

Electronic General Committee Meeting Revised Agenda

Meeting No. 8 June 1, 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 may 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 <u>Request to Speak Form</u> or e-mail <u>clerkspublic@markham.ca</u> 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 Meeting Revised Agenda Revised Items are Italicized.

Meeting Number: 8
June 1, 2020, 9:30 AM - 1:00 PM
Live streamed

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

Pages

- 1. CALL TO ORDER
- 2. DISCLOSURE OF PECUNIARY INTEREST
- 3. APPROVAL OF PREVIOUS MINUTES
 - 3.1 MINUTES OF THE MAY 19, 2020 GENERAL COMMITTEE (16.0)

7

- 1. That the minutes of the May 19, 2020 General Committee meeting be confirmed.
- 4. **DEPUTATIONS**
- 5. COMMUNICATIONS
- 6. PETITIONS
- 7. CONSENT REPORTS FINANCE & ADMINISTRATIVE ISSUES
 - 7.1 EXTERNAL AUDIT SERVICES CONTRACT EXTENSION (7.0)

25

- A. Moore, ext. 4711 and K. Soneji, ext. 2681
 - 1. That the report entitled "External Audit Services Contract Extension" be received; and,
 - 2. That the contract for the five year fiscal period commencing with the 2020 audit and ending with the 2024 audit be awarded to KPMG LLP Chartered Accountants in annual amount of \$91,737.00 inclusive of HST with a 1% increase in years 2–5 (2021 2024); and,

- 3. That the contract include examination and review of the records and conduct audit of the financial statements prepared in accordance with Canadian accounting standards for the public sector of The Corporation of the City of Markham, The Corporation of the City of Markham Trust Fund, City of Markham Public Library Board, Old Markham Village Business Improvement Area (MBIA), and Unionville Business Improvement Area (UBIA); and,
- 4. That the contract include examination and review of the records and conduct audit of the financial statements prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") Varley-McKay Art Foundation, The Friends of Markham Museum Foundation, and The Markham Foundation for Performing Arts and Destination Markham Corporation; and,
- 5. That the contract include examination and review of the records and conduct audit of the financial statements prepared in accordance with International Financial Reporting Standards ("IFRS") of Markham District Energy Inc. (MDEI) and Markham Enterprises Corporation (MEC); and,
- 6. That the contract include the preparation of income tax returns for MDEI and MEC; and,
- 7. That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1, (c) which states "when the extension of an existing contract would prove more cost-effective or beneficial" & (h) where it is necessary or in the best interests of the City to acquire Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service; and,
- 8. That the award for the audit for fiscal years 2020 to 2024 be funded from the respective annual operating budget as identified under financial considerations; and further,
- 9. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

8. CONSENT REPORTS - ENVIRONMENT & SUSTAINABILITY ISSUES

8.1 THE ONTARIO MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS – MARKHAM DISTRIBUTION SYSTEM – INSPECTION REPORT, JANUARY 29, 2020 (5.0)

Helena Frantzke, ext. 2449

- 1. That the report entitled "The Ontario Ministry of Environment, Conservation and Parks Markham Distribution System –Inspection Report, January 29, 2020" be received; and,
- 2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

30

- A. Tang, ext. 3360 and V. Feng, ext. 2737
 - 1. That the report titled "Quality Management System Management Review" be received; and,
 - 2. That Council, as the Owner of the City's drinking water system, acknowledge and support the outcome and action items identified from the Management Review; and further,
 - That Staff be authorized and directed to do all things necessary to give 3. effect to this resolution.

9. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

9.1 DIGITAL MARKHAM STRATEGY UPDATE (7.13)

N. Kenea, ext. 4733

- 1. That the presentation entitled "Digital Markham Strategy Update" be received; and,
- 2. That staff be directed to do all things necessary to advance the implementation of the Digital Markham Strategy; and further,
- 3. That staff report back to Committee annually.

10. PRESENTATIONS - ENVIRONMENT & SUSTAINABILITY ISSUES

10.1 CONSTRUCTION OF THE EAST MARKHAM WORKS YARD AT 10192 NINTH LINE (5.0)

Note: Please see presentation attached.

R. England, ext. 2674 and C. Brygidyr, ext. 2678

- That the presentation entitled "Construction of the East Markham 1. Works Yard at 10192 Ninth Line" be received; and,
- 2. That after the draft reference plan prepared by E.R. Garden Limited (File No. 20-7618) attached as Attachment No. 1 to this presentation (the "Draft R-Plan") is deposited on title, the proposed declaration of the following lands as surplus to municipal purposes be added to a public agenda of a Council meeting: the lands described as Part of Lots 21 & 22, Concession 8, Markham, shown as Part 1 on the Draft R-Plan (being approximately 648.8m2 (0.16 Acres); and,
- 3. That subject to recommendation #2, the lands described as Part of Lots 21 & 22, Concession 8, Markham, shown as Part 1 on the Draft R-Plan, be declared surplus to municipal purposes and conveyed to The Regional Municipality of York for road widening purposes; and,
- 4. That the Mayor and Clerk be authorized to execute agreement(s) with The Regional Municipality of York, in a form satisfactory to the Director of Operations, Director of Sustainability & Asset

62

96

Management and the City Solicitor, required for the development of a works yard on the lands municipally known as 10192 9th Line; and,

- 5. That Council award the following tenders:
 - 1. Tender 078-T-20 Construction of the East Markham Works Yard be awarded to the lowest priced bidder, Orin Contractors Corp. in the amount of \$11,494,687.42 inclusive of HST
 - 2. Tender 117-T-20 Supply and Installation of the Office Trailer be awarded to the lowest priced bidder, City Core Construction Inc., in the amount of \$421,795.20 inclusive of HST; and,
- 6. That a 5% contingency in the amount of \$595,824.13 (\$574,734.37 + \$21,089.76) inclusive of HST, be established for each contract to cover any additional construction costs and that authorization to approve expenditures of this contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,
- 7. That the cost of \$12,512,306.75 (\$11,494,687.42 + \$421,795.20 + \$574,734.37 + \$21,089.76) be funded from project #19288 Design and Construction of Works Yard (account # 056-5350-19288-005) with budget available of \$6,440,000.00; and,
- 8. That shortfall in the amount of \$6,072,306.75 (\$12,512,306.75 \$6,440,000.00) be funded from the Development Charges Reserve Fund \$5,920,499.08 or 97.5% and Non-DC Growth Reserve \$151,807.67 or 2.5%; and further,
- 9. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

11. MOTIONS

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 <u>Municipal Act</u>, 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)]

15.1.2 LITIGATION OR POTENTIAL LITIGATION, INCLUDING MATTERS BEFORE ADMINISTRATIVE TRIBUNALS, AFFECTING THE MUNICIPALITY OR LOCAL BOARD (5.5) [Section 239 (2) (e)]

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 Land, Building & Parks Construction Issues

Chair: Regional Councillor Joe Li Chair: Councillor Keith Irish Vice Chair: Councillor Reid McAlpine 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.



Electronic General Committee Meeting Minutes

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

Roll Call Mayor Frank Scarpitti Councillor Reid McAlpine

Deputy Mayor Don Hamilton Councillor Karen Rea
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 Scott Chapman, Council/Committee

Trinela Cane, Commissioner, Corporate Coordinator

Services John Wong, Technology Support Specialist

Brenda Librecz, Commissioner of

Community & Fire Services Cathy Molloy, Manager, Museum, Culture

Arvin Prasad, Commissioner Development and Economic Development

Services Claudia Marsales, Sr Manager Waste

Claudia Storto, City Solicitor and Director of Management & Environment

Human Resources Michael Dipasquale, Supervisor, Waste Joel Lustig, Treasurer Management, Environmental Services Bryan Frois, Chief of Staff Matthew Vetere, Manager, Tax & Kimberley Kitteringham, City Clerk Assessment Policy, Financial Services

Martha Pettit, Deputy City Clerk

Phoebe Fu, Director of Environmental

Shane Manson, Senior Manager, Revenue & Property Taxation, Financial Services

Services Stephen Dearborn, Technical Coordinator

Mary Creighton, Director of Recreation Roads, Operations

Services Alice Lam, Senior. Mgr, Roads, Survey &

Hersh Tencer, Manager, Real Property Utility, Operations

Alex Moore, Manager of Purchasing & Helen Mah, Coordinator, Theatre Business,

Accounts Payable Culture and Economic Development

Morgan Jones, Director, Operations Michael Killingsworth, Deputy City Clerk,

Hristina Giantsopoulos, Elections & By-Law Enf., Lic & Reg Srv
Council/Committee Coordinator Kishor Soneji, Senior Accountant
Catherine Biss, Library Chief Executive

OSC:

Officer

Niamh O'Laoghaire, Manager, Art Gallery

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 9:33 AM in the Canada Room with Regional Councillor Jack Heath presiding as Chair for all items on the agenda.

Mayor Frank Scarpitti arrived at 9:52 AM.

General Committee recessed at 12:10 PM and reconvened at 1:00 PM.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE MAY 4, 2020 GENERAL COMMITTEE (16.0)

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

1. That the minutes of the May 4, 2020 General Committee meeting be confirmed.

Carried

4. **DEPUTATIONS**

There were no deputations.

5. COMMUNICATIONS

5.1 YORK REGION COMMUNICATIONS (13.4)

Claudia Storto, City Solicitor and Director of Human Resources, addressed the Committee and requested an amendment to the proposed resolution language regarding communication Item 11 - Transfer of Part III Prosecutions to the Regional Municipality of York – to clarify that any approval to the agreement would be subject to a final review by the City Solicitor.

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

- 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
 - 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

Carried

Moved by Deputy Mayor Don Hamilton Seconded by Councillor Reid McAlpine

- 1. That the following communication be received and referred to staff:
 - a. Transfer of Part III Prosecutions to the Regional Municipality of York; and,
- 2. 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,

- 3. 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,
- 4. And whereas, Council of the City of Markham 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 the City of Markham, subject to the review of the final agreements by and to the satisfaction of the City Solicitor.

Carried as Amended

6. PETITIONS

There were no 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)

Moved by Councillor Isa Lee Seconded by Regional Councillor Joe Li

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

Carried

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

Moved by Councillor Isa Lee Seconded by Regional Councillor Joe Li 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 bylaw to not allow any parking on either side of the street during emergency and social distancing measures enacted by the City of Markham.

Carried

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

There was discussion relative to the Special Tax Rate levy and budget review.

Moved by Deputy Mayor Don Hamilton Seconded by Councillor Alan Ho

- 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.

Carried

Moved by Councillor Keith Irish Seconded by Councillor Khalid Usman

- 1. That the Special Tax Rate levy, in the amount of \$214,221 for the UBIA members and \$239,640 for the MBIA members be suspended in 2020; and further,
- 2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Lost

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

Moved by Councillor Isa Lee Seconded by Regional Councillor Joe Li

- 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.

Carried

7.5 2020 FIRST QUARTER INVESTMENT PERFORMANCE REVIEW (7.0)

Moved by Councillor Isa Lee Seconded by Regional Councillor Joe Li

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

Carried

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

Moved by Councillor Isa Lee Seconded by Regional Councillor Joe Li

- 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.

Carried

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

There was discussion on the following Staff Awarded Contracts:

- #16, 076-Q-20 Emergency Boardwalk Repairs;
- #19, 009-Q-20 Building Envelope & Structural Review;
- #20, 225-Q-19 Instruction for Golf Camps

The Committee requested that staff review the boardwalk designs in relation to future flood damage and provide clarification on the ownership of the Markham Rugby Building.

Moved by Councillor Reid McAlpine Seconded by Deputy Mayor Don Hamilton

- 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

Carried

8. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

8.1 COVID-19 – FINANCIAL IMPACT UPDATE (7.0)

Joel Lustig, Treasurer, addressed the Committee to provide the third financial update during the Covid-19 Emergency and delivered a presentation entitled, COVID-19 - Financial Impact Update.

Mary Creighton, Director of Recreation Services addressed the Committee to provide an additional financial analysis with respect to the closure of recreation services from March to December 2020.

