, 2020. The final tax levy instalment dates are typically September 30 and December 15.

Interest would normally be payable by a local municipality, at statutory rate of 15 % per year, on any portion of the property tax instalment not remitted to the Region, on or before the due dates.

However, as an immediate measure, interest on outstanding tax levy instalments from the local municipalities, for the 2020 taxation year only, could be waived on any portion not remitted by the due date, as a result of a local tax relief program related to COVID-19. Local municipalities would still be expected to remit any portion of the property taxes they have collected on behalf of the Region, on the normal due dates.

Two options for the waiving of interest charges were considered

Option 1: Waiving of interest on any portion of the four tax levy instalments in 2020 not remitted to the Region, as a direct result of a local municipality's COVID-19 tax relief program for 90 days following the normal tax instalment dates.

Under this option, it is still expected the local municipalities would continue to remit any taxes collected on behalf of the Region.

Table 1

Option 1 – Interest Waiving on Four Tax Instalments for 90 days Property Tax Instalment Dates and Final Date for Proposed Interest Waiver

	Instalment Dates	Proposed 90-day Interest Waiver Period
Interim	April 30, 2020	July 29, 2020
Interim	June 30, 2020	September 28, 2020
Final	September 30, 2020*	December 29, 2020
Final	December 15, 2020*	March 15, 2021

*Estimated dates based on historic tax instalment dates. Final tax instalments for 2020 have not been approved by Council yet.

The remittance of a subsequent instalment would first be applied to the outstanding balance from the previous instalment. So long as subsequent installment payments are sufficient to clear the outstanding balance from the previous due date, local municipalities could have until March 15, 2021 to be fully paid up interest free. The key benefit of Option 1 is it would ensure the Region would have sufficient property tax revenues available to fund operations without having to incur significant, either internal or external, financing costs. While the Region has sufficient cash and short term securities to manage any delay of receiving the equivalent of up to one full tax instalment for three months, on a rolling basis, the costs associated with funding the delay including interest costs will still have to be repaid through future property tax revenues.

Option 2: Waiving of interest on any portion of tax levy instalments not remitted to the Region as a direct result of a local municipality's COVID-19 tax relief program until December 31, 2020.

Under this option, interest charges would be waived on any portion of the four tax instalments until December 31, 2020. Similar to Option 1, it is also expected the local municipalities would continue to remit any taxes collected on behalf of the Region.

While this blanket option could allow local municipalities to provide significant flexibility to taxpayers, most of the Region's area municipalities have chosen to defer payments or waive interest for shorter periods of time. An interest waiving period of this length may have the unintended consequence of discouraging taxpayers who are capable of paying from doing so until the final due date. As the outstanding balance of unpaid property taxes increases and extends beyond 90 days, both local municipalities and the Region could face significant liquidity risks which would require significant short-term external borrowing or inter-reserve borrowing to finance operations. Additionally, as outstanding balances increase, it may become increasingly difficult for local municipalities to obtain ultimate payment of those outstanding balances and remit same to the Region.

Staff recommend Option 1 - Waiving interest for each tax instalment for a period of 90 days

Staff recommend Option 1, to provide local municipalities the flexibility needed with their Regional property tax instalments. Because the timing between due dates for Regional tax instalments is less than 90 days, and by applying the new remittance to the outstanding balance of the previous instalment, it could provide an effective interest free period until March 15, 2021, which is beyond the end of the year. It would also ensure the maximum financial exposure would be limited to the equivalent amount of one tax instalment which would be within the Region's current financial means.

Should the economic impact associated with COVID-19 escalate or continue for a longer period, staff could report back with additional options

Should the economic impact associated with COVID-19 escalate or continue for a longer period, staff could identify other measures the Region could take to mitigate those impacts and report back to Council.

It should be noted, to provide application-based relief to targeted tax payers, the Region could request the Province to amend or suspend Section 106 of the Municipal Act.

5. Financial

The Region will requisition \$1.189 billion from local municipalities in 2020 over four instalment payments to fund its operations.

Under Option 1, if implemented and fully utilized by local municipalities, the waiving of interest charges for a 90-day period for each tax instalment would result in the waiver of

approximately \$10.5 million in interest (Table 2). If the full amount of each of the four tax instalments was not received until 90 days after each due date, the total interest waiver could be \$42 million. However, it is expected the actual amount of interest ultimately waived would be much lower, as the local municipalities are expected to remit any taxes collected to the Region.

Table 2		
Option 1		
Maximum Value of a 90 day Interest Waiver (\$M)		
Property Tax Class	Each Tax Levy Instalment Amount	Potential Interest Waived
Residential	234.84	8.69
Non-Residential	47.74	1.77
Others	1.07	0.04
Total	283.65	10.5

*Calculation is based on 15 % statutory rate on each 2020 Interim Instalments over 90 days

Under Option 2, if all tax instalments remained unpaid until December 31, 2020, the total interest waiver could be \$64 million (Table 3). Similar to Option 1, it is expected the actual waiver would be much lower, as the local municipalities are expected to remit any taxes collected to the Region.

Table 3					
Maximum Value of Waiving Interest until December 31, 2020 (\$M)					
Regional Tax Levy	April Instalment	June Instalment	September Instalment	December Instalment	Total
Residential	23.64	17.76	9.69	1.69	52.78
Non-Residential	4.81	3.61	1.95	0.34	10.70
Others	0.11	0.08	0.04	0.01	0.24
Total	28.56	21.45	11.68	2.03	63.71

The costs associated with either Option 1 or Option 2 will vary depending upon the amount and the duration of total interests being waived by the local municipalities. However, delays

beyond 90 days, or outstanding balances greater than the value of one installment, would require the need to acquire additional, either internal or external, financing which would need to be repaid along with interest at a future date.

6. Local Impact

Waiving tax instalment interest charges for up to 90 days would assist with various property tax relief programs currently being offered by local municipalities.

7. Conclusion

It is recommended that Option 1 - waiving of interest on any portion of property tax instalments, for the 2020 taxation year, not remitted to the Region as a direct result of a local municipality's Coronavirus (COVID-19) tax relief program, for a period of 90 days following the applicable Regional tax instalment due date, be adopted.

For more information on this report, please contact Edward Hankins, Director, Treasury Office and Deputy Treasurer, at 1-877-464-9675 ext. 71644. Accessible formats or communication supports are available upon request.

Recommended by:

Laura Mirabella, FCPA, FCA

Commissioner of Finance and Regional Treasurer

Approved for Submission:

Bruce Macgregor

Chief Administrative Officer

April 6, 2020

Attachment (1)

10708279

Attachment 1

Table 1
Financial Relief Programs Considered by Local Municipality
(current as of April 7, 2020)

Local Municipality	Tax Instalment				
	Deferral	30 Days	60 Days	90 Days	90+ Days
Aurora	✓		✓		
East Gwillimbury		✓			
Georgina		✓			
King				✓	
Markham					✓
Newmarket					✓
Richmond Hill	✓				✓
Vaughan			✓		
Whitchurch-Stouffville		✓			

Table 2
Financial Relief Programs Considered by Single and Regional Municipalities
(current as of April 7, 2020)

	Tax Levy Deferral	Waiving Interest/ Penalty Tax Levy	Hardship Program
Single Tier			
City of Toronto	✓		
City of Mississauga*	✓		
City of Hamilton		✓	
City of London		✓	
City of Ottawa		✓	✓
City of Kingston		✓	
City of Thunder Bay	✓		
City of Windsor	✓	✓	
City of Greater Sudbury		✓	
Chatham-Kent		✓	
Haldimand County		✓	
Upper Tier			
Region of Durham		✓	
Region of Halton	✓		
Region of Peel	✓		✓
Region of Niagara			
Region of Waterloo		✓	
District of Muskoka			

*Lower tier municipality

Municipality	Details
City of Toronto	<ul style="list-style-type: none"> Announced a 60 day grace period for all tax payments
City of Hamilton	<ul style="list-style-type: none"> Considering deferring tax installment date for 1 month for all property classes
City of Ottawa	<ul style="list-style-type: none"> Providing a grace period from March 19 to April 15, 2020 Developing a hardship program for Residential & Small business (Assessment up to \$2.5M) to extend due date from Mar. 19 to Oct. 30 Water bills: deferral program for seniors and low income individual Discussed providing tiered tax relief (different deferrals based on size of taxable assessment)
City of Thunder Bay	<ul style="list-style-type: none"> Considering deferral and waiving of penalties and interest on water/waste water bill payment for 60 days
City of Kingston	<ul style="list-style-type: none"> Discussions in progress
City of London	<ul style="list-style-type: none"> Considering waiving interest for March instalment and instalments for final bill
City of Mississauga	<ul style="list-style-type: none"> Deferring tax instalments by 90 days
City of Greater Sudbury	<ul style="list-style-type: none"> Waiving all penalty and interest to all tax accounts that are in arrears until June 4, 2020
City of Windsor	<ul style="list-style-type: none"> Waiving late payment fees
Chatham-Kent	<ul style="list-style-type: none"> Discussion in progress
Haldimand County	<ul style="list-style-type: none"> Amending interim tax instalment dates to match local municipal decisions Water bills: Considering 90 day interest and penalty deferral as well as postponing April 1st rate increase by 90 days
Region of Durham	<ul style="list-style-type: none"> Waiving of interest charges on property tax due in April for May and June Durham Region Transit suspended payments from all customers Water bills: Temporary suspending new late payment charges, collection notices and water shutoffs
Region of Halton	<ul style="list-style-type: none"> Local municipalities considering waiving interest and penalty costs on late payments for 30 or 60 days Region approved tax deferral on April 30 instalment to June 30, 2020
Region of Peel	<ul style="list-style-type: none"> Seeking approval to provide \$1M emergency funding as a one-time grant to Peel Community Agencies Tax deferral or waiving penalty to match lower-tier decision
Region of Niagara	<ul style="list-style-type: none"> Tax deferral are lower-tier decision Discussed suspending penalties for late payments

Region of Waterloo	<ul style="list-style-type: none"> • Region and lower-tiers waiving interest and penalties on property taxes, utility bills and other amounts owing for 60 days • Transit service reduction and considering monthly pass refund • Water bills: Considering deferral payment dates or waiving late payment fees
District of Muskoka	<ul style="list-style-type: none"> • No tax deferral

From: Van Dusen, Regina on behalf of Regional Clerk
Sent: Monday, May 4, 2020 2:22 PM
Subject: ACTION REQUIRED - Regional Council Decision - Transfer of Part III Prosecutions to the Regional Municipality of York
Attachments: Transfer of PartIII Prosecutions to the Regional Municipality of York.pdf

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 April 30, 2020 Regional Council made the following decision:

1. That Council authorize the execution of amending agreements between the Province, The Regional Municipality of York (York Region) and the nine local municipalities which amend the Memorandum of Understanding and the Local Side Agreement involving the prosecution of offences commenced under Part III of the *Provincial Offences Act* (POA).
2. That Council seek resolutions from the nine local municipalities in the suggested form to delegate authority to York Region to enter into amending agreements with the Province to amend the Memorandum of Understanding and the Local Side Agreement on behalf of the local municipalities (Attachment 1).

The original staff report is attached for your information and I draw attention to the proposed resolution included as Attachment 1.

Please contact Hans Saamen, Director of Prosecutions, at 1-877-331-3309 ext.73212 if you have any questions with respect to this matter.

Regards,

Christopher Raynor | Regional Clerk, Office of the Regional Clerk, Corporate Services

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

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

The Regional Municipality of York

Committee of the Whole
Finance and Administration
April 16, 2020

Report of the Regional Solicitor

Transfer of Part III Prosecutions to the Regional Municipality of York

1. Recommendations

1. That Council authorize the execution of amending agreements between the Province, The Regional Municipality of York (York Region) and the nine local municipalities which amend the Memorandum of Understanding and the Local Side Agreement involving the prosecution of offences commenced under Part III of the *Provincial Offences Act* (POA).
2. That Council seek resolutions from the nine local municipalities in the suggested form to delegate authority to York Region to enter into amending agreements with the Province to amend the Memorandum of Understanding and the Local Side Agreement on behalf of the local municipalities (Attachment 1).

2. Summary

This report seeks Council authorization to execute agreements that amend the Memorandum of Understanding and the Local Side Agreement to transfer the prosecution of Part III proceedings from the Province to York Region. Local municipalities are also parties to these agreements requiring amendment. To facilitate the transition, a draft resolution delegating local Councils' authority to York Region to execute these agreements on their behalf is proposed for circulation to the local municipalities.

Key Points:

- On June 30, 1999, the Province entered into agreements with York Region and the nine local municipalities to transfer the operation of the Provincial Offences Court and the prosecution of proceedings commenced under Parts I and II of the POA to York Region. The Province retained the prosecution of proceedings commenced under Part III of the POA, except for those proceedings already prosecuted by municipalities
- In December, 2017, the Province amended the POA to allow for an agreement to be entered into for the transfer of proceedings commenced under Part III of the POA
- For transfer of Part III prosecutions to occur, the amending agreements must be signed by the Province, York Region and the nine local municipalities

3. Background

Province transferred Provincial Offences Court program to Municipalities in 1999

Between April 29 and June 30, 1999, the Province, York Region and the nine local municipalities signed the Memorandum of Understanding and the Local Side Agreement which transferred to operation of the Provincial Offences Court and the prosecution of charges laid using the process under Parts I and II of the POA to York Region. Part I involves an officer issuing a ticket to a defendant with three options available – pay the set fine (plus costs and victim fine surcharge), complete a walk-in guilty plea, or request a trial. Part II involves parking tickets. The Province retained the prosecution of charges laid using the process under Part III of the POA, except for those offences previously prosecuted by municipalities. Part III proceedings are commenced by swearing an Information and serving a summons requiring a defendant to appear in court and involve more serious charges.

***Provincial Offences Act* amended to allow for transfer of Part III prosecutions**

On Dec 14, 2017, Bill 177 (*Stronger, Fairer Ontario Act (Budget Measures) 2017*) received Royal Assent. Sections 162 and 173 of the POA were amended to allow the Province to enter into agreements with municipalities to prosecute Part III charges. These are primarily charges for offences under the *Highway Traffic Act*, *Compulsory Automobile Insurance Act*, and the *Dog Owners' Liability Act*.

York Region currently prosecutes Part III charges under municipal by-laws, and some Provincial statutes and regulations including the *Building Code Act*, *Fire Protection and Prevention Act*, *Health Protection and Promotion Act*, and *Smoke Free Ontario Act*. Other Part III charges laid under various other Provincial statutes and regulations are prosecuted by the ministry responsible for the Act and are not included in the transfer (e.g. Ministry of Labour, Ministry of Transportation, and Ministry of the Environment).

Authorization to execute amending agreements required

The transfer will require the Province and local municipalities to sign amending agreements to the Memorandum of Understanding as well as the Local Side Agreement. Authorization to sign these agreements will be required from York Region Council as well as the nine local municipalities since all are named as parties to the original agreements.

4. Analysis

Provisions contained in the draft agreement would facilitate the transfer

The draft amending agreement to the Memorandum of Understanding contains provisions that would transfer the prosecution of proceedings commenced under Part III of the POA to York Region, with the exception of certain Part III proceedings. The provisions contained in the draft agreement would facilitate the transfer.

The draft amending agreement to the Local Side Agreement contain provisions that would transfer files from the Province to York Region, with an effective date for the transfer to be agreed upon. It also requires York Region to make available workspace and access to technology for the Province for those matters retained by the Province.

Efficiencies may be realized through the transfer

The transfer of Part III prosecutions from the Province to York Region will create efficiencies in the operation of the Provincial Offences Court including:

- The opportunity to end segregated dockets and improve trial scheduling by combining Part I and III charges together in one courtroom (currently Part I and Part III charges are segregated into separate courtrooms)
- The opportunity to end conflicting court appearances for officers having to attend in separate courtrooms as Part I and III charges laid by an officer can now be combined into the same courtroom
- Enhanced service delivery to the public by having one prosecution office for defendants, agents, lawyers and witnesses to deal with (currently there are two offices - Provincial prosecutors and Regional prosecutors)
- A more streamlined process and simplified communications regarding which office is dealing with the matter as there will only be one office for the majority of charges
- The majority of appeals will be handled by Regional prosecutors which will improve customer service, allow for more efficient use of court time and create consistency in the appeal court
- Police will have one prosecution office with one disclosure process
- Greater control in response to local specific issues/concerns/practices and procedures
- Professional development opportunities for staff

Initiative supports the 2019 to 2023 Strategic Plan and aligns with Vision 2051

The transfer of Part III prosecutions to York Region will enhance the delivery of court services to the community through a more efficient and streamlined process, aligning with the 2019 to 2023 Strategic Plan priority area of supporting community health, safety and well-being and delivering trusted and efficient services. The transfer reflects an open and responsive government, a focus area of Vision 2051.

5. Financial

Four additional staff to address the workload associated with the transfer of Part III charges have been hired. There is no additional budget impact to York Region.

6. Local Impact

There is no budget impact to the local municipalities as the POA program is operated solely at the expense of York Region. Local prosecutions will continue to be conducted by York Region. Local city managers and CAO's are aware of the pending transition and the attached draft resolution is intended to provide a template for local Council's delegation.

7. Conclusion

The Province is seeking to transfer the prosecution of proceedings commenced under Part III of the POA, except for certain offences. The transfer will improve the functioning of the POA court and make it more user friendly for the public to deal with one prosecution office. Amending agreements to the Memorandum of Understanding and Local Side Agreement must be executed by York Region and the nine local municipalities for the transfer to occur. Authorization is required from Council to execute the amending agreements. It is also necessary to seek resolutions from the nine local municipalities to delegate authority to York Region to execute the amending agreements.

For more information on this report, please contact Hans Saamen, Director of Prosecutions, at 1-877-331-3309 ext.73212. Accessible formats or communication supports are available upon request.

Recommended by: **Joy Hulton**
Regional Solicitor

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

April 3, 2020
Attachment (1)
10587203

ATTACHMENT 1**Resolution of Council**

Whereas the Province entered into a Memorandum of Understanding and a Local Side Agreement with The Regional Municipality of York and the nine local municipalities with an effective date of June 30, 1999, for the operation of the Provincial Offences Court, the prosecution of charges laid using the process under Parts I and II of the *Provincial Offences Act*, and the transfer of records, files, assets, revenue and financial arrangements,

And whereas the Province intends to transfer the prosecution of charges laid using the Part III process under the *Provincial Offences Act*, along with all records, files and assets, through amending agreements to the Memorandum of Understanding and the Local Side Agreement,

Council of the (insert name of local municipality) hereby delegates authority to The Regional Municipality of York to execute amending agreements with the Province to amend the Memorandum of Understanding and the Local Side Agreement on behalf of (insert name of local municipality).

AGENDA 2.1**MARKHAM PUBLIC LIBRARY BOARD****Regular Meeting****Minutes of Regular Meeting held on Monday, February 24, 2020 7:01 p.m., Markham Village Library, Program Room, 6031 Highway 7 East L3P 3A7**

Present from Board: Mr. Alick Siu, Chair
 Ms. Margaret McGrory, Vice-Chair
 Mrs. Pearl Mantell
 Mr. Ben Hendriks
 Deputy Mayor Don Hamilton
 Mr. Jay Xie
 Mr. David Whetham
 Mr. Raymond Chan
 Ms. Iqra Awan
 Mr. Edward Choi (from 3.0)

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

Regrets: Councillor Andrew Keyes
 Mr. Anthony Lewis
 Mr. Councillor Keith Irish
 Mr. Les Chapman
 Mrs. Lillian Tolensky
 Youth Representative: Ms. Timea Gergely

1.0 Call to Order/Approval of Agenda

Mr. Alick Siu, Chair called the meeting to order at 7:01 p.m.

Moved by Deputy Mayor Don Hamilton
 Seconded by Mr. Ben Hendriks

Resolved that the agenda be approved.

Carried.

1.1 Declaration of Conflict of Pecuniary Interest

None.

1.2 Delegation

None.

AGENDA 2.1

1.3 Chair's Remarks

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

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

Mr. Siu introduced staff members Polly Chan and Shaun McDonough.

The Chair advised the Board that the Mayor will be launching the musical instrument lending library at Markham Village Library on Saturday, April 4 at 11:00 a.m. The instrument lending collection supports the Markham Village makerspace which focuses on digital media. The branch recently installed a sound booth for musical and audio recording and will be available to the public following the launch of the space. An e-mail reminder will be sent to the Board closer to the date.

Mr. Siu also advised the Board that in celebration of [Black History Month](#), the Canadian Multicultural Inventors Museum will be hosting an exhibit at the Milliken Mills Library on February 25 that features inventions by black inventors. This is a one-day only event and not to be missed.

Hearty congratulations to Iqra Awan who recently gave birth to a beautiful baby girl!

2.0 Approval of Minutes:

2.1 Library Board Minutes January 27, 2020

Moved by Deputy Mayor Don Hamilton
Seconded by Mrs. Pearl Mantell

Resolved that the minutes of the January 27, 2020 Library Board Meeting be confirmed.

Carried.

2.2 Consent Agenda:

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Raymond Chan

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.7 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

2.3 Declaration of Due Diligence by the CEO

2.4 Communication and Correspondence:

2.4.1 GALLUP: In U.S. Library Visits Outpaced Trips to Movies in 2019

<https://news.gallup.com/poll/284009/library-visits-outpaced-trips-movies-2019.aspx>

AGENDA 2.1

2.4.2 OLA: Announces 2020 Board

2.4.3 markhamreview.com: Markham Reads

<https://markhamreview.com/markham-reads/>

2.4.4 Black History Month Events

2.4.5 NEWMARKETTODAY.ca: Newmarket's new "library of things"

<https://www.newmarkettoday.ca/local-news/newmarkets-new-library-of-things-offers-everything-but-the-kitchen-sink-11-photos-2073247>

2.4.6 Ottawacitizen.com: Keep Ottawa library's doors open to the homeless

<https://ottawacitizen.com/opinion/columnists/mckenney-keep-ottawa-libraries-doors-open-to-the-homeless>

2.4.7 yorkregion.com: How Markham's Updated Leisure Master Plan will play out for residents.

Carried.

The Chair commented on item 2.4.6; Ottawa Libraries opening doors to homeless people, supporting them without stigma and shame.

3.0 CEO's Highlights:

The Chair asked the CEO to comment on the Highlights.

- Mrs. Biss mentioned to the Board that there was heightened concerns over **Covid-19** (Coronavirus) amongst staff and in the community. The CEO assured the Board (as well as staff) that appropriate protocols are in place and at this time, the risk to the community is low.
Initially the virus had an impact on library usage which has since rebounded.
- There was a question about the collections survey.
- **Urban Community Hub Project**
Markham Library and Recreation staff are working with Brampton planning staff and urban designer Ken Greenberg to develop a model for Urban Community Hubs that could potentially be used by municipalities across the GTA to support the development of "complete communities" and successful urban neighbourhoods.
There were several questions. Staff explained that the project was just getting started and that they would revisit the subject when more information became available,
- **Trends**
A recent Gallup survey of American's leisure and cultural activities found that:
 - Visiting the library remains the most common cultural activity in which Americans engage
 - The average 10.5 trips to the library U.S. adults report taking in 2019 exceeds their participation in eight other common leisure activities
 - Libraries tend to be most frequented by young adults, women and, lower-income households

Moved by Ms. Iqra Awan
Seconded by Ms. Margaret McGrory

AGENDA 2.1

Resolved that the report entitled “CEO’s Highlight’s February 2020” be received.

Carried.

4.0 **Annual Monthly Policy Review**

(To be undertaken at the January meeting)

5.0 **Internal Monitoring Reports:**

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

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

(Assigned to Mr. David Whetham)

Mr. Whetham advised the Board that he did not receive any concerns from Board Members but he had presented several questions to Staff that were clarified.

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

Moved by Mr. David Whetham
Seconded by Deputy Mayor Don Hamilton

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

Carried.

5.2 **Executive Limitation: EL-2j Communication and Counsel to the Board**

(Assigned to Mr. Raymond Chan)

Mr. Chan advised the Board that he had been asked to review this report that provides the Board with a triannual affirmation that the Board is informed and supported in its work. This is a report on communication and counsel to the Board for the period from November 2019 to January 2020.

Fellow Board members were e-mailed and he did not receive any questions or concerns.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Communication and Counsel to the Board comply with the requirements of EL-2j policy.

Moved by Mr. Raymond Chan
Seconded by Mr. Edward Choi

Resolved that the internal monitoring report entitled “ Executive Limitation: EI-2j Communication & Counsel to the Board (November 2019 to January 2020)’ be received.

Carried.

AGENDA 2.1

6.0 **Ends**

7.0 **Governance:**

7.1 **Amendment MPL Board By-laws Section 4.4**

Moved by Mrs. Pearl Mantell
Seconded by Mr. David Whetham

Resolved that the Board receives the revised version of the Markham Public Library By-laws effective January 2020.

Carried.

There were suggested changes in wording to several by-laws. The amendments will be drafted and brought to the Board in March for approval.

7.2 **Proposed Amendments to Minimum Number of Regular Board Meetings**

Deputy Mayor Hamilton asked how the number of eight meetings was arrived at. The Chair responded that there had been a survey among Library Boards and eight was what the majority preferred. The CEO explained that eliminating the February and December meetings would cause the least impact to the Library Board and staff.

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

Resolved that the Board approve the reduction of the minimum number of regular Board meetings from the previously required ten scheduled monthly meetings to eight scheduled monthly meetings, eliminating the February and December regular meetings and;

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

Carried.

7.3 **Update from OLBA-Ben Hendriks**

Mr. Hendriks advised the Board that he had sent out an OLA update "Up To the Minute" e-mail" which would serve as a precursor to a more formal survey.

The communication will serve to establish issues within Library Boards in Ontario such as the budget process and relationships with Municipal Councils.

There were some questions and discussion about the amalgamation of OLS-North and SOLS and the reasons and advantages of the merger.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

This month input was requested from Board members who had the opportunity to attend the OLA Super Conference last month.

AGENDA 2.1

Margaret McGorory

Ms. McGorory attended the Boot Camp held on Saturday. She thought the morning presentations were excellent and thanked Mr. Choi for his written report on the conference.

Edward Choi

Mr. Choi provided a very thorough overview of his experience at the Super Conference and prepared a written document on his OLA Super Conference Reflections and Ideas. He enjoyed the Brampton Library tour and was impressed with their use of facilities. The Brampton Public Library has the same number of branches as Markham (8). Mr. Choi Mentioned some trade issues that may arise for libraries from the new Brexit and NAFTA agreements. He found the conference to be worthwhile and would encourage all Board members to attend.

The CEO responded to his list of ideas, some of which we are already doing at MPL and acknowledged the others would be discussed with staff and added to the Strategic Plan.

Alick Siu

Mr. Siu attended the conference and found he learned a lot and several things impressed him. He was particularly interested in some of the issues libraries like Ottawa face in trying to accommodate the marginalized in their communities.

Ben Hendriks

As president of OLBA Mr. Hendriks attended the entire conference and thanked fellow Members for attending. He asked that if anyone had further input about the conference to let him know.

9.0 **Board Advocacy**

10.0 **Education**

11.0 **Incidental Information**

12.0 **New Business**

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: Conduct of the Board**

Moved by Mr. Ben Hendriks
Seconded by Deputy Mayor Don Hamilton

That the report entitled “Questionnaire Results: “The Board and the CEO” be received.

Carried.

14.0 **In Camera Agenda**

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Edward Choi

AGENDA 2.1

Resolved that the Board meet in Camera at 8:02 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:01 p.m.

Moved by Mr. David Whetham

Seconded by Mr. Ben Hendriks

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Raymond Chan that the meeting be adjourned at 9:02 p.m.

AGENDA 2.2**MARKHAM PUBLIC LIBRARY BOARD****Special Meeting****Minutes of Special Meeting held on Thursday, April 2, 2020 3:10 p.m., Virtual Meeting**

Present from Board: Mr. Alick Siu, Chair
 Ms. Margaret McGrory, Vice-Chair
 Ms. Iqra Awan
 Mr. Raymond Chan
 Mr. Edward Choi
 Deputy Mayor Don Hamilton
 Mr. Ben Hendriks
 Councillor Keith Irish
 Councillor Andrew Keyes
 Mr. Anthony Lewis
 Mrs. Pearl Mantell
 Mrs. Lillian Tolensky
 Mr. David Whetham
 Mr. Jay Xie

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
 Ms. Andrea Cecchetto, Director, Service Excellence
 Mrs. Diane Macklin, Director, Community Engagement
 Ms. Michelle Sawh, Director, Administration
 Ms. Debbie Walker, Director, Library Strategy & Planning
 Mrs. Susan Price, Board Secretary

1.0 Call to Order/Approval of Agenda

Mr. Alick Siu, Chair called the meeting to order at 3:10 p.m.

Moved by Councillor Keith Irish
 Seconded by Mrs. Pearl Mantell

Resolved that the agenda be approved.

Carried.

1.1 Declaration of Conflict of Pecuniary Interest

None.

Please Note that Agenda Item 4.0 In camera Agenda has been moved forward in order to accommodate our guests.

4.0 In Camera Agenda

Moved by Mr. Edward Choi
 Seconded by Councillor Andrew Keyes

AGENDA 2.2

Resolved that the Board meet in Camera at 3:11 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 4:04 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Mrs. Pearl Mantell

Resolved that the motions approved In Camera be ratified.

Carried.

2.0 **Governance:**

2.1 Board Approval of Library Closures

Moved by Mr. Edward Choi
Seconded by Ms. Margaret McGrory

Resolved that the Board approve the extended closure of all Library branches until further notice as per the City of Markham.

Carried.

3.0 **New Business:**

3.1 **Update on MPL Website:**

Staff reported that they are continuing to work with Bibliocommons and the city's ITS. The work is progressing and hopefully the new website launch will be ahead of schedule.

The new MPL website will contain updated information, expanded resources, program information and community information.

Staff explained some of the newer features and there was some discussion on the many options available to Library customers during the closures.

3.2 **Services Provided by MPL during COVID-19 Library Closures:**

Staff explained that during the COVID-19 closures they are maintaining robust momentum on the workplan.

Among the many services being offered

- Digital collections including eBooks, eAudiobooks, streaming movies, music and TV shows, along with online courses, and digital research databases
- Unblocking library cards so that customers who were previously blocked can access digital resources
- Creating new library cards for non-users expanding community access to MPL online customers
- Providing remote customer service: Purchasing a tool that will allow MPL to provide online reference and support to customers
- Customer telephone support
- Support for social isolation
- Focus on families with children at home
- Virtual book clubs
- New website will be launched during the closure

AGENDA 2.2

Staff advised the Board that every effort is being made so the community can continue to feel involved and connected and that work on the Strategic Plan is moving ahead.

Moved by Mr. Edward Choi
Seconded by Mrs. Lillian Tolensky

Resolved that the verbal reports “Update on MPL Website” and “Services Provided by MPL during COVID-19 Library Closures” be received.

Carried.

4.0 **In Camera Meeting (please see above)**

5.0 **Adjournment:**

Moved by Mr. Edward Choi and seconded by Deputy Mayor Don Hamilton that the meeting be adjourned at 4:27 p.m.

**Teleconference Meeting****Unionville BIA****Date: Wednesday, April 15th ,2020**

BIA BOARD MEMBERS	In Attendance	Regrets
Niina Felushko	Yes	
Natasha Usher	Yes	
Shibani Sahney	Yes	
Rob Kadlovski	Yes	
Roger Kanda	Yes	
Tony Lamanna	Yes	
Sylvia Morris	No	
Sarah Isles	Yes	

Executive Director: Sara Sterling**City:** Deputy Mayor Don Hamilton

Ward 3 Councillor Reid McAlpine

Call to order by Chair Niina Felushko - At 10:06 am

Motion to start the meeting by Shibani Sahney

Seconded by Deputy Mayor Don Hamilton

Approval of Agenda

Motion by Deputy Mayor Don Hamilton

Seconded by Tony Lamanna

All were in favour

Chair Niina Felushko: Before the meeting can begin officially, we need to pass an amendment to By-Law No.1 to allow participation electronically due to current situation and Markham-imposed Emergency Measures. Sara has circulated the written amendment to everyone (see bottom of minutes) for all to preview.

Motion to amend By-Law No.1 per amendment submitted

Motion by Deputy Mayor Don Hamilton

Seconded by Tony Lamanna

All were in favour



Approval of March 5 2020 Meeting Minutes including February 2020 Financials Motion by Deputy Mayor Don Hamilton
 Seconded by Tony Lamanna
 All were in favour

Financials: Chair Niina Felushko

KPMG audit suggested an amendment to include the receivables of \$5500 that we will be receiving in 2020. We received a payment of \$1000 on March 31st. Another \$1000 is expected on April 30th, and \$450 is expected in May.

Approval of the amended 2019 financials

Motion by Rob Kadlovski
 Seconded by Councillor Reid McAlpine
 All were in favour

March 2020 financials

The March financials show we are not spending much at all given the current situation, and with events being cancelled. The 2020 budget is being revised to reflect this and will be sent to the Board for approval asap, another meeting will be called to approve.

Approval of March 2020 financials

Motion by Natasha Usher
 Seconded by Sarah Isles
 All were in favour

City Update: Councillor Reid McAlpine

Councillor McAlpine said that there are no penalties or Interest Charges on property taxes until Dec 31st, 2020.

The municipal government has no power over the landlords to pass this benefit to the tenants. It cannot be enforced.

Electricity: The weekend rate 24/7 for commercial as well as residential consumption.

Water: The 7.8% increased rate has been removed for now.

Property tax: This is relative to the property prices which are reassessed every four years. For now this has been delayed by a year.

Tony Lamanna requested Deputy Mayor Don Hamilton and Councillor Reid McAlpine to carry forward the request to reduce the property tax.



Executive Director Update: Sara Sterling

Unionville Market: As of now we plan to start the market at the beginning of August for 10 weeks as a pilot project. We will not be charging the vendors until 2 weeks before just in case things do not improve due to Covid-19.

Banners on the street: As the current banners are ripped and torn we have gotten a quote on printing and re-installing new banners. I am discussing a Call For Artists with Rachel from Varley Art Gallery, to design something artistic that will highlight local artists and local businesses at the same time. We will be looking for sponsors to pay a certain amount to have their logos on the banners. A subcommittee will be formed to review submissions, Tony has indicated he is interested in joining.

Website/Social: Sara has been updating the website for businesses offering pickup, delivery and remote services – we have been promoting this list as well as individual stores and restaurants on social media as well.

New items:

Tony brought up the idea for no parking during social distancing. After a brief conversation, all agreed it was a good idea. Tony also asked Councillor McAlpine to discuss with City staff the possibility of a North/South lane split of the road like has been discussed in the past. The Councillor agreed he would bring it up and get feedback from the Operations department.

Motion to amend the Main Street Unionville parking by-law: To not allow any parking on either side of the street during emergency and social distancing measures enacted by the City of Markham.

Motion by Tony Lamanna
Seconded by Rob Kadlovski
All were in favour

Natasha Usher suggested an Instagram wall to show people that they are safe to travel to Unionville after the lockdown has been lifted. All liked the idea - Sara will investigate options and report back.

Meeting adjourned : at 11:20 am
Motion by Rob Kadlovski
Seconded by Natasha Usher
All were in favour

Next meeting: Wednesday, May 13th, 2020 at 10AM



A BY-LAW to Amend Unionville Business Improvement Area
BY-LAW No.1 January 2014, Procedural BY-LAW

Participation During a State of Emergency

WHEREAS Section 238(2) of the Municipal Act, 2001, S.O. 2001, c. 25, requires every municipality and local board to pass a procedural by-law governing the calling, place, and proceedings of meetings; and,

AND WHEREAS the Board of Management for the Main Street, Unionville Business District Improvement Area (the “Board”) being a local board of the City of Markham for all purposes, deems it expedient to pass such a by-law;

AND WHEREAS Section 238(3.3) of the Municipal Act, 2001, S.O. 2001, c.25, allows for a municipality’s procedural by-law to permit a member of council, a local board, or a committee to participate electronically in a meeting which is open or closed to the public and be counted in towards quorum during an emergency declared to exist in all or part of the municipality under Section 4 or Section 7.0.1 of the Emergency Management and Civil Protection Act; and,

WHEREAS the Board considers it necessary to establish procedures to facilitate transparent and accountable decision-making required for the continuity of Board operations and the provision of essential municipal services during a declared state of emergency;

NOW THEREFORE the Board enacts as follows:

1. That By-law No. 1 is hereby amended such that:

1.1 The following definition be added to Section 1, Definitions::

“State of Emergency” means a situation in which an emergency has been declared to exist in all or part of the City of Markham by the Mayor under Section 4 of the Emergency Management and Civil Protection Act or by the Lieutenant Governor in Council or the Premier of the Province of Ontario under Section 7.0.1 of the Emergency Management and Civil Protection Act.

1.2 The following Section 13.3 be inserted and all subsequent sections of the by-law be re-numbered accordingly:

13.3 Electronic Meeting Participation

During a State of Emergency, Members may participate in a Meeting that is open or closed to the public by means of electronic communications and such members shall be counted towards quorum subject to the following conditions:

(a) Matters of discussion at the Meeting shall be those necessary for the continued administration of the Board and/or the provision of essential services.

(b) The Meeting shall be one of the Board.

(d) The Meeting shall be conducted in accordance with the administrative procedures established by the Executive Director for facilitating electronic participation.

**Teleconference / Videoconference Meeting****Unionville BIA****Date: Wednesday, April 22nd, 2020**

BIA BOARD MEMBERS	In Attendance	Regrets
Niina Felushko	Yes	
Natasha Usher	No	Yes
Shibani Sahney	Yes	
Rob Kadlovski	Yes	
Roger Kanda	No	Yes
Tony Lamanna	Yes	
Sylvia Morris	No	
Sarah Isles	Yes	

Executive Director: Sara Sterling**City:** Deputy Mayor Don Hamilton**Ward 3 Councillor** Reid McAlpine**Call to order** by Chair Niina Felushko - At 10:01 am

Motion to start the meeting by Rob Kadlovski

Seconded by Shibani Sahney

Approval of Agenda

Motion by Deputy Mayor Don Hamilton

Seconded by Tony Lamanna

All were in favour

2020 Budget:

Chair Niina Felushko presented the revised 2020 Budget to the Board. The Budget had already been approved at the AGM in February, however the City gave us permission to revise it if we needed to due to COVID-19. Small changes in spending and less sponsorship were the main changes to the budget. The importance of having funds for recovery plans was highlighted.

Approval of Revised 2020 Budget

Motion by Rob Kadlovski

Seconded by Deputy Mayor Don Hamilton

All were in favour

**Other items:**

There was a conversation about a flowers on the street, parking on the street and social distancing continuing into the Fall at least, likely. Councillor McAlpine is still waiting to hear back from City employees with a report on the No Parking motion as well as the street going North/South.

Destination Markham was discussed – their new Board is now active and they have \$1 million to spend. DM has committed to reach out to each BIA but they have not yet contacted Sara. Sara will connect with them as soon as possible.

The Deputy Mayor also suggested Sara connect with Don De Los Santos re: Celebrate Markham.

Rob Kadlovski asked Sara to send to the Board a list of the events that were previously scheduled, and an updated list now, with costs. Sara will get this to the Board before the end of the week.

Meeting adjourned : at 10:38 am

Motion by Niina Felusko

Seconded by Shibani Sahney

All were in favour

Next meeting: Wednesday, May 13th, 2020 at 10AM



Report to: General Committee

Meeting Date: May 19, 2020

SUBJECT: 2020 Unionville Business Improvement Area and Markham Village Business Improvement Area Operating Budgets
PREPARED BY: Sandra Skelcher, Sr. Manager, Financial Planning and Reporting
Kishor Soneji, Senior Accountant

RECOMMENDATION:

1. That the report titled “2020 Unionville Business Improvement Area and Markham Village Business Improvement Area Operating Budgets” dated May 19, 2020 be received; and,
2. That the 2020 Operating Budget in the amount of \$214,221 for the Unionville Business Improvement Area (UBIA) be approved; and,
3. That the 2020 Operating Budget in the amount of \$309,951 for the Markham Village Business Improvement Area (MBIA) be approved; and,
4. That the Special Tax Rate levy, in the amount of \$214,221 for the UBIA members and \$239,640 for the MBIA members be included in the 2020 Tax Levy By-law; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To obtain Council approval of the UBIA and MBIA 2020 Operating Budgets.

BACKGROUND:

The Business Improvement Areas (BIAs) are geographical areas encompassing the Main Street of Unionville and the Main Street of Markham. Each association co-ordinates promotion of the businesses within their areas.

The Management Board of the UBIA approved their 2020 operating expenditure budget in the amount of \$214,221 (Exhibit I) on April 22, 2020.

The Management Board of the MBIA approved their 2020 operating expenditure budget in the amount \$309,951 (Exhibit II) on February 20, 2020.

The majority of funding for the operating budgets of the BIAs will be raised by means of a Special Tax Rate applied to commercial properties within each respective Business Improvement Area boundary.

Each property within the BIA boundary pays a portion of the total levy, based on their proportionate assessment share to the total BIA assessment base.

The following example outlines how the Special Tax Rate and the BIA levy for an individual property is calculated. It also illustrates the effects of assessment appeals on the BIA funding.

If an operating budget of \$200,000 is approved and the BIA has a total property assessment base of \$50,000,000 then the Special Tax Rate is calculated to be 0.4% ($\$200,000 \div \$50,000,000$).

A property with an assessment value of \$1,000,000 will have a BIA levy of \$4,000 ($\$1,000,000 \times 0.4\%$).

If the aforementioned property successfully appeals their property assessment and it is reduced to \$750,000, then their BIA levy would be reduced accordingly, to \$3,000 ($\$750,000 \times 0.4\%$). Therefore, the actual funding recovered by the BIA through the levy would be \$1,000 less than budgeted (\$4,000-\$3,000).

Operating Budget Approved	\$200,000	(A)
BIA Total Property Assessment Base	\$50,000,000	(B)
Special Tax Rate	0.4%	(C) = (A) ÷ (B)
Assessment Value of a Property	\$1,000,000	(D)
BIA Tax Levy of the Property	\$4,000	(E) = (D) x (C)
Assessment Value Revised Due to Appeal	\$750,000	(F)
Revised BIA Tax Levy of the Property	\$3,000	(G) = (F) x (C)
Levy Decrease Due to Appeal	(\$1,000)	(G) - (E)

The authority to establish this tax rate and to levy taxes for the two BIAs will be included in the 2020 levying by-law.

DISCUSSION:

Unionville BIA Operating Budget

The UBIA approved an operating expenditure budget of \$214,221. Details of the 2020 budget in comparison with the 2019 budget and audited actuals are outlined in Exhibit I. The UBIA ended 2019 with an accumulated surplus of \$6,144. The UBIA made 2020 budget revisions & re-allocations based on 2019 results and 2020 plan.

When compared to the 2019 budget, there is an overall decrease in revenue of \$13,000 due to a combination of the following items:

	2020	2019	Incr. /
	<u>Budget</u>	<u>Budget</u>	<u>(Decr.)</u>
Advertising Sales	-	3,000	(3,000)
Fundraising & Other Revenues	-	10,000	(10,000)

The 2020 expenditure budget increased by \$3,222 mainly due to the following items:

	2020	2019	Incr. /
	<u>Budget</u>	<u>Budget</u>	<u>(Decr.)</u>
Street Beautification	28,000	12,000	16,000
Advertising	52,371	51,000	1,371
Event & Entertainment Promotion	48,000	58,150	(10,150)
Office Expenses	20,900	12,814	8,086
Contracted Services	62,950	71,000	(8,050)
Property Tax Adjustments	-	4,000	(4,000)

The Management Board of the UBIA approved the budget on April 22, 2020 (Exhibit III).

Markham Village BIA Operating Budget

The MBIA approved an operating expenditure budget of \$309,951. Details of the 2020 budget in comparison with the 2019 budget and audited actuals are outlined in Exhibit II. The MBIA ended 2019 with an accumulated surplus of \$176,033. The MBIA made 2020 budget revisions & re-allocations based on 2019 results and 2020 plans.

When compared to the 2019 budget, there is a decrease in revenue of \$33,686 due to the following items:

	2020	2019	Incr. /
	<u>Budget</u>	<u>Budget</u>	<u>(Decr.)</u>
Event Promotion	14,500	17,483	(2,983)
Grants and Interest Income	21,000	52,021	(31,021)

The 2020 expenditure budget decreased by \$21,466 mainly due to the following items:

	2020	2019	Incr. /
	<u>Budget</u>	<u>Budget</u>	<u>(Decr.)</u>
Salaries & Benefits	97,882	88,602	9,280
Office Expenses	32,100	34,389	(2,289)
Street Beautification	23,000	17,000	6,000
Contracted Services	15,264	15,984	(720)
Advertising	24,082	41,517	(17,435)
Event Promotion	86,523	102,925	(16,402)

The Management Board of the MBIA approved the budget on February 20, 2020 (Exhibit IV).

FINANCIAL CONSIDERATIONS:

The annual tax rates and levy by-law is also included on the May 19, 2020 General Committee agenda and includes the BIA special tax rate for Council approval.

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Exhibit I - Unionville Business Improvement Area 2020 Budget

Exhibit II - Markham Village Business Improvement Area 2020 Budget

Exhibit III - Unionville Business Improvement Area 2020 Budget Board Meeting minutes

Exhibit IV - Markham Village Business Improvement Area 2020 Budget Board Meeting minutes

EXHIBIT I

**UNIONVILLE BUSINESS IMPROVEMENT AREA
2020 BUDGET**

	2020 Budget	2019 Budget	2019 Actual	2020 Budget vs. 2019 Budget Incr./ (Decr.)
Revenues				
Member Tax Levy	214,221	214,221	214,221	-
Advertising Sales	-	3,000	6,375	(3,000)
Fundraising & Other Revenues:				
Celebrate Markham Grant (Olde Tyme X'mas)	-	-	8,000	-
Central Counties Tourism Grant	-	-	35,225	-
Digital Main Street Grant	-	-	10,000	-
Summer Career Placement Grant	-	10,000	-	(10,000)
Sponsorships	-	-	6,931	-
Promotion	-	-	9,427	-
Sundry Revenue	-	-	12,847	-
Interest	-	-	1,204	-
Total Revenues	214,221	227,221	304,230	(13,000)
Expenditures				
Office Expenses	20,900	12,814	22,118	8,086
Audit Fees	2,000	2,035	2,035	(35)
Street Beautification	28,000	12,000	18,498	16,000
Advertising	52,371	51,000	41,341	1,371
Event & Entertainment Promotion	48,000	58,150	141,686	(10,150)
Contracted Services	62,950	71,000	55,659	(8,050)
Property Tax Adjustments	-	4,000	527	(4,000)
Total Expenditures	214,221	210,999	281,864	3,222
Net Revenues / (Expenses)	-	16,222	22,366	(16,222)
Accumulated Surplus / (Deficit), beginning of year	6,144	(16,222)	(16,222)	22,366
Accumulated Surplus / (Deficit), end of year	6,144	-	6,144	6,144

EXHIBIT II

**MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA
2020 BUDGET**

	2020 Budget	2019 Budget	2019 Actual	2020 Budget vs. 2019 Budget Incr./ (Decr.)
Revenues				
Member Tax Levy	239,640	239,322	239,322	318
Supplementary tax	-	-	318	
Event Promotion	14,500	17,483	15,047	(2,983)
Grants and Interest Income	21,000	52,021	29,721	(31,021)
Washroom Maintenance Recovery	22,591	22,591	22,591	-
Total Revenues	297,731	331,417	306,999	(33,686)
Expenditures				
Salaries & Benefits	97,882	88,602	91,794	9,280
Office Expenses	32,100	34,389	29,877	(2,289)
Audit Fees	2,100	2,000	2,035	100
Street Beautification	23,000	17,000	26,040	6,000
Advertising	24,082	41,517	31,167	(17,435)
Event Promotion	86,523	102,925	78,318	(16,402)
Contracted Services	15,264	15,984	16,307	(720)
Washroom Maintenance	19,000	19,000	19,241	-
Property Tax Adjustments	10,000	10,000	-	-
Total Expenditures	309,951	331,417	294,779	(21,466)
Net Revenues / (Expenses)	(12,220)	-	12,220	(12,220)
Accumulated Surplus / (Deficit), beginning of year	176,033	163,813	163,813	12,220
Accumulated Surplus / (Deficit), end of year	163,813	163,813	176,033	-



SETTLED IN 1794

Teleconference / Videoconference Meeting**Unionville BIA****Date: Wednesday, April 22nd, 2020**

BIA BOARD MEMBERS	In Attendance	Regrets
Niina Felushko	Yes	
Natasha Usher	No	Yes
Shibani Sahney	Yes	
Rob Kadlovski	Yes	
Roger Kanda	No	Yes
Tony Lamanna	Yes	
Sylvia Morris	No	
Sarah Isles	Yes	

Executive Director: Sara Sterling**City:** Deputy Mayor Don Hamilton**Ward 3 Councillor** Reid McAlpine**Call to order** by Chair Niina Felushko - At 10:01 am

Motion to start the meeting by Rob Kadlovski

Seconded by Shibani Sahney

Approval of Agenda

Motion by Deputy Mayor Don Hamilton

Seconded by Tony Lamanna

All were in favour

2020 Budget:

Chair Niina Felushko presented the revised 2020 Budget to the Board. The Budget had already been approved at the AGM in February, however the City gave us permission to revise it if we needed to due to COVID-19. Small changes in spending and less sponsorship were the main changes to the budget. The importance of having funds for recovery plans was highlighted.

Approval of Revised 2020 Budget

Motion by Rob Kadlovski

Seconded by Deputy Mayor Don Hamilton

All were in favour

**Other items:**

There was a conversation about a flowers on the street, parking on the street and social distancing continuing into the Fall at least, likely. Councillor McAlpine is still waiting to hear back from City employees with a report on the No Parking motion as well as the street going North/South.

Destination Markham was discussed – their new Board is now active and they have \$1 million to spend. DM has committed to reach out to each BIA but they have not yet contacted Sara. Sara will connect with them as soon as possible.

The Deputy Mayor also suggested Sara connect with Don De Los Santos re: Celebrate Markham.

Rob Kadlovski asked Sara to send to the Board a list of the events that were previously scheduled, and an updated list now, with costs. Sara will get this to the Board before the end of the week.

Meeting adjourned : at 10:38 am

Motion by Niina Felusko

Seconded by Shibani Sahney

All were in favour

Next meeting: Wednesday, May 13th, 2020 at 10AM

**MARKHAM VILLAGE B.I.A.
REGULAR BOARD MEETING MINUTES
FEBRUARY 20, 2020 7:30 AM
Approved April 14 2020**

Present:

Paul Cicchini (Chair)
Brian Rowsell (Secretary)
Karen Rea
Tony Paul (PHONE)
Daniel Imbrogno

Staff: Victoria Campbell
Guests: Phil Howes, David Bainbridge
Regrets: Andrew Keyes

1. CALL TO ORDER

The meeting was called to order at 7:41 a.m. by Chairman Paul Cicchini. .

2. DECLARATION OF TAX AND ENVIRONMENTAL OBLIGATIONS

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

3. DISCLOSURE OF PECUNIARY INTEREST

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

4. ADOPTION OF THE MINUTES

No minutes from our last meeting as there was no Quorum

5. DELEGATIONS - None

6. BUSINESS ARISING OUT OF THE MINUTES –

7. FINANCIAL

2020 Budget

A proposed budget for 2020 was presented as prepared by Victoria and Phil

Phil reported that the anticipated chargeback of \$10,000 from the municipal levy was not required, resulting in a surplus for 2019 which is carried forward to 2020. Due to the uncertainties from potential chargebacks still coming back it was

**MARKHAM VILLAGE B.I.A.
REGULAR BOARD MEETING MINUTES
FEBRUARY 20, 2020 7:30 AM
Approved April 14 2020**

decided to put it back into this year's budget, resulting in cutbacks to the advertising and event projected expenses. The 2020 budget projects an operating deficit equal to the surplus from 2019. Motion by Daniel Imbrogno, seconded by Brian Rowsell to approve this budget with changes noted above for presentation at the Annual General Meeting to be held March 2

8. Victoria reported that there is a Neighborhood Networks program that will monitor 28 networks to monitor reviews at a very nominal cost of \$100.

9. Doors Open is scheduled for September

10. ADJOURNMENT – The meeting was adjourned at 8:53 am.

NEXT MEETING – March 26th - BIA Office, 7:30 am.



Report to: General Committee

Meeting Date: May 19, 2020

SUBJECT: 2020 April Year-To-Date Results of Operations
PREPARED BY: Matthew Vetere, Manager, Budgeting

RECOMMENDATION:

- 1) That the report titled “2020 April Year-to-Date Results of Operations” be received; and,
- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Council approved the 2020 annual operating budget of \$410.52M on December 10, 2019 which includes the City’s primary operating budget, Planning & Design operating budget, Engineering operating budget, Building Standards operating budget and Waterworks operating budget.

This report provides an overview of the 2020 April year-to-date operating results comparing actual to budget and includes impacts related to the ongoing COVID-19 pandemic.

Primary Operating Budget (Appendix 1)

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

All figures (actual, budget and variance) reflect the year-to-date April results (January 1 to April 30).

<u>(\$ in millions)</u>	<u>YTD April 2020</u>		Variance	% of
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>	<u>Budget</u>
Revenues	\$96.94	\$101.66	(\$4.72)	95.4%
Expenses	\$88.83	\$92.44	\$3.61	96.1%
Surplus excluding winter maintenance	\$8.11	\$9.22	(\$1.11)	
Winter Maintenance	\$6.17	\$7.61	\$1.44	
Net surplus including winter maintenance	\$1.94	\$1.61	\$0.33	

City's Surplus excluding winter maintenance

The major variances are outlined in the chart below:

Revenues	Fav. / (Unfav.)	Expenditures	Fav. / (Unfav.)
Investment income	\$0.58 M	Salaries & benefits	\$1.33 M
Federal and Provincial grants	\$0.10 M	Professional services/ office supplies/ training/ travel	\$0.70 M
Property tax penalty and interest	(\$0.14) M	Utilities and Streetlight hydro	\$0.51 M
Finance user fees	(\$0.14) M	Corporate contingency	\$0.46 M
Financial administrative & Legal fees	(\$0.16) M	Maintenance & repairs	\$0.26 M
Theatre, Art Centre and Museum revenue	(\$0.87) M	Operating materials & supplies	\$0.21 M
Recreation services revenue	(\$4.44) M	Promotion & advertising	\$0.16 M
Other	\$0.35 M	Contract service agreements	\$0.12 M
		Property Tax adjustments	(\$0.24) M
		Other	\$0.10 M
Total	(\$4.72) M	Total	\$3.61 M

Winter Maintenance

The 2020 actual winter maintenance expenditures at the end of the April totaled \$6.17M against a budget of \$7.61M, resulting in a favourable variance of \$1.44M.

Planning & Design (Appendix 2)

Actual (\$0.60M) – Budget \$0.25M = Unfavourable variance (\$0.85M)

Engineering (Appendix 3)

Actual (\$1.75M) – Budget (\$0.11M) = Unfavourable variance (\$1.64M)

Building Standards (Appendix 4)

Actual (\$1.29M) – Budget (\$1.38M) = Favourable variance \$0.08M

Waterworks (Appendix 5)

Actual \$3.22M – Budget \$2.15M = Favourable variance \$1.08M

PURPOSE:

To report on the year-to-date actual 2020 operating budget results versus the budgeted 2020 operating budget as at April 30, 2020.

BACKGROUND:

Council approved the 2020 annual operating budget of \$410.52M on December 10, 2019 which includes the City's primary operating budget, Planning & Design operating budget, Engineering operating budget, Building Standards operating budget and Waterworks operating budget.

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

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

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

This report provides a variance analysis by:

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

DISCUSSION:

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

Net results (revenues – expenses) for the four months ended April 30, 2020 by each Commission and Department, summarized by personnel expenditures, non-personnel expenditures and revenues, are provided in Appendices 6 to 11.

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

<u>Commission</u>	<u>YTD Apr. 2020</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
CAO's Office, Human Resources and Legal	\$1.64	\$1.75	\$0.11
Community & Fire Services (excl. winter maintenance)	\$33.80	\$31.02	(\$2.78)
Corporate Services	\$7.09	\$7.68	\$0.59
Development Services	\$2.88	\$2.70	(\$0.18)
Mayor & Council	\$0.98	\$1.04	\$0.06
Corporate Items	(\$54.50)	(\$53.41)	\$1.09
Net Expense/ (Revenue) excl. winter maintenance	(\$8.11)	(\$9.22)	(\$1.11)

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

CAO's Office, Human Resources and Legal Department (Appendix 6)

<u>Department</u>	<u>YTD Apr. 2020</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
CAO's Office	\$0.18	\$0.23	\$0.05
Human Resources	\$0.91	\$0.87	(\$0.04)
Legal	\$0.55	\$0.65	\$0.10
Net Expense	\$1.64	\$1.75	\$0.11

CAO's Office (Actual \$0.18M – Budget \$0.23M = Variance \$0.05M)

Favourable variance of \$0.05M is mainly due to a year-to-date average of one temporary net vacancy.

Legal (Actual \$0.55M – Budget \$0.65M = Variance \$0.10M)

Favourable variance of \$0.08M is mainly due to external legal services \$0.05M and a year-to-date average of one temporary net vacancy \$0.05M.

Community and Fire Services – excluding winter maintenance (Appendix 7)

<u>Department</u>	<u>YTD Apr. 2020</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./ (unfav.)</u>
Operations	\$6.06	\$6.90	\$0.84
Fire Services	\$13.79	\$13.58	(\$0.21)
Library	\$5.24	\$5.43	\$0.19
Recreation Services	\$5.58	\$1.86	(\$3.72)
Environmental Services	\$0.32	\$0.34	\$0.02
Waste	\$2.70	\$2.77	\$0.07
Commissioner's Office	\$0.11	\$0.14	\$0.03
<u>Net Expense</u>	<u>\$33.80</u>	<u>\$31.02</u>	<u>(\$2.78)</u>

Operations (Actual \$6.06M – Budget \$6.90M = Variance \$0.84M)

Favourable variance mainly due part-time savings of \$0.47M, streetlight maintenance \$0.10M, utility locates \$0.07M and vehicle fuel and parts \$0.06M. These variances are primarily driven by reduced activity from the COVID-19 pandemic and timing.

Fire Services (Actual \$13.79M – Budget \$13.58M = Variance (\$0.21M))

Unfavourable variance mainly due to YTD overcomplement of 11 net positions (\$0.19M) and overtime & shift premiums (\$0.07M) partially offset by operating materials & supplies (eg. programs expenses, uniforms, public education and training supplies) \$0.03M.

Library (Actual \$5.24M – Budget \$5.43M = Variance \$0.19M)

Favourable variance mainly due to part-time savings \$0.13M, program expenses and materials \$0.02M and building maintenance \$0.02M related to the closure of facilities and cancellation of programs from the COVID-19 pandemic.

Recreation Services (Actual \$5.58M – Budget \$1.86M = Variance (\$3.72M))

Unfavourable variance mainly program registration fees and membership revenues (\$3.18M) and facility rentals (\$1.22M) partially offset by utilities \$0.22M, part-time savings \$0.18M and facility maintenance \$0.17M. These variances are due to the closure of facilities and cancellation of programs from the COVID-19 pandemic.

Waste (Actual \$2.70M – Budget \$2.77M = Variance \$0.07M)

Favourable variance due waste collection charges \$0.07M.

Corporate Services (Appendix 8)

<u>Department</u>	<u>YTD Apr. 2020</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Legislative Services & Corporate Communications	\$1.36	\$1.40	\$0.04
Financial Services	\$1.24	\$1.18	(\$0.06)
ITS	\$3.34	\$3.59	\$0.25
Sustainability & Asset Management	\$1.02	\$1.37	\$0.35
Commissioner's Office	\$0.13	\$0.14	\$0.01
<u>Net Expense</u>	<u>\$7.09</u>	<u>\$7.68</u>	<u>\$0.59</u>

Financial Services (Actual \$1.24M – Budget \$1.18M = Variance (\$0.06M))

Unfavourable variance mainly due to property tax overdue notice fees (\$0.12M) based on Council decision to waive penalty and interest charges on property taxes in 2020 in response to the COVID-19 pandemic and full year salary gapping (\$0.03M) partially offset by a year-to-date average of two net vacancies \$0.09M.

ITS (Actual \$3.34M – Budget \$3.59M = Variance \$0.25M)

Favourable variance mainly due to a year-to-date average of six temporary net vacancies \$0.28M partially offset by full year salary gapping (\$0.03M).

Sustainability & Asset Management (Actual \$1.02M – Budget \$1.37M = Variance \$0.35M)

Favourable variance mainly due to building and facility maintenance contracts \$0.14M related to the closure of facilities from the COVID-19 pandemic, the timing of some personnel recoveries \$0.14M and a year-to-date average of two temporary net vacancies \$0.08M.

Development Services (Appendix 9)

<u>Department</u>	<u>YTD Apr. 2020</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Culture & Economic Development	\$1.89	\$1.59	(\$0.30)
Traffic Operations	\$0.45	\$0.59	\$0.14
Commissioner's Office	\$0.54	\$0.52	(\$0.02)
<u>Net Expense</u>	<u>\$2.88</u>	<u>\$2.70</u>	<u>(\$0.18)</u>

Culture & Economic Development (Actual \$1.89M – Budget \$1.59M = Variance (\$0.30M))

Unfavourable variance mainly due to Theatre ticket sales, charges and rentals (\$0.67M), Art Centre and Museum program fees (\$0.20M) partially offset by professional services (eg. artist fees) \$0.20M, discretionary advertising \$0.14M, one-time Economic Development federal and provincial grants \$0.09M and program related expenditures \$0.04M. The primary reason for the variances is due to the closure of facilities and cancellation of programs from the COVID-19 pandemic.

Traffic Operations (Actual \$0.45M – Budget \$0.59M = Variance \$0.14M)
Favourable variance mainly due professional services (school crossing guards) \$0.10M related to the closure of schools from the COVID-19 pandemic.

Mayor & Council (Appendix 10)

<u>Department</u>	<u>YTD Apr. 2020</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./ (unfav.)</u>
Mayor & Council	\$0.98	\$1.04	\$0.06
Net Expense	\$0.98	\$1.04	\$0.06

Mayor & Council includes personnel costs for all Members of Council and Councillor assistants, non-personnel and Councillor discretionary budgets. The YTD variance is due to Councillor discretionary budgets.

Corporate Items (Appendix 11)

<u>Department</u>	<u>YTD Apr. 2020</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./ (unfav.)</u>
Corporate Items	(\$54.50)	(\$53.41)	\$1.09
Net Revenue	(\$54.50)	(\$53.41)	\$1.09

Favourable variance mainly due to higher investment income \$0.58M, lower than budgeted corporate contingency of \$0.46M and utilities and streetlight hydro budgeted savings \$0.29M. These are partially offset by property tax adjustments (\$0.24M), property tax penalty and interest (\$0.14M) and financial administrative fees (\$0.14M). While investment income is favourable YTD, it is anticipated to be on budget at year-end due to lower interest rates related to the impact of the COVID-19 pandemic.

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

At the end of April the actual operating results, excluding winter maintenance, against budget netted an unfavourable variance of \$4.72M and the breakdown is as follows:

REVENUES

At the end of April, revenues totalled \$96.94M against a budget of \$101.66M resulting in an unfavourable variance of \$4.72M or 95.4% of the year-to-date budget.

<u>Revenues</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./ (Unfav.)</u>
Property Taxation Revenues	\$ 79.48 M	\$ 79.48 M	\$ 0.00 M
General Revenues	\$ 8.58 M	\$ 8.27 M	\$ 0.31 M
User Fees & Service Charges	\$ 5.82 M	\$ 11.27 M	(\$ 5.45 M)
Grant & Subsidy Revenues	\$ 0.52 M	\$ 0.43 M	\$ 0.09 M
Other Income	\$ 2.54 M	\$ 2.21 M	\$ 0.33 M
Net Variance	\$ 96.94 M	\$ 101.66 M	(\$ 4.72 M)

Property Taxation Revenues (Actual \$79.48M – Budget \$79.48M= Variance \$0.00M)
Property taxation revenue YTD budget includes property tax levy.

General Revenues (Actual \$8.58M – Budget \$8.27M = Variance \$0.31M)
The general revenues YTD budget of \$8.27M includes investment income (budget \$3.56M), property tax penalty and interest (budget \$1.66M), parking fines (budget \$1.09M) and business, taxi, marriage and other licences (budget \$0.90M).

General revenues also include Alectra interest and dividends (YTD budget \$0.95M) with a corresponding transfer to the Life Cycle Replacement and Capital Reserve Fund. At year-end, a net \$1.00M is retained in the Operating Budget from Alectra interest and dividends.

YTD general revenues totaled \$8.58M at the end of April against a YTD budget of \$8.27M. The main drivers for the favourable variance of \$0.31M are investment income of \$0.58M resulting from a higher than budgeted rate of return partially offset by property tax penalty and interest (\$0.14M), marriage and taxi licenses (\$0.06M) and parking fines (\$0.04M). While investment income is favourable YTD, it is anticipated to be on budget at year-end due to lower interest rates related to the impact of the COVID-19 pandemic.

User Fees and Service Charges (Actual \$5.82M – Budget \$11.27M= Variance (\$5.45M))
The user fees and services charges YTD budget of \$11.27M includes revenues from programs offered by Recreation, Culture Services and Library departments and service fees such as new property tax account set-up fees, ownership change administrative fees and utility permit fees (budget \$7.37M), and facility rentals for arenas, pools, gym and halls (budget \$3.72M).

User fees and service charges were unfavourable by (\$5.45M), the main drivers of which were unfavourable Recreation user fees and rentals (\$4.44M) and Theatre, Museum and Arts Centres user fees and rentals (\$0.87M) due to the closure of facilities and cancellation of programs from the COVID-19 pandemic.

Grants & Subsidy Revenues (Actual \$0.52M – Budget \$0.43M = Variance \$0.09M)
The YTD budget includes Provincial and Federal grants of \$0.43M. The favourable variance of \$0.09M resulted from the receipt of one-time federal and provincial grants.

Other Income (Actual \$2.54M – Budget \$2.21M = Variance \$0.33M)
The favourable variance of \$0.33M is mainly due to the gain on USD exchange rates \$0.31M and miscellaneous department recoveries \$0.07M partially offset by financial administrative fee on development agreements (\$0.14M).

PERSONNEL EXPENDITURES

At the end of April, personnel expenditures were favourable by \$1.33M or spending of 97.3% of the year-to-date budget.

<u>Personnel</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./(Unfav.)</u>
Full time net of vacancy backfills and part time salaries	\$ 46.55 M	\$ 47.94 M	\$ 1.39 M
Overtime and other personnel costs	\$ 0.74 M	\$ 0.68 M	(\$ 0.06 M)
Total	\$ 47.29 M	\$ 48.62 M	\$ 1.33 M

At the end of April, there were 33 net temporary vacancies resulting in a favourable variance of \$0.95M. There were also part-time savings of \$0.89M. This was partially offset by full year budgeted salary gapping of (\$0.45M) netting a favourable variance of \$1.39M.