The Committee discussed the following relative to the presentation:

The current cash flow of the City and the amount of investment income;

- Further consideration of operating budget cuts in conjunction with government financial aid;
- The decrease in parking revenue;
- The impact of social distancing on financial figures;
- Consideration of monthly financial reviews beginning in June to closely monitor financial changes;
- Federal and provincial government support to municipalities;
- Consideration of a survey of other lower tiered municipalities in relation to cost saving initiatives;
- Consideration of continuous and additional public communication to illustrate the City's financial position;
- Inquiries regarding tax payments, when penalties accrue, staff vacancy gapping and expenditures related to MAT; and,
- Concerns about future collection of stormwater fees and the costs incurred by current non-collection.

Staff provided information on the impact of waiving property tax penalties and interest, the impact on investment income due to a reduction in interest rates, year-end projections on revenue losses and the effects of staff redeployment.

It was requested that staff provide information relative to a comparison of payroll amounts between April 2019 and April 2020.

Moved by Regional Councillor Jim Jones Seconded by Councillor Andrew Keyes

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

Carried

9. REGULAR REPORTS - COMMUNITY SERVICES ISSUES

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

Brenda Librecz, Commissioner of Community & Fire Services, provided a brief overview of the Memorandum to General Committee dated May 19th 2020 - Styrofoam Recycling Cost Analysis in response to the Committee's request at the May 4, 2020 General Committee meeting.

The Committee made inquiries in relation to the marketability and products made from styrofoam, the cost of the styrofoam program, employment opportunities, packaging styrofoam as well as what defines an essential and non-essential single-use plastic. There was further discussion to consider a ban of styrofoam from the source in the future, and to expand the processing of styrofoam from other municipalities and private companies.

Staff addressed the Committee to provide information on the recycling of styrofoam, that styrofoam is not being banned from restaurants and that the City continually works with other municipalities with depot material to further support the styrofoam recycling initiative.

Moved by Councillor Alan Ho Seconded by Mayor Frank Scarpitti

- 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 bylaw 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.

Carried

9.2 AMO REQUEST FOR PREFERRED MUNICIPAL BLUE BOX TRANSITION TIMING (5.1)

Claudia Marsales, Senior Manager Waste Management & Environment, delivered a presentation entitled, AMO Request For Preferred Municipal Blue Box Transition Timing that provided an overview of the recommended City's response to AMO of the preferred timing to implement the transition process related to the Blue Box program.

The Committee discussed the following relative to the presentation:

- How the collection and distribution of funds from product producers is administered by Stewardship Ontario;
- Consideration of unintended consequences of this program and concerns with service levels, cost efficiencies, and customer service administration;
- Logistics of curbside pick-up of garbage, green and blue-boxes and cocollection impacts;
- Challenges related to future planning of long-term contracts at local and regional level; and,
- Potential opportunity for Stewards to be more responsible for the Blue Box program and litter costs related to the Blue Box.

Staff noted that this is a flexible, non-binding resolution and staff will report back as more details about the Provincial legislation and transition process are available.

The Committee offered support to the staff recommendation.

Moved by Councillor Karen Rea Seconded by Councillor Isa Lee

- 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.

Carried

9.3 SUBDIVISION ENTRANCE FEATURES (5.10, 10.7)

Morgan Jones, Director of Operations addressed the Committee to introduce Alice Lam, Senior Manager Roads, Survey & Utility, Operations, who provided a general overview of the Gateway Master Plan and Subdivision Entrance Features, and delivered a presentation entitled Subdivision Entrance Features. The presentation provided an overview of the recommendation to repair or remove subdivision entrance features that diminish public safety, or are at the end of their service life.

The Committee discussed the following relative to the presentation:

- Consideration of entrance features as public art and enabling funds for their maintenance;
- That gateway entrance features define and differentiate communities;
- That the uniqueness of wards contribute to the community as a whole;
- Concerns that removal of entrance features affects whole community;
- Concerns with one homeowner making the decision to remove an entrance feature on their property because they do not want to pay for the maintenance or repair;
- That they should not be built;
- That entrance features were built as part of the subdivision to promote the developer;
- Consideration that entrance features provide privacy, and safety to homes;
- How decisions were made on entrance features placement with respect to City or private property or the Region's Right of Way;
- Considerations of alternative options that distinguish a neighbourhood and address safety concerns;
- Feasibility of the City maintaining entrance features and include in life cycle;
- How and when landowners were consulted;
- Potential for a workshop to talk through options, and gather public input in conjunction with the Gateway Master Plan and Development Services;
- Feasibility of the use of Development Charges or Community Benefits Charge to cover maintenance costs;
- Consideration to consult relevant ward councillors prior to removal of any entrance feature; and,
- Consideration to share previous survey questions with local Councillor for possible local ward survey.

Brenda Librecz, Commissioner Community & Fire Services addressed the Committee to provide that this initiative deals with entrance features that are hazards and that the The Gateway Master Plan proactively identifies features to mark the identify of a community that becomes part of a neighbourhood and that both initiatives can work in conjunction with one another. Staff advised that residents with an entrance feature are usually unaware that they are financially

responsible for the maintenance or removal of them and that they have the right to remove, replace or repair them. Staff also provided a sample intersection illustration that conveyed various designs and the different property ownership types.

The Committee requested that this report be referred back to staff for further consideration to explore options for the replacement or renewal of such features on City property that align to the Gateway Master Plan and that staff develop a standardized policy for entrance feature maintenance and renewal and that includes to provide options for replacement when required. The Committee suggested that staff survey councillors and residents and to address urgent safety issues while a policy is developed.

Moved by Mayor Frank Scarpitti Seconded by Regional Councillor Jim Jones

- 1. That the report titled "Subdivision Entrance Features" be received; and,
- 2. That the presentation titled "Subdivision Entrance Features" be received; and,
- 3. That the report be returned to staff for further consideration; and further,
- 4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried as Amended

10. REGULAR REPORTS - ENVIRONMENT & SUSTAINABILITY ISSUES

10.1 PILOT PRIVATE PLUMBING PROTECTION PROGRAM (5P) UPDATE (5.7)

Phoebe Fu, Director of Environmental Services, introduced the item and provided an overview of the staff report.

Moved by Councillor Andrew Keyes Seconded by Mayor Frank Scarpitti

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.

Carried

11. MOTIONS

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

Regional Councillor Jim Jones addressed the Committee to discuss this motion which was introduced at the May 4, 2020 General Committee meeting. He provided an overview of the initiative and highlighted the potential benefits to the City.

The Committee requested that staff be directed to report back on the feasibility of this initiative and other appropriate tools.

Moved by Regional Councillor Jim Jones Seconded by Councillor Karen Rea

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 staff be directed to investigate the opportunity and report back on the feasibility of implementing a free trial of the Microsoft 365 Enterprise integrated software solution, or any other appropriate tool, including associated costs, work effort, anticipated benefits and the establishment of a Council/Staff committee to guide the pilot, if approved.

Carried

12. NOTICES OF MOTION

There were no notices of motion.

13. NEW/OTHER BUSINESS

There was no new business.

14. ANNOUNCEMENTS

There were no announcements.

15. CONFIDENTIAL ITEMS

General Committee did not resolve into Confidential Session and referred Confidential Items 15.2.1, and 15.2.2 to the Council Confidential Agenda on May 26, 2020. Confidential Item 15.1.1 will be placed on a future General Committee Confidential Agenda for consideration.

Moved by Mayor Frank Scarpitti Seconded by Councillor Khalid Usman

That Confidential Items 15.2.1 and 15.2.2 be referred to the Council Confidential Agenda on May 26, 2020.

Carried

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

Moved by Mayor Frank Scarpitti Seconded by Councillor Khalid Usman

That the General Committee meeting adjourn at 3:13 PM.

Carried



Report to: General Committee Meeting Date: June 1, 2020

SUBJECT: External Audit Services Contract Extension

PREPARED BY: Alex Moore, Senior Manager Procurement & Accounts

Payable Ext. 4711

Kishor Soneji, Senior Accountant Ext. 2681

RECOMMENDATION:

1) That the report entitled "External Audit Services Contract Extension" be received; and,

- 2) That the contract for the five year fiscal period commencing with the 2020 audit and ending with the 2024 audit be awarded to KPMG LLP Chartered Accountants in annual amount of \$91,737.00 inclusive of HST with a 1% increase in years 2–5 (2021 2024); and,
- 3) That the contract include examination and review of the records and conduct audit of the financial statements prepared in accordance with Canadian accounting standards for the public sector of The Corporation of the City of Markham, The Corporation of the City of Markham Trust Fund, City of Markham Public Library Board, Old Markham Village Business Improvement Area (MBIA), and Unionville Business Improvement Area (UBIA); and,
- 4) That the contract include examination and review of the records and conduct audit of the financial statements prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") Varley-McKay Art Foundation, The Friends of Markham Museum Foundation, and The Markham Foundation for Performing Arts and Destination Markham Corporation; and,
- 5) That the contract include examination and review of the records and conduct audit of the financial statements prepared in accordance with International Financial Reporting Standards ("IFRS") of Markham District Energy Inc. (MDEI) and Markham Enterprises Corporation (MEC); and,
- 6) That the contract include the preparation of income tax returns for MDEI and MEC; and,
- 7) That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1, (c) which states "when the extension of an existing contract would prove more cost-effective or beneficial" & (h) where it is necessary or in the best interests of the City to acquire Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service; and,
- 8) That the award for the audit for fiscal years 2020 to 2024 be funded from the respective annual operating budget as identified under financial considerations; and further,
- 9) 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 External Audit Services contract for an additional five (5) years.

BACKGROUND:

The City of Markham ("the City") has contracted with KPMG as the external auditor, with Kevin Travers, Partner and lead engagement partner for many years.

The 2019 contract included the examination and review of the records and to conduct an audit of the financial statements of The Corporation of the City of Markham, The Corporation of the City of Markham Trust Fund, and City of Markham Public Library Board.

In addition to the above, the 2019 contract included the examination and review of the records and financial statements on behalf of MBIA, UBIA, Varley, Museum, MDEI, and MEC. Commencing in 2020 the Markham Foundation for Performing Arts and Destination Markham Corporation have been added to the audit scope. The contract, budget and payment for services rendered for the above noted affiliates is the sole responsibility of each business entity.

OPTIONS/ DISCUSSION:

Recently the City received a fee proposal from KPMG for a one-year and five-year contract extension for both the City and the affiliates (local board, committees, and organizations).

The options available to the City are to enter into a competitive bidding process for external audit services or to evaluate the current fee proposal and performance of KPMG and extend the renewal contract for a period not to exceed 5 years.

The Municipal Act ("the Act"), in Section 296 (3) states that an "An auditor of a municipality shall appoint an auditor who is licensed under the Public Accounting Act, 2004 who is responsible for annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit. The term of such auditor shall not be appointed for a term exceeding five years.

Staff completed a cost comparison for the provision of external audit services to the City and affiliates between 2019 and the fees proposed by KPMG for the 2020 financial audit period and future years.

The one-year option for 2020 reflects an increase of 4.95% for the City's portion and an increase to the affiliates in the range of 4.55% to 5.66%. The five-year contract for 2020 reflects an increase of 1.52% for the City's portion and an increase to the affiliates in the range of 1.44% to 1.50%.

KPMG has agreed to a firm increase of 1% annually for years 2-5 (2021-2024) and as such, the overall average for the five-year period for the City is 1.13% and 1.11% to 1.12% for the affiliates. KPMG has also agreed to conduct the audit of the financial statements for The Markham Foundation for Performing Arts at no charge for 2020 and 2021.

KPMG has consistently provided valuable audit and consulting services relating to Public Sector Accounting Board (PSAB) conformance and methodologies and recording of financial activities in the financial statements. At no additional charge, KPMG readily avails themselves to the City and its associates throughout the year, whenever their expertise is required. KPMG was instrumental in providing advice and guidance throughout the series of hydro corporation merger with Guelph Hydro Electric Systems Inc. (Guelph Hydro) and Alectra Utilities Corporation.

Over the past several years, there have been many changes to public sector accounting standards. Some recent examples include accounting for contaminated sites, related party disclosures and inter-entity transactions and most recently restructuring transactions relating to assets and liabilities. As public sector accounting is ever-changing, moving closer to private sector standards, it is critical that business relationships and audit continuity be maintained if not, several months of extra time and effort would be required to introduce a new audit firm to the City's policies and procedures and in many instances the work that has already been done would have to be repeated.