Overtime and other personnel costs were unfavourable by (\$0.06M).

NON-PERSONNEL EXPENDITURES

At the end of April, non-personnel expenditures were favourable by \$2.28M or spending of 94.8% of the year-to-date budget.

<u>Non Personnel Items</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./(Unfav.)</u>
Materials & Supplies	\$ 1.33 M	\$ 1.68 M	\$ 0.35 M
Procured Services	\$ 12.28 M	\$ 14.09 M	\$ 1.81 M
Transfers to Reserves	\$ 26.98 M	\$ 26.95 M	(\$ 0.03 M)
Other Expenditures	\$ 0.95 M	\$ 1.10 M	\$ 0.15 M
Total	\$ 41.54 M	\$ 43.82 M	\$ 2.28 M

Materials & Supplies (Actual \$1.33M – Budget \$1.68M = Variance \$0.35M)

Materials & supplies YTD budget of \$1.68M includes facility maintenance supplies, uniforms, recreation and other program supplies (budget \$0.81M), vehicle supplies such as fuel and repair parts (budget \$0.53M), and printing and office supplies (budget \$0.14M).

The favourable variance of \$0.35M is primarily due to operating materials and supplies \$0.21M (eg. uniforms, equipment and program expenses), vehicle fuel (gas and diesel) and parts \$0.06M and printing and office supplies \$0.04M.

Procured Services (Actual \$12.28M – Budget \$14.09M = Variance \$1.81M)

Procured services YTD budget of \$14.09M includes utilities and streetlight hydro (budget \$3.76M), waste collection (budget \$2.96M), maintenance & repairs of City assets (budget \$1.99M), insurance (budget \$1.90M), and professional services such as Theatre artist/entertainer fees, school crossing guards and external legal services (budget \$1.12M).

Procured Services were favourable \$1.81M primarily due to:

- \$0.66M favourable in professional fees, training, and travel (excl. office supplies of \$0.04M which is included under materials & supplies)

-
- \$0.38M favourable in utilities and streetlight hydro primarily due to lower than budgeted usage related to the closure of facilities from the COVID-19 pandemic
 - \$0.26M favourable in maintenance and repairs (streetlight and facility maintenance)
 - \$0.16M promotion and advertising
 - \$0.14M contract service agreements (facility maintenance contracts)

Transfers to Reserves (Actual \$26.98M – Budget \$26.95M = Variance (\$0.03M))

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

Other Expenditures (Actual \$0.95M – Budget \$1.10M = Variance \$0.15M)

Other expenditures YTD budget of \$1.10M includes contingency expense and non-personnel ramp ups \$0.86M and property tax adjustments \$0.15M. Year to date variance of \$0.15M is mainly due to lower corporate contingency expenditures of \$0.46M partially offset by property tax adjustments (\$0.24M).

Winter Maintenance

The 2020 actual winter maintenance expenditures at the end of the April totaled \$6.17M against a budget of \$7.61M, resulting in a favourable variance of \$1.44M.

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

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

The four winter maintenance contracts have a fixed cost component of 38% and variable cost component of 62%. The fixed costs (standby costs) are charged throughout the winter months whether or not services are rendered in order to cover the contractor's capital costs. The variable costs are based on service hours provided.

The winter maintenance expenditures were favourable by \$1.44M as follows:

<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance Fav./(Unfav.)</u>	
			<u>Hours</u>	<u>\$M</u>
Sidewalk (per unit of equipment)	202 hrs	251 hrs	49 hrs	0.29
Tandem (per unit of equipment)	163 hrs	234 hrs	70 hrs	0.31
Graders and windrows (per unit of equipment)	75 hrs	86 hrs	11 hrs	0.09
Loader (per unit of equipment)	65 hrs	124 hrs	59 hrs	0.34
Salt & Sand	14,047 tonnes	17,451 tonnes	3,405 tonnes	0.32
Part-time & overtime costs				(0.01)
Other winter maintenance costs				0.11
Winter maintenance favourable variance				1.44

Planning & Design (Appendix 2)

Actual (\$0.60M) – Budget \$0.25M = Unfavourable variance (\$0.85M)

At the end of April, the Planning department had a deficit of (\$0.60M) against a budgeted surplus of \$0.25M. The unfavourable variance of (\$0.85M) was mainly due to lower than budgeted planning and design fees of (\$1.27M) from the impact of the COVID-19 pandemic.

Engineering (Appendix 3)

Actual (\$1.75M) – Budget (\$0.11M) = Unfavourable variance (\$1.64M)

At the end of April, the Engineering Department had a deficit of (\$1.75M) against a budgeted deficit of (\$0.11M). The unfavourable variance of (\$1.64M) was due to lower than budgeted Engineering fees from the impact of the COVID-19 pandemic.

Building Standards (Appendix 4)

Actual (\$1.29M) – Budget (\$1.38M) = Favourable variance \$0.08M

At the end of April, the Building Standards department had a deficit of (\$1.29M) against a budgeted deficit of (\$1.38M). The favourable variance of \$0.08M was mainly due to higher building permit fees received prior to the COVID-19 pandemic.

Waterworks (Appendix 5)

Actual \$3.22M – Budget \$2.15M = Favourable variance \$1.08M

At the end of April, the Waterworks department had a surplus of \$3.22M against a budgeted surplus of \$2.15M. The main drivers for the favourable variance of \$1.08M were as follows:

- Higher than budgeted consumption and lower non-revenue water (10.6% actual consumption vs 11% budgeted) resulted in a net favourable variance of \$0.62M. The favourable variance was partially offset by (\$0.06M) from the decision by both the City and Region to not increase the sales and purchase price as planned on April 1. The net water sales and purchase variance is \$0.56M favourable.
- Lower revenues resulting in an unfavourable variance of (\$0.25M) due primarily to lower water meter installation fees and developer fees for services
- Lower non-personnel costs resulting in a favourable variance of \$0.58M due to lower operating and water, sewer and roadwork materials and supplies cost
- Lower personnel costs resulting in a favourable variance of \$0.19M due to temporary vacancies

FINANCIAL CONSIDERATIONS:

Each year, Staff monitor the results of operations on a monthly basis and provide a year-end projection in September with an update in November. Given the current pandemic, staff have been providing Committee with updates each month. The next update will be provided in July and will include June YTD results of operations along with any revisions to staff forecasts.

RECOMMENDED BY:

Joel Lustig, Treasurer

Trinela Cane, Commissioner, Corporate Services

ATTACHMENTS:**[Appendices 1 to 12:](#)**

Appendix 1 – Primary Operating Budget - Financial Results for the Four Months Ended April 30, 2020

Appendix 2 – Planning & Design Operating Budget - Financial Results for the Four Months Ended April 30, 2020

Appendix 3 – Engineering Operating Budget - Financial Results for the Four Months Ended April 30, 2020

Appendix 4 – Building Standards Operating Budget - Financial Results for the Four Months Ended April 30, 2020

Appendix 5 – Waterworks Operating Budget - Financial Results for the Four Months Ended April 30, 2020

Appendix 6 – Variances by Commission and Department for the four months ended April 30, 2020 – CAO's Office, Human Resources and Legal Department

Appendix 7 – Variances by Commission and Department for the four months ended April 30, 2020 – Community and Fire Services

Appendix 8 – Variances by Commission and Department for the four months ended April 30, 2020 – Corporate Services

Appendix 9 – Variances by Commission and Department for the four months ended April 30, 2020 – Development Services

Appendix 10 – Variances by Commission and Department for the four months ended April 30, 2020 – Mayor & Council

Appendix 11 – Variances by Commission and Department for the four months ended April 30, 2020 – Corporate Items

APPENDIX 1

CITY OF MARKHAM
Operating Budget
(Including Library, excluding Planning & Design, Engineering, Waterworks and Building Standards)
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./(unfav.)	Annual Budget	% of YTD Budget
Revenues					
Property Taxation Revenues	79.48	79.48	0.00	166.67	
General Revenues	8.58	8.27	0.31	34.56	
User Fees & Service Charges	5.82	11.27	(5.45)	32.14	
Grant & Subsidy Revenues	0.52	0.43	0.09	1.94	
Other Income	2.54	2.21	0.33	5.52	
Revenues Total	96.94	101.66	(4.72)	240.83	95.4%
Expenditures					
Salaries & Benefits	47.29	48.62	1.33	141.27	
Material & Supplies	1.33	1.68	0.35	5.83	
Procured Services	12.28	14.09	1.81	40.15	
Transfers to Reserves	26.98	26.95	(0.03)	39.23	
Other Expenditures	0.95	1.10	0.15	4.02	
Expenditures Total	88.83	92.44	3.61	230.50	96.1%
Deficit not including winter maintenance	8.11	9.22	(1.11)	10.33	
Winter Maintenance Favourable Variance	6.17	7.61	1.44	10.33	
Deficit including winter maintenance	1.94	1.61	0.33	0.00	

APPENDIX 2

CITY OF MARKHAM
Planning & Design Operating Budget
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./ (unfav.)	Annual Budget
Revenues				
Planning & Design Fees	2.07	3.34	(1.27)	10.57
Revenues Total	2.07	3.34	(1.27)	10.57
Expenditures				
Salaries & Benefits	1.69	2.07	0.37	6.10
Material & Supplies	0.01	0.02	0.01	0.04
Purchased Services	0.97	1.00	0.03	3.81
Expenditures Total	2.67	3.08	0.41	9.95
Surplus/(Deficit) Before Transfer to/(from) Reserve	(0.60)	0.25	(0.85)	0.61
Transfer To Reserve	0.00	0.00	0.00	0.61
Surplus/(Deficit) After Transfer to/(from) Reserve	(0.60)	0.25	(0.85)	0.00

APPENDIX 3

CITY OF MARKHAM
Engineering Operating Budget
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./ (unfav.)	Annual Budget
Revenues				
Engineering Fees	0.70	2.61	(1.91)	8.79
Revenues Total	0.70	2.61	(1.91)	8.79
Expenditures				
Salaries & Benefits	1.74	1.96	0.22	5.70
Material & Supplies	0.00	0.01	0.01	0.03
Purchased Services	0.71	0.75	0.04	2.92
Expenditures Total	2.46	2.72	0.27	8.66
Surplus/(Deficit) Before Transfer to/(from) Reserve	(1.75)	(0.11)	(1.64)	0.13
Transfer To Reserve	0.00	0.00	0.00	0.13
Surplus/(Deficit) After Transfer to/(from) Reserve	(1.75)	(0.11)	(1.64)	0.00

APPENDIX 4

CITY OF MARKHAM
Building Standards Operating Budget
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./(unfav.)	Annual Budget
Revenues				
Building Permits	1.50	1.42	0.08	7.07
Other Revenues	0.05	0.02	0.03	0.07
Revenues Total	1.55	1.45	0.11	7.14
Expenditures				
Salaries & Benefits	2.06	1.97	(0.09)	6.28
Material & Supplies	0.01	0.03	0.02	0.07
Purchased Services	0.78	0.82	0.05	3.18
Expenditures Total	2.85	2.82	(0.02)	9.53
Deficit Before Transfer from Reserve	(1.29)	(1.38)	0.08	(2.39)
Transfer from Reserve	0.00	0.00	0.00	(2.39)
Deficit After Transfer from Reserve	(1.29)	(1.38)	0.08	0.00

APPENDIX 5

CITY OF MARKHAM
Waterworks Operating Budget
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./(unfav.)	Annual Budget	% of YTD Budget
Sales & Purchases of Water					
Water Revenue					
Water & Sewer Billing	40.85	40.06	0.79	139.17	
Water Expenditure					
Contracted Municipal Services	31.52	31.30	(0.23)	109.35	
Net Sales & Purchases of Water	9.33	8.77	0.56	29.81	106.4%
Other Revenues Total	0.13	0.38	(0.25)	1.50	34.2%
Other Expenditures					
Salaries & Benefits	2.57	2.76	0.19	8.02	
Non Personnel Expenditures	3.67	4.25	0.58	7.68	
Expenditures Total	6.24	7.01	0.77	15.70	89.0%
Surplus Before Transfer to Reserve	3.22	2.15	1.08	15.62	
Transfer To Reserve	0.00	0.00	0.00	15.62	
Surplus After Transfer (To) Reserve	0.00	0.00	0.00	0.00	

APPENDIX 6

CITY OF MARKHAM
Variances by Commission and Department
CAO'S Office, Human Resources and Legal Department
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CAO'S OFFICE	0.03	0.02	0.00	0.05
HUMAN RESOURCES	(0.02)	(0.02)	0.00	(0.04)
LEGAL DEPT.	0.05	0.07	(0.02)	0.10
Total	0.06	0.07	(0.02)	0.11

APPENDIX 7

CITY OF MARKHAM
Variances by Commission and Department
Community and Fire Services
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
OPERATIONS	0.54	0.14	0.16	0.84
FIRE SERVICES	(0.26)	0.03	0.02	(0.21)
LIBRARY	0.24	0.09	(0.14)	0.19
RECREATION SERVICES	0.19	0.52	(4.43)	(3.72)
ENVIRONMENTAL SERVICES	0.01	0.01	0.00	0.02
WASTE	0.01	0.07	(0.01)	0.07
COMMISSIONER'S OFFICE	0.01	0.02	0.00	0.03
Total Excl. Winter Maintenance	0.74	0.88	(4.40)	(2.78)
WINTER MAINTENANCE	(0.01)	1.51	(0.06)	1.44
Total	0.73	2.39	(4.46)	(1.34)

APPENDIX 8

CITY OF MARKHAM
Variances by Commission and Department
Corporate Services
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
LEGISLATIVE SERVICES & CORPORATE COMMUNICATIONS	0.17	0.17	(0.30)	0.04
FINANCIAL SERVICES	0.06	0.02	(0.14)	(0.06)
ITS DEPARTMENT	0.24	0.01	0.00	0.25
SUSTAINABILITY & ASSET MANAGEMENT	0.22	0.01	0.12	0.35
COMMISSIONER'S OFFICE	0.01	0.00	0.00	0.01
Total	0.70	0.21	(0.32)	0.59

APPENDIX 9

CITY OF MARKHAM
Variances by Commission and Department
Development Services
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CULTURE & ECONOMIC DEVELOPMENT	0.03	0.46	(0.79)	(0.30)
TRAFFIC OPERATIONS	0.04	0.10	0.00	0.14
COMMISSIONER'S OFFICE	(0.03)	0.01	0.00	(0.02)
Total	0.04	0.57	(0.79)	(0.18)

APPENDIX 10

CITY OF MARKHAM
Variances by Commission and Department
Mayor & Council
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
MAYOR & COUNCIL	0.02	0.04	0.00	0.06
Total	0.02	0.04	0.00	0.06

APPENDIX 11

CITY OF MARKHAM
Variances by Commission and Department
Corporate Items
Financial Results for the Four Months Ended April 30, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CORPORATE ITEMS	(0.23)	0.50	0.35	0.62
Total	(0.23)	0.50	0.35	0.62



Report to: General Committee

Meeting Date: May 19 2020

SUBJECT: 2020 First Quarter Investment Performance Review
PREPARED BY: Mark Visser, Senior Manager, Financial Strategy & Investments x. 4260

RECOMMENDATION:

- 1) That the report dated May 19, 2020 entitled “2020 First Quarter Investment Performance Review” be received.

EXECUTIVE SUMMARY:

Not applicable

PURPOSE:

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

The investment report shall contain,

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

BACKGROUND:

Not applicable

OPTIONS/ DISCUSSION:

Not applicable

FINANCIAL CONSIDERATIONS

The 2020 budget for Income Earned on Investments is \$11.0 million. [Note: the original forecast was approximately \$14.0 million but that amount is no longer achievable]. The \$11.0 million budget is now based on a forecasted \$440 million average balance invested at an average rate of 2.5%.

The following table shows the budgeted investment income by quarter. The quarterly budget allocations reflect the projected changing portfolio balances and rates of returns throughout the year.

Period	Avg. Balance	Avg. Rate	Forecast
Q1	\$400.0m	2.76%	\$2,751,541
Q2	\$460.0m	2.36%	\$2,706,741
Q3	\$460.0m	2.36%	\$2,734,699
Q4	\$439.8m	2.53%	\$2,807,019
2020 Budget	\$440.0m	2.5%	\$11,000,000

The first quarter typically has lower average portfolio balances as Markham makes payments to the Region and School Board on December 15th and doesn't begin collecting tax payments again until February. As a result, the Q1 2020 forecast assumes an average general fund portfolio balance of \$400.0 million to be invested at an average rate of return of 2.76%. The actual average portfolio balance and the average rate of return were both above the forecasted levels.

For the three months ending March 31, 2020, the City of Markham's Income Earned on Investments was \$3.196 million, compared to a budget of \$2.752 million, representing a \$440,000 favourable variance to forecast.

Interest Rate

The Prime Rate was stable at 3.95% throughout the first two months of 2020. In March, the Bank of Canada slashed interest rates by 150 basis points in an attempt to minimize the economic impacts caused by the COVID-19 pandemic. This did not have a major impact on Q1 results, as these rate reductions occurred late in the quarter.

During the first quarter of 2020, the City's general portfolio investments (including interest charged to reserves with negative balances) had an average interest rate of 3.04%; 28 basis points higher than forecast. The difference in the rate of return accounts for a favourable variance of \$293,000.

Portfolio Balance

The forecasted average portfolio balance for Q1 2020 was \$400.0 million. The actual average general fund portfolio balance (including cash balances) for the first quarter of 2020 was \$422.0 million. The higher portfolio balance accounts for a favourable variance of \$151,000.

Variance Summary

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Portfolio Balance	\$400.m	\$422.0m	\$22.0m
Interest Rate	2.76%	3.04%	0.28%
Investment Income	\$2.752m	\$3.196m	\$0.444m
Portfolio Balance Variance Impact			\$0.151m
Interest Rate Variance Impact			\$0293m

Portfolio Composition

All investments made in the first quarter of 2020 adhered to the City of Markham investment policy. At March 31, 2020, 38% of the City's portfolio (not including bank balances) was comprised of government issued securities. The remaining 62% of the portfolio was made up of instruments issued by Schedule 1 Banks (Exhibit 1). All of these levels are within the targets established in the City's Investment Policy.

The March 31, 2020 investment portfolio (not including bank balances) was comprised of the following instruments: Bonds 50%, Principal Protected Notes (PPNs) 33%, and GICs 17% (Exhibit 2).

At March 31, 2020, the City's general portfolio balance (all funds excluding DC) was \$503.4 million (including bank balances). The City's portfolio (all funds excluding DCA) was broken down into the following investment terms (Exhibit 3):

Under 1 month	47.2%
1 month to 3 months	3.1%
3 months to 1 year	10.4%
Over 1 year	39.3%
Weighted average investment term	1,464.0 days
Weighted average days to maturity	899.1 days

Money Market Performance

The City of Markham uses the 3-month T-bill rates to gauge the performance of investments in the money market. The average 3-month T-bill rate for the first quarter of 2020 was 1.26% (source: Bank of Canada). Money market investments (including bank balances) held by the City of Markham during the first quarter of 2020 had an average return of 2.09%. Therefore, the City's money market investments outperformed 3-month T-Bills by 83 basis points. See Exhibit 4 for all Money Market securities held by the City of Markham in the first quarter of 2020.

Bond Market Performance

The 2020 YTD highlights of Markham's bond portfolio are as follows:

- 4 bonds/PPNs purchased with a face value of \$27.0 million

See Exhibit 5 for all Bonds held by the City of Markham in the first quarter of 2020.

Outlook

At the beginning of the year, it was forecasted that the City would earn \$14.0 million of investment income on an \$11.0 million budget, with the extra \$3.0 million to be transferred to reserves. However, with interest rates being cut and the uncertainty surrounding the timing of the collection of property tax payments, the year-end forecast is being downgraded to the original \$11.0 million budget.

The priority for the remainder of the year is to manage cash flows to make ensure the ongoing operations of the City of Markham, as well as the being able to make scheduled tax remittances to the Province and York Region. This will result in shorter term investments and maintaining higher bank balances for the remainder of the year.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Not applicable.

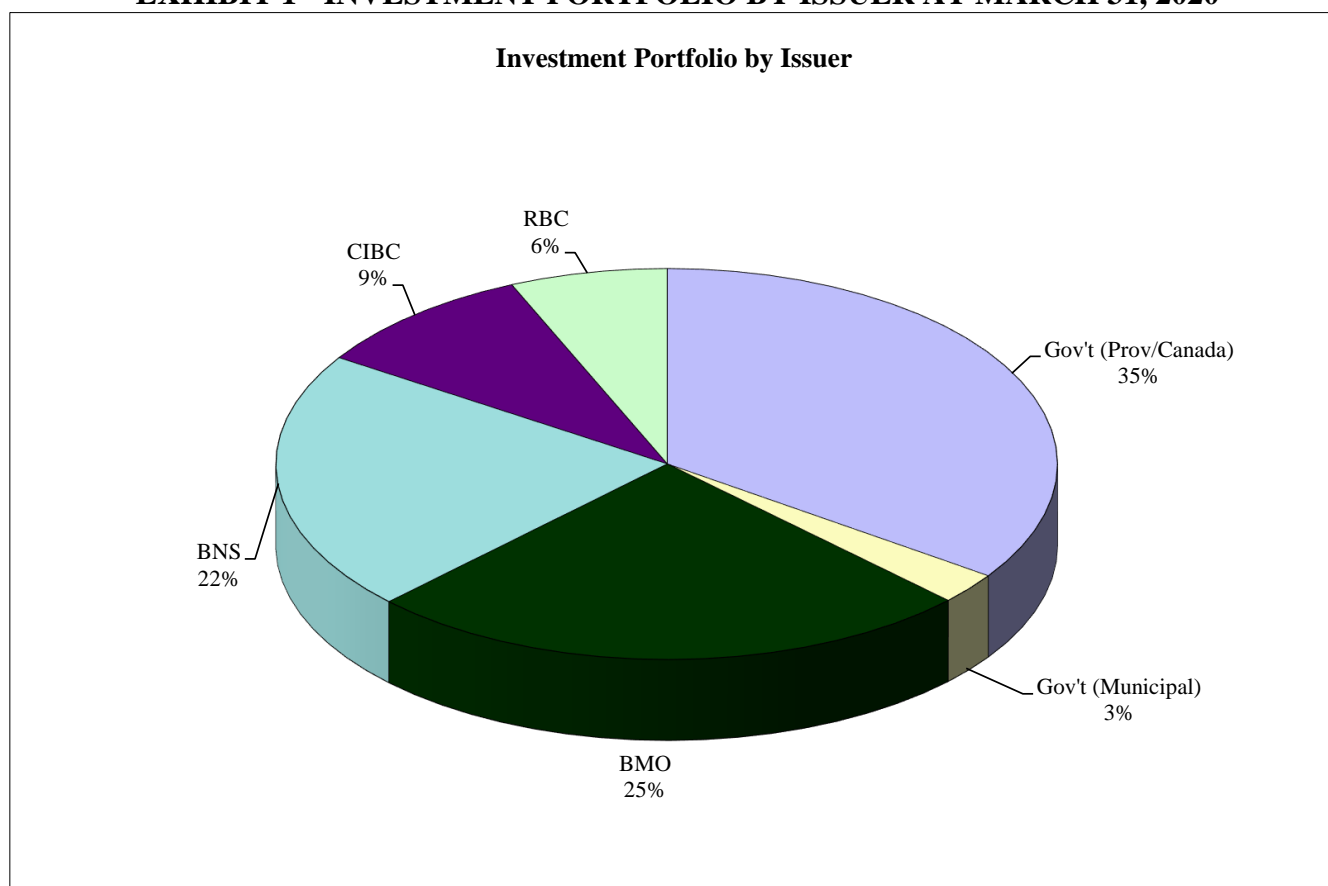
RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

- Exhibit 1 – Investment Portfolio by Issuer
- Exhibit 2 – Investment Portfolio by Instrument
- Exhibit 3 – Investment Terms
- Exhibit 4 – 2020 Q1 Money Market Investments
- Exhibit 5 – 2020 Q1 Bond Market Investments
- Exhibit 6 – 2020 Q1 DCA Fund Investments

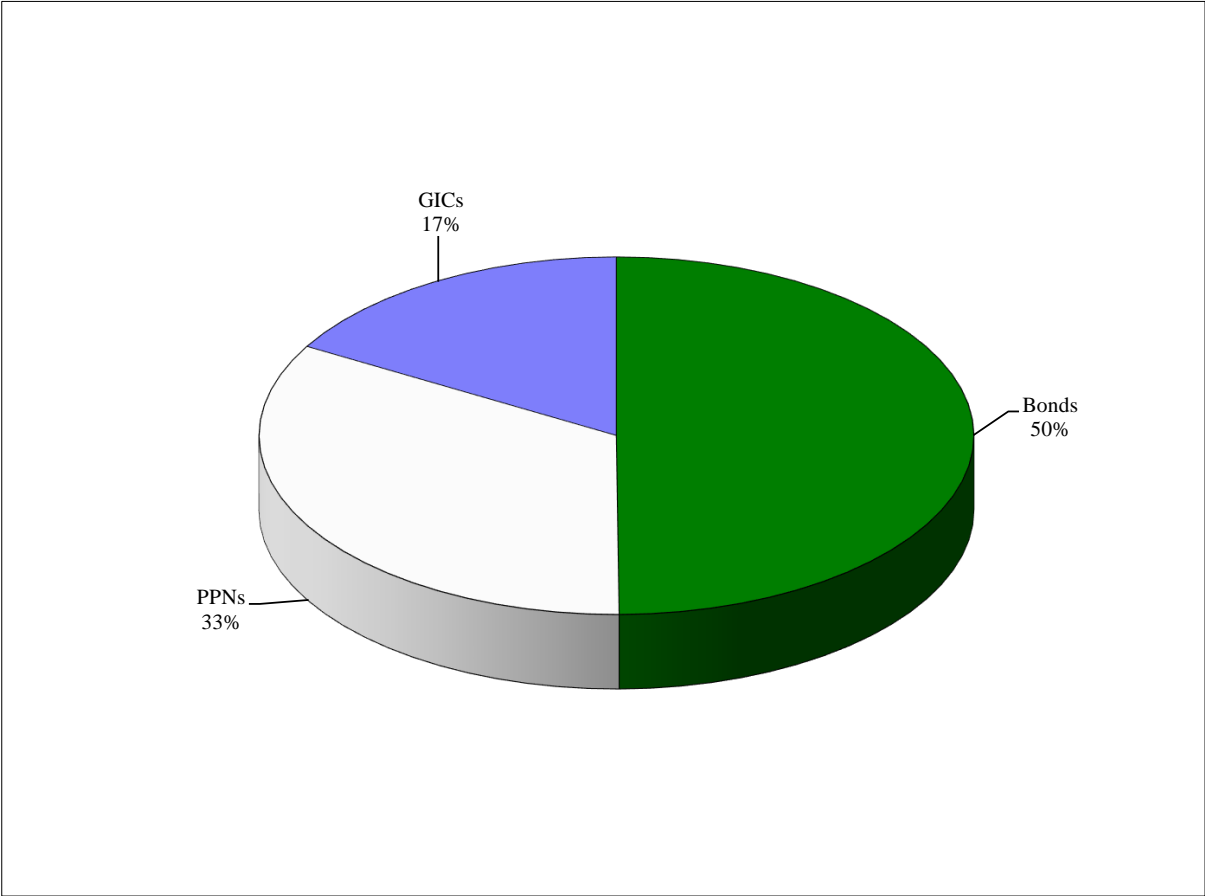
EXHIBIT 1 - INVESTMENT PORTFOLIO BY ISSUER AT MARCH 31, 2020

Quarter-End Portfolio Balance (All Funds; excluding bank balances): \$245.7m

	Investment <u>Policy Targets</u>	Portfolio at <u>Mar 31/20</u>
Government (Federal/Provincial)	>40%, no max	35% *
Government (Municipal)	max 30%	3%
Schedule A Banks:		
Bank of Nova Scotia	max 20%	22% *
Bank of Montreal	max 20%	25% *
CIBC	max 20%	9%
Royal Bank of Canada	max 20%	6%
Toronto Dominion	max 20%	0%
Schedule A Banks Total	max 60%	62%
Schedule B Banks:		
Hong Kong Bank	max 15%	0%
		<u>100%</u>

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

EXHIBIT 2 - INVESTMENT PORTFOLIO BY INSTRUMENT AT MARCH 31, 2020



Quarter-End Portfolio Balance (All Funds, excluding cash balances): \$245.7m

EXHIBIT 3 - INVESTMENT TERMS (All Funds excluding DCA)

INSTRUMENT	ISSUER	INT_RATE	DATE_BGT	DATE_SOLD	BOUGHT	MATURITY VALUE	LENGTH	DAYS to MA
BANK ACCOUNT		0.78	31-Mar-2020	01-Apr-2020	237,718,631.55	298,999,266.27	1	1
Less than 1 month					237,718,632	47.2%		
BOND	BMO	0.00	17-May-2019	17-May-2020	6,000,000.00	6,000,000.00	366	47
BOND	ONT	4.86	26-Aug-2009	02-Jun-2020	2,400,000.00	4,000,000.00	3,933	63
BOND	ONT	4.01	17-Aug-2010	02-Jun-2020	2,041,860.00	3,000,000.00	3,577	63
PPN	BMO	1.25	25-Jun-2014	25-Jun-2020	5,150,665.30	5,150,665.30	2,192	86
Between 1 and 3 months					15,592,525	3.1%		
BOND	ONT	4.08	29-Nov-2010	13-Jul-2020	3,401,750.00	5,000,000.00	3,514	104
GIC (2023)	BNS	3.25	01-Aug-2019	01-Aug-2020	10,000,000.00	10,325,000.00	366	123
GIC (2022)	RBC	3.07	14-Sep-2019	14-Sep-2020	10,000,000.00	10,307,000.00	366	167
GIC (2020)	BNS	2.46	20-Nov-2019	20-Nov-2020	5,000,000.00	5,123,000.00	366	234
BOND	ONT	4.85	15-Jul-2009	02-Dec-2020	2,916,400.00	5,000,000.00	4,158	246
GIC (2021)	BNS	2.15	25-Feb-2020	25-Feb-2021	4,000,000.00	4,086,000.00	366	331
BOND	BMO	2.52	03-Mar-2020	03-Mar-2021	5,000,000.00	5,000,000.00	365	337
GIC (2024)	RBC	1.90	04-Mar-2020	04-Mar-2021	6,000,000.00	6,114,000.00	365	338
GIC (2023)	CIBC	1.92	05-Mar-2020	05-Mar-2021	6,000,000.00	6,115,200.00	365	339
Between three months and one year					52,318,150	10.4%		
DC INTERNAL LENDING		2.45	20-Feb-2020	20-Feb-2022	20,000,000.00	20,980,000.00	731	691
BOND	BCMFA	4.22	04-Apr-2011	01-Jun-2021	3,492,685.00	3,500,000.00	3,711	427
BOND	YORK REGION	3.43	18-Nov-2011	30-Jun-2021	2,098,160.00	2,000,000.00	3,512	456
BOND	CIBC	3.37	19-Mar-2013	07-Jan-2022	3,735,250.00	5,000,000.00	3,216	647
BOND	CIBC	3.32	29-May-2013	07-Jul-2022	3,714,500.00	5,000,000.00	3,326	828
BOND	ONT	4.56	18-Feb-2011	08-Sep-2022	5,975,600.00	10,000,000.00	4,220	891
BOND	ONT	4.52	30-Mar-2011	02-Dec-2022	4,772,000.00	8,000,000.00	4,265	976
BOND	CIBC	3.50	12-Mar-2013	07-Jan-2023	4,493,412.00	6,300,000.00	3,588	1,012
BOND	ONT	3.59	04-Dec-2013	08-Sep-2023	2,836,040.00	4,000,000.00	3,565	1,256
BOND	ONT	3.25	01-Nov-2012	02-Dec-2023	2,805,600.00	4,000,000.00	4,048	1,341
BOND	ONT	3.20	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00	4,145	1,408
BOND	ONT	3.53	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00	3,765	1,524
BOND	BNS	3.33	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00	2,192	1,548
BOND	ONT	3.48	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00	3,909	1,707
PPN	BMO	1.00	13-May-2015	13-May-2025	5,000,000.00	5,000,000.00	3,653	1,869
BOND	SASK	2.56	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	2,276	1,886
BOND	ONT	1.48	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00	2,013	1,987
PPN	BMO	0.00	16-Sep-2015	16-Sep-2025	3,000,000.00	3,000,000.00	3,653	1,995
PPN	BMO	1.00	30-Dec-2015	30-Dec-2025	7,000,000.00	7,000,000.00	3,653	2,100
PPN	BMO	0.00	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00	3,652	2,191
PPN	BMO	0.00	17-Aug-2016	17-Aug-2026	5,000,000.00	5,000,000.00	3,652	2,330
BOND	ONT	2.13	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	2,602	2,437
PPN	BMO	1.25	23-Feb-2017	23-Feb-2027	5,000,000.00	5,000,000.00	3,652	2,520
PPN	BMO	1.00	05-Apr-2017	05-Apr-2027	5,000,000.00	5,000,000.00	3,652	2,561
BOND	ONT	2.81	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	4,419	2,985
BOND	ONT	2.63	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	3,824	2,985
BOND	ONT	3.06	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	4,364	3,168
BOND	ONT	2.93	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	4,341	3,168
PPN	BNS	1.50	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00	3,653	3,197
PPN	BMO	0.00	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00	3,653	3,257
PPN	BNS	0.00	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	3,654	3,299
PPN	BNS	0.00	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	3,417
PPN	BNS	1.55	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	3,417
PPN	BMO	1.50	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00	4,382	3,454
BOND	CIBC	3.13	24-Oct-2019	24-Oct-2029	5,000,000.00	6,565,000.00	3,653	3,494
BOND	ONT	3.11	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	4,247	3,533
BOND	ONT	3.05	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,185	3,533
PPN	BMO	1.00	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00	3,653	3,613
PPN	BNS	1.00	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00	3,653	3,613
Over 1 year					197,777,497	39.3%		