On behalf of the City's affiliates, the impact of a change to a new audit firm would be challenging, particularly for MEC and MDEI, where audit requirements have become increasingly more complex and the number of financial transactions flowing through each continues to increase.

Overall, the City has been very satisfied with the external auditing services as well as taxation and other advisory services provided by KMPG, and specifically by Kevin Travers, the lead engagement partner. KPMG provides regular updates of new accounting and financial reporting developments for Ontario Municipalities. KPMG has stood by their fee commitments over the years and has absorbed additional hours provided on advisory and audit matters. KPMG have provided a cost-effective proposal with a nominal increase.

KPMG's offer to extend the contract for external audit services includes a five-year average increase of 1.13% per year. This is below the Ontario CPI (all-items) average increase for the last three years (2017-2019) at 1.97%.

Therefore, Staff are recommending a five-year contract extension with KPMG.

FINANCIAL CONSIDERATIONS

				Five- years average
Entity	2019	2020	Var \$	% Incr.
Dill d Ch CM II (LIP 4500/HCT)	A	В	C=B-A	D
Paid by the City of Markham (including 1.76% HST impact)	#00.000	Φ02.120	Ф1 221	
City of Markham (including Trust Funds)	\$80,899	\$82,120	\$1,221	
City of Markham Public Library Board	<u>\$9,464</u>	<u>\$9,616</u>	<u>\$152</u>	
A - City Total, Including HST Impact	\$90,363	\$91,737	\$1,374	
Percentage increase over previous contract			1.52%	1.13%
Paid by Affiliates (local boards/committees)				
Old Markham Village Business Improvement Area	\$2,000	\$2,030	\$30	
Unionville Business Improvement Area	\$2,000	\$2,030	\$30	
Varley-McKay Art Foundation	\$2,000	\$2,030	\$30	
The Friends of Markham Museum Foundation	\$2,000	\$2,030	<u>\$30</u>	
Sub-total	\$8,000	\$8,120	\$120	
Percentage increase over previous contract			1.50%	1.12%
New in 2020				
Destination Markham Corporation	\$0	\$3,200	\$3,200	
The Markham Foundation for Performing Arts	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
B - Affiliates (local boards/committees) Total, excluding HST	\$8,000	\$11,320	\$3,320	
Paid by Affiliates (organizations)				
Markham Enterprises Corporation	\$26,500	\$26,900	\$400	
Markham District Energy Inc.	\$22,000	\$22,300	\$300	
C - Affiliates (organizations) Total, excluding HST	\$48,500	\$49,200	\$700	
Percentage increase over previous contract	,	, , , , , ,	1.44%	1.11%
Total Audit Fees (B+C)	\$56,500	\$60,520	\$4,020	

BUDGET

Account #	Description	Budget Available	dget Allocated or this Award	Cost of Award	Budget Remaining
410-4445610	External Audit Fees - Finance	\$70,690.00	\$ 70,690.00	\$ 65,378.50	\$5,311.50
760-9985610	External Audit Fees - Waterworks	\$16,500.00	\$ 16,500.00	\$ 16,750.91	\$ (250.91)
998-1005610	External Audit Fees - Library	\$ 9,000.00	\$ 9,000.00	\$ 9,607.59	\$ (607.59)
	Total	\$96,190.00	\$ 96,190.00	\$ 91,737.00	\$4,453.00

The remaining budget in the amount of \$4,453.00 will be maintained in the account to address future year external audits.

LEGAL CONSIDERATIONS

The City is subject to the following trade agreements, which apply to the public sector procurement above a certain dollar threshold: the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA), effective September 21, 2017; and the Canadian Free Trade Agreement (CFTA), effective July 1, 2017.

The recommended contract extension to KPMG LLP complies with the CETA and CFTA trade agreements.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance staff was involved in the process and concurs with the recommendation.

RECOMMENDED BY:

Joel Lustig Treasurer Trinela Cane Commissioner, Corporate Services



Report to: General Committee Meeting Date: June 01, 2020

SUBJECT: The Ontario Ministry of Environment, Conservation and

Parks – Markham Distribution System – Inspection Report,

January 29, 2020

PREPARED BY: Helena Frantzke, Ext. 2449

Water Quality Coordinator, Environmental Services

RECOMMENDATION:

1. That the report entitled "The Ontario Ministry of Environment, Conservation and Parks – Markham Distribution System –Inspection Report, January 29, 2020" be received; and,

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

EXECUTIVE SUMMARY:

Not Applicable

PURPOSE:

The purpose of this report is to provide Council with an update on the findings of the Ministry of Environment, Conservation and Parks (MECP)'s Inspection of Markham's Water Distribution System undertaken on January 29, 2020. This MECP inspection covered regulatory compliance since our last inspection conducted on January 09, 2019.

BACKGROUND:

The objective of the MECP Inspection is to provide a rigorous and comprehensive inspection program for municipal residential drinking water systems to determine if the systems are in compliance with the Safe Drinking Water Act, 2002 (SDWA) and associated Regulations. The Safe Drinking Water Act, 2002 (SDWA) states that a provincial officer may at any reasonable time conduct an inspection for the purpose of determining compliance with regulatory requirements contained within the Act, or any of the associated Regulations. Traditionally, the MECP has conducted an annual inspection of Markham's Water Distribution System.

On January 29, 2020 the MECP conducted a remote inspection of Markham's Water Distribution System, as part of the MECP's new "Remote Inspection Pilot" project. The MECP Inspector reviewed Waterworks procedures, policies and records since their last inspection which was held on January 09, 2019.

The final MECP inspection report was received on March 13, 2020, (see attachment "A").

OPTIONS/ DISCUSSION:

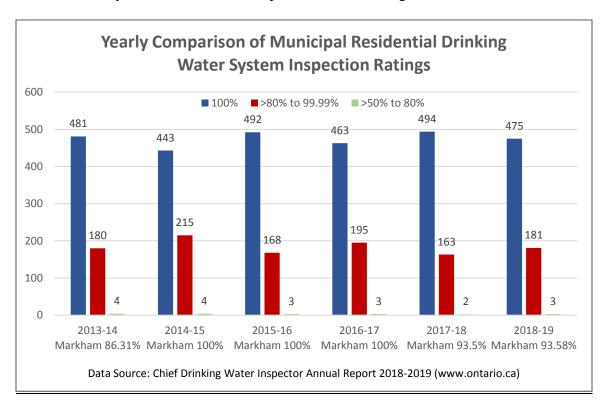
The inspection was conducted remotely as part of the MECP's new "Remote Inspection Pilot" project. As a result of Markham's outstanding record of compliance, Markham's drinking water system qualified to be included in this pilot project and was the first municipality within York Region to participate. The inspection protocol used and the list of data and documents needed to complete the inspection remained consistent with inspections from previous years. All documents were provided by staff to the MECP inspector via the MECP's online Enterprise Attachment Transfer Service (EATS) and no physical site inspection was required.

During the inspection time period, between, January 09, 2019 to January 29, 2020, there were no incidents of regulatory non-compliance identified. As a result, the City of Markham received a Final Inspection Rating of 100.0% for compliance with the MECP's Drinking Water Systems Regulation 170/03 during the period covered. This Inspection Rating is used to measure Municipal Residential Drinking Water System Inspection Results. The MECP's inspection program is an important aspect of the MECP's drinking water safety net and the primary goal is to encourage ongoing improvement of drinking water systems and to work toward the goal of 100% regulatory compliance.

Below is a summary of Markham's MECP Inspection Ratings over the past six years:



Below is a comparison of Markham's MECP Inspection Ratings to other municipalities over the last 6 years. The 2019-2020 Municipal Inspection Ratings will be published in October 2020 by the MECP that will capture our latest rating.



MECP BEST PRACTICE ISSUES AND RECOMMENDATIONS

There were no best practice issues or recommendations identified during this inspection period.

FINANCIAL CONSIDERATIONS:

Not Applicable

HUMAN RESOURCES CONSIDERATIONS

Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not Applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Not Applicable

The report presented herein, communicates the results of the annual MECP Inspection conducted on January 29, 2020.

The undersigned represent the Top Management of the City of Markham's Drinking Water Distribution system and by signing below the Top management of the Operating Authority have reviewed the MECP Inspection Report.

RECOMMENDED BY:

Phoebe Fu Director, Environmental Services

Brenda Librecz Commissioner, Community & Fire Services

Andy Taylor Chief Administrative Officer

ATTACHMENTS:

<u>Attachment "A"</u> – Ontario Ministry of the Environment, Conservation and Parks, Markham Distribution System – Inspection Report, January 29, 2020.



The Ontario Ministry of the Environment, Conservation and Parks Inspection Report January 29, 2020



Ministry of the Environment, Conservation and Parks Drinking Water and Environmental Compliance Division

Central Region York Durham District Office 230 Westney Road South, 5th Floor Ajax, ON L1S 7J5 Toll-Free: 1-800-376-4547 Telephone.: 905-427-5600 Fax: 905-427-5602 Ministère de l'Environnement, de la Protection de la nature et des Parcs Division de la conformité en matière d'eau potable et d'environnement

Bureau de district de York Durham 230 route Westney sud, 5° étage Ajax, ON L1S 7J5 Sans frais : 1-800-376-4547 Téléphone : 905 427-5600 Télécopieur : 905 427-5602

Région du Centre

March 13, 2020

City of Markham 101 Town Centre Blvd Markham, On L3R 9W3

Attention:

Phoebe Fu, Director, Environmental Services

RE:

Markham Distribution System

Drinking Water Inspection Report # 1-KXWDM

File: SI YO MA TO 540

Please find attached the Ministry of the Environment Conservation and Parks inspection report for the above facility. The report details the findings of the inspection conducted on January 29, 2020.

The Appendix section of the inspection includes the Stakeholder Appendix A with links to key reference and guidance materials available on the Ministry of the Environment Conservation and Parks (MECP) website. Appendix B contains the inspection rating record.

In the inspection report, any "Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within the Act, a regulation, or site-specific approvals, licenses, permits, orders or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch.

"Recommended Actions" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

Please note, you will find in the report that bullets are shown in bold print and are the consistent and standard responses to the information gathered during the inspection. Statements shown in regular font provide additional site-specific details.



Please note, you will find in the report that bullets are shown in bold print and are the consistent and standard responses to the information gathered during the inspection. Statements shown in regular font provide additional site-specific details.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of municipal council" found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

I would like to thank the City of Markham water staff for the assistance afforded to me during this compliance assessment. If you have any questions or concerns please contact myself or Demetra Koros, Water Compliance Supervisor, Central Region at 905-409-0496.

Yours truly,

Dee Cox

Provincial Officer

Ministry of the Environment, Conservation and Parks Drinking Water and Environmental Complaince Division

Central Region

Office: (905) 999-2097

e<u>c:</u>__

Helena Frantzke, Water Quality Coordinator
Mario Puopolo, Waterworks Supervisor, City of Markham
Peter Solymos, Water quality Supervisor, City of Markham
York Public Health Inspector
Demetra Koros_Water Compliance Supervisor, York Durham District Office, MECP



Ministry of the Environment, Conservation and Parks

MARKHAM DISTRIBUTION SYSTEM Inspection Report

Site Number:

Inspection Number: Date of Inspection:

Inspected By:

220004162

1-KXWDM

Jan 29, 2020

Dee Cox



Ministry of the Environment, Conservation and Parks Drinking Water Inspection

TABLE OF CONTENTS

- 1. Drinking Water System Owners Information
- 2. Drinking Water System Inspection Report

Appendix:

- A. Stakeholders Appendix
- **B.** Inspection Rating Record



OWNER INFORMATION:

Company Name:

MARKHAM, THE CORPORATION OF THE CITY OF

Street Number:

Unit Identifier:

Street Name:

TOWN CENTRE Blvd N

Citv:

MARKHAM

Province:

ON

Postal Code:

L3R 9W3

CONTACT INFORMATION

INSPECTION DETAILS:

Site Name:

MARKHAM DISTRIBUTION SYSTEM

Site Address: County/District: 101 TOWN CENTRE Boulevard North MARKHAM ON L3R 9W3

MARKHAM

MECP District/Area Office:

York-Durham District

Health Unit:

YORK REGION HEALTH SERVICES DEPARTMENT

Conservation Authority:

MNR Office:

Category: Large Municipal Residential

Site Number:

220004162

Inspection Type:

Special Announced

Inspection Number:

1-KXWDM

Date of Inspection:

Jan 29, 2020

Date of Previous Inspection:

Jan 9, 2019

COMPONENTS DESCRIPTION

Site (Name):

MOE DWS Mapping

Type:

DWS Mapping Point

Sub Type:

Site (Name):

Comments:

Markham Operation Office

Type:

Other

Sub Type:

Other

The Markham Distribution System is owned and operated by the City of Markham, and receives treated water from the City of Toronto and the Region of Peel. The trunk transmission lines, pumping stations, and water storage facilities located within the City of Markham are owned and operated by the Region of York. The Region of York measures and monitors the distribution water flows and volumes directed to the City of Markham through the use of nineteen (19) flow meters located along the Richmond Hill, Vaughan, Stouffville, Toronto and Markham boundaries.