Bonds/PPNs
Money Market

224,688,172
276,036,782

Average Length of Investment (days)

Portfolio Balance Mar 31, 2020
General Fund and Other Reserves
(not including DCA)

503,406,804

Weighted Average Days to Maturity

EXHIBIT 4 - 2020 Q1 MONEY MARKET INVESTMENTS (All Funds excluding DCA)

ISSUER	INT RATE	DATE BOUGHT	DATE SOLD	BOUGHT	SOLD
BANK BALANCE	0.78	31-Mar-20	1-Apr-20	237,718,631.55	237,723,711.56

BONDS/PPNs THAT MATURED IN 2020:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE

BONDS/PPNs SOLD IN 2020:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	DATE SOLD	COST	FACE VALUE	SALE PROCEEDS	CAPITAL GAIN/(LOSS)

BOLD HOLDINGS at MARCH 31, 2020:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
ONT	-	4.858	26-Aug-2009	02-Jun-2020	2,400,000.00	4,000,000.00
ONT	-	4.010	17-Aug-2010	02-Jun-2020	2,041,860.00	3,000,000.00
ONT	-	4.080	29-Nov-2010	13-Jul-2020	3,401,750.00	5,000,000.00
ONT	-	4.850	15-Jul-2009	02-Dec-2020	2,916,400.00	5,000,000.00
CIBC	-	3.368	19-Mar-2013	07-Jan-2022	3,735,250.00	5,000,000.00
CIBC	-	3.320	29-May-2013	07-Jul-2022	3,714,500.00	5,000,000.00
ONT	-	4.560	18-Feb-2011	08-Sep-2022	5,975,600.00	10,000,000.00
ONT	-	4.524	30-Mar-2011	02-Dec-2022	4,772,000.00	8,000,000.00
CIBC	-	3.500	12-Mar-2013	07-Jan-2023	4,493,412.00	6,300,000.00
ONT	-	3.590	04-Dec-2013	08-Sep-2023	2,836,040.00	4,000,000.00
ONT	-	3.251	01-Nov-2012	02-Dec-2023	2,805,600.00	4,000,000.00
ONT	-	3.200	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00
ONT	-	3.530	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00
ONT	-	3.480	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00
SASK	-	2.560	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00
ONT	-	2.130	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00
ONT	-	2.809	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00
ONT	-	2.630	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00
ONT	-	3.060	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00
ONT	-	2.930	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00
CIBC	-	3.130	24-Oct-2019	24-Oct-2029	5,000,000.00	6,565,000.00
ONT	-	3.110	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00
ONT	-	3.050	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00
BMO	-	0.000	17-May-2019	17-May-2020	6,000,000.00	6,000,000.00
BMO	2.500	2.520	03-Mar-2020	03-Mar-2021	5,000,000.00	5,000,000.00
BCMFA	4.150	4.220	04-Apr-2011	01-Jun-2021	3,492,685.00	3,500,000.00
YORK REGION	3.300	3.426	18-Nov-2011	30-Jun-2021	2,098,160.00	2,000,000.00
BNS	3.300	3.328	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00
ONT	-	1.480	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00
					122,537,507.00	163,365,000.00

PPN HOLDINGS at MARCH 31, 2020:

ISSUER	COUPON RATE	PARTICIPATION RATE	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
BMO PPN	0.700	125%	25-Jun-2014	25-Jun-2020	5,150,665.30	5,150,665.30
BMO PPN	1.100	100%	13-May-2015	13-May-2025	5,000,000.00	5,000,000.00
BMO PPN	2.500	0%	16-Sep-2015	16-Sep-2025	3,000,000.00	3,000,000.00
BMO PPN	1.500	100%	30-Dec-2015	30-Dec-2025	7,000,000.00	7,000,000.00
BMO PPN	3.500	0%	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00
BMO PPN	2.800	0%	17-Aug-2016	17-Aug-2026	5,000,000.00	5,000,000.00
BMO PPN	0.750	125%	23-Feb-2017	23-Feb-2027	5,000,000.00	5,000,000.00
BMO PPN	1.000	100%	05-Apr-2017	05-Apr-2027	5,000,000.00	5,000,000.00
BMO PPN	3.700	0%	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00
BMO PPN	1.000	150%	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00
BMO PPN	2.650	100%	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00
BNS PPN	1.950	150%	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00
BNS PPN	4.480	0%	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00
BNS PPN	4.250	0%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00
BNS PPN	1.000	155%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00
BNS PPN	2.650	100%	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00
					82,150,665.30	82,150,665.30

TOTAL BONDS AND PPNS

204,688,172.30	245,515,665.30
-----------------------	-----------------------

EXHIBIT 6 - 2020 Q1 DCA FUND INVESTMENTS

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

Current Holdings:

BANK BALANCE	0.75	31-Mar-20	1-Apr-20	15,806,383.05	15,806,707.84
INTERNAL BORROWING	2.45	20-Feb-20	20-Feb-22	-20,000,000.00	-20,980,000.00
				-4,193,616.95	



Report to: General Committee

Meeting Date: May 19, 2020

SUBJECT: 2020 Tax Rates and Levy By-law**PREPARED BY:** Shane Manson, Senior Manager, Revenue & Property Tax**RECOMMENDATION:**

1. That the report dated May 19th, 2020 entitled “2020 Tax Rates and Levy By-law” be received; and,
2. That a by-law to provide for the levy and collection of property taxes totalling \$757,117,957 required by the City of Markham, the Regional Municipality of York, Province of Ontario (Education) and Business Improvement Areas, in a form substantially similar to Appendix A (attached), satisfactory to the City Solicitor and provides for the mailing of notices and requesting payment of taxes for the year 2020, as set out as follows, be approved; and,

TAX LEVYING BODY	2020 TAX LEVY AMOUNT
City of Markham	\$163,032,116
Region of York	\$341,430,831
Province of Ontario (Education)	\$252,201,149
Markham Village BIA	\$239,640
Unionville BIA	\$214,221
Total	\$757,117,957

3. That staff be authorized to levy against Markham Stouffville Hospital and Seneca College the annual levy pursuant to Section 323 of the *Municipal Act, 2001*, as outlined in Section 9 of the attached by-law once the required information is received from the Ministry of Training, Colleges and Universities; and,
4. That the attached by-law be passed to authorize the 2020 Tax Rates and Levy By-law; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain authorization for the adoption of the tax rates for the 2020 tax year for the levy requirements of the City of Markham, the Regional Municipality of York and the Province of Ontario (Education).

BACKGROUND:

The Municipal Act, 2001 provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate upon all property assessed in the local municipality rateable for local municipal purposes, upper tier purposes and education purposes, as may be appropriate.

OPTIONS/ DISCUSSION:

Council has approved its 2020 Budget estimates for City services, requiring property taxes to be levied as follows:

2020 City of Markham Tax Levy:	\$163,032,116
2020 Markham Village BIA:	\$239,640
2020 Unionville BIA:	\$214,221

The Regional Municipality of York has approved its 2020 Budget estimates requiring property taxes, Railway Rights of Way and Utilities to be levied as follows:

2020 Regional Municipality of York total requisition:	\$1,184,919,210
2020 City of Markham % share:	28.81%
2020 City of Markham \$ share:	\$341,430,831

All the required regulations establishing the education tax rates for the 2020 property tax levy have been passed by the Province of Ontario and received by the Municipality. The total 2020 levy to be raised for education purposes is \$252,201,149.

Property Tax Installment Dates

The 2020 final tax instalment due dates for the residential class are July 6 and August 5. The non-residential properties are billed later in 2020 due to added provincial legislated requirements. The tax instalment due dates for Commercial, Industrial and Multi-Residential classes are October 5 and November 5.

Property Tax Rates by Classification and Levying Body

Levying Body	Residential	% of Rate	Commercial	% of Rate	Industrial	% of Rate
City	0.153572%	24.45%	0.204573%	13.37%	0.252350%	14.33%
Region	0.321619%	51.20%	0.428429%	28.01%	0.528484%	30.01%
Education	0.153000%	24.36%	0.896686%	58.62%	0.980000%	55.66%
Total	0.628191%	100.00%	1.529688%	100.00%	1.760834%	100.00%

FINANCIAL CONSIDERATIONS

The proposed tax rates have been calculated to achieve the tax revenue requirements of the 2020 budgets, as approved by the Councils of the City of Markham and The Regional Municipality of York. The education tax rates are established via a Regulation issued by the Province of Ontario.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Legal Services Department

RECOMMENDED BY:

[Insert text here]

[Insert text here]

ATTACHMENTS:

Appendix A - Draft Levy By-law

APPENDIX A: 2020 TAX RATES AND LEVY BY-LAW**THE CORPORATION OF THE CITY OF MARKHAM
DRAFT BY-LAW NO. 2020-XXX**

BEING A BY-LAW TO PROVIDE FOR THE LEVY AND COLLECTION OF SUMS REQUIRED BY THE CORPORATION OF THE CITY OF MARKHAM FOR THE YEAR 2020 AND TO PROVIDE FOR THE MAILING OF NOTICES REQUIRING PAYMENT OF TAXES FOR THE YEAR 2020.

WHEREAS Subsection 312(2) of the *Municipal Act, 2001* provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law each year to levy a separate tax rate on the assessment in each property class in the local municipality rateable for local municipal purposes; and,

WHEREAS Sections 307 and 308 of the said *Act* require taxes to be levied upon the whole of the assessment for real property according to amounts assessed under the *Assessment Act* and that tax rates to be established in the same proportion to tax ratios; and,

WHEREAS estimates have been prepared showing the sum of \$163,032,116 raised for the lawful purpose of The Corporation of the City of Markham for the year 2020, \$341,430,831 for the Region of York and \$252,201,149 for the Boards of Education; and,

WHEREAS the Assessment Roll made in 2019 and upon which 2020 taxes are to be levied, was returned by the Municipal Property Assessment Corporation and is the last revised Assessment Roll; and

WHEREAS the total taxable assessment within the City of Markham is \$101,993,157,466; and,

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

- 1. THAT** the following property tax ratios are to be applied in determining tax rates for taxation in 2020:

PROPERTY CLASS	2020 TAX RATIO
Residential	1.000000
Multi-Residential	1.000000
Commercial	1.332100
Industrial	1.643200
Pipeline	0.919000
Farmland	0.250000
Managed Forest	0.250000

2. **THAT** the sum of \$163,032,116 shall be levied and collected for the City of Markham purposes for the year 2020 such amount to be provided for as follows:

CLASS	ASSESSMENT	TAX RATE	TAXES
Residential (RT)	87,963,731,628	0.153572%	135,087,702
Residential Shared as PIL (RH)	2,206,000	0.153572%	3,388
Residential Farm Awaiting Development (R1)	18,322,000	0.038393%	7,034
Multi-Residential (MT)	1,033,181,400	0.153572%	1,586,678
Commercial (CT/DT/ST/GT)	9,079,790,400	0.204573%	18,574,829
Commercial (XT/YT/ZT)	1,802,046,320	0.204573%	3,686,506
Commercial (CU/DU/SU)	79,717,900	0.143201%	114,157
Commercial (XU/YU/ZU)	41,827,900	0.143201%	59,898
Commercial (CJ)	4,231,000	0.143201%	6,059
Commercial (CH)	19,330,800	0.204573%	39,546
Commercial (CX)	292,138,518	0.143201%	418,346
Commercial (C1)	20,261,100	0.038393%	7,779
Industrial (IT/LT)	1,056,393,000	0.252350%	2,665,803
Industrial (IH)	55,851,700	0.252350%	140,942
Industrial (JH)	4,902,000	0.252350%	12,370
Industrial (IU)	9,149,800	0.164027%	15,008
Industrial (IK)	3,600,300	0.164027%	5,905
Industrial (IX)	195,239,300	0.164027%	320,246
Industrial - New Occupied (JT)	30,119,300	0.252350%	76,006
Industrial (II)	58,144,900	0.038393%	22,324
Pipelines (PT)	93,425,000	0.141133%	131,853
Farmland (FT)	127,351,500	0.038393%	48,894
Managed Forest (TT)	2,195,700	0.038393%	843
TOTAL	\$101,993,157,466		\$163,032,116

3. **THAT** the sum of \$327,536,871 shall be levied and collected for the City of Markham's share of the Regional Municipality of York Budget for the year 2020, such amount to be provided for as follows:

CLASS	ASSESSMENT	TAX RATE	TAXES
Residential (RT)	87,963,731,628	0.321619%	282,908,074
Residential Shared as PIL (RH)	2,206,000	0.321619%	7,095
Residential Farm Awaiting Development (R1)	18,322,000	0.080405%	14,732
Multi-Residential (MT)	1,033,181,400	0.321619%	3,322,908
Commercial (CT/DT/ST/GT)	9,079,790,400	0.428429%	38,900,455
Commercial (XT/YT/ZT)	1,802,046,320	0.428429%	7,720,489
Commercial (CU/DU/SU)	79,717,900	0.299900%	239,074

Commercial (XU/YU/ZU)	41,827,900	0.299900%	125,442
Commercial (CJ)	4,231,000	0.299900%	12,689
Commercial (CH)	19,330,800	0.428429%	82,819
Commercial (CX)	292,138,518	0.299900%	876,124
Commercial (C1)	20,261,100	0.080405%	16,291
Industrial (IT/LT)	1,056,393,000	0.528484%	5,582,868
Industrial (IH)	55,851,700	0.528484%	295,167
Industrial (JH)	4,902,000	0.528484%	25,906
Industrial (IU)	9,149,800	0.343515%	31,431
Industrial (IK)	3,600,300	0.343515%	12,368
Industrial (IX)	195,239,300	0.343515%	670,676
Industrial - New Occupied (JT)	30,119,300	0.528484%	159,176
Industrial (II)	58,144,900	0.080405%	46,751
Pipelines (PT)	93,425,000	0.295568%	276,134
Farmland (FT)	127,351,500	0.080405%	102,397
Managed Forest (TT)	2,195,700	0.080405%	1,765
TOTAL	\$101,993,157,466		\$341,430,831

4. **THAT** the sum of \$252,201,149 shall be levied and collected for the City of Markham's share of the Boards of Education Budget for the year 2020, such amount to be provided for as follows:

CLASS	ASSESSMENT	TAX RATE	TAXES
Residential (RT)	87,963,731,628	0.153000%	134,584,509
Residential Farm Awaiting Development (R1)	18,322,000	0.038250%	7,008
Multi-Residential (MT)	1,033,181,400	0.153000%	1,580,768
Commercial (CT/DT/ST/GT)	9,079,790,400	0.896686%	81,417,209
Commercial (XT/YT/ZT)	1,802,046,320	0.896686%	16,158,697
Commercial (CU/DU/SU)	79,717,900	0.896686%	714,819
Commercial (XU/YU/ZU)	41,827,900	0.896686%	375,065
Commercial (CX)	292,138,518	0.896686%	2,619,565
Commercial (C1)	20,261,100	0.038250%	7,750
Industrial (IT/LT)	1,056,393,000	0.980000%	10,352,651
Industrial (IU)	9,149,800	0.980000%	89,668
Industrial (IX)	195,239,300	0.980000%	1,913,345
Industrial - New Occupied (JT)	30,119,300	0.980000%	295,169
Industrial (II)	58,144,900	0.038250%	22,240
Pipelines (PT)	93,425,000	1.250000%	1,167,813
Farmland (FT)	127,351,500	0.038250%	48,712
Managed Forest (TT)	2,195,700	0.038250%	840
TOTAL	\$101,903,035,666		\$251,355,829

Plus: Taxable – Full Share PIL (CH, CJ, RH, IH, JH, IK)	
Taxed at education rate but revenue retained by City	\$845,320
TOTAL EDUCATION LEVY	\$252,201,149

5. **THAT** a Waste Collection and Disposal Grant totaling \$152,583 shall be provided proportionately to the following Residential Condominium properties.

CONDOMINIUM NUMBER	ADDRESS	UNITS
YRC #226	7811 Yonge Street	148
YRC #344	8111 Yonge Street	199
YRC #550	7451 Yonge Street	21
YRC #618	55 Austin Drive	142
YRC #636	25 Austin Drive	149
YRC #784	7805 Bayview Avenue	341
YRC #792	610 Bullock Drive	235
YRC #794	7825 Bayview Avenue	337

6. **THAT** the sum of \$239,640 shall be levied on non-residential properties located within the boundaries of the City of Markham's Markham Village Business Improvement Area for the year 2020, such amount to be provided for as follows:

CLASS	ASSESSMENT	TAX RATE	TAXES
Commercial	\$86,429,700	0.277266%	\$239,640

7. **THAT** the sum of \$214,221 shall be levied on non-residential properties located within the boundaries of the City of Markham's Unionville Business Improvement Area for the year 2020, such amount to be provided for as follows:

CLASS	ASSESSMENT	TAX RATE	TAXES
Commercial	\$57,518,800	0.372436%	\$214,221

8. **THAT** the sum of \$1,286 shall be levied against all properties in the Farmland Class and collected for membership fees in the Federation of Agriculture for the Region of York for the year 2020, such amount to be provided for as follows:

CLASS	ASSESSMENT	TAX RATE	TAXES
Farmland (FT)	\$127,351,500	0.001010%	\$1,286

9. **THAT** there shall be a levy upon the Markham Stouffville Hospital in the estimated amount of \$25,200 pursuant to Subsection 323(3) of the *Municipal Act, 2001*, such amount being the sum of \$75.00 for each of the estimated 336 provincially rated beds

and a levy upon Seneca College in the estimated amount of \$126,600 pursuant to Subsection 323(1) of the *Municipal Act, 2001*, such sum being \$75.00 for each of the estimated 1,688 full time enrolled students as determined by the Minister of Training, Colleges and Universities. The figures included here are 2019 figures as the 2020 information is not yet available from the Ministry of Municipal Affairs and Housing.

10. THAT there shall be levied upon Utility Transmission Lines (UH) the sum of \$763,676 for the year 2020, such amount to be provided for as follows:

DESCRIPTION	ACRES	RATE PER ACRE	CITY	REGION	EDUCATION	TOTAL
Hydro One	373.86	\$834.02	\$100,770	\$211,037	--	\$311,807
Hydro One*	373.86	\$1,208.66	--	--	\$451,870	\$451,870
TOTAL			\$100,770	\$211,037	\$451,870	\$763,676

* Education revenue of \$451,870 retained by City

11. THAT there shall be levied upon Railway Rights of Ways (WT) the sum of \$480,180 for the year 2020, such amount to be provided for as follows:

DESCRIPTION	ACRES	RATE PER ACRE	CITY	REGION	EDUCATION	TOTAL
Canadian National Railways	246.66	\$624.33	\$49,769	\$104,229	--	\$153,997
Canadian National Railways	246.66	\$822.69	--	--	\$202,925	\$202,925
Canadian Pacific Railways	48.42	\$624.33	\$9,770	\$20,460	--	\$30,230
Canadian Pacific Railways	48.42	\$822.69	--	--	\$39,835	\$39,835
Metrolinx	85.20	\$624.33	\$17,191	\$36,002	--	\$53,193
TOTAL			\$76,729	\$160,691	\$242,759	\$480,180

12. THAT for the purposes of paying the owners' portion of debt charges pursuant to *Ontario Regulation 390/02* under the *Municipal Act, 2001* (previously the *Local Improvement Act*), as authorized by the following by-laws, the amounts listed below shall be levied and collected from the owners of the properties liable therefore:

EFFECTIVE / EXPIRY DATE	PURPOSE	AMOUNT
(2006-2025)	Buttonville	\$6,178.67

- 13. THAT** for the purposes of paying the owners' portion of debt charges pursuant to Section 391 of the *Municipal Act, 2001* as authorized by the following by-laws, the amounts listed below shall be levied and collected from the owners of the properties liable therefore:

EFFECTIVE / EXPIRY DATE	PURPOSE	AMOUNT
(2007-2021)	Milmar Court	\$6,838.24
(2010-2024)	Robinson St	\$3,791.88
(2013-2022)	Glenridge	\$54,568.47
(2016-2025)	Main Street	\$7,229.40
(2016-2025)	Houghton Blvd	\$45,397.55
TOTAL		\$117,825.54

- 14. THAT** pursuant to Regional By-law No. A-0303-2002-020, a tax rebate totaling \$7,173.94 (City share is \$1,753.79) be provided to the Markham District Veterans Association for its property located at 7 Washington Street for 2020 upon the provision of documentation in a form satisfactory to the Treasurer.

- 15. THAT** the Treasurer shall add to the Collector's Roll, all or any arrears for service provided by: the *Power Commission Act* (hydro-electric power), the *Weed Control Act*, the *Ditches and Watercourses Act*, the *Public Utilities Act*, the *Tile Drainage Act*, and the *Ontario Building Code*; and any other collection agreements charges approved by Council which shall be collected by the Collector in the same manner and at the same time as all other rates and levies.

- 16. THAT** the Interim Tax Levies which were payable in two instalments on February 5, 2020, and March 5, 2020 shall be shown as a reduction on the final levy.

- 17. THAT** the net amount of taxes levied by this By-law shall be due and payable in equal instalments as follows.

PROPERTIES	INSTALMENTS
Residential, Farmland and Pipelines	1. July 6, 2020 2. August 5, 2020
Commercial, Industrial and Multi-Residential	1. October 5, 2020 2. November 5, 2020

- 18. THAT** those residential property owners who have applied and meet the conditions for the 11 instalment Pre-authorized Payment Program for taxes as approved by Council will have the taxes levied under this By-law paid by automatic withdrawal in six (6) equal instalments:

- i. July 1, 2020;
- ii. August 1, 2020;
- iii. September 1, 2020;
- iv. October 1, 2020;

- v. November 1, 2020; and
- vi. December 1, 2020.

19. THAT those residential property owners who have applied and meet the conditions for the 6 instalment Pre-authorized Payment Program for taxes as approved by Council will have the taxes levied under this By-law paid by automatic withdrawal in three (3) equal instalments:

- i. July 6, 2020;
- ii. August 5, 2020; and
- iii. September 8, 2020.

20. THAT those commercial, industrial and multi-residential property owners who have applied and meet the conditions for the 6 instalment Pre-authorized Payment Program for taxes as approved by Council will have the taxes levied under this By-law paid by automatic withdrawal in three (3) equal instalments:

- i. October 5, 2020;
- ii. November 5, 2020; and
- iii. December 7, 2020.

21. THAT those residential property owners who have applied and meet the conditions for the 4 instalment Pre-authorized Payment Program for taxes as approved by Council will have the taxes levied under this By-law paid by automatic withdrawal in two (2) equal instalments:

- i. July 6, 2020; and
- ii. August 5, 2020.

22. THAT those commercial, industrial and multi-residential property owners who have applied and meet the conditions for the 4 instalment Pre-authorized Payment Program for taxes as approved by Council will have the taxes levied under this By-law paid by automatic withdrawal in two (2) equal instalments:

- i. October 5, 2020; and
- ii. November 5, 2020.

23. THAT as provided in Subsections 345(1) and (2) of the *Municipal Act 2001*, if the taxes or any class or instalment thereof so levied in accordance with this By-law remain unpaid following the due date, a penalty of zero per cent (0.00%) on the fourth day of default and zero per cent (0.00%) per month (0% per annum), on the first day each calendar month beginning April 1, 2020 thereafter, of the taxes remaining unpaid shall be levied until December 31, 2020.

24. THAT as provided in Subsection 345(3) of the *Municipal Act, 2001*, if any taxes levied pursuant to this By-law remain unpaid as at December 31, 2020, interest at the rate of one and one quarter per cent (1.25%) per month (15% per annum) of the unpaid taxes shall be levied from January 1, 2021 and for each month or fraction thereof until such taxes are paid.

-
- 25. THAT** all taxes levied by any By-law and which remain unpaid as at the date of passing this By-law, shall have interest charged at the same rate of zero per cent (0.00%) per month (0% per annum) calculated on the unpaid taxes, on the first day of each calendar month beginning April 1, 2020 thereafter, of the taxes remaining unpaid shall be levied until December 31, 2020.
- 26. THAT** the Treasurer of The Corporation of The City of Markham is hereby authorized and directed to serve personally or to mail or cause to be mailed notices of the taxes hereby levied to the person or persons taxed at the person's residence or place of business or upon the premises in respect of which the taxes are payable by such person, or the ratepayer's mortgage company or third party designated by the property owner.
- 27. THAT** taxes are payable to The Corporation of The City of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Upon payment of any applicable fee, and if paid on or before the due date imprinted on the bill, taxes may also be paid at most chartered banks in the Province of Ontario.
- 28. AND THAT** those residents who qualify for the Low Income Seniors and Low Income Disabled Tax Deferral program shall apply to the City of Markham – Property Tax Division in accordance with the program policies as established by The Regional Municipality of York. The amount of deferral for 2020 will be determined once the application has been received and approved. The deferral amount may not be reflected on the 2020 final tax billing issued in accordance with this By-law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS Xth DAY OF XX, 2020.

X_____
KIMBERLEY KITTERINGHAM
CITY CLERK

X_____
FRANK SCARPITTI
MAYOR



Report to: General Committee

Meeting Date: May 19, 2020

SUBJECT: Staff Awarded Contracts for the Months of March and April
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

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

PURPOSE:

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), passed by Council on March 21, 2017, a report shall be submitted to Council on a monthly basis to advise of awarded contracts greater than \$50,000. This report advises Council of all contracts, awarded by the Chief Administrative Officer or Commissioners, or Directors with a total cost exceeding \$50,000 for the months of March and April 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	084-T-20 Markham Tennis Clubhouse Winterization & Fire Separation	Lowest Priced Bidder	CS

Number	BMFT Objective	Description	Award Details	Commission
2	Exceptional Services by Exceptional People	039-Q-20 Roof Replacement & Wall Repairs at Museum Collections Building	Lowest Priced Bidder	CS
3	Exceptional Services by Exceptional People	044-T-20 Theatrical Lighting Fixture Replacement at Flato Markham Theatre	Lowest Priced Bidder	DS
4	Exceptional Services by Exceptional People	100-Q-17 Cornell Centre NP & Woodlot Park - Contract Extension	Non-Competitive Bidder	DS

Number	BMFT Objective	Description	Award Details	Commission
5	Safe & Sustainable Community	004-T-20 Parking Lot Lighting Replacement at Milliken CC & 75 Clegg Road	Lowest Priced Bidder	CS
6	Safe & Sustainable Community	007-T-20 Milliken Mills Community Centre West Patio Restoration	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	010-T-20 Pathway Renovations and Resurfacing	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	011-T-20 Court Resurfacing and Rebuilding	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	015-T-20 Curb Box Inspection and Replacement Program	Lowest Priced Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
10	Safe & Sustainable Community	022-T-20 Supply and Delivery of Manhole & Catch Basin Lids, Grates	Lowest Priced Bidder	C&FS

		& Frames and Drainage Hardware		
11	Safe & Sustainable Community	025-T-20 Interlock Repairs	Lowest Priced Bidder	C&FS
12	Safe & Sustainable Community	034-T-20 Consultant to Provide Safety Audit of Playground Equipment	Lowest Priced Bidder	C&FS
13	Safe & Sustainable Community	038-T-20 Recreation Rubber Floor Replacement	Lowest Priced Bidder	C&FS
14	Safe & Sustainable Community	048-T-20 Boulevard and Park Tree Replacement	Lowest Priced Bidder	C&FS
15	Safe & Sustainable Community	063-T-20 Supply and Delivery of Benches and Waste Receptacles	Lowest Priced Bidder	C&FS
16	Safe & Sustainable Community	068-T-20 Hired Gradall with Operator	Lowest Priced Bidder	C&FS
17	Safe & Sustainable Community	076-Q-20 Emergency Boardwalk Repairs	Lowest Priced Bidder	DS
18	Safe & Sustainable Community	221-R-19 Consulting Services for QA/QC of CCTV Inspection Data	Highest Ranked/Lowest Priced Bidder	C&FS
19	Safe & Sustainable Community	009-Q-20 Building Envelope & Structural Review	Highest Ranked/Second Lowest Priced Bidder	CS
20	Safe & Sustainable Community	225-Q-19 Instruction for Golf Camps	Sole Bidder	C&FS
21	Safe & Sustainable Community	001-R-20 Consulting Engineering Services For Underground Streetlight Cable Condition Inspection (2020)	Sole Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
22	Stewardship of Money and Resources	003-Q-20 Consulting Services for Natural Heritage Inventory and Assessment Study	Highest Ranked/Second Lowest Priced Bidder	DS

STAFF AWARD REPORT

To:	Trinela Cane, Commissioner of Corporate Services
Re:	084-T-20 Markham Tennis Clubhouse Winterization & Fire Separation
Date:	April 8, 2020
Commission:	Corporate Services

BID INFORMATION

Bids closed on	April 2, 2020
Number picking up bid documents	5
Number responding to bid	2

BACKGROUND

To obtain approval to award the contract for winterization & fire separation of the Markham Tennis Clubhouse in Reesor Park. This project represents phase 1 of 2 phases. Work includes retrofitting the existing seasonal clubhouse for year round operation in compliance with applicable codes and legislation.

The Work was originally scheduled to complete by May 1, 2020. In order to comply with the latest regulations in response to the COVID-19 pandemic, Staff and the winning bidder have agreed to a conditional schedule where the procurement of required materials will commence upon award (to address long lead items) and on-site work will be permitted as soon as non-essential businesses are permitted to re-open and as approved by Staff.

RECOMMENDATION

Recommended Bidder	DBC&RR Inc. (lowest priced bidder)	
Current budget available	\$263,120.00	070-6150-20295-005 Seasonal Tennis Bubble Clubhouse Winterization and Fire Proofing
Less cost of award	\$132,389.76 <u>\$ 13,238.98</u> \$145,628.74	Cost of award Contingency 10% Total Award (incl. HST impact)
Budget remaining after award	\$117,491.26	*

*The remaining balance of \$117,491.26 will be retained in the project account and any excess at the end of the project will be returned to the funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no operating impact to city from this project as tennis club boards are responsible for the operating expenses of the club. The Lifecycle reserve study for the Markham Tennis Club will be updated to include the new requirements resulting from the new building systems being installed.

ENVIRONMENTAL CONSIDERATIONS

The construction materials will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations. To heat and cool the facility, an air source heat pump will be utilized; this technology is extremely energy efficient and creates zero emissions, in support of the City's net zero emissions by 2050 goal.

#2

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Re:	039-Q-20 Roof Replacement & Wall Repairs at Museum Collections Building
Date:	March 16, 2020
Commission:	Corporate Services

BID INFORMATION

Bids closed on	March 5, 2020
Number picking up bid documents	16
Number responding to bid	7

BACKGROUND

The project includes roof replacement & wall repairs at Museum Collections Building to address leaks. The work is to be completed by July 3, 2020.

RECOMMENDATION

Recommended Bidder	Sproule Specialty Roofing Limited (lowest priced bidder)	
Current budget available	\$55,000.00	270-101-5399-19085 Roofing Replacement Projects
Less cost of award	\$66,245.76 <u>\$ 6,624.58</u> \$72,870.34	Cost of award Contingency 10% Total Award (incl. HST impact)
Budget remaining after award	(\$17,870.34)	*

*The budget shortfall of \$17,870.34 was mainly due to restricted roof & site access and the amount of insulation to be replaced for LEED building requirements. Staff negotiated with Sproule Specialty Roofing Limited, the lowest priced bidder, a \$1,526.40 or 2% cost reduction from their original bid price (from \$67,772.16 to \$66,245.76), as allowed under the Purchasing By-Law, while still maintaining the same level of project deliverables. The shortfall will be funded from unused contingency budget from projects under the same budget number.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget, the Life Cycle Reserve Study will be updated after project completion.

ENVIRONMENTAL CONSIDERATIONS

The old/existing roofing materials will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations.

#3

**STAFF AWARD REPORT**

To:	Arvin Prasad, Commissioner, Development Services
Re:	044-T-20 Theatrical Lighting Fixture Replacement at Flato Markham Theatre
Date:	March 24, 2020
Commission:	Development Services

BID INFORMATION

Bids closed on	March 18, 2020
Number picking up bid documents	7
Number responding to bid	5

BACKGROUND

This contract is for the supply and delivery of 59 conventional light fixtures and 10 intelligent moving lights for the Flato Markham Theatre. Replacement is warranted based on condition assessment and delivery will be in May 2020.

RECOMMENDATION

Recommended bidder	Apex Sound & Light Corporation (lowest priced bidder)	
Current budget available	\$205,200.00	510-101-5399-20012– Lighting Replacement
Less cost of award	\$190,391.74	Bid Price (Incl. of HST)
	<u>\$ 9,519.59</u>	Contingency (5%)
	\$199,911.33	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 5,288.67	

*The remaining balance of \$5,288.67 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The Life Cycle Reserve study will be updated to reflect the addition of the equipment which will require replacement in 8-10 years. There is no Operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

#4



STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Award:	100-Q-17 Cornell Centre NP & Woodlot Park - Contract Extension
Date:	April 08, 2020
Commission:	Development Services

PURPOSE

In March 2017, the City retained Ryan Architects for architectural services to design a masonry maintenance building at the Cornell Community Park. However, in the fall of 2019, the contract was terminated with Ryan Architects due to non-performance. No fees were paid to Ryan Architects.