The Markham Distribution System provides potable water to approximately 350,000 residents of Markham and consists of approximately 1,092 km of watermains, 8,803 hydrants, 11,239 valves, and 83,116 service connections.



INSPECTION SUMMARY:

Introduction

The primary focus of this inspection is to confirm compliance with Ministry of the Environment,
 Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg.170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on an inspection of a "stand alone connected distribution system". This type of system receives treated water from a separately owned "donor" system. This report contains the elements required to assess key compliance and conformance issues associated with a "receiver" system. This report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.

This report is based on a "focused" inspection of the system and was conducted remotely. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O. Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

This report is based on a "focused" inspection of the system and was conducted remotely.

This remote pilot inspection report covers the period between January 9, 2019 and January 29, 2020.

The inspection included a compliance assessment of applicable Ministry of Environment, Conservation and Parks (MECP) legislation, an inspection of the procedures used within the system and a review of records. Documents reviewed in association with this report included, but were not limited to:

- 1. Ministry of the Environment, Conservation and Parks Municipal Drinking Water License (MDWL) number 021-101, issue #9, dated October 11, 2019, and MDWL issue #7, dated January 12, 2018.
- 2. Ministry of the Environment, Conservation and Parks Drinking Water Permit (DWWP) number 021-201, Issue #4, dated July 22, 2019, and March 3, 2017 Issue #3.
- 3. Other documents maintained by the owner/operating authority were also reviewed in conjunction with this report.

Treatment Processes

 The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

Schedule A of the Drinking Water Works Permit (#021-201, Issue Number 4 dated July 22, 2019) contains the following physical components:

- watermains within the City of Markham- Markham Distribution System.



Treatment Processes

 The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

During the inspection review period, nine (9) "Form 1 - Record of Watermains Authorized as a Future Alteration" forms were prepared and reviewed.

Treatment Process Monitoring

The secondary disinfectant residual was measured as required for the distribution system.

Markham Distribution Systems serves a population of 349,007, according to the current drinking water system profile. The system is classified as a large municipal residential drinking water system and the owner and operating authority for the system must ensure that at least seven distribution samples are taken each week and are tested immediately for free and total chlorine residual.

Distribution chlorine residuals are measured by two continuous on-line analyzers recording results every 2 minutes. In addition, operation staff collect grab samples each week using a hand-held unit during the microbiological sampling and during the weekly dead end hydrant flushing.

Free and Total chlorine residual test results are recorded in the dead end flushing logs, Work Order log sheets and logbooks.

 Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.

A report is generated every Monday, Wednesday and Friday and provided to all the Overall Responsible Operator (ORO) for review. Daily residual activities logs are also generated and reviewed daily.

 All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.

The minimum chlorine residual required to achieve disinfection at the Markham Distribution System is 0.25 mg/L.

The minimum chlorine alarm (low-low) is set at 0.25 mg/L and the low chlorine alarm is set at 0.40 mg/L. The maximum chlorine alarm (high-high) is set to 3.00 mg/L and the high alarm is set to 2.10 mg/L.

If there is a continuous chlorine analyzer failure, an alarm will be sent to the SCADA standby phone. The SCADA standby operator will access the SCADA laptop or SCADA computer located in the Mezzanine office and notify a Supervisor of the findings.

Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was
performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule
6 of O. Reg. 170/03 and recording data with the prescribed format.

Secondary disinfectant residual is measured by two on-line analyzers and recorded continuously every 2 minutes. The date and time are recorded with every test result.

 All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

The accuracy of the continuous on-line chlorine analyzer are verified by the operation staff every Monday, Wednesday and Friday through the collection of grab samples and comparison of the test results to the analyzer readings.

The test results of the verification checks, the time of the verification and any required adjustments to the on-line



Treatment Process Monitoring

analyzer were recorded in the log sheets and/or work Orders.

In addition, the on-line chlorine analyzers are calibrated yearly by Hach. Calibration records reviewed were last conducted on August 2, 2019.

Operations Manuals

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Section 16.2 of the Municipal Drinking Water Licence states that the operations and maintenance manual shall include at a minimum.

- 16.2.1 The requirements of this licence and associated procedures;
- 16.2.2 The requirements of the drinking water works permit for the drinking water system;
- 16.2.3 A description of the processes used to achieve secondary disinfection within the drinking water system;
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;

The City of Markham QMS Representative maintains all controlled electronic documents. The electronic documents are available to all operators. To ensure all controlled documents are up-to-date, each document undergoes an annual review.

The system maintains an electronic document management system (Intelex) that contain information for the operation and maintenance of water. All operators have access to this.

Documents provided by the Region were reviewed and met the requirements.

Logbooks

Logbooks were properly maintained and contained the required information.

The logbooks for the Water Distribution System is located in the Waterworks O&M office, while individual logbook for the continuous chlorine analyzer are located at the location.

For each entry, staff must include: Entry number, Area, Asset ID, Date and time the activity happens with description of location and comment, Status- ongoing or complete, Staff's call number or signature.

Procedure "Log Entry" WI 15a was reviewed.

 Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.



Logbooks

Distribution system and treated water chlorine residuals measured by hand-held instruments were recorded in the logbook along with operator's name.

All operators working at the City of Markham Distribution System are appropriately certified to conduct operational tests.

Security

The owner had provided security measures to protect components of the drinking water system.

City of Markham has an automated water station located at 555 Miller Avenue. Pre-paid water access fob keys can be purchased. Commercial water suppliers or contractors can hook up to the water station 24 hours a day.

Backflow Prevention Bylaw 2012-27 is in place, the city reduces the chance of water contamination through backflow incidents at cross connections.

Bulk water can also be used from a fire hydrant if a permit is obtained (Water Bylaw 2019-53 was reviewed).

Certification and Training

. The overall responsible operator had been designated for each subsystem.

According to the "Personnel Coverage" procedure, the Overall Responsible Operator (ORO) is designated to be the Operations & Maintenance Manager or the Waterworks Supervisor that has been assigned to stand-by duties. Waterworks Supervisors are assigned to stand-by duties on a rotational basis. The Operations & Maintenance Manager may also participate in the Supervisors stand-by rotation, or as required.

Operators-in-charge had been designated for all subsystems which comprised the drinking water system.

According to the "Personnel Coverage" procedure, during normal business hours all Waterworks Operator positions Class 1 and higher are designated as Operator-in-charge for the purpose of O. Reg. 128/04.

Outside of normal weekday business hours, Waterworks Supervisors will ensure that all Waterworks Operators on stand-by hold a Class 1 or higher license in both Water and Wastewater and therefore the operator may be designated as Operator-in-charge.

· All operators possessed the required certification.

Water Quality Monitoring

All microbiological water quality monitoring requirements for distribution samples were being met.

The City of Markham Distribution System serves an estimated population of 349,007 people; therefore, 134 samples are required to be obtained monthly as a minimum requirement from within the distribution system. These samples are required to be tested for E.Coli.(EC) and total coliform (TC); and at least 25 percent of the samples are required to be tested for general bacteria populations expressed as colony counts on a heterotrophic plate count (HPC).

Records provided for the review period indicate that the city is routinely collecting more than 134 distribution samples monthly and throughout the week in order to comply with the regulatory requirement. Each of those samples were tested for E.Coli., total coliform, and approximately more than half of the samples were tested for general bacteria populations expressed as colony counts on a heterotrophic plate count.

 All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.



Water Quality Monitoring

As of January 1st, 2020, the Ontario standard for HAAs is 80 ug/L, expressed as a Running Annual Average (RAA) of quarterly testing results.

A review of the certificates of analysis for the inspection period indicate that HAAs were sampled on February 15, 2019, May 27, 2019, August 28, 2019, and November 26, 2019.

The lab Reporting Limits for HAAs is <5.3 ug/L. Lab results reviewed indicated that sample results were always less then 5.3 ug/L.

The RAA for City of Markham is 5.3 ug/L.

HAAs samples were confirmed to be sampled at a variety of locations throughout the distribution system that includes locations nearer the point of entry to the distribution system, the middle and the end. HAAs are known to decline over time within the distribution system and may or may not be best represented at the extremities of the distribution system.

• All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.

Section 13-6 of Schedule 13 of O.Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one water sample is collected every three months from points in the distribution system likely to have an elevated potential for the formation of trihalomethanes (THMs).

As of January 1st, 2016, the Ontario standard for THMs is 100 ug/L, expressed as a Running Annual Average (RAA) of quarterly testing results.

A review of the certificates of analysis for the inspection period indicate that THMs were sampled on February 15, 2019 (average 12.64 ug/L), May 27, 2019 (average 12.36 ug/L), August 28, 2019 (average 17.36 ug/L), and November 26, 2019 (average 14.00 ug/L).

Eleven (11) THM samples each quarter were confirmed to be sampled at a variety of locations throughout the distribution system that included locations nearer the point of entry to the distribution system, the middle and the end.

The RAA is 14.09 ug/L.

 All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met.

Schedule C of the MDWL dated July 22, 2019, issue # 9, lists the following additional sampling monitoring to be undertaken.

Quarterly samples of Nitrosodimethylamine is required from the farthest point in the distribution system.

A review of the certificate of analysis for the inspection period indicate that Nitrosodimethylamine was sampled on November 26, 2019 from 4 different locations in the system.

The highest sample recorded result is 0.0016 ug/L. The Ministry standard is 0.009 ug/L.

In addition, the MDWL Schedule D granted regulatory relief for lead sampling. In exchange of regulatory requirements under Schedule 15.1 of O. Reg. 170/03, the owner is required to collect and test for lead at ten (10) sampling points in the distribution system, including Alkalinity and pH each year, every "winter" and "summer" period.



Water Quality Monitoring

This is in effect for the December 15, 2019 to April 15, 2020, June 15, 2020 to October 15, 2020, December 15, 2020 to April 15, 2021 and June 15, 2021 to October 15, 2021 sampling periods.

Data reviewed during the inspection period confirmed that the DWS complied with the Lead sampling during the "summer" and "winter" periods.

 Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

Water Quality Assessment

Records showed that all water sample results taken during the inspection review period did not exceed the
values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

During the inspection period, there were two (2) occurrences where total coliforms were detected in the distribution system and two (2) occurrence where a No Data Overgrown Target (NDOGT) with total coliform (TC) and/or Escherichia Coli (EC) was detected.

These exceeded the values set out in Schedule 1 of O.Reg. 169/03.

Resamples were collected and corrective actions taken for all adverse test results.

Reporting & Corrective Actions

 Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.

During the inspection review period, there were nine (9) adverse water quality incidents (AWQIs) reported. One (1) of which was due to combined chlorine results below the regulatory limit. The City responded to the low chlorine incident by immediately flushing the distribution system until residuals were restored.

Two (2) AWQIs were due to the presence of total coliforms in the distribution system. The Ontario Drinking Water Quality Standard (ODWQS) for Total Coliform is not detectable. Resamples taken met the ODWQS.

Two (2) AWQIs were due to No Data Overgrown With Target (NDOGT) in the distribution system. At the time of the incident, corrective actions were taken. Corrective actions for an NDOGT are to be treated for Total Coliform and Escherichia Coli (E.coli), where the system, in addition, are required to take two consecutive sets of samples 24 to 48 hours apart until E.coli is not detected in any of the samples. Samples taken met the ODWQS.