In 2019 and after termination of the architectural contract a decision was made to relocate the maintenance building from Cornell Community Park to the adjacent Cornell Centre Neighbourhood Park and Woodlot. Additionally, through value engineering with contributions from City staff, the construction methodology was changed from a masonry building to a building constructed with architectural block.

Since, the City was under contract with a landscape architect (Strybos Barron King Ltd.) to design the Cornell Centre Neighbourhood Park and Woodlot, Staff believed it was in the City's best interest to extend the contract with Strybos Barron King Ltd. to include the maintenance building.

This is deemed the most efficient and cost effective solution, and allows for a seamless integration of the maintenance building into the Cornell Centre Neighbourhood Park and Woodlot. In addition, the City negotiated this work at lower cost (\$4,741) and will receive additional landscape architectural services (estimated at \$23,500), and Geotechnical services that were not included in the previous award to Ryan Architects.

RECOMMENDATION

Recommended bidder	Strybos Barron King Ltd. (non-competitive procurement)	
Current budget available	\$ 97,200.53	081-5350-17009-005 Cornell Community Park Maintenance Building - Design
Less cost of award	\$ 84,053.76	Contingency (10%) Total Cost of Award (Inclusive of HST)*
	\$ 8,405.38	
	\$ 92,459.14	
Budget remaining after this award	\$ 4,741.39	*

*The remaining funds in the amount of \$4,945.62 will be returned to the original funding source.

Staff recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 7 Non Competitive Procurement, item 1 (c) "when the extension of the existing contract would prove more cost-effective"

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

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

#5

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

To:	Trinela Cane, Commissioner, Corporate Services
Re:	004-T-20 Parking Lot Lighting Replacement at Milliken CC & 75 Clegg Road
Date:	March 9, 2020
Commission:	Corporate Services

BID INFORMATION

Bids closed on	February 27, 2020
Number picking up bid documents	16
Number responding to bid	10

BACKGROUND

To obtain approval to award the contract for the supply and replacement of the existing parking lot light poles at Milliken Mills Community Centre (45 poles), Milliken Mills Soccer Dome (3 poles) and 75 Clegg Road (2 poles), as well as the 17 wall fixtures that illuminate the 75 Clegg Road parking lot.

Work to be completed by October 31, 2020.

RECOMMENDATION

Recommended bidder	Langley Utilities Contracting Ltd. (lowest priced bidder)	
Current budget available	\$456,942.00	56-6150-20079-005– Parking Lot Light Replacement
Less cost of award	\$312,221.24	Bid Price (Incl. of HST)*
	<u>\$ 31,222.12</u>	Contingency (10%)
	\$343,443.37	Total cost of award (Incl. of HST)
Budget remaining after this award	\$113,498.64	**

* Award includes a cash allowance of \$10,176.00 for inspections and testing as necessary.

** Remaining budget of \$113,498.64 will be returned to original funding source. Langley Utilities Contracting Ltd. has been awarded numerous City contracts, most recently underground streetlight cables (004-T-16) and streetlight maintenance (151-T-18). The budget surplus can be attributable to the contractor holding many large contracts and, therefore, getting better material pricing from manufacturers.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The new LED fixtures are expected to save approximately \$2,600/year in energy cost at Milliken Mills Community Centre and Soccer Dome (lighting level will be maintained similar or better than before). 75 Clegg will experience approximately \$200/year increase in energy cost, due to an increase in the lighting level requirement. Lifespans of the new poles are similar to existing. The Life Cycle Reserve Study will be updated to reflect the actual cost and year of replacement after project completion.

004-T-20 Parking Lot Lighting Replacement at Milliken C.C & 75 Clegg Page 2 of 2

ENVIRONMENTAL CONSIDERATIONS

To reduce the environment impact of the work, environmentally friendly products were specified. All new fixtures will be Dark Sky compliant and all waste will be sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility.

#6

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	007-T-20 Milliken Mills Community Centre West Patio Restoration
Date:	February 24, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bids closed on	February 14, 2020
Number picking up bid documents	29
Number responding to bid	21

BACKGROUND

To obtain approval to award the contract for Milliken Mills Community Centre West Patio Restoration.

Work to be completed by June 1, 2020.

RECOMMENDATION

Recommended bidder	Pine Valley Corporation (lowest priced bidder)	
Current budget available	\$131,350.00	500-101-5399-19136– West Patio Replacement
Less cost of award	\$128,217.60	Bid Price (Incl. of HST)
	\$ 3,132.40	Contingency (2.4%)
	\$131,350.00	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 0.00	

OPERATING BUDGET AND LIFE CYCLE IMPACT

N/A

ENVIRONMENTAL CONSIDERATIONS

N/A

#7

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	010-T-20 Pathway Renovations and Resurfacing
Date:	February 18, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	February 7, 2020
Number picking up bid document	24
Number responding to bid	17

BACKGROUND

To obtain approval to award the contract for pathway renovations and resurfacing for various parks throughout the City.

All the Work must be completed by December 1 of each year of the program.

RECOMMENDATION

Recommended bidder	Diamond Earthworks Corporation (lowest priced bidder)	
Current budget available	\$137,400.00	059-6150-20209-005 Pathways Resurfacing
Less cost of award	\$ 83,066.74	Year 1 – 2020 award (Incl. of HST)
	<u>\$ 8,306.67</u>	Year 1 – 2020 contingency @ 10%
	\$ 91,373.41	Year 1 – 2020 award (Incl. HST and contingency)
	\$ 91,373.41	Year 2 – 2021 award (Incl. HST and contingency)
	<u>\$ 91,373.41</u>	Year 3 – 2022 award (Incl. HST and contingency)
	\$274,120.23	Total award
Budget remaining after this award	\$46,026.59	*

*The remaining budget will be used for other emergency pathway restoration work required in 2020.

Note: Unit Prices will remain firm fixed for the first year. Prices in second and third year will be adjusted in accordance with the annual rate of change in Consumer Price Index (CPI), for all items in Ontario, using the last published adjustment month closer to renewal. The adjusted prices shall remain firm for the entire optional extension period. Any adjustments will have a maximum ceiling of 3%.

The scope of Work for 2021 and 2022 will be finalized according to condition assessment to be conducted in 2021 and 2022, respectively. The annual volume of work is expected to be similar to the 2020 program.

Years 2-3 are subject to Council approval of the 2021-2022 budgets.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

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

#8

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	011-T-20 Court Resurfacing and Rebuilding
Date:	February 26, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	February 26, 2020
Number picking up bid document	7
Number responding to bid	2*

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

BACKGROUND

To obtain approval to award the contract to resurface/rebuild the following courts:

Resurface:

- Johnsville Park Tennis Courts #1 and 2;
- Berczy Park South Tennis Courts #1 and 2;
- Thornlea Secondary School Tennis Courts #1, 2 and 3;

Rebuild:

- Morgan Park Tennis Courts #1 and 2; and
- Duncan Park Tennis Courts #1, 2 and 3.

It is anticipated that work will commence April 1, 2020 and be completed by December 1, 2020.

RECOMMENDATION

Recommended bidder	Court Contractors Ltd. (lowest priced bidder)	
Current budget available	\$394,400.00	059-6150-20202-005 Court Resurfacing / Reconstruction
Less cost of award	\$285,385.92	Total cost of award (Incl. of HST)
Budget remaining after this award	\$109,014.08	*

* The remaining budget of \$109,014.08 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and the Life Cycle Reserve Study will be updated based on this award.

ENVIRONMENTAL CONSIDERATIONS

Resurfacing of the tennis courts uses a penetration lift process which is environmentally friendlier than hot-mix asphalt. All the material is reconstructed on site therefore eliminating any need to dispose of material. Liquid asphalt is also applied at a lower temperature reducing energy costs to heat material. There is a reduction in large trucking and machinery requirements and the overall footprint is lower carbon.

#9

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

To:	Andy Taylor, Chief Administrative Officer
Re:	015-T-20 Curb Box Inspection and Replacement Program
Date:	March 3, 2020
Commission:	Community and Fire Services

BID INFORMATION

Bids closed on	March 3, 2020
Number picking up bid documents	6
Number responding to bid	4

BACKGROUND

This program carries out the inspection of curb boxes across the City. This asset is used to control the water supply to the residential property. Based on the inspection, the asset is repaired or replaced for continuity of service.

In the next 3 years, this program will inspect the following count of residential properties. The repair and replacement volumes are estimated amounts based on historical averages:

Year	Inspect	Repair (Est.)	Replace (Est.)
1	3,309	107	1,100
2	3,913	123	1,297
3	4,018	126	1,322
Total	11,240	356	3,719

The scope of work includes:

- Inspection and cleaning of curb boxes
- Curb box repair or replacement (as required)

The work will be completed by October of each year.

RECOMMENDATION

Recommended bidder	Grand-Mac Construction (lowest priced bidder)	
Current budget available	\$ 564,100.00	760-101-5399-20259 Curb Box Inspection and Replacement Program
Less cost of award	\$ 506,160.35 <u>\$ 50,616.03</u> \$ 556,776.38 \$ 664,865.92 <u>\$ 703,658.80</u> \$1,925,301.10	Year 1 (2020) Cost of Award Year 1 (2020) Contingency (10%) Year 1 (2020) Total Award Year 2 (2021) Award Incl. of HST & Contingency (10%)* Year 3 (2022) Award Incl. of HST & Contingency (10%)* Total Award (Year 1-3) Incl. of HST & Contingency
Budget remaining after award	\$ 7,323.62	**

*2021 and 2022 award will be subject to Council approval of the annual capital budget.

** The remaining budget of \$7,323.62 will be returned to the original funding source.

Note: Compared to the previous contract (2017-2019), the price under this contract has increased by 1%.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2020 water reserve study will be updated to reflect current rates. There is no incremental impact to the operating budget.

ENVIRONMENTAL CONSIDERATIONS

Proactive inspection, repair and replacement of the curb boxes will reduce risks and liabilities associated with water supply failures caused by defective assets.

#10

**STAFF AWARD REPORT**

o:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	022-T-20 Supply and Delivery of Manhole & Catch Basin Lids, Grates & Frames and Drainage Hardware
Date:	March 18, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	March 16, 2020
Number picking up bid document	5
Number responding to bid	4

BACKGROUND

To obtain approval to award the contract for the supply and delivery of manhole & catch basin lids, grates & frames and drainage hardware used within the City Right-of-Way.

RECOMMENDATION

Recommended bidder	Emco Corporation (lowest priced bidder)	
Current budget available	\$ 35,000.00	050-6150-20277-005 Steel
Less cost of award	\$ 28,239.82	Year 1 – 2020 award (Incl. of HST)
	\$ 28,239.82	Year 2 – 2021 award (Incl. of HST)*
	\$ 28,239.82	Year 3 – 2022 award (Incl. of HST)*
	\$ 28,239.82	Year 4 – 2023 award (Incl. of HST)*
	\$112,959.28	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 6,760.18	**

*The term of the Contract starts from contract award to December 31, 2020, with an option to renew for three (3) additional years, at one (1) year increments. The price will remain firm fixed for the first two (2) years. The remaining two (2) years will be subject to an annual price increase/decrease based on the Consumer Price Index (CPI) for All Items Canada for the twelve (12) month period ending October 31 in the applicable year and shall not exceed 3%. Years 2 – 4 are subject to Council approval of the 2021-2023 budgets.

** The remaining budget of \$6,760.18 will remain in the project for any potential shortfall in other components of the 2020 asphalt resurfacing program.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#11

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

To:	Andy Taylor, Chief Administrative Officer
Re:	025-T-20 Interlock Repairs
Date:	March 26, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	March 2, 2020
Number picking up bid document	23
Number responding to bid	15

BACKGROUND

To obtain approval to award the contract for various Citywide interlock repairs. Works will pertain to both the City's Maintenance and Road Rehabilitation Programs. The Work generally involves services to repair (remove and replace existing) and/or install new interlocking stone surfaces and the resetting of driveway borders at various locations throughout the City. The scope of work is based on estimated volumes for the following:

- Repairs to interlock at various City wide locations – Maintenance;
- Repair of interlocking at selected locations – Road Rehabilitation Program;
- Repairs to driveway borders; and
- Installation of new interlocking stone.

RECOMMENDATION

Recommended bidder	Lans Construction (lowest priced bidder)	
Current budget available	\$292,300.00	Various Accounts (See Financial Considerations)
Less cost of award	\$203,514.91 \$203,514.91 \$203,514.91 <u>\$203,514.91</u> \$814,059.64	Year 1 – 2020 award (Incl. of HST) Year 2 – 2021 award (Incl. HST) Year 3 – 2022 award (Incl. HST) Year 4 – 2023 award (Incl. HST) Total award
Budget remaining after this award	\$ 88,785.09	*

*The term of the Contract starts from contract award until December 31, 2020, with an option to renew for three (3) additional years, at one (1) year increments. The price will remain firm fixed for the first three (3) years. The remaining one (1) year renewal will be subject to an annual price increase based on Consumer Price Index for All Items Canada for the twelve (12) month period ending September 30 in the applicable year and shall not exceed 3%. Years 2 - 4 are subject to Council approval of the 2021-2023 budgets.

**Out of the remaining budget of \$88,785.09, \$71,380.42 will be retained in project # 20274 - 2020 Interlock (sub-project of the 2020 Asphalt Resurfacing Program) for potential transfer to other sub-projects under the general 2020 Asphalt Resurfacing Program. Funds remaining in the amount of \$17,404.67 will returned to original funding source.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Current Budget Available	Cost of Award	Budget Remaining/ (Shortfall)
2020 Interlock	050-6150-20274-005	\$ 235,000.00	\$ 163,619.58	\$ 71,380.42
Boulevard Repairs	700-101-5399-20180	\$ 57,300.00	\$ 39,895.33	\$ 17,404.67
Totals:		\$ 292,300.00	\$ 203,514.91	\$ 88,785.09

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. Life Cycle Reserve Study will be reviewed based on this award.

ENVIRONMENTAL CONSIDERATIONS

Works as part of the road maintenance program is coordinated in a strategic manner through City map grids in order to minimize travel times and therefore reduce carbon emissions pertaining to vehicular equipment used in construction. Works as part of the road rehabilitation program is concentrated at specific singular locations through the City.

#12

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	034-T-20 Consultant to Provide Safety Audit of Playground Equipment
Date:	March 31, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	March 3, 2020
Number picking up bid document	6
Number responding to bid	5*

*One bidder was declared non-compliant as they were not an independent auditing organization, as required per the Request for Tender.

BACKGROUND

In order to ensure the continued safety of the City's playgrounds, an external consultant is contracted to provide audits, inspect and evaluate all existing play spaces, equipment and exercise equipment utilizing devices and procedures as outlined in CAN/CSA Z614-14 (Standards Council of Canada) as amended. This is a mandatory element of the City-wide playground safety program and has been in place for over five (5) years.

RECOMMENDATION

Recommended bidder	At Home and Play Inspections (lowest priced bidder)	
Current budget available	\$ 26,722.00	730-739-5399 Contracted Service
Less cost of award	\$ 26,663.16	Year 1 – 2020 award (Incl. of HST)*
	\$ 26,663.16	Year 2 – 2021 award (Incl. HST)**
	\$ 26,663.16	Year 3 – 2022 award (Incl. HST)**
	<u>\$ 26,663.16</u>	Year 4 – 2023 award (Incl. HST)**
	\$106,652.64	Total award
Budget remaining after this award	\$ 58.84	

* Staff entered into negotiations with the low bidder (At Home and Play Inspections) to reduce the unit prices in order to meet the City's approved budget. Staff were able to negotiate a price reduction, which resulted in a savings of \$2,903.21 per annum (\$29,566.37 - \$26,663.16).

** The term of the Contract is for one (1) term starting August 15 to October 15, 2020, with an option to renew for an additional three (3) terms from June 1 to August 31 of the renewal period. The renewal terms are subject to annual price increases based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending August 31 in the applicable year. Years 2 – 4 are subject to Council approval of the 2021-2023 budgets.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#13

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	038-T-20 Recreation Rubber Floor Replacement
Date:	March 16, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bids closed on	March 13, 2020
Number picking up bid documents	17
Number responding to bid	9

BACKGROUND

Replacement of the existing rubber flooring at Milliken Mills and Crosby Community Centre in the lobby, dressing rooms, viewing areas, and change rooms.

Work to be completed by July 3, 2020.

RECOMMENDATION

Recommended bidder	Tradeworks Interiors Canada Corp. (lowest priced bidder)	
Current budget available	\$171,000.00	500-101-4299-20162– Rubber Floor Replacement
Less cost of award	\$130,252.80 <u>\$13,025.28</u> \$143,278.08	Bid Price (Incl. of HST) Contingency (10%) Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 27,721.92	*

*The remaining balance of \$27,721.92 will be returned the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Life Cycle will be updated accordingly based on award price.

ENVIRONMENTAL CONSIDERATIONS

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

#14

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	048-T-20 Boulevard and Park Tree Replacement
Date:	March 30, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	March 23, 2020
Number picking up bid document	10
Number responding to bid	7

BACKGROUND

To obtain approval to award the contract for the selection, supply, delivery, installation and two (2) year maintenance and warranty of boulevard and park trees. Approximately half the trees will be planted in the spring (by June 14, 2020) and the remainder of the trees planted in the fall (by October 18, 2020).

RECOMMENDATION

Recommended bidder	The Gordon Company (lowest priced bidder)	
Current budget available	\$319,370.00	Various Accounts (See Financial Considerations)
Less cost of award	\$319,138.69	Total cost of award (Incl. of HST)*
Budget remaining after this award	\$ 231.31	**

*In order to meet the City's approved budget, Staff reduced the estimated annual quantities of trees from 883 to 810, which resulted in a savings of \$32,096.13 (\$351,234.82 - \$319,138.69). The reduction in quantities will not affect City service levels.

** The remaining budget of \$231.31 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. Staff will monitor future award unit prices and determine if increases to the life cycle reserve study will be required.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available	Cost of Award	Budget Remaining/(Shortfall)
Boulevard/Park Tree Replacement	700-101-5399-20198	\$283,320.00	\$283,032.37	\$287.63
Trees For Tomorrow	700-101-5399-20207	\$35,000.00	\$35,056.32	(\$56.32)
Sidewalk Construction	83-5350-17048-005	\$1,050.00	\$1,050.00	\$0.00
Totals:		\$319,370.00	\$319,138.69	\$231.31

The shortfall in project 20207 will be funded from surplus funds in project 20198. Balance remaining in the amount of \$231.31 in project 20198 will be returned to original funding source.

ENVIRONMENTAL CONSIDERATIONS

Trees produce oxygen and remove carbon dioxide and contaminants from the air. Additionally, they provide habitat for birds and other wildlife.

15

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

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	063-T-20 Supply and Delivery of Benches and Waste Receptacles
Date:	March 26, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	March 17, 2020
Number picking up bid document	12
Number responding to bid	7

BACKGROUND

To obtain approval to award the contract for the supply and delivery of park benches and waste receptacles.

RECOMMENDATION

Recommended bidder	Canaan Site Furnishings (lowest priced bidder)	
Current budget available	\$ 62,848.00	059-6150-20201-005 City Park Furniture/Amenities
Less cost of award	\$ 62,808.82	Year 1 – 2020 award (Incl. of HST)*
	\$ 62,808.82	Year 2 – 2021 award (Incl. of HST)**
	\$ 62,808.82	Year 3 – 2022 award (Incl. of HST)**
	\$ 62,808.82	Year 4 – 2023 award (Incl. of HST)**
	\$251,235.28	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 39.18	***

*Staff entered into negotiations with the low bidder (Canaan Site Furnishings) to reduce prices in order to meet the City's approved budget. Staff were able to negotiate a unit price reduction and reduced the estimated annual quantities of benches from 50 to 47 and waste receptacles from 40 to 33, which resulted in a savings of \$9,542.54 per annum (\$72,351.36 - \$62,808.82). The reduction in quantities will not affect City service levels.

**The term of the Contract starts from contract award to December 31, 2020, with an option to renew for three (3) additional years, at one (1) year increments. Pricing for the three (3) additional years will be subject to an annual price increase/decrease based on the Consumer Price Index (CPI) for All Items Canada for the twelve (12) month period ending October 31 in the applicable year and shall not exceed 3%. Years 2 – 4 are subject to Council approval of the 2021-2023 budgets.

*** The remaining budget of \$39.18 will be returned to the original funding source.

063-T-20 Supply and Delivery of Benches and Waste Receptacles**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

ENVIRONMENTAL CONSIDERATIONS

If the replaced benches are metal or plastic they are recycled. Metal in most cases can be repainted which gives a longer life cycle. The design on this bench has strong connections where as some of the older styles had separate legs and arms that became loose and unfixable. In some cases the replaced benches will be refurbish for other facilities.

#16

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	068-T-20 Hired Gradall with Operator
Date:	March 23, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	March 17, 2020
Number picking up bid document	1*
Number responding to bid	1

*Procurement reached out to 8 potential bidders, however, only the incumbent submitted a bid.

BACKGROUND

To obtain approval to award the contract for the supply of a hired gradall on an as and when required basis with an operator (estimated 265 hours per year).

RECOMMENDATION

Recommended bidder	Don Cordingley Gradall Rental Ltd. (lowest priced bidder)	
Current budget available	\$ 50,500.00	700-507-5501 Roads Hired Equipment
Less cost of award	\$ 50,498.40	Year 1 – 2020 award (Incl. of HST)*
	\$ 50,498.40	Year 2 – 2021 award (Incl. of HST)**
	\$ 50,498.40	Year 3 – 2022 award (Incl. of HST)**
	<u>\$ 50,498.40</u>	Year 4 – 2023 award (Incl. of HST)**
	\$201,993.60	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 1.60	

*The term of the Contract is for one (1) term from June 1, 2020 to September 30, 2020, with an option to renew for an additional three (3) terms from June 1 to September 30 of the renewal period at the same itemized pricing. Years 2 – 4 are subject to Council approval of the 2021-2023 budgets.

The hourly rate has remained the same as per the previous contract.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#16

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

To:	Brian Lee, Director, Engineering
Re:	076-Q-20 Emergency Boardwalk Repairs
Date:	March 5, 2020
Commission	Development Services

BACKGROUND

The boardwalk located at Unionville and Campbell Court is damaged and poses a potential safety hazard to the public. Staff placed a barricade and signage to prevent people from accessing the boardwalk due to safety issues; however, residents are ignoring the warning signs / barricade and continue to use the damaged boardwalk as a walking surface. Without immediate repairs, there is a risk that residents using the boardwalk may injure themselves.

As per the purchasing By-law, an “Emergency” means a situation where the immediate purchase of goods or services is essential to prevent serious delays, damage or injury, to restore minimum service or to ensure the health and safety of any person including employees or residents of the City of Markham;”

BID INFORMATION

Bid closed on	March 2, 2020
Number picking up bid document	3
Number responding to bid	2

The emergency work will commence on March 16 and be completed by April 30.

RECOMMENDATION

Recommended bidder	Hawkins Contracting lowest priced bidder	
Current budget available	\$60,000.00	640-101-5399-20301 Emerg. Boardwalk Repair
Less cost of award	\$51,962.46	Construction
	<u>\$ 6,105.60</u>	Allowance*
	\$58,068.06	Sub Total
	<u>\$ 1,742.04</u>	Contingency @ 3%
	\$59,810.10	Total Award (Incl. of HST)
Budget remaining after this award	\$ 189.90	**

* The allowance is for the replacement of any defective wood planks identified during construction.

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

Staff further recommends:

Notwithstanding any other provision of this By-law, the following provisions shall apply in case of an emergency: (a) wherever feasible, the Senior Manager of Purchasing, upon the recommendation of the Director of the User Department, shall secure by the most open procedure at the lowest obtainable price and consistent with service requirements, any goods or services required up to the amount of \$350,000;

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

The repair work has a minimal impact to the nearby watercourse/environment. However, adequate protection including silt fence will be placed to prevent sediments from entering the water body.

#18

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

To:	Andy Taylor, Chief Administrative Officer
Re:	221-R-19 Consulting Services for QA/QC of CCTV Inspection Data
Date:	February 28, 2020
Commission:	Community and Fire Services

BID INFORMATION

Bids closed on	January 24, 2020
Number picking up bid documents	7
Number responding to bid	3

BACKGROUND

This project is to ensure quality and accuracy of CCTV data collected from the City's current CCTV storm and sanitary sewers inspection program for rehabilitation/replacement needs. In the next 3 years, this project will address the following CCTV inspection data:

Year	Storm sewers (# of surveys)	Sanitary sewers (# of surveys)
1	760	760
2	1220	1210
3	1290	1380
Total	3270	3350

The scope of work includes:

- review of CCTV surveys, including report, videos and database
- QA/QC reporting
- data validation
- preparation of GIS shape file

The work will be completed by April of each year.

RECOMMENDATION

Recommended bidder	TDS Consulting (highest ranked / lowest priced bidder)	
Current budget available	\$ 40,704.00	750-101-5699-19225 Storm & Sanitary Sewers Inspection Program
Less cost of award	\$ 30,255.00	Year 1 (2020) Cost of Award
	\$ 3,078.75	Year 1 (2020) Contingency (10%)
	\$ 33,866.24	Year 1 (2020) Total Award
	\$ 53,108.59	Year 2 (2021) Award Incl. of HST & Contingency (10%)*
	\$ 62,509.54	Year 3 (2022) Award Incl. of HST & Contingency (10%)*
	\$ 149,484.37	Total Award (Year 1-3) Incl. of HST & Contingency
Budget remaining after award	\$ 6,837.76	**

*2021 and 2022 award will be subject to Council approval of the annual capital budget.

** The remaining budget of \$6,837.76 will be returned to the original funding source.

PROPOSAL EVALUATION

The two-staged evaluation was based on pre-determined criteria as detailed in the Request for Proposal: 25% for experience/past performance, 20% for qualification and experience of the project manager and team, 25% for project delivery, project understanding and experience on similar/related projects, and 30% for price, totaling 100%.

Bidder	Score
TDS Consulting	89.7

* Total Bid prices ranged from \$135,894.88 to \$750,210.34.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

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

#19



STAFF AWARD REPORT

Page 1 of 2

To:	Graham Seaman, Director, Sustainability & Asset Management
Re:	009-Q-20 Building Envelope & Structural Review
Date:	March 13, 2020
Commission:	Corporate Services

BID INFORMATION

Bids closed on	February 20, 2020
Number picking up bid documents	6
Number responding to bid	6

BACKGROUND

To obtain approval to award the contract for engineering consulting services for building envelope and structural review for the following 15 buildings:

- Armadale Community Centre
- Box Grove Community Centre
- Daniels-Fairty House
- Fire Station No. 92
- Fire Station No. 96
- Main Street Markham Public Washroom and Storage Building
- Markham Rugby Building
- Milliken Mills Soccer Dome and Clubhouse
- Milne Parks Yard Shop
- Pingle House
- Pomona Valley Tennis Clubhouse
- Princess Street Parks Shop
- St. Roberts Soccer Field - Office building
- Thornlea Pool
- Warden House Community Centre

The scope of work includes detailed structural and building envelope assessments and to identify anticipated capital repairs over the next 25 years.

RECOMMENDATION

Recommended bidder	Thornton Tomasetti. (highest ranked / 2 nd lowest priced bidder)	
Current budget available	\$56,100.00	270-101-5699-20068
Less cost of award	\$50,829.12	Bid Price (Incl. of HST)*
	\$5,082.91	Contingency (10%)
	\$55,912.03	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 187.97	**

*Award includes a cash allowance of \$30,528.00 for building envelope and structure testing.

**Remaining budget of \$187.97 will be returned to original funding source.

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Asset Management Department with staff from Purchasing Department acting as the evaluation facilitator. The evaluations were based on pre-established evaluation criteria as outlined in the Request for Proposal: 30% Qualifications and Experience of the company, 20% Understanding of Project, 20% Project Management, and 30% price, totaling 100%.

Bidder	Technical Score	Financial Score	Total Score (100 points)	Overall Ranking
Thornton Tomasetti Canada Inc	64	28	92	1

*The prices ranged from \$55,912.03 to \$118,372.32, and includes a testing allowance of \$30,528.00

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget.

The output of this project will be used to update life cycle data and planning of capital repairs and therefore there is no incremental life cycle impact identified at this time.

ENVIRONMENTAL CONSIDERATIONS

The consultant will provide repair recommendation and cost estimates to improve energy efficiency of building envelope components where possible.

#20

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	225-Q-19 Instruction for Golf Camps
Date:	February 21, 2020
Commission:	Community and Fire Services

BID INFORMATION

Bids closed on	February 14, 2020
Number picking up bid documents	2
Number responding to bid	1*

*The Markham Golf Dome is a local service provider with both an indoor and outdoor range suitable for hosting groups of up to 50 campers per session. Markham Golf Dome has been hosting golf camps from 2015-2019 (232-Q-16) and meets the requirement of being within Markham, Whitchurch-Stouffville, or Richmond Hill.

BACKGROUND

Campers aged 10-14 will receive bi-weekly lessons in driving, chipping, sand play and putting from a Professional Golfers Association (CPGA) instructor at the Markham Golf Dome from June –August.

RECOMMENDATION

Recommended bidder	Markham Golf Dome (sole bidder)	
Current budget available	\$17,000.00	501-931-5399 - Golf Camps
Less cost of award	\$15,874.56	June – August 2020*
	\$15,874.56	June – August 2021
	\$15,874.56	June – August 2022
	\$15,874.56	June – August 2023
	<u>\$15,874.56</u>	June – August 2024
	\$79,372.80	Total cost of award (Incl. of HST)
Budget remaining after this award	\$1,125.44	**

*The term of the contract is for one (1) season with the option to renew for four (4) additional seasons at the same itemized prices, subject to Council's approval of the 2021-2024 operating budgets.

**The remaining budget will generate a favourable variance that will be included as part of the 2021 results of operations and will be addressed as part of the 2021 operating budget.

FINANCIAL CONSIDERATIONS

Cost per camper from 2015-2019 was \$10.00 and will be increased to \$15.00 per camper for this contract as a result of wage increases. Prices are firm fixed for the duration of the contract. The increase in costs will be directly offset by an increase in user fees. In 2019 the City's Golf Camps (Unionville and Thornhill) generated \$81,826.00 in revenue.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2021 operating budget impact will be adjusted to reflect the new pricing from \$10-\$15 per camper. There is no life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

#21

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	001-R-20 Consulting Engineering Services For Underground Streetlight Cable Condition Inspection (2020)
Date:	March 9, 2020
Commission:	Community and Fire Services

BID INFORMATION

Bids closed on	February 13, 2020
Number picking up bid documents	6
Number responding to bid	1*

*This work requires a consultant with specialized equipment to work with a licensed electrician and most consultants do not have expertise in this area. The City has only received two bids on the past two requests for quotations. Most public sector organizations do not perform this proactive step and will simply replace as per lifecycle or failure.

BACKGROUND

To obtain approval to award the contract for underground streetlight cable condition inspection. As the City's infrastructure ages, it is necessary to carry out condition inspection of assets in order to predict the future maintenance costs and provide reliable life cycle costing.

In order to achieve this effectively, the City investigates the condition of underground streetlight cables within the older areas of the City. The service life of underground cable is estimated to be 40 years. The consultant retained for this project will carry out condition inspection/assessments on 100 km of underground streetlight cable.

Timeline:

- Commencement: May 2020
- Completion: September 2020

RECOMMENDATION

Recommended Bidder	Metsco Energy Solutions Inc. (sole bidder)	
Current budget available	\$187,200.00	750-101-5399-20243 Streetlight Cable Condition Inspection
Less cost of award	\$167,598.72	Award (incl. HST impact)
	<u>\$ 16,759.87</u>	Contingency 10%
	\$184,358.59	Total Award (incl. HST impact)
Budget remaining after award	\$ 2,841.41	*

*The remaining budget of \$2,841.41 will be returned to original funding source.

The recommended consultant, METSCO Energy Solutions Inc. has strong experience in conducting streetlight cable inspection services. They were awarded the previous contract and their performance was satisfactory. Their proposal demonstrated to the City's satisfaction that they have the experience to undertake the project and they have a strong understanding of the project deliverables.

001-R-20 Consulting Engineering Services for Underground Streetlight Cable Condition**Inspection (2020)****Page 2 of 2****PROPOSAL EVALUATION**

The two-staged evaluation was based on pre-determined criteria as detailed in the Request for Proposal: 20% for experience/past performance, 20% for qualification and experience of the project manager and team, 30% for project delivery, project understanding and experience on similar/related projects, and 30% for price, totaling 100%.

Bidder	Score
Metsco Energy Solutions Inc.	89.4

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

Not Applicable.

#22

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

To:	Arvin Prasad, Commissioner Development Services
Award:	003-Q-20 Consulting Services for Natural Heritage Inventory and Assessment Study
Date:	March 03, 2020
Commission:	Development Services

BID INFORMATION

Bid closed on	February 06, 2020
Number picking up bid document	19
Number responding to bid	8

PURPOSE

To obtain approval to award the contract for consulting services for a natural heritage and assessment study. The Study will provide a comprehensive assessment and update of the City's natural heritage system and will support the future mapping updates to Markham's Official Plan.

RECOMMENDATION

Recommended bidder	North-South Environmental Inc. (highest ranked /second lowest priced bidder)	
Current budget available	\$81,400.00	#620-101-5699-19017 Natural Heritage System Study
Less cost of award	\$74,010.05 \$ 7,030.95 \$81,041.00	Award Contingency (9.5%) Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 359.00	*

* The remaining funds in the amount of \$359.00 will be returned to original funding source.