Four (4) AWQIs were due to a Category 2 Watermain Break.

Resamples were collected and corrective actions taken for all adverse test results until results met the ODWQS for microbiological parameters.

- Corrective actions as directed by the Medical Officer of Health had been taken by the owner and operating authority to address exceedances of the lead standard.
- All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.
- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.



Reporting & Corrective Actions

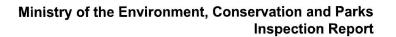
According to the City's Standard Operating Procedure (SOP) Continuous Chlorine Analyzer - Monitoring, if there is a Continuous Chlorine Analyzer failure, at any of the analyzers, an alarm will be sent to the SCADA standby phone and follow the standard alarm sequence until acknowledged. A failure of the Continuous Chlorine Analyzer may be due to loss in communication (equipment malfunction, power outage, and no flow sensors), low sample flow, or a combined chlorine residual reading of Low 0.40 mg/L, High 2.10 mg/L, Low-Low 0.25 mg/L or High-High 3.00 mg/L.

If necessary, an operator will be required to go on site to investigate. The operator will take a grab sample to verify the chlorine residual and record all observations in the analyzer logbook.

• All changes to the system registration information were provided within ten (10) days of the change.

On February 5, 2020, the system submitted an updated system registration form to the Ministry to update the population, private residences served and service connections. All other information remains current.

Page 9 of 12



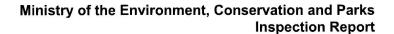


NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

MARKHAM DISTRIBUTION SYSTEM
Date of Inspection: 29/01/2020 (dd/mm/yyyy)





SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable



01/					
SIC	ΝÈ	Α	ıu	к	ES

Inspected By:

Signature: (Provincial Officer)

Dee Cox

Reviewed & Approved By:

Review & Approval Date:

Signature: (Supervisor)

Demetra Koros

DKoros March 13, 2020

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



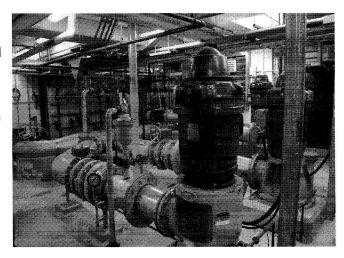
APPENDIX A STAKEHOLDER APPENDIX

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



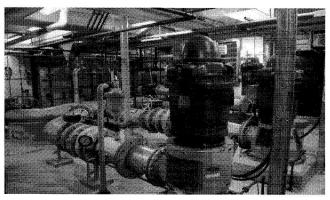
PUBLICATION TITLE	PUBLICATION NUMBER
FORMS:	
Drinking Water System Profile Information	012-2149E
Laboratory Services Notification	012-2148E
Adverse Test Result Notification	012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website



Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau

potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau cidessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau portable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web





APPENDIX B INSPECTION RATING RECORD

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2019-2020)

DWS Name: MARKHAM DISTRIBUTION SYSTEM

DWS Number: 220004162

DWS Owner: Markham, The Corporation Of The City Of

Municipal Location: Markham

Regulation: O.REG 170/03

Category: Large Municipal Residential System

Type Of Inspection: Adhoc

Inspection Date: January 29, 2020
Ministry Office: York-Durham District

Maximum Question Rating: 318

Inspection Module		Non-Compliance Rating
Treatment Processes		0 / 18
Operations Manuals		0 / 28
Logbooks		0 / 18
Certification and Training		0 / 28
Water Quality Monitoring		0 / 51
Reporting & Corrective Actions		0 / 84
Treatment Process Monitoring		0 / 91
	TOTAL	0 / 318

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2019-2020)

DWS Name: MARKHAM DISTRIBUTION SYSTEM

DWS Number: 220004162

DWS Owner: Markham, The Corporation Of The City Of

Municipal Location: Markham

Regulation: O.REG 170/03

Category: Large Municipal Residential System

Type Of Inspection: Adhoc

Inspection Date: January 29, 2020 **Ministry Office:** York-Durham District

Maximum Question Rating: 318

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%



Report to: General Committee Meeting Date: June 1, 2020

SUBJECT: Quality Management System - Management Review PREPARED BY: Andrea Tang, Manager, Business Compliance – ext. 3360

Vincent Feng, QMS Coordinator – ext. 2737

RECOMMENDATION:

1) That the report titled "Quality Management System – Management Review" be received; and,

- That Council, as the Owner of the City's drinking water system, acknowledge and support the outcome and action items identified from the Management Review; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Not applicable.

PURPOSE:

To provide information outlining the results of the Management Review process. This report updates Council on the status of the drinking water Quality Management System (QMS). This report is required by the Ministry of the Environment, Conservation and Parks' (MECP) Drinking Water Quality Management Standard (DWQMS).

BACKGROUND:

As per Element 20 of the DWQMS, under the Safe Drinking Water Act (SDWA), 2002, Top Management of the Operating Authority is required to report the results of the Management Review to the Owner on an annual basis. Top Management is defined as the highest level of management within the Operating Authority that makes decisions and recommendations regarding the QMS, and is comprised of the Chief Administrative Officer, the Commissioner of Community & Fire Services and the Director of Environmental Services.

OPTIONS/ DISCUSSION:

An annual management review is required by the DWQMS. Top Management uses this management review as an opportunity to assess the QMS. The review focuses on a set of specific components identified in the DWQMS. This review process helps identify opportunities for continuous improvement of the QMS. Top Management met on April

Meeting Date: June 1, 2020

27, 2020 to review system performance for the time period of July 1 to December 31, 2019, and to confirm the adequacy, suitability and effectiveness of the QMS.

Outcome and action items identified during the review are indicated in the Report on Quality Management System to Council Management Review Outcome (April 27, 2020), Attachment "A". The City of Markham received an updated Certificate of Accreditation on January 3, 2020 from SAI Global to verify the conformance of its QMS to the Ontario DWQMS Version 2, 2017 standard. The certificate is valid for two years and copy is included in Certificate of Accreditation – January 3 2020, Attachment "B".

FINANCIAL CONSIDERATIONS

Not applicable.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Municipal Services – The QMS allows for the continual improvement of municipal service levels provided to City residents and businesses with regards to safe drinking water.

Excellence Markham – The continuous review and improvement of the QMS ensures that policies, documentation and practices remain current and reflect best management practices where applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Not applicable.

The undersigned represent the Top Management of the City of Markham's Drinking Water System and by signing below; the Top Management of the Operating Authority has reviewed and approved the outcome of the Management Review meeting held on April 27, 2020.

RECOMMENDED BY:

Phoebe Fu, P. Eng. Director, Environmental Services

Brenda Librecz Commissioner, Community and Fire Services

Andy Taylor Chief Administrative Officer

Meeting Date: June 1, 2020

ATTACHMENTS:

Attachment "A" – Report on Quality Management System to Council Management Review Outcome (April 27, 2020)

Attachment "B" – Certificate of Accreditation – January 3 2020





Report on Quality Management System to Council Management Review Outcome

Meeting Date: April 27, 2020

Attendees: Andy Taylor, Brenda Librecz, Phoebe Fu, Andrea Tang, Eddy Wu, Gord Miokovic, Prathapan Kumar, Irene

Weiss, Vince Feng

RESULTS OF MANAGEMENT REVIEW	REPORT
Summary of Management Review	 Presentation and supporting documentation provided to Top Management covered all required items identified in the Operational Plan and Drinking Water Quality Management Standard. Top Management reviewed information from July 1 to December 31, 2019.
Deficiencies Identified	No deficiencies were identified at this meeting.
Decisions Made	No new decisions were made at this meeting.
Action Items	No action items were identified at this meeting.
Other QMS Issues Identified (including summary of corrective actions)	 The City of Markham received an updated Certificate of Accreditation on January 3, 2020 from SAI Global to verify the conformance of its QMS to the Ontario DWQMS Version 2, 2017 standard. With the ongoing Covid-19 emergency, Waterworks is currently meeting its milestones, regulatory requirements and maintaining essential services. Waterworks will continue to monitor for any changes that may affect the QMS as a result of the pandemic.

Management Review Meeting Minutes are available upon request from the QMS Coordinator.

Q:\Commission Share\Environmental Services\2020\QMS\June 2020\Quality Management System - Report on Quality Management System to Council Management Review Outcome - Attachment A.docx



This is to certify that the following operating authority:

The Corporation of the City of Markham

101 Town Centre Boulevard, Markham, Ontario, L3R 9W3, Canada

Refer to Attachment to Certificate of Accreditation dated January 7, 2020 for additional drinking water systems operates a

Quality Management System

which conforms with the requirements of

DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017

for the following scope of accreditation

Full Scope - Entire DWQMS

Certificate No.: CERT-0132907

File No.: 1670088

Issue Date: January 7, 2020 Original Certification Date: January 5, 2016 Certification Effective Date: January 3, 2020

Certification Expiry Date: January 3, 2022



Heather Mahon Global Head of Technical Services SAI Global Assurance





DWQMS 2017



ATTACHMENT TO

CERTIFICATE OF ACCREDITATION

These sites are accredited under Certificate No: CERT-0132907 issued on January 7, 2020

File No. Effective Date

1670088 The Corporation of the City of Markham

January 3, 2020

101 Town Centre Boulevard, Markham, Ontario, L3R 9W3, Canada

Drinking Water Systems

Site No. Site Name

1670089 Markham Distribution System





A lot has changed since the City of Markham began its digital journey in the early 2000s.

Digital has become more than just the "channels" through which citizens interact.

The idea of a "Smart City" has evolved into a reality of connectivity, sensors, and data that shape the livability of cities and are seen as key differentiators.

Artificial Intellegence (AI) has emerged to automate the mundane and augment the citizen experience.

So, how much progress have we made since the Digital Strategy was approved by Council in 2017?

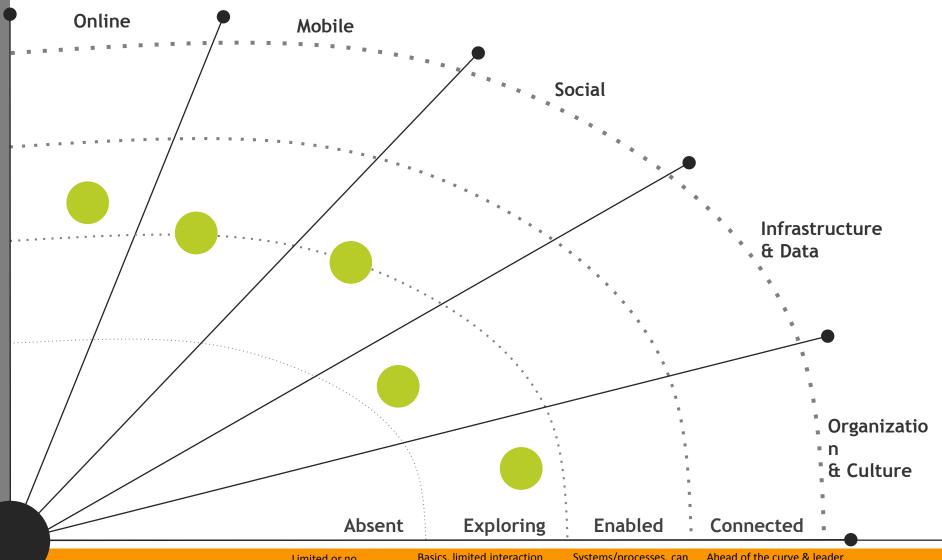
We've been steadily executing initiatives in the strategy.



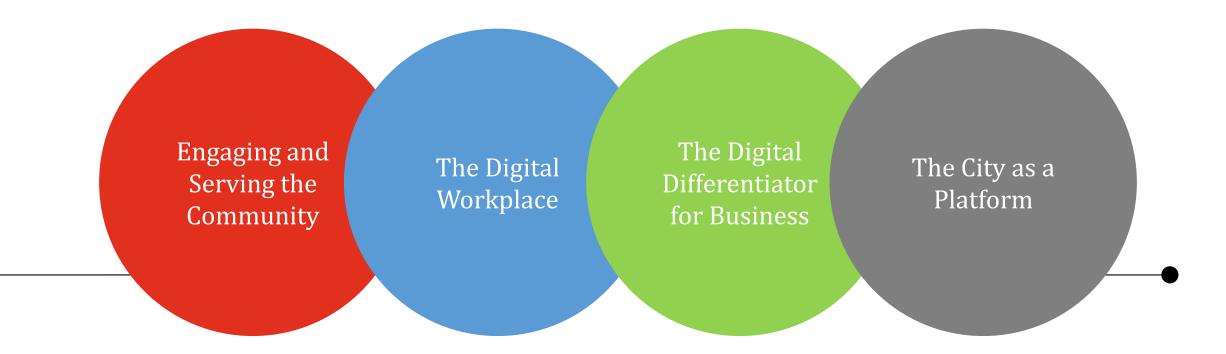
Markham's Digital Readiness: 2015/16

When PwC measured our digital readiness in 2015/16, we were already making progress towards advancing the digital channels that support service delivery and exploring how mobile and social capabilities could drive efficiencies and amplify our citizen engagement.

Overall, the City of Markham was in an "Early Enabled" state of digital readiness.



In 2016, our Digital Strategy aligned us on 4 focus areas that would mature our digital capabilities to enable our vision for a Frictionless City, a #DigitalMarkham. We've got good progress to report in each area.



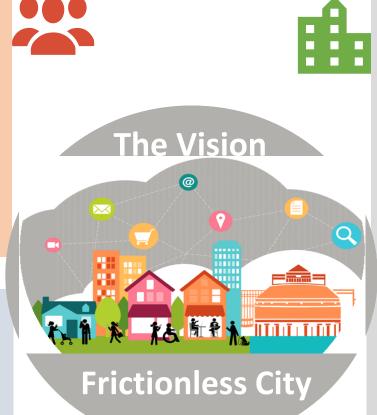
Digital Markham Strategy Objectives / Themes

Engage & Serve the Community

- 1. Increase integrated digital services on the web & mobile
- 2. Expand community engagement on digital platforms
- 3. Improve digital literacy
- Grow Markham's leadership in digital democracy

The Digital Workplace

- Increase organizational digital maturity
- 2. Establish a digital operating model
- 3. Enhance data-driven decision making
- Increase resiliency of digital infrastructure





The Digital Differentiator for Business

- 1. Establish a showcase digital community through strategic partnerships
- 2. Establish new standards for the smart city
- 3. Reduce friction for business
- 4. Attract & retain businesses & talent that align with Markham brand

The City as a Platform

- Develop a "living lab" in Markham for rapid prototyping new initiatives
- Increase awareness of a new, unique #DigitalMarkham brand
- 3. Leverage ICT cluster to establish Markham as a showcase digital community
- 4. Increase transparency & access to open data

Council Approved Digital Initiatives

<u>Theme</u>	<u>Initiative</u>
--------------	-------------------

	1	Continue to enhance the suite of fully integrated online services and mobile service offerings
Engaging and Serving the	2	Build on the library as a center for excellence in digital literacy
Community	3	Promote collaboration through digital tools
	4	Continue to develop Markham's role as a leader in Digital Democracy
The Digital Differentiator for	5	Create a favourable regulatory environment that facilitates digital innovation, agility, and economic development
Business	6	Create a framework for engaging strategic partners in achieving the #DigitalMarkham vision
	7	Drive digital transformation to enable business integration across business units
The Digital Workplace	8	Create the capacity to leverage data as an asset
-172	9	Establish the foundation of a digital culture and a Digital Operating Model at the City
	10	Create "Living Lab" and innovation hubs
The City as a Platform	11	Implement an open data platform and the ongoing governance model
	12	Establish Markham's identity as a Digital Destination

Engaging and serving the community is at the core of the Frictionless City:

... Services that are easy to access.

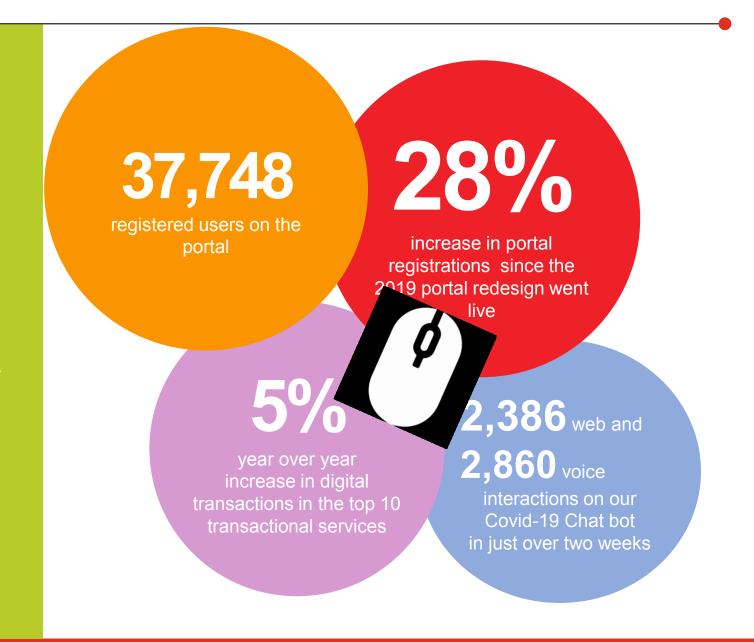
... Engagement the way our citizens want to engage.

In 2016, we had 66 services online.

In 2020? We've got 80+ services online and an Al enabled chatbot.

We also redesigned the experience on our portal. This has resulted in a significant increase in registrations, and a decrease in page views, which means we've got our information organized better! And it's mobile enabled.

We are systematically digitizing the end-to-end processes as part of our well-established portal roadmap.



City of Markham public engagment digital platform

Since launching *Your Voice Markham* in early 2019, it has become a key public engagment tool for major city projects: BMFT,
Markham Centre
Secondary Plan etc.

Our consultation on the 2020-23 strategic plan had one of the most community engagements.



Getting citizens to engage is challenging.

In 2016, Markham was just beginning its journey in *digital* engagement.

Since then, Markham has made observable progress.

46M impressions on all social media since 2016! 1.3 M social media engagements since

2016!

12 K

Twitter posts and

5 K

Facebook posts Since 2016

114.12.130

114 live-streamed events (0 in 2016)

12 video campaigns (1 in 2017) 130 videos for social media and events (<30 in 2016)

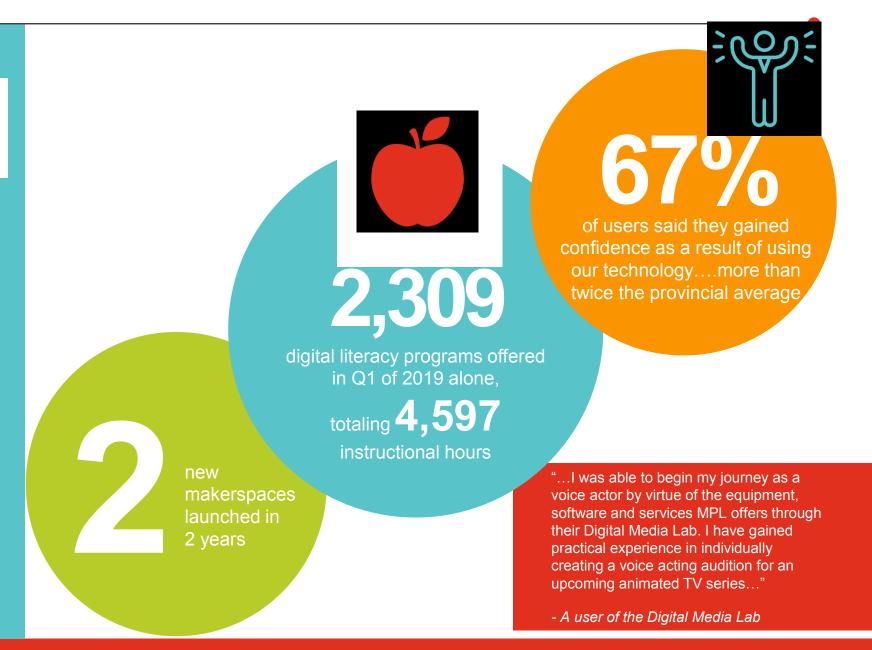
Virtual
Committee and
Council
meetings during
Provincial
Emergency

Engaging and Serving the Community



is doing innovative things in digital.

From makerspaces, to *digital literacy* programs, and STEAM programming for kids, the library is bridging the digital divide and enabling creativity for all ages.



Engaging and Serving the Community

A leader in digital democracy

In 2018, Markham offered a new election model, providing increased accessibility and convenience, with more hours to vote than ever before.

The City has one of the largest online voter experience data samples worldwide.

Markham is creating industry benchmarks, standards and professional guidelines to support elections around the globe.



The digital workplace is all about our employees, and making it easier for them to do the things they need to do.

Automation of workflows across various departments and digitization allows us to remain a modern and efficient organization. We continue to create a frictionless experience for them as they service our community.

> ePLAN takes the paper out of planning and the pain out of the process – for everyone.

> In 2016, the building permit and development application process was fully paper based.

In 2020, it is digital and automated from end-to-end for all permits and planning applications.



1 click SAVES HOURS
of professional engineering
time (confirming infrastructure
assets on plans are 100%
accurate)



The staff hours we've saved by streamlining the process is redirected to higher value work (and the increasing growth and volume of applications)

8,600



50%

cost reduction in scanning large format paper drawings saving **25,546** sheets of paper or **23,000** lbs of CO₂



2019

all building permit applications were submitted via ePLAN (1874 to date)



In 2018, 32% of applications required more than 2 review cycles. In 2019?

14%

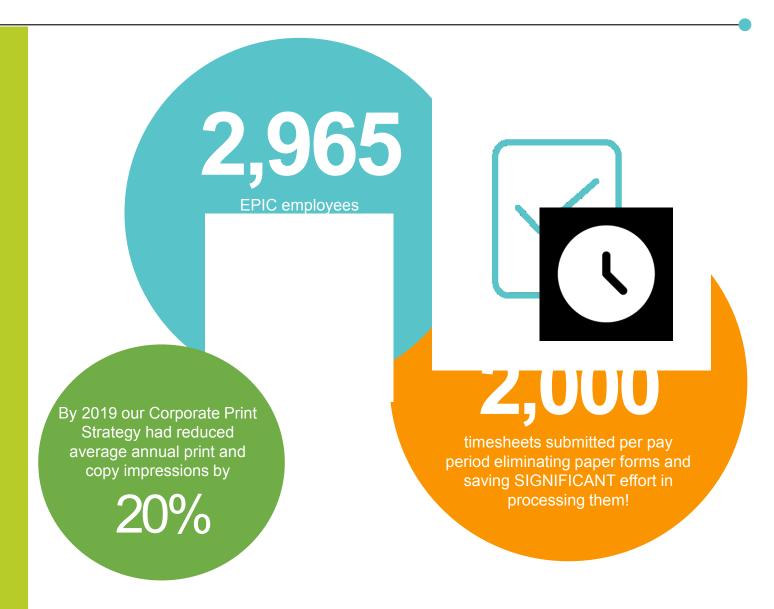
Less really is more!



> Our people had to use quite a bit of paper in 2016. We had paper forms for timesheets and manual processes surrounding them.

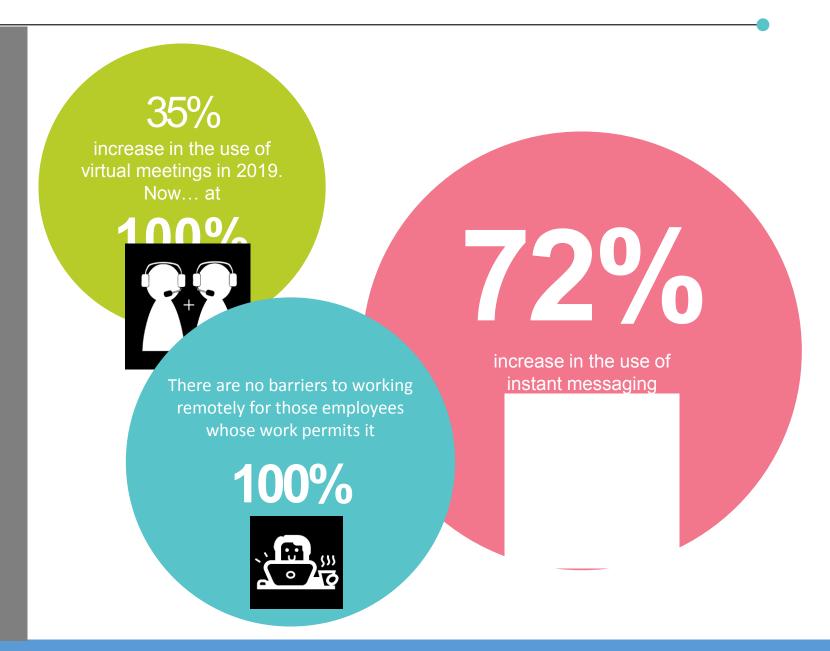
Fast forward to 2020 and we have an "EPIC" story.