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of Staff from Planning 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: 25 points for Experience and Qualification of the Bidder and Proposed Project Team; 25 points for Project Understanding, Methodology and Approach, and; 20 points for Project Delivery and Management, totaling 70 points.

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, four 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.

003-Q-20 Consulting Services for Natural Heritage Inventory and Assessment Study**Page 2 of 3**

The combined results from Stage 1 and Stage 2 are summarized below:

Overall Scoring

Bidders	Grand Total Score (out of 100)	Rank Results
North-South Environmental Inc	98.00	1
exp Services Inc.	84.00	2
GeoProcess Research Associates Inc.	82.50	3
SLR Consulting (Canada) Ltd.	82.50	3

OPTIONS / DISCUSSIONS

North-South Environmental Inc. (“NSE”) is an environmental consulting firm that specializes in terrestrial and wetland ecology and environmental policy planning. All employees are ecologists with sound field skills and all have qualifications and certifications in the field of ecology. NSE proposal demonstrated a thorough understanding of the project and its requirements, and conveyed to the City’s satisfaction that they have the required experience, qualifications and specialized expert resources to:

- i. provide an inventory and mapping of vegetation communities in the City of Markham to be used in support of updates to the City’s Official Plan maps;
- ii. compile comprehensive and current lists of flora and fauna found in Markham;
- iii. provide analysis on the health and condition of the natural heritage system including:
 - changes in natural heritage cover, flora/fauna diversity over the last 25 years and relative to the 1993 Natural Features Study;
 - assessing the current state of biodiversity in the City;
 - identifying any major issues related to the health of the Greenway System;
 - description of the ecological connectivity, habitat diversity/complexity, and species diversity/rarity; and,
- iv. identify management needs and areas of ecological concern on city-owned natural areas.

003-Q-20 Consulting Services for Natural Heritage Inventory and Assessment Study**Page 3 of 3**

OPTIONS / DISCUSSIONS (Continued)

Through the evaluation process, NSE 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 North-South Environmental Inc and their sub-consultant Dougan & Associates demonstrated their ability to undertake the work similar to the City's scope, scale and complexity. For the City of Toronto, their team of NSE and Dougan & Associates collaborated on a comprehensive inventory of 113 natural areas to assist the City with identification of sites that could potentially meet the criteria for Environmentally Significant Areas (ESAs).

The project subsequently included zonation of each vegetation community within each ESA according to its sensitivity, and guidance for management of each vegetation community within each area. Likewise, since 1996, NSE have completed annual inspections, biological inventory and updated mapping for ALL 141 natural features in the City of Mississauga's Natural Heritage System, based on the initial inventory and mapping of features undertaken for the City in 1995. NSE have also undertaken comprehensive inventory, often in remote wilderness locations and under strenuous conditions, in approximately 25 Provincial Parks and Nature Reserves.

FINANCIAL CONSIDERATIONS

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

OPERATING BUDGET AND LIFE CYCLE IMPACT

Not applicable

ENVIRONMENTAL CONSIDERATIONS

This study will provide a comprehensive update to the natural heritage baseline conditions for the City of Markham, including changes in health and sustainability of the natural heritage system. The information will help inform natural heritage policy, land use planning decisions and the management of city-owned natural areas.

RECOMMENDED BY:

Joel Lustig, Treasurer

Trinela Cane,
Commissioner, Corporate Services



Presentation to: General Committee

Meeting Date: May 19, 2020

SUBJECT: COVID-19 – Financial Impact Update
PREPARED BY: Joel Lustig, ext. 4715

RECOMMENDATION:

1. That the presentation entitled “COVID-19 – Financial Impact Update” be received; and,
2. That the City Treasurer report back to General Committee in July; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.



COVID-19 – Financial Impact Update

**General Committee
May 19, 2020**



Agenda

1. Provincial, Regional, City Relief Measures
2. Request for Stimulus Funding
3. Property Tax Payment Status
4. Year-End Projections
5. Financial Pressures
6. Recommendations



1. Province of Ontario Relief Measures

- The Province of Ontario Economic Statement identified the deferral of the June and September 2020 remittances from municipalities by 90 days

	June 30	September 30	December 15	December 30
Original remittance dates	A	B	C	
Revised remittance dates		A	C	B



1. York Region Relief Measures

- At the April 2nd York Region Council meeting, Regional Council approved the following:
 - ✓ Retaining the 2020 water and wastewater rates at their 2019 levels
- At the April 30th York Region Council meeting, Regional Council approved the following:
 - ✓ Regarding the 2020 Tax Levy: Where, as a direct result of a COVID-19 financial relief program, any amount payable to the Region by a lower-tier municipality is not paid in full to the Region on the due date, no interest will be payable on any outstanding amount according to the chart below
 - ✓ The City paid the April 30th tax levy in full. The intention is for all municipalities to remit taxes collected to York Region, on the applicable due dates

Remittance Dates	April 30	June 30	September 30	December 15
Interest waived until	December 31, 2020			March 31, 2021



1. City Relief Measures

- At the March 27, 2020 City of Markham Special Council meeting, Council approved the following recommendations:
 1. That the 2020 Interim Tax Levy By-law 2019-113 be amended such that penalties and interest on unpaid taxes are not imposed on and for the period of April 1, 2020 to December 31, 2020
 2. That the City defer charging the Stormwater fees in the calendar year 2020; and,
 3. That the City continues to defer the April 1st, 2020 water rate increase
 4. That the City defer the Municipal Accommodation Tax from April 1st to December 31, 2020

- Costs associated with the recommendations:

1. Waived Penalty and Interest to Dec 31 st	\$ 2.77M
2. Deferred annual Stormwater Fee for 2020	\$ 9.70M
3. Maintained Water and Wastewater rates at 2019 levels	\$ 0.90M
4. Suspended Municipal Accommodation Tax	\$ 3.30M
	<hr/>
	\$16.67M



2. Request for Stimulus Funding - FCM

- On April 23, 2020, the Federation of Canadian Municipalities (FCM) issued an urgent request to the Government of Canada for emergency operating funding for municipalities to keep essential services running and Canadians safe and protected
- FCM is seeking \$10-15 billion over 6 months

Immediate Action: Request of at least \$10 billion in targeted emergency operating funding

1. Base allocation
 - **\$7.6 billion** based on the Federal Gas Tax Fund formula
 - This would provide \$34-\$35 million to Markham, if adopted by the Federal government
2. Supplementary allocation for municipalities that own and operate transit systems
 - **\$2.4 billion** based entirely on 2019 transit ridership (population not included in formula)
 - This funding would not apply to Markham

Medium-Term Action

- Commit to revisit the need for additional operating funding within four months
- Provide local governments with the ability to transfer unused funding to the Gas Tax Fund program



2. Request for Stimulus Funding – AMO & LUMCO

- On April 27, 2020, the Association of Municipalities (AMO) sent a request to the Federal and Provincial Ministers of Finance supporting the FCM request for stimulus funding:
 - a continuation of the Federal Gas Tax funding as a preferred and reliable choice to quickly move funding for infrastructure from the federal government to municipal governments in Ontario
 - receiving grants from the Ontario government to help municipalities remain solvent during the pandemic and beyond
 - partnership among all three levels of government to stabilize and put our economy on the path to recovery
- At a meeting on April 28, 2020, the Large Urban Mayors' Caucus of Ontario (LUMCO) also joined the FCM request for emergency funding for municipalities from the Federal Government



3. Property Tax Payment Status

April Year to Date

- 90.9% of regular instalment taxes collected (Feb, Mar)
- 98.7% of PTP taxes collected (4, 6, and 11 month plans)
- **92.7% of total taxes collected (compared to 94.9% in prior years)**
- COVID-19 had minimal impact on the April PTP

May PTP instalment

- In May, the only PTP payments received are from the 11 month residential instalment plan
- Collected 96.8% of the expected tax \$13.22M tax revenue for May (as of May 8)

Litmus test will be on July and August residential installments and
October and November non-residential installments



4. Year-End Projections

2020 Approved Budget (\$ Millions)

	<u>\$</u>	
Revenues	240.96	A
Expenditures		
Personnel	140.69	B
Non-Personnel	<u>100.27</u>	C
Total Expenditures	240.96	D=B+C
Balanced Budget	<u>-</u>	A-D

A municipality cannot budget for a deficit, per *Section 290 of the Municipal Act*



4. Year-End Projections

Physical distancing ends:	June 30th	August 31st	December 31st
1. TAX FUNDED COVID-RELATED PROJECTIONS (\$Millions)			
1 Rereation revenue loss	(12.38)	(15.23)	(19.60)
2 Recreation expenditure savings	5.10	8.34	12.86
3 Redeployment of staff savings (Recreation to Operations)	0.31	0.52	0.68
4 Culture revenue loss	(2.28)	(2.91)	(3.76)
5 Culture expenditure savings	0.95	1.46	2.31
6 Library revenue loss	(0.49)	(0.71)	(0.80)
7 Library expenditure savings	0.84	1.69	3.46
8 Investment income	(3.00)	(3.00)	(3.00)
9 Waived penalty and interest to December 31st	(2.77)	(2.77)	(2.77)
10 Legislative services revenue loss	(2.17)	(2.40)	(2.63)
11 Finance and supplemental tax revenue loss	(0.83)	(1.72)	(2.67)
12 Crossing guard contract savings	0.24	0.24	0.53
13 Staff recruitment strategy	0.50	0.60	0.75
14 Additional COVID related expenditures	(1.63)	(1.98)	(2.35)
NET DEFICIT RELATED TO COVID	(17.61)	(17.86)	(16.98)
2. NON-TAX FUNDED COVID-RELATED PROJECTIONS (\$Millions)			
1 Deferred stormwater fee	(9.70)	(9.70)	(9.70)
2 Suspended MAT tax	(3.30)	(3.30)	(3.30)
3 Maintained water/wastewater rate at 2019 level and reduced usage	(2.72)	(3.35)	(3.55)
NET DEFICIT RELATED TO COVID	(15.72)	(16.35)	(16.55)
TOTAL TAX AND NON-TAX FUNDED DEFICIT COVID PROJECTIONS (1+2)	(33.33)	(34.21)	(33.53)



4. Year-End Projections

Physical distancing ends:	June 30th	August 31st	December 31st
1. TAX FUNDED COVID-RELATED PROJECTIONS (\$Millions)			
NET DEFICIT RELATED TO COVID	(17.61)	(17.86)	(16.98)
2. BUSINESS AS USUAL (BAU) PROJECTIONS (\$Millions)			
1 Anticipated gapping savings	0.70	0.70	0.70
2 Corporate contingency	3.02	3.02	3.02
3 Investment income	3.00	3.00	3.00
4 Other	0.28	0.28	0.28
NET BAU SURPLUS PROJECTED TO YEAR-END	7.00	7.00	7.00
NET DEFICIT PROJECTED TO YEAR-END (1+2)	(10.61)	(10.86)	(9.98)



5. Financial Pressures

CASH FLOW

- Cash flow model has been developed to run different scenarios, including length of quarantine period, and residents' and businesses' willingness to pay taxes
- Assuming an 80% tax collection rate, City would be in a \$100M negative cash position at year end. For every further 10% reduction in taxes collected in 2020, year end cash balances would be decreased by a further \$40-45M.
- This will provide direction as to when the City will need to sell investments or borrow. Staff are in the final stages of securing a temporary borrowing facility with the City's financial institution to bridge potential cash flow shortfalls that may occur. This will likely be required starting in December, until taxpayers begin making arrears payments in 2021.



6. Recommendations

1. That the presentation entitled COVID-19 – Financial Impact Update be received; and,
2. That the City Treasurer report back to General Committee in July; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution



Community & Fire Services Commission

MEMORANDUM

To: Mayor and Members of Council
 From: Brenda Librecz, Commissioner, Community & Fire Services,
 Phoebe Fu, Director, Environmental Services
 Prepared by: Claudia Marsales, Senior Manager, Waste & Environmental Management
 Date: May 12, 2020
 Re: Memorandum to General Committee May 19th 2020 - Styrofoam Recycling Cost Analysis

RECOMMENDATION:

The purpose of the memo is to respond to General Committee's question regarding the business case related to the Styrofoam Recycling Program that was part of the Single Use Plastic Reduction Strategy.

1. That the Memorandum – Styrofoam Recycling Program Cost Analysis (Single Use Plastics Program) be received.

BACKGROUND:

- Since 1999, Markham's four Recycling Depots have accepted clean Styrofoam from residents. Styrofoam is recyclable but not accepted by York Region's curbside Blue Box program. If Styrofoam is set-out at the curb, it is collected as part of the garbage stream.
- There is a North American market for Styrofoam to be recycled into building materials provided that the material can be adequately reduced in volume to render transportation cost effective.
- In 2011, Markham received grant from product producers (Continuous Improvement Fund – CIF) to purchase a Styrofoam densifier. It is located in a shed at 8100 Warden Avenue
- The costs to purchase and install the densifier are outlined below:

Original Project Funding	
Total Cost to purchase & install equipment	\$91,090 (A)
CIF Funding	(\$56,090)
City Funding	\$35,000
Actual Expenditures	
Installation/Inspection/Purchase	\$85,910 (B)
Funds Remaining	\$5,180 (A-B)
Revised City Funding	\$29,820

STYROFOAM COLLECTION AND PROCESSING COSTS:

There are two ways Markham residents can dispose of styrofoam: leave it at the curb to be collected by Miller Waste as garbage, or drop clean styrofoam off at a one of Markham's Recycling Depots. Markham's Recycling Depots receive approximately 27 tonnes of Styrofoam annually.

Further, Northumberland County and York Region do not own or operate densifiers. Therefore, they pay the City to process their clean Styrofoam.

The City's overall Styrofoam program costs \$100K annually, utilizing The Recycle People (third party contractor) for the transport, processing and marketing of the material. The various revenue sources offset the program's costs by \$97.3K resulting in an annual net cost to the City of \$2,700.

Table below summarizes the cost related to Styrofoam between the two methods:

	Method 1: Garbage	Method 2: Markham Depot / Densifier
Collection	As Markham's waste collection is paid on a per household basis, there is no impact on collection costs At the time of starting this initiative, Markham was paying for their waste by the tonnes versus per household. Hence there was cost saving by having it dropped off at the depots.	Resident drops clean Styrofoam at Markham's Recycling Depot, therefore there are no collection costs
Transport & Disposal	York Region pays the costs to transport and dispose of garbage at a cost of \$100/tonne This would equate to \$2,710 of cost annually if the current 27 tonnes of Styrofoam that is currently recycled were to end up in the garbage stream	The City's current Styrofoam recycling program is operating at a net cost of \$2,700 per year.

A minor increase in volume is projected at the Recycling Depots as a result of the proposed ban on curbside packaging Styrofoam. This will have minimal cost impact to the City's operating costs.

ENVIRONMENTAL BENEFITS:

Styrofoam is 5% plastic and 95% air. These qualities make it an excellent packing material for industry as it reduces transport costs and is easily molded to protect shipped products.

Since there is a recycling market for Styrofoam, taking the leadership in collecting it at the City's Recycling Depots and then advancing it to recycling markets has a high environmental value.

The City undertook the densification of Styrofoam to significantly reduce the transport costs of shipping it to recycling markets. The densifier compacts Styrofoam at a 20:1 ratio. Prior to the acquisition of the densifier, the City was sending approximately 100 full trailer loads of loose Styrofoam to markets per year. ***By densifying Styrofoam, Markham reduced the number of annual transport loads by 95% while shipping the same volume of material.*** This results in lower costs, reduced greenhouse emissions, and advances the recycling of Styrofoam into productive uses. The program is cost effective and highly beneficial to the environment.

By recycling Styrofoam and banning packaging Styrofoam from the waste stream, Markham is significantly reducing the volume of Styrofoam going to landfill or ending up as litter in parks and streams.

CONCLUSION

Markham residents have been recycling Styrofoam at the depots since 1999. With minimal costs to the City, Markham's Styrofoam recycling program has contributed to the City's high diversion rate of 82% and has helped position Markham as a world class leader in the 3R's. By investing in the densification process, Markham has been able to recycle Styrofoam into a useful product and also helped support both York Region and Northumberland County's Styrofoam recycling programs.



Report to: General Committee

Meeting Date: May 4, 2020

SUBJECT: Single Use Plastic Reduction Strategy – Phase 1
PREPARED BY: Claudia Marsales, Senior Manager, Waste & Environmental Management

RECOMMENDATION:

- 1) That the report entitled “Single Use Plastic Reduction Strategy – Phase 1” be received; and,
- 2) That the presentation entitled “Single Use Plastic Reduction Strategy - Phase 1 - Presentation” be received; and,
- 3) That the Waste and Environmental Management Department undertake a review of all municipal facilities for opportunities to eliminate or reduce non-essential single use plastic (“SUP”) products and collaborate with the appropriate staff to source alternative products; and,
- 4) That a community-wide education program be implemented to raise awareness of the SUP issue and provide options for SUP reduction; and,
- 5) That effective October 20, 2020 (Waste Reduction Week) packaging Styrofoam be banned from curbside collection; and,
- 6) That staff report back on the results of Phase 1 actions and outline Phase 2 recommendations regarding the implementation of a potential municipal by-law or other methods to reduce plastic retail shopping bags and polystyrene convenience food containers from distribution in Markham including the estimated financial impact and legal implications associated with the implementation and enforcement of a by-law; and,
- 7) That a copy of this report be forwarded to York Region and the local municipalities for their information; and further,
- 8) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

N/A

PURPOSE:

The purpose of this report is to provide an overview of the SUP issue, review how other governments are addressing the problem, and to provide options and recommendations

for a phased approach that demonstrates leadership in the reduction of SUPs at the local level.

BACKGROUND:

At the November 2019 meeting of General Committee the following motion was approved:

That staff be directed to report back to General Committee relative to the proposed motion for Single Use Plastics (SUPs) Declaration.

Environmental Impact of SUPs

SUPs are plastic items that are typically used only once before being discarded. SUP products are commonly defined as the following types of plastic material:

- Beverage and party cups and lids
- Coffee/hot beverage stoppers
- Straws and stir sticks
- Cutlery
- Styrofoam packaging and take-out food containers
- Grocery/produce bags

The commonly targeted list of SUPs does not include dog waste bags or water/pop bottles. Dog waste bags are compostable in Markham's Green Bin and water/pop bottles are recyclable in all municipal Blue Box systems. In 2008, Council endorsed a Zero Waste policy, which encourages refillables and restricts the use of single use bottled water when potable water is available.

The above list of SUPs are particularly problematic from an environmental sustainability perspective because they are inherently designed to be discarded immediately after use, and have limited reuse, recyclability or compost options. Additionally, many SUPs end up as litter on roads, parks and trails and in creeks. SUPs placed at the curb for recycling can become litter when blown from open Blue Boxes, or while the containers are being emptied into the collection vehicle.

Once in the natural environment, SUPs are unsightly, expensive to remove and pose a physical and chemical threat to wildlife and our own food chain.

Further, as plastics in the environment age, they disintegrate into smaller and smaller pieces, making them ingestible by smaller and smaller organisms, which allows plastic to infiltrate further into the food chain and pollute our food sources. Eventually, plastics are broken into such small fragments that they become virtually impossible to remove from the environment and continue to accumulate in the ecosystem.

The carbon footprint of an SUP item can be reduced over its useful lifespan by switching to paper/fiber-based or compostable items, or with more durable materials that can be reused over and over.

Federal Government Approach to SUP

In 2018, Canada became one of five G7 signatories to the Ocean Plastics Charter. The Federal Government has also announced more specialized actions including working with industry to prevent and retrieve abandoned, lost or discarded fishing gear, which is a major contributor to plastic debris in the ocean. They also committed to reduce SUPs by 75% by 2030 within its own federal operations.

More recently, the Federal Government announced a ban on harmful single-use plastics as early as 2021 under the *Canadian Environmental Protection Act*. This ban would also ensure companies, which manufacture plastic products or sell items with SUP packaging are responsible for managing the collection and recycling of this material.

Provincial Government Approach to SUPs

In March 2019, the Provincial Government released a discussion paper on reducing litter and waste, which included recognition of the need to reduce plastic waste. The discussion paper proposed action in the following four areas:

- Reducing and diverting food and organic waste from households and businesses
- Reducing plastic waste
- Reducing litter in our neighborhoods
- Increasing opportunities for the people of Ontario to participate in waste reduction efforts – possibility invoking measures that include deposit return systems for plastic beverage containers – and bans or other restrictions on specific types of SUPs

Prince Edward Island and Newfoundland & Labrador have enacted province-wide bans on the free distribution of plastic shopping bags and require retailers to charge a minimum fee per bag.

Municipal Approach to SUPs

Municipalities across Canada have implemented or are in the process of implementing programs to reduce the prevalence of SUPs in their communities. Many municipalities in British Columbia, Alberta, Manitoba and Quebec have addressed SUP's with a variety of approaches.

Controls on plastic bags and other forms of SUP's are currently being considered by Toronto and Edmonton.

Vancouver is putting in place strong controls on many forms of SUPs including straws, take-out food containers, cups, cutlery and bags. Most municipal controls that have been introduced are in the form of bans on the free distribution of plastic shopping bags. They typically specify a film thickness below which low-grade bags are subject to the ban, and most require a minimum fee to be charged for shopping bags. Many provide exceptions for specialty uses where alternatives are more difficult for consumers and retailers to use.

Options for Markham to Reduce SUPs

Staff have examined options available for SUP reduction as well as the trajectories of potential regulation at the federal and provincial levels and recommend an approach that focuses on the following areas of activity and action:

1. Demonstrate Municipal Leadership in SUPs with Reduction at City Facilities

The significant reduction or complete elimination of SUPs from Markham facilities would publicly demonstrate the importance the City places on environmental stewardship and leadership, which will contribute to the success of the 2020-2023 Strategic Plan: Building Markham's Future Together in protection of the natural environment.

Staff recommends a review of all municipal processes and policies that are recognized to generate the use of non-essential SUP products on municipal property and identify opportunities to work with the appropriate departments to reduce, remove or eliminate SUP products. SUP items that could be replaced with viable fibre options include plastic cups, stir sticks, straws, cutlery, food plates and plastic bags.

The City also hosts numerous public events and provides facilities where others host events and provide services on behalf of the City. While staff are confident that most SUPs can be reduced or eliminated from municipal facilities, it will be an ongoing challenge to discourage facility users from bringing SUPs on-site. Ongoing education will be needed.

2. Public Education to Reduce SUPs

Staff recommend that the City undertake a public education program to raise awareness of the importance and benefits of SUP reduction in our community. This program would also be used to prepare residents for the potential regulations being brought forward at the federal level and provincial levels.

SUP education is critical to generating the kind of individual action that the community will need to make significant reductions in the procurement and use of these materials. Information would be provided about the financial impacts associated with SUPs in the natural environment and include details concerning the Keep Markham Beautiful program and other community clean-up initiatives. Additionally, education would provide recognition of other programs, businesses and organizations that have taken measures to reduce SUP use.

Public education would be conveyed via the City's website and through social media channels. Additionally, information would be provided to City employees via online training, incentives and other means to raise awareness of the SUP reduction objectives of the City and how employees can reduce SUPs during their workday.

3. Implementing a Curbside Ban for packaging Styrofoam

In 2013, Markham successfully banned electronic materials (e.g. TVs, computers, etc.) from curbside garbage collection. The ban resulted in increased electronic waste diversion and contributed directly to collection cost savings.

In 2017, a ban of household textiles from curbside collection was implemented by Council and resulted in over 17 million pounds of textile material diverted for re-wear, re-use and recycling in support of local charities.

Packaging Styrofoam refers to the large pieces that encase electronic equipment, furniture, and appliances; not food packaging such as meat trays or take-out containers. Currently residents are encouraged to take this material to Markham's Recycling Depots; however, residents can place this material in clear bags for collection in the garbage stream. Styrofoam is not accepted in the blue box system in York Region.

If approved, staff recommends the packaging Styrofoam ban become effective Tuesday October 19, 2020. This is the first collection day during Ontario's annual Waste Reduction Week.

An extensive education and promotion program would be launched over the summer of 2020 to educate residents on all available opportunities to recycle packaging Styrofoam at any of Markham's four Recycling Depots and at the Region of York's Community Environmental Centers.

A ban on the curbside collection of packaging Styrofoam is a bold step that would help raise awareness on the recyclability of this material.

Packaging Styrofoam is currently processed at Markham's Styrofoam densification facility at 8100 Warden Avenue and recycled into plastic building material such as crown mouldings and baseboards.

OPTIONS/ DISCUSSION:

While senior levels of government have announced their intention to implement measures to reduce SUP material, Ontario municipalities are actively considering how best to proceed with local level programs and initiatives.

It is important to recognize that many local businesses and organizations are already leading by example. Early adopters of plastic reduction initiatives like A&W Restaurants, Whole Foods, the LCBO, Sobeys and many others have either taken steps to substitute SUPs with other types of materials or provide products that can be reused.

Through these recommended actions, Markham has an opportunity to not only become part of this movement, but to be recognized as a leader in community action to reduce SUPs in the environment.

FINANCIAL CONSIDERATIONS

SUP elimination and outlined education initiatives in 2020 will be borne by existing budgets and, if required, would be added to future operating and capital budget for consideration.

HUMAN RESOURCES CONSIDERATIONS

Accessibility Considerations: SUP products may be required for those with disabilities. While most SUPs are items of convenience, consideration must be included to not restrict access to products that may be required for those who require them for daily living.

Potential impacts to those with disabilities will be considered.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Building Markham's Future Together: 2020-2023 Strategic Plan: This initiative furthers the Safe, Sustainable & Complete Community goal by enhancing the natural environment through sustainable integrated planning, public awareness, and municipal leadership.

Aligns with goals of greenMarkham.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance, Recreation Services, Culture, Sustainability & Asset Management, Corporate Communications.

RECOMMENDED BY:

Phoebe Fu,
Director Environmental Services

Brenda Librecz
Commissioner of Community and
Fire Services

ATTACHMENTS:

N/A



General Committee Monday May 4, 2020

Single Use Plastics Reduction Strategy – Phase 1



1. Purpose of Report

- ✓ Provide an overview of the Single-use Plastic (SUP) issue
- ✓ Review how other governments are addressing the problem
- ✓ Provide options and recommendations for a phased approach that demonstrates leadership in the reduction of SUPs at the local level.





2. Environmental Impact of SUP's

SUPs are plastic items that are used only once before being discarded.

Common single-use plastics:

- Beverage/party cups and lids
- Coffee/hot beverage stoppers
- Straws, stir sticks, cutlery
- Styrofoam packaging and take-out food containers
- Grocery/produce bags

Top reasons these items are particularly problematic:

1. Inherently designed to be discarded immediately after one use
2. Have limited reuse, recyclability or compost options
3. End up as litter on roads, parks, trails and in creeks

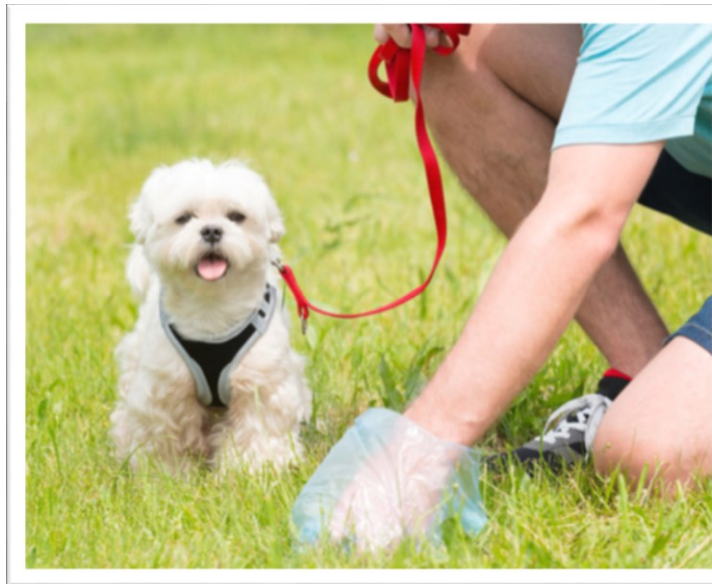




3. Exclusions

Targeted list of SUPs does not include:

- Dog waste bags are compostable in Markham's Green Bin
- Water/pop bottles are recyclable in all municipal Blue Box systems
 - In 2008, Council endorsed a Zero Waste policy, which encourages refillables and restricts the use of single use bottled water when potable water is available.





4. Government Approach to SUP

Federal Government announced a ban on harmful single-use plastics as early as 2021 under the Canadian Environmental Protection Act.

- Provincial Government released a discussion paper on reducing litter and waste, which included recognition of the need to reduce plastic waste:
 - Reducing plastic waste
 - Reducing and diverting food and organic waste
 - Reducing litter
 - Increasing waste reduction efforts - Potentially invoking measures that include deposit return systems and bans or other restrictions on specific types of SUPs
- Prince Edward Island and Newfoundland & Labrador have enacted province-wide bans on the free distribution of plastic shopping bags



5. Municipal Approach to SUP

Municipalities across Canada have implemented or are in the process of implementing programs to reduce the prevalence of SUPs in their communities.

Controls on plastic bags and other forms of SUP's are currently being considered by Toronto and Edmonton.

Vancouver is putting in place strong controls on many forms of SUPs including straws, take-out food containers, cups, cutlery and bags.



Most municipal controls that have been introduced are in the form of bans on the free distribution of plastic shopping bags.



6. Options for Markham to Reduce Single Use Plastics

**Facilities
& Public
Events**

**Promotion
&
Education**

**Curbside
Ban of
Packaging
Styrofoam**



A. Facilities

- Significant reduction or complete elimination of SUPs from Markham facilities would:
 - Publicly demonstrate the importance the City places on environmental stewardship and leadership
 - Contribute to the success of the 2020-2023 Strategic Plan: Building Markham's Future Together in protection of the natural environment.

Staff Recommendations:

- Review all municipal processes and policies that generate the use of non-essential SUP products on municipal property
- Identify opportunities to work with the appropriate departments to reduce, remove or eliminate SUP products
- Replace SUP items with viable paper based options including plastic cups, stir sticks, straws, cutlery, food plates and plastic bags.



B. Public Education

- City undertake a public education program to raise awareness of the importance and benefits of SUP reduction in our community. This program would also be used to prepare residents for the potential regulations being brought forward at the federal level and provincial levels.
- Public education via the City's website and through social media channels.
- Information would be provided to City employees via online training, incentives and other means to raise awareness of the SUP reduction objectives of the City and how employees can reduce SUPs during their workday.





C. Curbside Ban of Packaging Styrofoam

Markham's Waste Diversion Strategies:

- In 2013 banned electronic materials from curbside collection.
- In 2017 banned household textiles from curbside collection resulting in 17 million pounds of diverted textile material.

A ban on the curbside collection of packaging Styrofoam is a bold step that would help raise awareness on the recyclability of this material.

Packaging Styrofoam - Large pieces that encase electronic equipment, furniture, and appliances; *not* food packaging such as meat trays or take-out containers.

- Styrofoam is not accepted in the York Region's blue box system.
- Residents are encouraged to take this material to Recycling Depots or place in clear bag garbage.

Staff Recommendations:

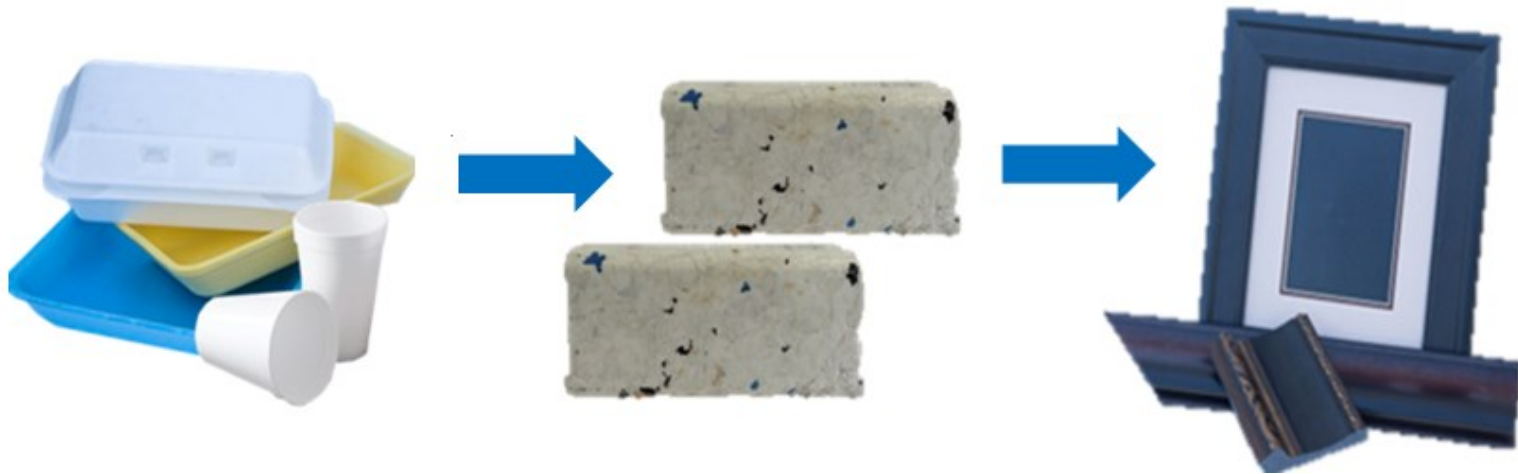
- Introduce a packaging Styrofoam ban effective Tuesday October 19, 2020 - the first collection day during Canada's annual Waste Reduction Week.
- Launch an extensive promotion & education program over the summer of 2020





7. Markham's Polystyrene Foam Densifier

- ✓ Densifier is located at the rear of 8100 Warden Ave.
- ✓ Markham was the first Ontario community to establish a densification program for residential polystyrene
- ✓ Clean polystyrene (Styrofoam) is collected at all Markham Recycling Depots and compacted into bricks for transportation
- ✓ Recycled into building material, such as picture frames, crown moulding, plastic lumber and baseboards
- ✓ Has capacity to process additional material





8. Markham's Polystyrene Foam Densifier Video

<https://www.dropbox.com/s/sl8pvhozcdy6hrt/Markham%20Polystyrene%20Recycling%20Program%202012.mp4?dl=0>



9. CONCLUSION

- While senior levels of government have announced their intention to implement measures to reduce SUP material, Ontario municipalities are actively considering how best to proceed with local level programs and initiatives.
- It is important to recognize that many local businesses and organizations are already leading by example. Early adopters of plastic reduction initiatives like A&W Restaurants, Whole Foods, the LCBO, Sobeys and many others have either taken steps to substitute SUPs with other types of materials or provide products that can be reused.