EPIC (Employee Personal Information Centre) – a name chosen by staff – provides our people with 24/7 access to HR services and solutions.



Employees weren't all that mobile in 2016. Today, mobility is part of their job.

And the digital strategy has enabled it.



We want Markham to be a place where businesses come to get access to a mature digital infrastructure and digitally literate population that creates value through partnerships to showcase Markham as a digital community.

The Digital
Differentiator
for Business

The Digital
Differentiator
for Business

Cities around the world are being challenged with how to become a Smart City.

It's not as simple as rolling out a few sensors. Smart Cities need the ability to innovate with and adopt emerging technologies. Smart Cities need smart partners.



Innovation in cities
happens by bringing
people with ideas
together. Ideas that help
solve city problems is
what the partnership
between the City of
Markham and
ventureLAB is all about.

We partnered with the industry to establish the Smart City Accelerator Program and piloted

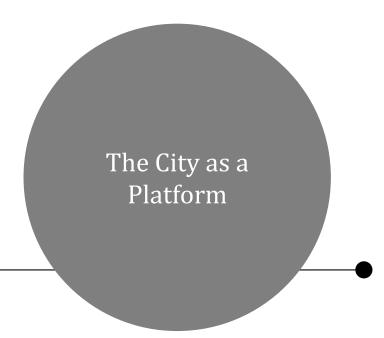


smart city capabilities

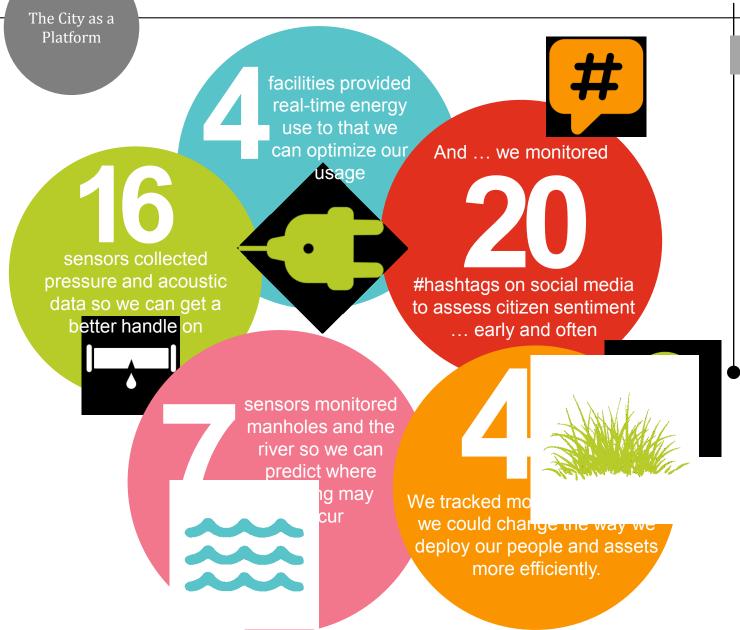
The Digital Alliance network has been helpful to identify and pursue opportunities for the Living Lab



Cities of the future are platforms for innovation through partnership that create opportunities to ultimately enhance the experience in our communities using technology capabilities.



The **Smart City** Accelerator Research **Program**, a partnership with Bell and IBM Canada deployed pilot projects across Markham to help us understand the insights we can get from data to change the way we manage our assets, manage our operation and deploy our teams.



Observations

- Varying maturity & applicability
- Start with an area that benefits most
- Data transmission cost impacting business needs
- Data security & governance
- Internet of things platform
 not now
- Data-driven culture is part of the journey

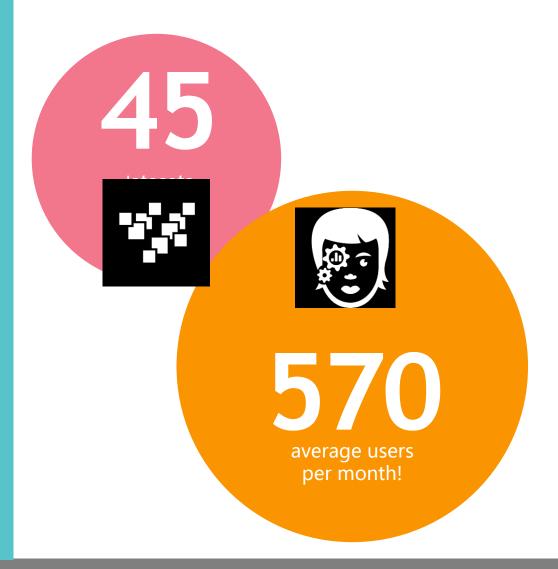
The City as a Platform



Open data is a cornerstone of innovation in government.

Launched in 2019,

Open Data Markham
has established a
process and
governance
framework that helps
the City make more
datasets available
with agility, increasing
transparency, and
encouraging
innovation.



The City as a Platform

Becoming a

Smart City and an Intelligent

Community...

We're working to develop smart solutions to build a better community based on a digital foundation.

smart city current projects

Automatic Vehicle Location System (AVL)
LED Smart Streetlights
Textile Recycling & Smart Bin pilots
SCADA Waterworks Monitoring
Building Automation Systems (BAS)
Solar Panel Program
Electric Vehicle (EV) Charging
Geothermal Community Heating/Cooling Pilot

We participated in smart cities challenge

In 2018 - an opportunity to solve community issues using data and connected technologies.

ICF Top7 intelligent communities of 2020

The Intelligent Community Forum (ICF) named Markham to this prestigious global list, recognizing the City's readiness and performance in the development of inclusive prosperity, social health and cultural richness on a foundation of information and communications technology.



So how have we progressed?

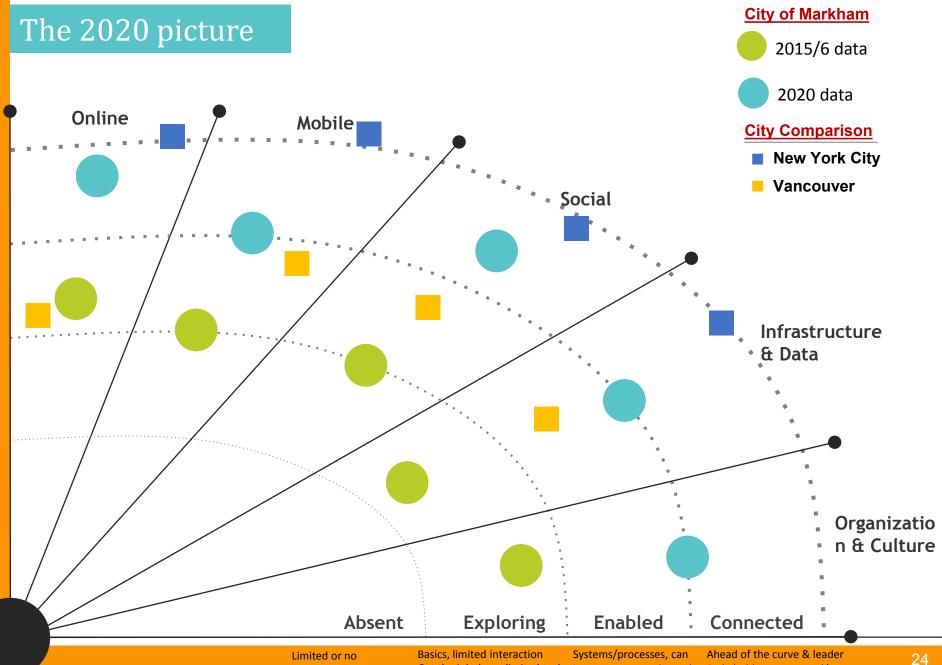


We've made solid progress in maturing our digital capabilities.

Our growth in the Social and Infrastructure and Data capabilities is particularly important. An engaged community makes for a more livable and vibrant city.

The story in 2020? Markham has moved to an "Early Connected" stage in digital readiness.

Note: The updated digital maturity assessment was completed by PwC in Fall 2019 with a few updates in May 2020.



Page 85 of 115

What's next?

Our strategy extends into 2021 and we have plans in place for 2020 and beyond.

This will advance our digital capabilities across the spectrum.

A single integrated view of the customer with master data management and upgrades to our

Crm

will enable us to create a more personalized and frictionless experience for citizens

1 2020, we'll craft our Mobile Strategy that will set the stage for

more mobile

solutions for our community and our city teams

Enterprise Asset
Management capabilities
will grow in 2020 and
beyond to handle more

assets

and combined with smart city capabilities change the way we

We will continue to explore innovative projects to make Markham a

living lab

Virtual Assistant (chatbot)
Smart trails / way finding
Autonomous shuttle assessment
Autonomous sidewalk inspection
Autonomous lawn mower
Road inspection sensors

We will implement an integrated program registration & POS system

to manage recreation programs & facilities registration, including online payment and PC

In 2020, we'll begin the real work of building our data and analytics muscle, so that we can beverage ...





Financial Status

Item	Amount
Digital Markham starting budget (2015/16)	\$923,693
Digital infrastructure & readiness	(\$171,148)
Bell Accelerator Research Pilot project	(\$202,502)
Professional support and services	(\$91,959)
Committed	(\$50,000)
Approved capital budget (2020)	\$300,000
Balance Remaining	\$708,085





Appendix - Digital Markham Strategy Action Items Progress Summary





Digital Markham Strategy – Key Initiative Completion Summary

	Theme		Initiative	Completion
	Engaging and Serving the Community	1	Continue to enhance the suite of fully integrated online services and mobile service offerings	25-50%
		2	Build on the library as a center for excellence in digital literacy	50-75%
		3	Promote collaboration through digital tools	50-75%
A		4	Continue to develop Markham's role as a leader in Digital Democracy	50-75%
	The Digital Differentiator for Business	5	Create a favourable regulatory environment that facilitates digital innovation, agility, and economic development	25-50%
		6	Create a framework for engaging strategic partners in achieving the #DigitalMarkham vision	25-50%
	The Digital Workplace	7	Drive digital transformation to enable business integration across business units	50-75%
		8	Create the capacity to leverage data as an asset	10-25%
	•	9	Establish the foundation of a digital culture and a Digital Operating Model at the City	50-75%
	The City as a	10	Create "Living Lab" and innovation hubs	25-50%
% 0		11	Implement an open data platform and the ongoing governance model	50-75%
		12	Establish Markham's identity as a Digital Destination	50-75%





Digital Markham Strategy - Action Item Update



Engaging and Serving the Community

1.	1. Continue to enhance the suite of fully integrated online and				
	mobile service offerings				
1.1	Use personas/journey maps to design user experience	90% complete			
1.2	Create prioritized digital services catalogue	15% complete			
1.3	Update the Portal / Digital Services Roadmap	65% complete			
1.4	Execute the priorities from the Digital Services Roadmap	25% complete			
1.5	Integrate CRM system for City-wide user interactions	25% complete			
1.6	Explore predictive / Al systems to enhance personalization	20% complete			

	3. Promote collaboration using digital tools				
3.1	Establish an engagement strategy and governance model	75% complete			
3.2	Procure engagement tools (Bang the Table)	Complete			
3.3	Develop content strategy for use of specific channels	75% complete			
3.4	Pilot community collaboration using digital platforms	80% complete			
3.5	Explore sentiment analysis to manage expectations	(2020 +)			