Through these recommended actions, Markham has an opportunity to not only become part of this movement, but to be recognized as a leader in community action to reduce SUPs in the environment.





10. RECOMMENDATIONS:

- 1) **THAT** the report entitled “Single Use Plastic Reduction Strategy – Phase 1” be received;
- 2) **AND THAT** the Waste and Environmental Management Department undertake a review of all municipal facilities for opportunities to eliminate or reduce non-essential single use plastic (“SUP”) products and collaborate with the appropriate staff to source alternative products;
- 3) **AND THAT** a community-wide education program be implemented to raise awareness of the SUP issue and provide options for SUP reduction;
- 4) **AND THAT** effective October 20, 2020 (Waste Reduction Week) packaging Styrofoam be banned from curbside collection;
- 5) **AND THAT** staff report back on the results of Phase 1 actions and outline Phase 2 recommendations regarding the implementation of a potential municipal by-law or other methods to reduce plastic retail shopping bags and polystyrene convenience food containers from distribution in Markham including the estimated financial impact and legal implications associated with the implementation and enforcement of a by-law.
- 6) **AND THAT** a copy of this report be forwarded to York Region and the local municipalities for their information;
- 7) **AND FURTHER THAT** Staff be authorized and directed to do all things necessary to give effect to this resolution.



Report to: General Committee

Meeting Date: May 19, 2020

SUBJECT: AMO request for Preferred Municipal Blue Box Transition Timing

PREPARED BY: Claudia Marsales, Senior Manager, Waste & Environmental Management

RECOMMENDATION:

- 1) That the Report entitled “AMO request for Preferred Municipal Blue Box Transition Timing ” be received; and,
- 2) That the City of Markham jointly with York Region and the Local Municipalities support 2025 as the preferred Blue Box transition date (year 3) of the transition process; and,
- 3) That the City of Markham elect to continue to provide Blue Box collection services to residents (post transition) on behalf of the product producers should both parties arrive at mutually agreeable commercial terms; and,
- 4) That the City of Markham reserve the option to amend Markham’s transition date and collection service preference at any time if it is determined to be financially and operationally beneficial to the City; and,
- 5) That staff be directed to report back in the fall of 2020 after release of the Provincial Blue Box regulations; and,
- 6) That the City Clerk be directed to forward a copy of this resolution to the Association of Municipalities of Ontario, York Region and Local Municipalities; and the Ontario Ministry of the Environment, Conservation and Park; and further,
- 7) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

N/A

PURPOSE:

The purpose of this Report is to recommend a preferred Blue Box program transition year and collection service approach in response to a request by the Association of Municipalities of Ontario (AMO).

BACKGROUND:**Province moves forward with Blue Box transition process**

The Province's 2016 *Waste Free Ontario Act* is designed to transition the operational and financial responsibility for Ontario's Blue Box recycling program from municipalities to product producers.

In August 2019, the Minister of the Environment, Conservation and Parks (MOECA) and the Minister of Municipal Affairs and Housing, issued an official direction letter to all stakeholders outlining the next steps and timelines of the Blue Box transition process.

The Province intends to release regulations by fall 2020. Transition is planned to occur between 2023 and 2025, with one third of Ontario households transitioning in each year. Ministry staff have indicated that the municipal transition of the Blue Box program will be mandatory.

Shifting the responsibility and cost of recycling to product producers is intended to incentivize better product and packaging design and increase diversion. Product producers, not municipalities, are best positioned to manage the full lifecycle of the products they design. Government policies should focus responsibility on those that can most effectively and efficiently drive change.

The concept of product producer responsibility is not new, and has been embraced by European countries and the Province of British Columbia.

It is important to note that Ontario municipalities will continue to be responsible for garbage, organics and yard waste services.

AMO calls for municipal input to the transition process

To support the transition process, in December, 2019, AMO requested all municipal Councils across Ontario pass a non-binding resolution indicating:

- The municipality's preferred transition year between 2023 -2025;
- The municipality's service delivery preference to either continue to act as the collection service provider on behalf of the product producers or "hand over the keys" and have product producers directly provide collection services to residents.

While AMO recognizes it is difficult for municipal governments to indicate preferences without program specifics, AMO believes it is in municipalities' best interest to publicly declare their preferences now to ensure their input is considered.

These non-binding resolutions will be consolidated by AMO to provide a complete picture of how and when municipalities across Ontario would prefer to transition to better inform future stakeholder discussions.

Local municipalities and York Region have worked together to develop a common transition timeframe that minimizes risk across the entire system

Waste Management is a shared responsibility in York Region. Local municipalities collect materials and the Region transfers, processes, sells, and disposes of these materials. The system is integrated and interdependent.

The current system operates under 4 separate municipal collection contracts and 3 regional transfer and processing contracts, all with differing expiry dates and extension terms. The intended goal is to provide AMO a joint transition strategy and preferred transition year for both collection and processing.

Richmond Hill, Vaughn, and the Northern 6, all have long-term contracts stretching beyond 2023 and some extending beyond 2025. Choosing the later transition date would minimize the need for contract amendments and potential contract penalties. While these contracts contain off-boarding clauses for blue box collection, it is not clear whether these clauses will be successful or enforceable as they have yet to be tested in court.

The Region's contracts for material transfer and processing expire in the early part of the transition timeframe but provide additional flexibility offered by contract extension terms.

York Region and local municipal staff have been working together to understand potential implications of the various transition timing options including operational, financial and contract term considerations on the collections, transfer and processing stages of the system.

New Long-term Collection Contract addresses transition

Markham's current collection contract is operating under short term extension and a Request for Proposals process for a new long-term contract is underway. The new collection contract will have a term of 8 years in order to amortize the collection fleet needed to perform the service taking the contract beyond the transition timeframe by several years.

A key risk of entering into long term collection contract is that a municipality may not be able to cost effectively, terminate, or alter their contracts to take advantage of potential savings resulting from the transition process.

Markham's Request for Proposals (RFP) document includes a formula that will provide staff the ability to determine the cost of Blue Box transition in each contract year.

Once transition details are known, City staff will be able to calculate the cost/ benefit impacts of early or later transition timing. Staff are therefore recommending the City reserve the right to change the preferred transition date at any time if it is deemed to be financially beneficial to the City.

Given the need to respond by June 30, 2020 to AMO's call for action, all parties have determined a transition date of 2025 is preferred. It is recognized that these resolutions are non-binding and transition timing can be amended in the future.

It is important to note that due to the shared responsibility for waste management between York Region and the lower tier municipalities, the choices made by York Region may influence Markham's future transition timing. As an example, York Region currently provides processing for Blue Box materials collected by the lower-tier municipalities (i.e. sorting and finding end markets). If York Region chooses to transition its processing role to Producers before the City does, Markham may be responsible for new costs previously covered by York Region, such as transfer or added transportation costs to different processing facilities in the GTA.

Staff support Markham continuing as a service provider to collect the Blue Box on behalf of producers for a fee

Due to our integrated waste management system, transitioning Markham's Blue Box program is not as simple as severing the collection of Blue Box materials from the other waste collection services offered by the City.

As an example, Markham is currently serviced by a mix of side and rear loaders designed to co-collect recyclables and organics in the same truck. Garbage is collected bi-weekly in a separate vehicle and leaf and yard material is collected from April to December. Transitioning or removing recycling collection will affect how the remaining waste collection services are delivered.

While few details are available at this time regarding future service options, staff expect that municipalities will have the option to continue to collect Blue Box materials on behalf of product producers for a fee.

To achieve this preferred outcome, staff are recommending that Markham pursue a transition approach where Markham will continue to collect Blue Box materials on behalf of product producers if we are able to reach a mutually beneficial agreement. This approach will minimize costs while reducing the potential impacts to customer service levels by leveraging the efficiency of the existing integrated waste collection system.

Financial and operational uncertainty remain significant challenges moving forward

Uncertainty remains the biggest challenge to making decisions on the transition process. Until the Province finalizes the regulations and commercial terms between municipalities and product producers are negotiated, key issues remain unknown.

While more details are required to fully inform Council decision making, staff have identified the following additional areas of concern:

- It is unknown whether the product producers will provide or allow for co-collection of different material streams in conjunction with blue box materials;
- It has not been confirmed how multi-residential collection, super mailboxes, depot services, BIA's will be addressed;

-
- The location of future Blue Box transfer and processing facilities has not been determined and could impact future program costs as these costs are currently York Region's responsibility;
 - Impacts to inter connected municipal waste management programs such as resident education (e.g., waste calendar), curbside enforcement, comments on planning applications
 - List of accepted blue box materials is currently unknown

These issues will be assessed as more information becomes available and will be brought to council through subsequent staff reports.

CONCLUSION:

The Province's new blue box plan presents significant challenges in planning for future collection services and ensuring Markham's diversion programs continue to provide the convenient, reliable collection services our residents expect.

Future negotiations and commercial arrangements will need to be carefully considered to ensure a smooth transition that maintains current service levels, collection efficiencies, and minimizes negative impacts to collection operations and customer service to our residents.

The Council resolution being provided to AMO is non-binding and Markham retains the right to amend Markham's transition date and collection service preference at any time if it is determined to be financially and operationally beneficial to the City;

Staff will continue to actively participate in the Blue Box program transition process. As details for the Blue Box program regulation becomes available, staff will report back to Council on the impact on Markham's waste management system, cost analysis, and proposed next steps for Council direction.

FINANCIAL CONSIDERATIONS

Since 2005, product producers have been required to pay to municipalities up to 50% of the collection and processing costs for the municipal Blue Box program. For Markham, recycling costs (as calculated in the most recent annual Blue Box Data call) are approximately \$4.1M including collection, depots, multi-residential, BIA's, administration and education.

The City receives annual funding from product producers of approximately \$1.3M known as the Waste Diversion Ontario (WDO) grant.

The transition process may provide additional opportunities to reduce Blue Box operating costs. Once further details are known, Staff will analyze the costs, benefits, and risks of transitioning in each of the three years and advise Council accordingly.

The recommendations of this staff report do not have any financial implications at this time as the Council declaration is non-binding and allows Markham to unilaterally make changes as more details on the transition become available.

Future financial considerations as a result of the Blue box transitioning will include:

- Potential reduction of municipal collection costs
- Potential costs if Markham exits the recycling component of its long term collection contract
- Additional costs for transfer which are currently funded by York Region

LEGAL CONSIDERATIONS

N/A

HUMAN RESOURCES CONSIDERATIONS

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

Building Markham's Future Together: 2020 – 2023 Strategic Plan. Safe, Sustainable & Complete Community - Protect and enhance our natural environment and built form and Markham Green

BUSINESS UNITS CONSULTED AND AFFECTED:

N/A

RECOMMENDED BY:

Phoebe Fu
Director Environmental Services

Brenda Librecz
Commissioner, Community & Fire
Services

ATTACHMENTS:

AMO request for Preferred Municipal Blue Box Transition Timing -Presentation



General Committee Monday May 19, 2020

AMO request for Preferred Municipal Blue Box Transition Timing



1. Purpose of Report

**To recommend a preferred
Blue Box Program transition year and
collection service approach in response
to a request by AMO -
Association of Municipalities of Ontario**





2. Province moves forward with transition

2016 *Waste Free Ontario Act* designed to transition operational & financial responsibility of Blue Box program from municipalities to product producers

August 2019

Minister issued official direction letter outlining next steps and timelines of Blue Box transition process

Fall 2020

Province to release regulations

2023 – 2025

Transition scheduled to occur with 1/3 of Ontario households transitioning per year

Ministry staff has indicated that transition will be mandatory

- Shifting responsibility and cost of recycling to product producers is intended to incentivize better product and packaging design and increase diversion
- **Municipalities to remain responsible for garbage, organics and yard waste**



3. AMO calls for municipal input

December 2019, AMO requested municipal Councils pass and submit non-binding resolutions indicating:

- ☐ Preferred Transition Year (2023, 2024 or 2025)
- ☐ Service Delivery Preference:
 1. Continue to act as collector on behalf of producers
 2. “Hand over keys” and have producers provide collection

AMO believes publicly declaring preferences now is in municipalities' best interest to ensure input is considered

All non-binding resolutions will be consolidated by AMO to provide picture of how/when municipalities prefer to transition



4. York Region & LMs - Common transition timeframe

York Region - 2-tier, integrated waste management system

- Locals collect materials and Region transfers, processes and sells/disposes
- **4** municipal collection contracts & **3** regional transfer/processing contracts, all with different expiry and extension terms

Goal:

Provide AMO with a joint transition strategy and preferred transition year for both collection and processing

- Vaughan, RH & N6 have long-term contracts, choosing a later transition year would minimize contract termination penalties
- These contracts contain “off-boarding” clauses, but clauses are untested in courts
- Region contracts for transfer and processing expire early in transition window but can be extended
- Region and Local Municipalities are working together to understand implications of all transition timing options



5. New collection contract addresses transition

Markham's collection contract operating under short term extensions

RFP process underway, long contract term (8 years) needed to amortize fleet cost - 8 year term takes contract past transition window

RFP includes formula to allow Staff to determine cost of Blue Box transition in each contract year, Staff can calculate cost-benefit of early or late transition

Staff recommend City reserves right to change preferred transition year depending on which date is most financially beneficial

Region and Locals have determined transition year 2025 is preferred but can amend preference in future

Because of 2-tier system, YR decision impacts Markham, example:
If YR chooses to transition **processing** role before Markham transitions **collection** role, Markham would be responsible for costs previously covered by YR (i.e. transfer and/or hauling)



6. Staff support Markham as collector on behalf of producers

- Due to 2-tier system, transition is not as simple as severing Blue Box service from other collection services
- City currently co-collects Blue Box & Green Bin in same truck, garbage collected bi-weekly and yard waste collected seasonally
- Transitioning Blue Box affects how other services are delivered
- Few details about future service delivery available, Staff expect municipalities can opt to collect on behalf of producers for a fee



Example of a co-collection truck

Staff recommend the City pursue this arrangement, it will likely minimize costs and reduce customer service impacts by leveraging efficiencies of current system



7. Uncertainty remains biggest challenge

Staff have identified areas of concern:

- Unknown if producers will provide/allow for co-collection
- Unsure how multi-res, super mailboxes, depots, or BIAs will be addressed
- Location of future Blue Box transfer & processing facilities unknown, this could impact future costs for City as these costs are currently responsibility of Region
- Unknown impacts to interconnected programs such as public education, curbside enforcement and development review
- List of accepted Blue Box materials is unknown



These items will be assessed as more information becomes available and brought to Council by Staff as reports



8. Conclusion

Blue Box transition process presents challenges in planning for future and ensuring convenient, reliable service to residents

Future negotiations/arrangements must be carefully considered to minimize negative impacts on collection and customer service

Council resolution for AMO is non-binding, Markham retains right to amend transition year and collection service preference at any time if determined to be financially/operationally beneficial to City

Staff to continue to participate in Blue Box transition process, report back on impacts and recommend next steps



8. Financial Considerations

- Producers required to pay up to 50% of Blue Box program costs to municipalities
- Markham's recycling costs (as per most recent Data Call) are approx. \$4.1M including curbside/multi-res collection, depots, education & admin costs
- City receives approx. \$1.3M in annual funding from producers
- Transition process may provide opportunities to reduce Blue Box costs, once more details known

Recommendations have no financial implications as Council declaration is non-binding allowing City to make changes in future



9. Recommendations

- 1) THAT the Report entitled “AMO request for Preferred Municipal Blue Box Transition Timing ” be received; and
- 2) THAT the City of Markham jointly with York Region and the Local Municipalities support 2025 as the preferred Blue Box transition date (Year 3) of the transition process; and
- 3) THAT the City of Markham elect to continue to provide Blue Box collection services to residents (post transition) on behalf of the product producers should both parties arrive at mutually agreeable commercial terms; and
- 4) THAT the City of Markham reserve the option to amend Markham’s transition date and collection service preference at any time if it is determined to be financially and operationally beneficial to the City; and
- 5) THAT Staff be directed to report back in the fall of 2020 after release of the Provincial Blue Box regulations; and



Recommendations (cont'd)

- 6) THAT the City Clerk be directed to forward a copy of this resolution to the Association of Municipalities of Ontario, York Region and Local Municipalities and the Ontario Ministry of the Environment, Conservation and Parks; and
- 7) THAT Staff be authorized and directed to do all things necessary to give effect to this resolution





Report to: General Committee

Meeting Date: May 19, 2020

SUBJECT:	Subdivision Entrance Features
PREPARED BY:	Stephen Dearborn, Technical Coordinator, ext. 4551
REVIEWED BY:	Alice Lam, Sr. Manager, Roads, Survey & Utility, ext. 2748

RECOMMENDATION:

1. That the report titled “Subdivision Entrance Features” be received; and,
2. That the presentation titled “Subdivision Entrance Features” be received; and,
3. That subdivision entrance features that diminish public safety, or are at the end of their service life be removed as outlined in this report; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to:

- provide an inventory of the City of Markham’s existing subdivision entrance features,
- identify condition, operating and life cycle costs, and future servicing impacts of existing subdivision entrance features,
- identify community sentiments regarding entrance features as obtained through “Your Voice Markham” survey of Markham residents, and
- recommend next steps for the future programs.

BACKGROUND

Entrance Features Defined

Entrance features were a popular design element used to differentiate new subdivisions, often used as way-finding markers, or to reflect a developer’s vision. Many were constructed on private lots that were marketed as being upgraded “entrance properties” or “corner lots”. Property owners with entrance features located on their lot are often not aware that they are responsible for the maintenance of these features and any associated costs. Over the past couple years, the Development Services, Urban Design group has discouraged new developments from constructing new entrance features, opting instead for landscaping and natural materials.

Defining communities within Markham

As intensification and development progresses, the need to differentiate individual subdivisions has diminished. Identification of the larger communities that make up the fabric of Markham is considered of greater value. Options are outlined within the Markham Gateway Strategy to achieve this outcome through community gateway features. Gateways create a sense of identity for our community, announce arrival into our City or sometimes highlight special areas and help to develop an overall sense of place.

City of Markham's entrance feature inventory

In 2017, the City of Markham retained a consultant to inventory the known locations of community entrance feature structures at various sites throughout the municipality.

The consultant visited each location and collected the following information:

1. Material type: concrete, brick, stone, wood, metal, other
2. Maximum height, length and width
3. Replacement value
4. Condition assessment

City staff reviewed the consultant's findings and conducted an internal analysis to determine which locations were in need of repair.

Subsequent to the 2017 consultant inventory, the Operations department discovered an additional 46 previously built entrance features within the City that the consultant missed in the inventory study. Condition rating and replacement values have not yet been determined for these 46 features. Of the 331 entrance features identified; 144 are within public (City-owned) property, 170 are on private property and 17 are of uncertain ownership and will require a land survey to determine ownership.

Entrance Features Inventoried in 2017								
Est. Remaining Useful Life (years)	TOTAL		On City-owned Land		On Private Lands		Uncertain	
	No. of Locations	Replacement Value	No. of Locations	Replacement Value	No. of Locations	Replacement Value	No. of Locations	Replacement Value
0	3	\$ 74,200	2	\$ 39,200	1	\$ 35,000	0	\$ 0
1-5	30	\$ 1,071,800	11	\$ 206,200	16	\$ 745,600	3	\$ 120,000
6-10	50	\$ 1,917,500	27	\$ 692,800	22	\$ 1,157,500	1	\$ 67,200
11-15	114	\$ 5,432,800	45	\$ 1,399,400	59	\$ 3,471,400	10	\$ 562,000
16-20	80	\$ 2,860,900	40	\$ 1,382,900	38	\$ 1,416,000	2	\$ 62,000
21-25	8	\$ 332,000	5	\$ 279,000	3	\$ 53,000	0	\$ 0
	285	\$11,689,200	130	\$ 3,999,500	139	\$ 6,878,500	16	\$ 811,200
Entrance Features Discovered after 2017 Inventory Study								
	46	n/a	14	n/a	31	n/a	1	n/a
TOTAL	331		144		170		17	

A map illustrating the locations of all subdivision entrance features is attached as Appendix “A”.

Your Voice Markham Survey

During March and April of 2019, the Operations Department conducted an online survey using the Your Voice Markham platform. Out of 188 visitors to the survey page, 41 participants answered a series of six questions related to the subdivision entrance features. The online survey questions and results are attached as Appendix “B”.

In regards to funding for entrance feature maintenance and replacement, 56% of the respondents would not like to see a property tax increase, 32% would pay \$0 to \$10 tax increase, 7% would pay \$10 to \$20 tax increase and 5% would pay \$20 to \$30 tax increase.

Slightly more than half of the respondents were not aware that their subdivision had an entrance feature. Either they did not have one or it was not something that they noticed or paid much attention to. 51% of respondents felt that an entrance feature is something that their subdivision needs; while 34% feel that their subdivision does not need an entrance feature. 27% of those who participated were satisfied with the visual appearance of their subdivision’s entrance feature, and 37% were dissatisfied with the appearance. 61% would like to see entrance features replaced and 39% would like to see them removed.

At the end of the survey, staff enquired which, from a list of four standardized replacement options, would be their preference. The majority of residents chose removal of the existing feature and replacing the area with surrounding material, or replacing the existing feature with standardized signage.

OPTIONS/ DISCUSSION:

Recommendation for Existing Features

The wide variety of material types and sizes result in entrance feature replacement values ranging from \$1,000 to \$180,000 with an average of \$30,765 per location. With a projection of 144 public locations requiring replacement in the next 25 years, total replacement costs are estimated to be \$4,430,160 (144 x \$30,765). Entrance features on private property have not been considered for replacement by the City.

Despite the majority of survey respondents stating they would like to see the entrance features replaced, staff are recommending the following two options when existing features have reached the end of their functional life.

A) Repair damaged entrance features

Extend the functional life of entrance features in a state of good repair, through minor scheduled maintenance wherever it is cost effective (e.g., the required repair is less than the cost to remove), as implemented through the Life Cycle Reserve Study.

B) Remove damaged or hazardous entrance features

For entrance features that have been damaged through a collision, or have become a public safety hazard due to deterioration or are obstructing traffic sight lines:

- i. If located within a municipal or regional road allowance, then the City will remove the entrance feature and restore surfaces to match the surrounding area. Or;
- ii. If located on a private residential property, then the City will offer to remove the entrance feature at the City's expense and restore the area with sod. The City would not replace fencing or engage in other property improvements. This offer would not be extended to property types other than residential. Entrance features that are on commercial or condo properties would not be eligible for this option and are the responsibility of the property owner.

See Appendix "C" for photographs of entrance features with their condition ratings and examples of damaged features.

Recommendation for Future Development

The Development Services, Urban Design group has discouraged new developments from constructing entrance features in the past couple years, opting instead for landscaping and natural materials. The future vision for entrance features will be aligned with the City's Gateway Master Plan, with the focus on community identity instead of at the subdivision level.

FINANCIAL CONSIDERATIONS

In 2018, the entrance features were added to the City's Life Cycle Reserve Study based on the consultant's report. During 2018 and 2019, the City of Markham has conducted repairs and removals at certain locations through capital and emergency budgets. There is currently \$6.4M in the Life Cycle Reserve Study allocated over the next 25 years for entrance feature rehabilitation and replacement.

The recommended removal and site restoration work is estimated to cost \$2.6M for all 331 public and private/unknown locations over the next 25 years. Removal, rather than repair and replacement of entrance features, will further result in a diminishing asset inventory and subsequently reduce the annual expenditure for lifecycle requirements moving forward. The reduction from \$6.4M to \$2.6M will be updated in the 2020 Life Cycle Reserve Study. There is no incremental operating budget impact.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

The Subdivision Entrance Feature Program is aligned with our objectives to provide better quality services to the public and is consistent with “Building Markham’s Future Together” strategic plan’s goal of a *Safe, Sustainable and Complete Community, and Stewardship of Money and Resources*.

BUSINESS UNITS CONSULTED AND AFFECTED

The Finance and Urban Design Departments were consulted and their comments incorporated in this report.

RECOMMENDED BY:

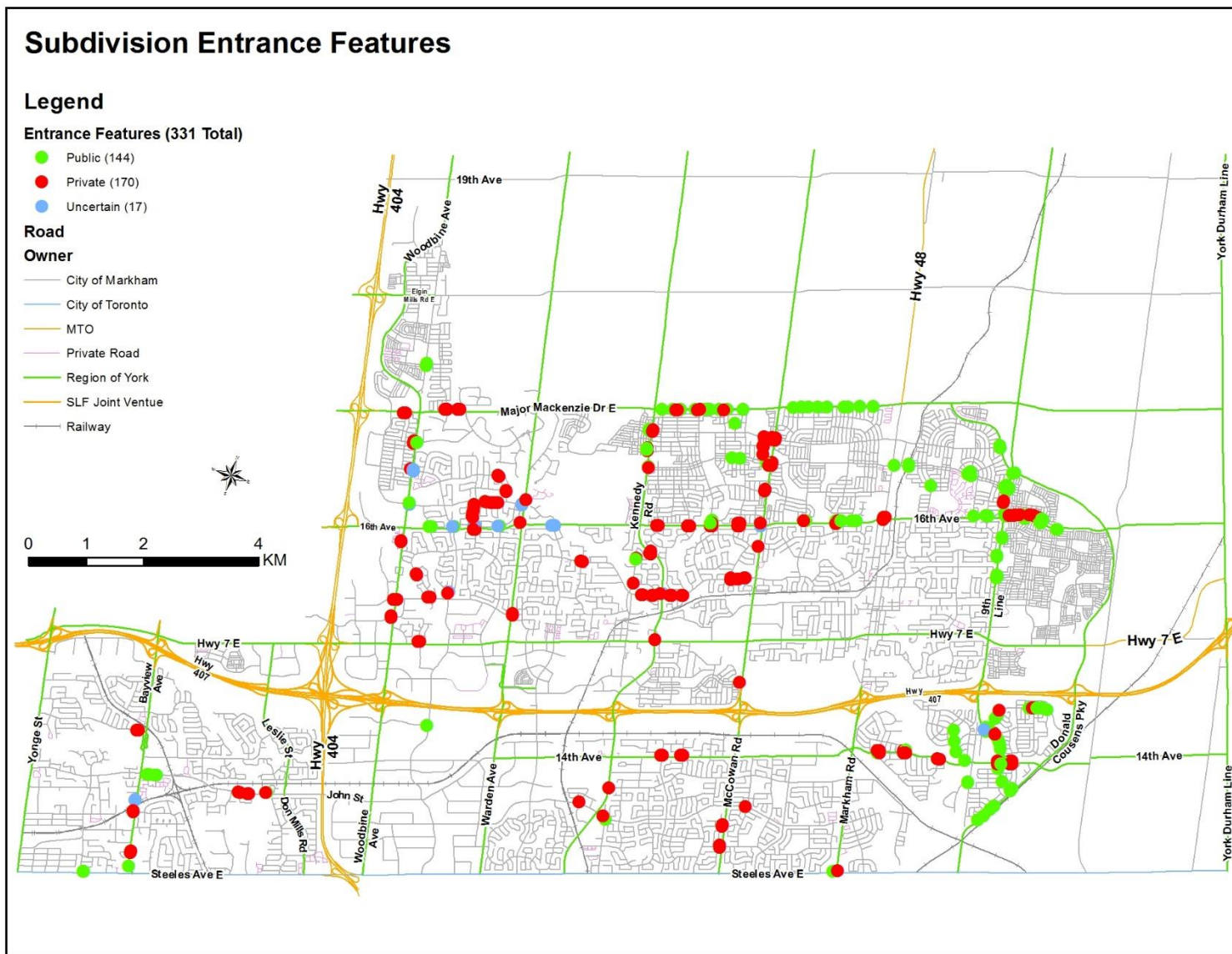
Morgan Jones
Director of Operations

Brenda Librecz
Commissioner, Fire & Community
Services

ATTACHMENTS:

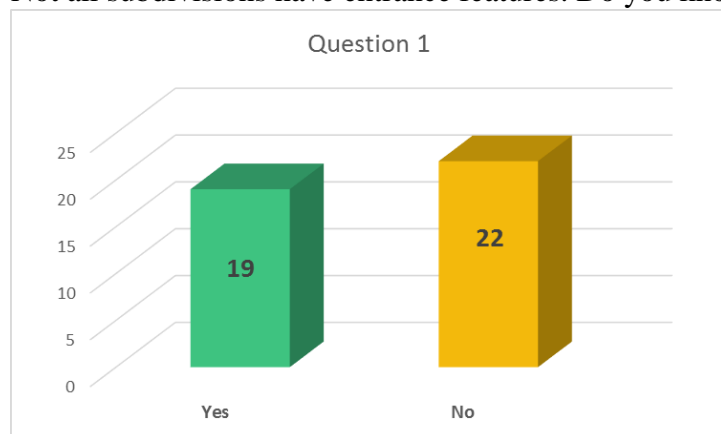
Appendix ‘A’ – City-Wide Entrance Feature Map
Appendix ‘B’ – Your Voice Markham Online Survey Results
Appendix ‘C’ – Entrance Feature Photograph

APPENDIX A: CITY-WIDE ENTRANCE FEATURE MAP



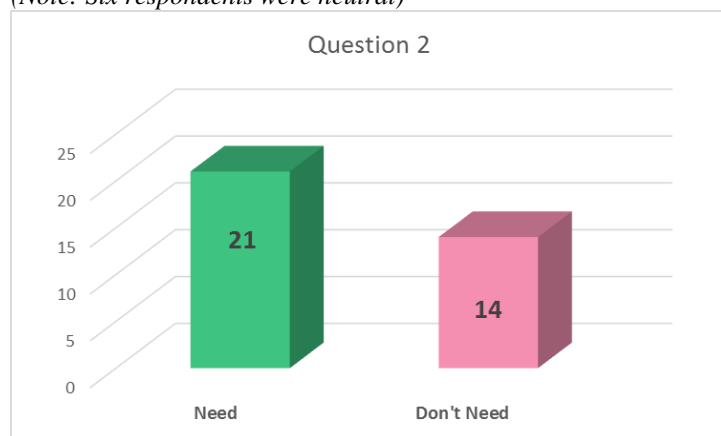
APPENDIX B: YOUR VOICE MARKHAM ONLINE SURVEY RESULTS**Question 1**

Not all subdivisions have entrance features. Do you know if your subdivision has an entrance feature(s)?

**Question 2**

Is the entrance feature something that your subdivision needs or does not need?

(Note: Six respondents were neutral)

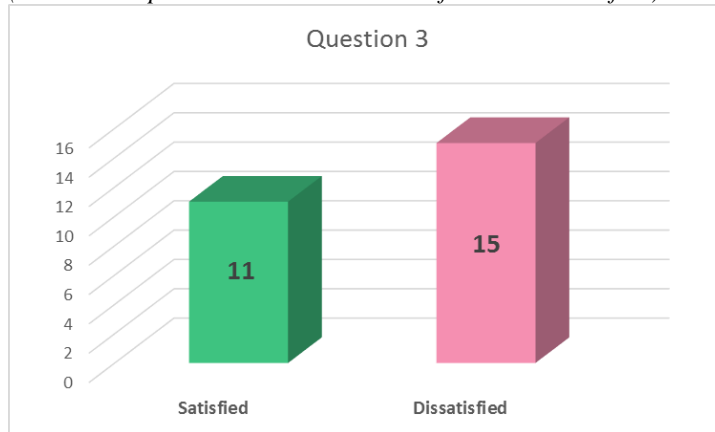


APPENDIX B: YOUR VOICE MARKHAM ONLINE SURVEY RESULTS

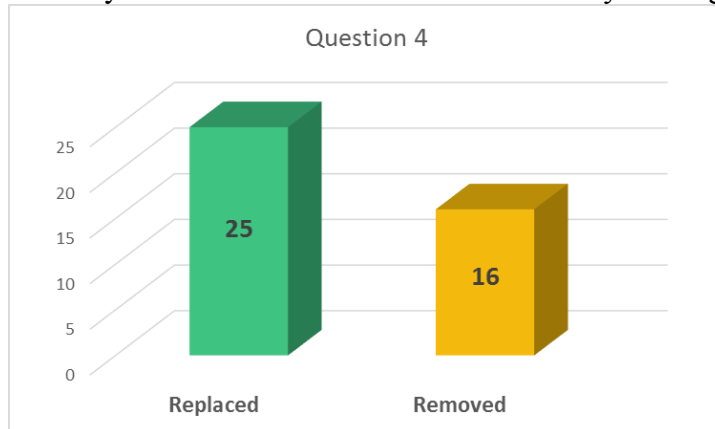
Report to Council: General Committee Meeting

Question 3

How satisfied are you with the visual appeal of the Entrance Feature in your neighbourhood?

(Note: 15 respondents were neither satisfied nor dissatisfied)**Question 4**

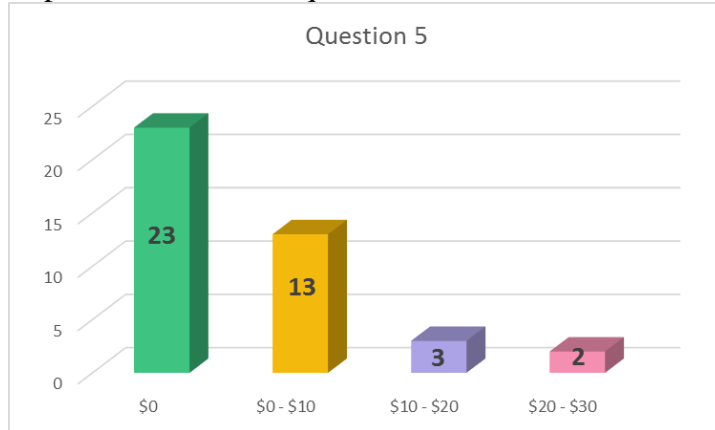
Would you like to see the Entrance Feature in your neighbourhood...? (Replaced or Removed)



Report to Council: General Committee Meeting

Question 5

Replacement of these subdivision entrance features requires funding, which is currently not included in the City's budget. If you answered Replaced to the above question, how much of an annual tax increase would you consider paying as part of your property taxes?



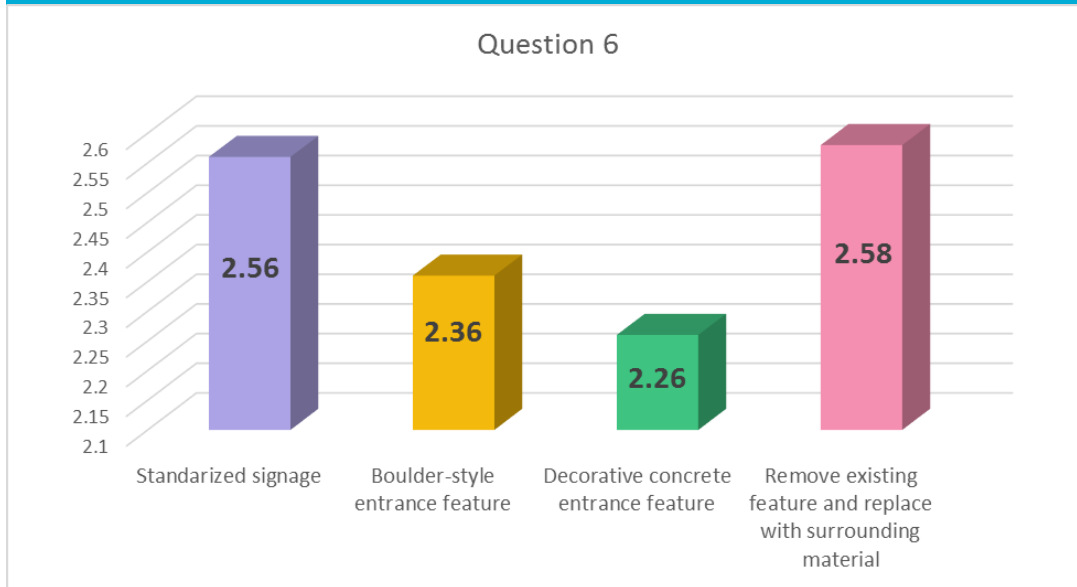
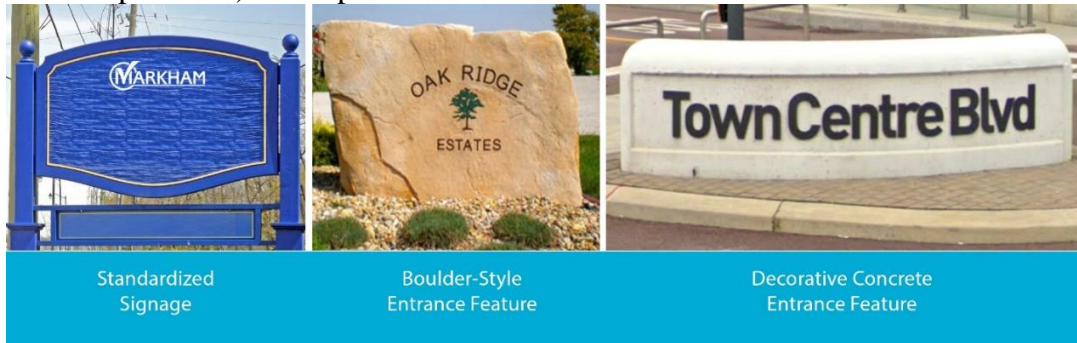
APPENDIX B: YOUR VOICE MARKHAM ONLINE SURVEY RESULTS

Page 4

Report to Council: General Committee Meeting

Question 6

Which of the following standardized replacement options would you prefer? For each choice, please rank your preference (1 for most preferred to 4 for least preferred). Examples of each choice are shown below.



APPENDIX C: ENTRANCE FEATURE PHOTOGRAPHS

The following photographs of entrance features provide examples from each of the condition categories, and an example of a removal.



Figure 1: Montgomery Crt & Hwy 7 (immediate replacement)



Figure 2: Bur Oak Ave & Kennedy Rd (1-5 years)

APPENDIX C: ENTRANCE FEATURE PHOTOGRAPHS

Report to: General Committee

Meeting Date: March 23, 2020



Figure 3: Woodbine Ave & Calvert Rd (6-10 years)



Figure 4: Halterwood Cir & Carlton Rd (11-15 years)

APPENDIX C: ENTRANCE FEATURE PHOTOGRAPHS

Report to: General Committee

Meeting Date: March 23, 2020



Figure 5: Roy Rainey Ave & 16th Ave (16-20 years)



Figure 6: 16 Natasha Way & Woodbine Ave (21-25 years)

APPENDIX C: ENTRANCE FEATURE PHOTOGRAPHS

Report to: General Committee

Meeting Date: March 23, 2020



Figure 7: Cornell Park Ave at 9th Line - Before

Both of these features had significant damage to their tops and were missing bricks. These two features were also blocking the sight lines when approaching 9th Line, putting pedestrians in danger. Operations removed both in 2018 and restored the sites with interlock pavers and sod.



Figure 8: White's Hill Ave at 9th Line - Before



Figure 9: Cornell Park Ave at 9th Line - After



Figure 10: White's Hill Ave at 9th Line - After



Subdivision Entrance Features

May 19, 2020



Subdivision Entrance Features

- Wall, gate or structure placed at intersections leading into a subdivision development
- Commonly used throughout Markham
- Wide range of sizes, material types and replacement costs

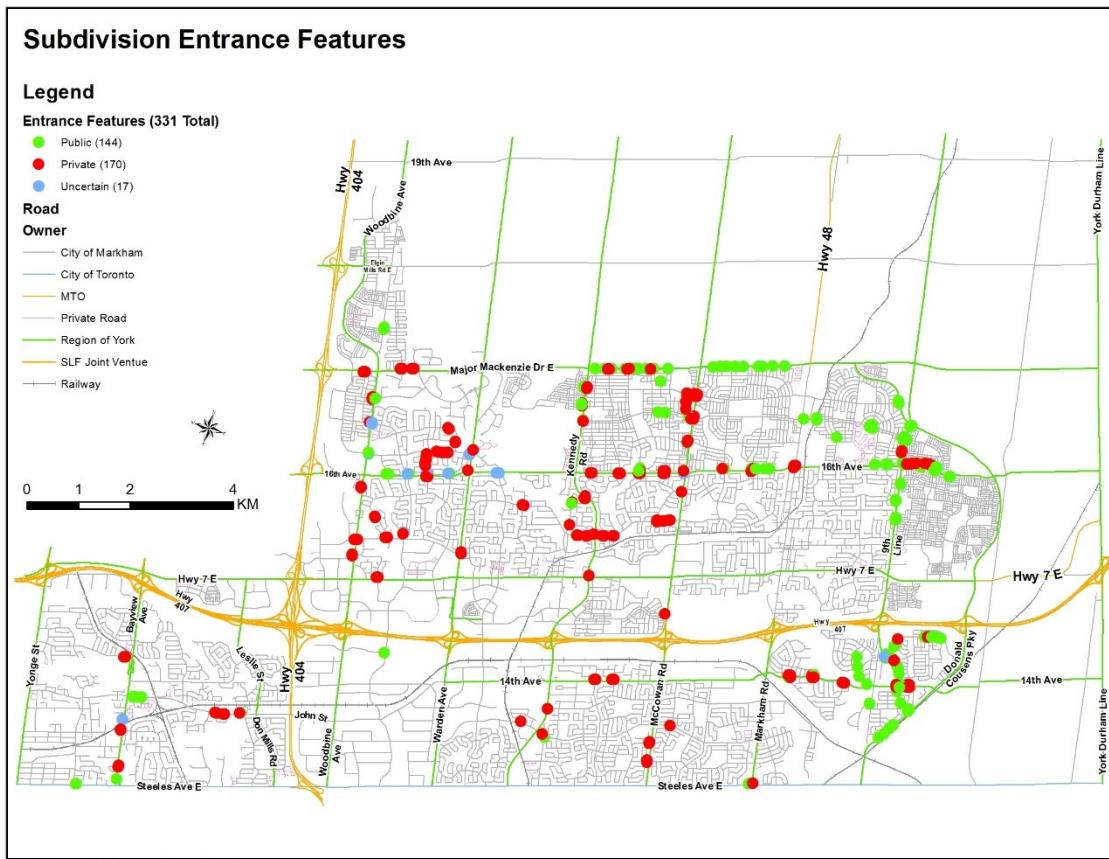


Barristers Crt. & Bayview Ave.



Inventory

- 331 total
- 144 on public property
- 170 on private property
- 17 ownership to be determined





Conditions and Challenges

- Approximately \$12M replacement cost for all locations
- 83 locations have been identified as requiring replacement in the next 10 years
- Locations of some features are considered hazardous due to obstruction of visibility for drivers at intersections
- New gateway features identified in the Gateway Master Plan will better serve the City with similar function while focusing resources
- Many features are located on private property. Private property owners are responsible for repair and maintenance



Recommendations

- Features on private residential properties:
 - Offer to remove feature and restore area with sod at City's expense. Installation of fencing or other improvements would not be included
- Features on public lands:
 - Make minor repairs to extend service life when possible
 - Remove feature and restore area at end of functional service life or if it poses a hazardous condition or public safety concern
- Removal of features will reduce asset inventory over time, diminishing life cycle costs in each subsequent year



Financial Consideration

- Currently \$6.4M in the Life Cycle Reserve Study is allocated over 25 years
- The recommended removal and site restoration work is estimated to cost \$2.6M for all 331 locations over the next 25 years
- The reduction from \$6.4M to \$2.6M will be updated in the 2020 Life Cycle Reserve Study
- There is no incremental operating budget impact



Thank you



Report to: General Committee

Meeting Date: May 19, 2020

SUBJECT: Pilot Private Plumbing Protection Program (5P) Update
PREPARED BY: Rob Grech, Manager, Stormwater, ext. 2357
 Lijing Xu, Wastewater Hydraulic Engineer, ext. 2967

RECOMMENDATION:

1. That the report titled “Pilot Private Plumbing Protection Program (5P) Update” be received; and,
2. That Staff be authorized to extend the Private Plumbing Protection Program (project #18324) for an additional two years starting on May 1, 2020 until April 30, 2022; and,
3. That the two year program extension be funded by the remaining funds allocated to the original pilot program through the Stormwater Fee Reserve; and,
4. That the consulting engineering services required to support the two year extended program be continued with R.V. Anderson & Associates Limited with the remaining funds under their existing purchase order PO PD18054 and PD18073; and,
5. That By-law 2018-20 be repealed and replaced in its entirety with the Private Plumbing Protection Rebate By-law 2020-XXX substantially in the form attached as Appendix “A” to this Staff report; and,
6. That Staff report back to Council after the two year extension period to assess the further extension of the program; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain Council approval to extend the Private Plumbing Protection Program for an addition two years until April 30, 2022.

BACKGROUND:

In May 2018, Council approved a two-year Pilot Private Plumbing Protection Program (5P). The program aims to incent property owners to install devices on their plumbing systems to isolate the private system from the municipal system, in order to prevent back up during large storm events. The program is complementary to the City’s Flood Control program, which focuses on long-term upgrades to the municipal storm sewer system. The 5P program allows property owners to install these devices in the short term, which reduces risk prior to the implementation of long-term sewer upgrade projects.

A series of private plumbing protection measures were approved by Council in May 2018, to help with the costs for property owners who had installed the devices since May 1, 2017.

The table below summarizes the maximum rebate amounts for each eligible protection measure approved by Council in May 2018. Property Owners have the option to install one or more protection measures under the program, based on the specific conditions at each property.

Protection Measure	Maximum Rebate Amount
Backwater Valve on Sanitary Lateral (indoor)	\$1,750
Backwater Valve on Storm Lateral (indoor)	\$1,750
Backwater Valve on Storm Lateral (outdoor)	\$2,000
Weeping Tile Disconnection	\$3,000
Sump Pump Installation	\$5,000
Storm Lateral Relining/Repair	\$2,500
Sanitary Lateral Relining/Repair	\$2,500

The existing rebate application process is as follows:

1. Property owners determine required work in consultation with qualified contractor and confirm eligible rebate amount
2. Property owners submit building permit application
3. Building Department issues the permit
4. Property owners hire qualified contractors to complete the installation
5. Building Department inspects completed works
6. Property owners submit rebate application form, including invoices to Environmental Services
7. City issues rebate cheque to property owners

Property owners are eligible for rebates subject to the following under the pilot program:

- The property is connected to the City's sewer system
- The property is not subject to any contraventions, work orders or outstanding municipal requirements
- No outstanding municipal fines, tax payments, or fees
- Downspouts have been disconnected from the City's sewer system
- The property owner provides the necessary documentation required in the application forms, and complies with program requirements
- The property owner has obtained any necessary permits for the new installation
- The new installation adheres to the *Building Code Act, 1992*, S.O. 1992, c. 23 and the Ontario Building Code O. Reg. 332/12, as amended or any successor thereof;
- The property owner signs a release form in favour of the City

The City originally estimated 250 applications would be received in the first two years of the pilot program, with an average rebate per application of approximately \$5,200.

OPTIONS/ DISCUSSION:

Since the program was initiated in May 2018, the City has received a total of 195 applications, with an average rebate per application of about \$4,000. The majority of the installations have been installed in flood prone areas identified through the City's Flood Control Program, as shown in Attachment B and summarized in the table below.

Area	Number of Applications
Thornhill	117
Markham Village	44
Don Mills	2
Unionville	7
Other Areas	25
TOTAL	195

While the number of applications have been less than the City's original estimates, the program awareness and applications are increasing through time due to the City's education program brochures and web site. Since public feedback has generally been positive, Staff recommend continuing with this program for another two years as an effective method to reduce flood risk within the City of Markham.

Through the pilot program, the City has identified the following issues and proposed mitigation measures to improve the program administration and effectiveness:

Issue #1:

Currently, any property within the City of Markham is eligible for the rebate. Based on the results of the two year pilot, the majority of the applications are within flood prone areas.

Recommended Program Change:

Staff recommend that this eligibility be changed to restrict the rebate to areas where flood risks are known to the City, or where risks can be demonstrated by the property owner. As part of the rebate application process, Staff will conduct a review prior to the devices being installed in order to:

- Ensure devices are being installed in areas that are prone to flooding
- Ensure appropriate device selection

Issue #2:

If a property is not connected to the City's municipal sewer system, the property owner is currently not eligible for the rebate program, even though they may be at risk of flooding. This policy limits participation for property owners who would benefit from the program in flood prone areas.

Recommended Program Change:

Program eligibility should be changed to remove the requirement that a property have a municipal sewer connection. Any property that is in a known flood prone area, or can demonstrate that flood risk exists are eligible for the rebate.

Issue #3:

The installation of flood proofing devices is a *Building Code* requirement for the completion of other works, in certain situations, such as infill development in flood prone

areas. The rebate program should not apply to these installations, as it is a requirement of the building approval process.

Recommended Program Change:

Update the eligibility requirements such that installations that are required by the *Building Code* in completing other works are not eligible for the rebate program.

Issue #4:

The pilot program currently only allows for a rebate to be provided for sanitary sewers installed inside a house, as this is how they are usually installed. Property owners have requested that the valve be installed outside the house to avoid digging up the basement during the installation. This option would provide the same level of protection as indoor installations.

Recommended Program Change:

Update the Eligible Protection Measures & Maximum Rebate Amounts Table to include outdoor installations on the sanitary line as eligible for rebate, to a maximum amount of \$2,000.

Issue #5:

No deadline for submission of rebate applications was specified during the pilot program.

Recommended Program Change:

Update eligibility requirements such that the deadline for submitting the rebate application is July 31, 2022.

Summary of Program Changes:

The Proposed Process for Rebate Application:

1. Property owners determine required work in consultation with qualified contractor and confirm eligible rebate amount
2. Property owners submit proposed work plan to City for review (NEW STEP)
3. Environmental Services Staff review the work plan to ensure that it satisfies the desired outcomes of the City Flood Mitigation Strategy (NEW STEP)
4. Environmental Service Staff inform property owners to proceed or change the work plan (NEW STEP)
5. Property owners submit building permit application
6. Building Department issues the permit
7. Property owners hire qualified contractor to complete the installation
8. Building Department inspects completed works
9. Property owners submit rebate application form including invoices to Environmental Services
10. City issues rebate cheque to property owners

Proposed Eligibility Requirements

Property owners are eligible for rebates subject to the following:

- The property must be located in known flood prone areas, or demonstrate existence of flood risk in the area (NEW REQUIREMENT)
- The property is not subject to any contraventions, work orders or outstanding municipal requirements
- No outstanding municipal fines, tax payments, or fees
- The property owner has obtained approval of the work from the Environmental Services Department prior to installation (NEW REQUIREMENT)
- Downspouts have been disconnected from the City's sewer system
- The property owner provides the necessary documentation required in the application forms, and complies with program requirements
- The property owner has obtained any necessary permits for the new installation
- The new installation adheres to the *Building Code Act, 1992*, S.O. 1992, c. 23 and the Ontario Building Code O. Reg. 332/12, as amended or any successor thereof;
- The property owner signs a release form in favour of the City
- The work is not required as part of other works in meeting Ontario Building Code requirements (NEW REQUIREMENT)
- The deadline to submit applications for rebate is July 31, 2022 (NEW REQUIREMENT)

Proposed Eligible Protection Measures & Maximum Rebate Amounts

The updated eligible measures and associated rebate amounts are summarized in the table below.

Private Plumbing Protection Measure	Maximum Rebate Amount
Backwater Valve – Indoor Installed on Sanitary Lateral	\$1,750
Backwater Valve – Indoor Installed on Storm Lateral	\$1,750
Backwater Valve – Outdoor Installed on Sanitary Lateral (NEW)	\$2,000
Backwater Valve – Outdoor Installed on Storm Lateral	\$2,000
Weeping Tile - Disconnected from Sanitary Lateral and Redirect to Storm Lateral by gravity connection	\$3,000
Weeping Tile - Disconnected from Sanitary Lateral and Sump Pump Installation	\$5,000
Lateral Reline/Repair – Storm	\$2,500
Lateral Reline/Repair – Sanitary	\$2,500

FINANCIAL CONSIDERATIONS

The budget and projected actual expenses as of the end of the current program are summarized as follows:

Account	Approved Budget	Projected Amount Spent	Projected Remaining Funds
750-101-5699-18324	\$1,370,000	\$815,898	\$554,102

The estimated costs of the program extension are as follows:

Item	Cost
Rebate Amount (120 at \$4,000 per application)	\$480,000
Contract Extension – RV Anderson & Associates	\$69,102
Marketing & Program Promotion	\$5,000
Total Cost	\$554,102

No new funding is required for the extension of the program – the program extension will be funded by the remaining funds allocated to the original pilot program, funded by the stormwater reserve. The total projected remaining funds available is \$554,102, which is the same as the total cost of the program extension.

The contract with RV Anderson & Associates will be extended to April 30, 2022 to continue support of the program and the unused portion of the existing Purchase Order (PD18054 & PD18073) will fund this work.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The extension of the private plumbing protection rebate program is aligned with the City's objectives to provide better quality services to the public and is consistent with "Building Markham's Future Together" strategic plan's goal of a Safe, Sustainable & Complete Community.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance, Building and Legal Departments have been consulted on the process changes to the building permit approval process.

RECOMMENDED BY:

Phoebe Fu, Director,
Environmental Services Dept.

Brenda Librecz, Commissioner
Fire & Community Services

ATTACHMENTS:

Appendix A – Private Plumbing Protection Rebates By-law 2020-xxxx

Appendix B – Pilot Private Plumbing Protection Rebate Application Status Map



By-law 2020-xx

Being a By-law to establish a program to provide rebates for the Private Plumbing Protection Program to reduce the risk of basement flooding

WHEREAS pursuant to subsections 10(1) and 11(1) of the *Municipal Act, 2001*, S.O. 2001, c.25 (the “Act”) a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS pursuant clause 8 of subsection 11(2) of the Act a municipality may pass by-laws respecting the protection of persons and property;

AND WHEREAS pursuant to clause 6 of subsection 11(3) of the Act a municipality may pass by-laws relating to drainage and flood control;

AND WHEREAS the Council of The Corporation of the City of Markham deems it advisable and in the public interest to provide financial assistance on the terms set out in this By-law as an incentive to encourage property owners to implement Private Plumbing Protection Measures on their property to reduce the risk of basement flooding;

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

1. DEFINITIONS

1.0 In this By-law:

“**Backwater Valve**” means a **Check Valve** designed for use in a gravity drainage system;

“**Check Valve**” means a valve that permits flow in only one direction and prevents a return flow;

“**City**” means The Corporation of The City of Markham;

“**Downspout**” means roof runoff collection pipe;

“**Property Owner**” means a registered owner of **Property** in the City of Markham;

“**Property**” means a separate parcel of land in the City of Markham that has been assigned a Property Identifier Number in the land registry system;

“**Licensed Plumber**” means a plumber licensed with the Ontario College of Trades as a journeyman plumber;

“**Lateral**” means a **Property’s** storm or sanitary pipe connection to the municipal **Storm Sewer** or **Sanitary Sewer**;

“**New Installation**” means a **Private Plumbing Protection Measure** implemented after this By-law comes into effect;

“**Private Plumbing Protection Measure**” means a measure implemented in a plumbing and drainage system including backwater valves, sump pumps, weeping tile disconnection and lateral relining/repair for the purpose of reducing the risk of basement flooding;

“**Retroactive Installation**” means a **Private Plumbing Protection Measure** implemented after April 30, 2017 and before the coming into force of this By-law;

“**Sanitary Sewer**” means a sewer intended to carry only sanitary and industrial wastewaters from residences, commercial buildings, industries, and institutions, in which storm, surface, and groundwater are not intentionally admitted;

“**Storm Sewer**” means a municipal sewer intended to carry only storm water, surface runoff from streets and adjacent property, and flow from foundation drains and ditches;

“**Weeping Tile**” (foundation drain) means a pipe or series of pipes that collect groundwater around the foundation or footing of a structure for protection against hydrostatic pressures and for discharge to an approved point of discharge;

2. APPLICATION OF BY-LAW

2.0 This By-law applies to **Property Owners** who meet eligibility requirements as set out in Section 3 of this By-law relating to **Retroactive Installations** or **New Installations**.

3. ELIGIBILITY REQUIREMENTS

3.0 A **Property Owner** will be entitled to receive a rebate, in accordance with the provisions of this By-law, if they meet all of the following requirements:

- (a) The **Property** must be located in known flood prone areas, or the Property Owner must demonstrate the existence of flood risk in the area to the satisfaction of the City;
- (b) The **Property** is not the subject of any contraventions, work orders or outstanding municipal requirements;
- (c) There are no outstanding municipal fines, arrears of taxes, fees or penalties assessed against the **Property Owner**;

- (d) The **Downspouts** on the **Property** must be properly disconnected from the **City** sewer system;
- (e) The **Property Owner** has obtained approval of the work from the Environmental Services Department prior to installation;
- (f) The **Property Owner** applying for the rebate must provide the necessary information and documentation set out in the rebate application forms and must be otherwise compliant with the program requirements;
- (g) The **Property Owner** or their agent has obtained any necessary permits for the **New Installation**;
- (h) Any proposed **Private Plumbing Protection Measure** must not be required by the *Building Code Act, 1992*, S.O. 1992, c. 23 and the Ontario Building Code O. Reg. 332/12, as amended or any successor thereof as part of other works;
- (i) The **New Installation** must be installed in accordance with the *Building Code Act, 1992*, S.O. 1992, c. 23 and the Ontario Building Code O. Reg. 332/12, as amended or any successor thereof;
- (j) The **Property Owner** must execute a release in favour of the **City**, in a form to be provided by the **City**, and
- (k) The rebate application must be submitted to the **City** by a date specified by the City.

4. REBATE AMOUNTS

4.0 The rebates provided for in this By-law are subject at all times to the availability of funding and may be eliminated by Council through repeal of this By-law at any time without further notice to any affected persons. Nothing in this By-law requires the **City** to provide funding for the rebates set out in this By-law.

4.1 The **City** may grant rebates for each **Private Plumbing Protection Measure** up to the following maximum amounts, for eligible costs only, as described in Section 5 below:

Private Plumbing Protection Measure	Maximum Rebate Amount
Backwater Valve – Indoor Installed on Sanitary Lateral	\$1,750
Backwater Valve – Indoor Installed on Storm Lateral	\$1,750
Backwater Valve – Outdoor Installed on Sanitary Lateral	\$2,000
Backwater Valve – Outdoor Installed on Storm Lateral	\$2,000
Weeping Tile - Disconnected from Sanitary Lateral and Redirect to Storm Lateral by gravity connection	\$3,000
Weeping Tile - Disconnected from Sanitary Lateral and Sump Pump Installation	\$5,000
Lateral Reline/Repair – Storm	\$2,500
Lateral Reline/Repair – Sanitary	\$2,500

5. ELIGIBLE COSTS

Eligible costs include:

- a) Material and labour costs for the implementation of the **Private Plumbing Protection Measure**;
- b) Permit fees;
- c) Consulting or inspection costs to determine appropriate **Private Plumbing Protection Measures** to be implemented on the **Property**, and
- d) Cost of **Downspout** disconnection prior to the installation of a **Backwater Valve** or sump pump.

6. SHORT TITLE

This By-law shall be known as the “Private Plumbing Protection Rebates By-law”.

7. EFFECTIVE DATE

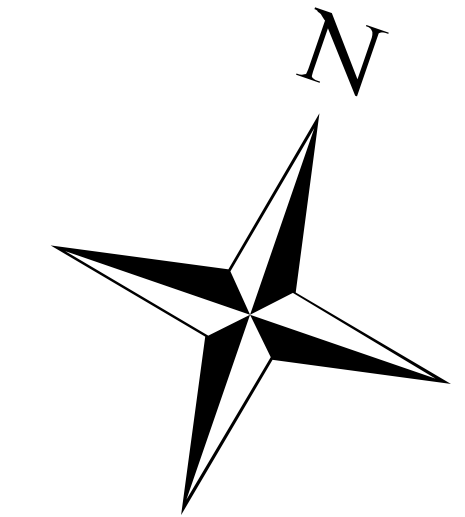
This By-law shall come into force and effect on the date of enactment and passage.

Read a first, second, and third time and passed on xxxx, 2020.

Kimberley Kitteringham
City Clerk

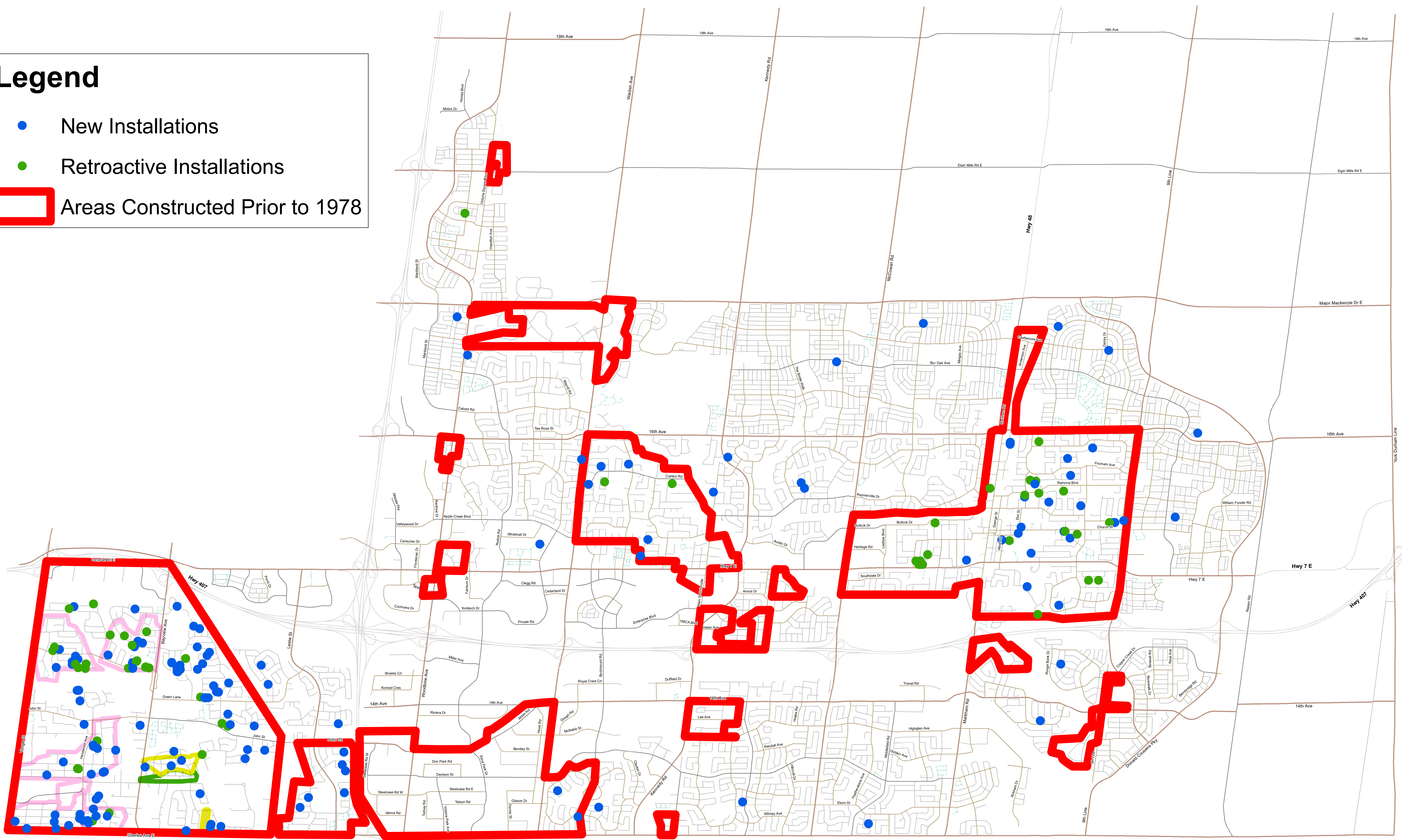
Frank Scarpitti
Mayor

Private Plumbing Protection Rebate Application Status



Legend

- New Installations
- Retroactive Installations
- Areas Constructed Prior to 1978



Notice of Motion: Continuing Markham's Digital Transformation: "The Future of Work is Now"

Moved By: Regional Councillor Jim Jones

Seconded by: Ward 4 Councillor Karen Rea

Whereas, in just a few short months the Covid-19 pandemic has fundamentally changed the way we live and work, and its impact will continue to be felt for the foreseeable future; and

Whereas, working remotely has created immense challenges for governments, businesses and employees, and has heightened the requirement for more integrated systems, and advanced collaboration tools and videoconferencing technologies to ensure productivity; and,

Whereas, cities and workplaces are in the midst of an unprecedented digital transformation driven by the rise of mobile and connected systems, the explosion of online data, and the emergence of automated integrated business solutions and technologies such as artificial intelligence and machine learning; and,

Whereas, the Covid-19 pandemic has accelerated the opportunity for governments and businesses to dramatically transform how they work, significantly improve operational efficiency, and support remote team collaboration ; and,

Whereas, the City of Markham is proceeding with its vision of a "frictionless City, with the implementation of Digital Markham, its roadmap for digital innovation, collaboration and partnership among citizens, businesses and government; and,

Whereas, Markham is already a leader in the provision of digital services and has already leveraged a number of the latest technology platforms to improve service delivery to residents and businesses including online voting, ePlan, and a full suite of online services; and,

Whereas, cities need to consider the role technology should play in facilitating remote work, enhancing engagement, collaboration, new ways of working and potential leveraging of opportunities across municipalities/other levels of government; and,

Whereas, Markham has become aware of potential benefits of Microsoft 365 in supporting "work anywhere", organizational effectiveness and employee productivity, and a possible opportunity for a free six month trial of Microsoft 365 Enterprise software.

And therefore, be it resolved that Markham Council direct Staff to investigate the opportunity and report back on the feasibility of implementing a free trial of the Microsoft 365 Enterprise integrated software solution, including associated costs, work effort, anticipated benefits and the establishment of a Council/Staff committee to guide the pilot, if approved.