2. E	2. Build on the library as a centre of excellence for digital literacy			
2.1	Create Digital Literacy plan to bridge the 'Digital Divide'	Complete		
2.2	Create a digital collaboration hub in Aaniin CC & Library	90% complete		
2.3	Develop communication strategy for the collaboration hub	90% complete		
2.4	Roll out new Digital courses to increase digital maturity	Complete		
2.5	Host a collaborative design session in a hub	30% complete		
2.6	Build more collaboration hubs in city spaces	TBD		

4. Continue to develop Markham's role as a leader in Digital				
Democracy				
4.1	Explore emerging technologies to enhance digital voting	(2020 +)		
4.2	Plan Advanced and Election Day online voting for 2018	Complete		
4.3	Execute 2018 online voting plan, suggest options for 2022	Complete		
4.4	Gather community sentiment analysis re: new technology	(2020 +)		
4.5	Hold an on-line voting summit with other municipalities	60% complete		





Digital Markham Strategy - Action Item Update



The Digital Differentiator for Business

5.	5. Create a favourable regulatory environment that facilitates digital innovation, agility, and economic development			
5.1	Engage developers to minimize innovation impediments	30% complete		
5.2	Engage businesses to find licensing/permitting challenges	75% complete		
5.3	Review procurement policy to enable innovation	25% complete		
5.4	Identify quick wins for smart infrastructure in City buildings	Complete		
5.5	Implement changes to processes, policies and standards	(2020 +)		

6. Create a framework for engaging strategic partners in achieving the #DigitalMarkham vision			
6.1	Establish a Digital Alliance Group to identify opportunities	Complete	
6.2	Design the framework for ongoing engagement of partners	(2020 +)	
6.3	Engage local academia to attract and grow top talent	(2020 +)	
6.4	Introduce a Civic Tech Advocate role	Complete	
6.5	Leverage strategic partnerships for digital innovation	(2020 +)	





Digital Markham Strategy - Action Item Update



The Digital Workplace

7	7. Drive digital transformation to enable business integration			
	across business units			
7.1	Enhance governance and execution of City-wide programs	60% complete		
7.2	Develop digital workplace vision and transform processes	30% complete		
7.3	Establish the enterprise architecture	(2020 +)		
7.4	Enhance use of cross-functional PM tools for collaboration	75% complete		
7.5	Pilot new program governance to implement a new process	Complete		

8. Create the capacity to leverage data as an asset			
8.1	Establish a strategy for master data management	30% complete	
8.2	Develop business analytics strategy, request mechanism	(2020 +)	
8.3	Refine the existing IM Strategy and Implementation Plan	10% complete	
8.4	Implement an information governance model	10% complete	
8.5	Pilot data analytics solutions to address business questions	(2020 +)	

	9. Establish the foundation of a digital culture and a Digital		
	Operating Model at the City		
9.1	Apply a digital lens to all new or modified City initiatives	(2020 +)	
9.2	Develop policies and framework for a mobile workforce	15% complete	
9.3	Identify a 'Digital Champion' to lead the digital change	Complete	
9.4	Enhance/procure tools to enable a mobile workplace	65% complete	
9.5	Create a strategy to communicate digital progress to staff	80% complete	
9.6	Develop an internal digital dashboard to track progress	Complete	
9.7	Measure the success of mobile and flexible work	(2020 +)	





Digital Markham Strategy - Action Item Update



The City as a Platform

1	10. Create a "Living Lab" and innovation hub to demonstrate Markham's new digital identity			
10.1	Idigital innovation and 'living labs'	Ongoing		
10.2	Explore using 'ICE' innovation hub in Markham Centre to showcase digital initiatives	Complete (Revised)		
10.3	Pilot a quick win in the 'living lab' in Markham Centre	30% complete		
10.4	Develop a digital community plan for Future Urban Area	25% complete		
10.5	Identify alternate future 'living lab' candidates in Markham	(2020 +)		
10.6	Scale successful models to other areas of the City	(2020 +)		
10.7	Share innovation successes on social media/marketing	50% complete		

11. Implement an open data platform and the ongoing governance				
model				
11.1	Investigate open data platforms	Complete		
11.2	Identify current data sets that can be shared publicly	Complete		
11.3	Procure/build a publicly accessible open data platform	Complete		
11.4	Establish internal processes to ensure data is up-to-date	Complete		
11.5	Engage/collaborate with the public to identify valuable data	(2020 +)		
11.6	Establish a process to handle public data requests	Complete		
11.7	Host a hackathon using City datasets to solve a problem	(2020 +)		
11.8	Grow and augment datasets to showcase City analytics	25% complete		
11.9	Release APIs to encourage local mobile app development	(2020 +)		

12. Create a compelling #DigitalMarkham identity				
12.1	Enhance communication strategy to attract talent, promote economic development and highlight Markham's identity	60% complete		
12.2	Leverage data on ICT and local businesses to identify growth opportunities and generate a 'vibe' to attract talent	50% complete		
	Enhance social media/digital tools to engage the public and market Markham as a place to work, live and play	Complete (ongoing)		
12.4	Launch Board of Trade local business innovation award	(2020 +)		
12.5	Enhance Corporate strategy to focus on digital innovation	Complete		



Construction of the East Markham Works Yard 10192 Ninth Line

General Committee
Award Report
June 1, 2020



Agenda

- East Markham Works Yard Overview
- Purposes & Objectives
- Site Plan
- Renderings
- Regional Municipality of York Land Conveyance
- Schedule
- Budget
- Conclusion
- Recommendations



Site Location – 10192 – 9th Line





Purpose & Objectives

- 1. Provide project update and present 3D renderings of the proposed facility.
- 2. Seek Council approval for:
 - 1. Surplus land to be conveyed to Regional Municipality of York for future widening of Ninth Line
 - 2. Award of Tenders for Phase 1
 - 3. Budget alignment and increase for Phase 1





Site Plan







Aerial view looking north-west





Aerial Perspective looking south







View from Ninth Line looking west







View entering through south entrance off 9th Line





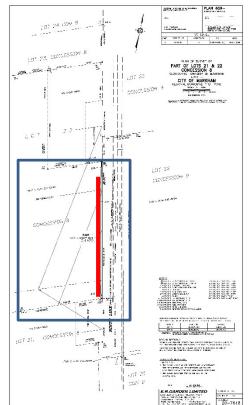
Land Conveyance to York Region

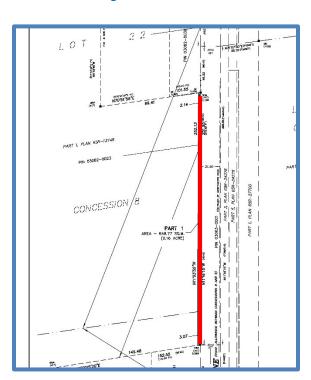
- The Region is seeking to have surplus land conveyed for future road widening along Ninth Line as part of the Application
- Conveyance will not interfere with any work the City has planned for the site.
- City can freely cross over the lands even after they are conveyed to the Region as they will be part of the road allowance.
- City will construct a left turn lane into the main Works Yard entrance as part of the Region's approval.





Land Conveyance – Reference Plan





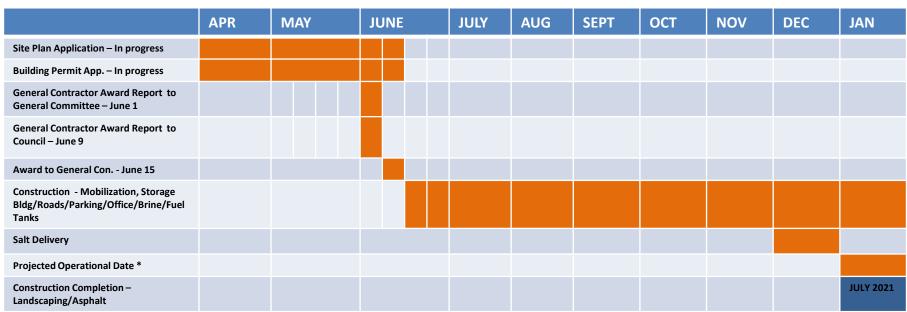
Draft Reference Plan

- York Region requesting surplus land for 21.5m from the centerline of construction of Ninth Line
- Results in 2.8m wide strip of land to be conveyed.
- Area of land = 648.8m2 / 0.16 Acres
- Design has been adapted to accommodate this request





Schedule



^{*}Optimal delivery date pending any unforeseen delays. Contingency plans in place





Phase 1 Schedule

June 2020

June 1 Award Report to General Committee

June 9 Award Report to Council

June 15 Award to General Contractor - GC Bonds & Insurance, Shop Drawing Review,

June 15 Full Building Permit Issued

July - December 2020

July 6 GC Mobilizes on Site

July 6 – Dec. 31 Construction – Completion of Salt Storage Bldg., Brine system, Roadways,

Portable Office, Parking, Site Lighting, Fencing, Security, and Fuel System

December Commissioning of Salt Structure for Operations use

January Site operational

Spring 2021 Construction – Completion of landscaping, asphalt, signage





Overall Project Budget

ITEM	ESTIMATED JUNE 2019	PROPOSED JUNE 2020
Land Purchase Cost	16,000,000	16,000,000
Phase 1A – Salt, Sand and Brine Storage, Fuel Stations, Weigh Scale, Office Trailer	7,040,000	14,312,307
Phase 1B - 555 Miller Salt Structures	\$1,200,000	\$852,967
Phase 2 – Water Crossing, Permanent Snow Storage w/ SWM, Decanting Facility, Site Servicing	10,740,000	For Future Considerations / Post-2031
Phase 3 – Storage, Office and Maintenance	12,785,000	For Future Considerations / Post-2031
TOTAL	\$47,765,000	\$31,155,333

Total funding available = \$47,000,000 from current and future DC collections to 2031 for Public Works



Reasons for Phase 1 Budget Increase

- Budget was developed in 2019 prior to land being selected and purchased.
- Contingency values for early project concept and budget stage were lower than industry standards for large capital projects.
- The amount of internal roadways increased by 60% from the budgeted amount due to the site dimensions and circulation patterns.
- Structural costs for the concrete foundation increased due to salt load against a higher wall height and soil conditions.
- Due to the deferral of Phases 2 and 3 components were moved into Phase 1 to produce a fully functioning site.



Conclusion

- Award Phase 1 Salt/Sand/Brine Works Yard Facility for Winter Operations.
- Defer Phases 2 and 3 for future consideration post 2031.
- Project's desired outcomes will be achieved:
 - Address constraints on Operations facilities' capacity to meet current service levels and related storage/handling of material, and equipment.
 - Provide the Operations Department with adequate salt, sand, brine, and equipment storage for current and future growth.
 - Facilitate flexible and efficient deployment of services and increased productivity.
 - Respond proactively to ongoing urbanization
 - Manage our environmental footprint effectively.



Recommendations

- That the presentation entitled "Construction of the East Markham Works Yard at 10192 Ninth Line" be received; and,
- 2. That after the draft reference plan prepared by E.R. Garden Limited (File No. 20-7618) attached as Attachment No. 1 to this presentation (the "Draft R-Plan") is deposited on title, the proposed declaration of the following lands as surplus to municipal purposes be added to a public agenda of a Council meeting: the lands described as Part of Lots 21 & 22, Concession 8, Markham, shown as Part 1 on the Draft R-Plan (being approximately 648.8m2 (0.16 Acres); and,
- 3. That subject to recommendation #2, the lands described as Part of Lots 21 & 22, Concession 8, Markham, shown as Part 1 on the Draft R-Plan, be declared surplus to municipal purposes and conveyed to The Regional Municipality of York for road widening purposes; and,
- 4. That the Mayor and Clerk be authorized to execute agreement(s) with The Regional Municipality of York, in a form satisfactory to the Director of Operations, Director of Sustainability & Asset Management and the City Solicitor, required for the development of a works yard on the lands municipally known as 10192 9th Line; and,



Recommendations

- 5. That Council award the following tenders:
 - 1. Tender 078-T-20 Construction of the East Markham Works Yard be awarded to the lowest priced bidder, Orin Contractors Corp. in the amount of \$11,494,687.42 inclusive of HST
 - 2. Tender 117-T-20 Supply and Installation of the Office Trailer be awarded to the lowest priced bidder, City Core Construction Inc., in the amount of \$421,795.20 inclusive of HST; and,
- 6. That a 5% contingency in the amount of \$595,824.13 (\$574,734.37 + \$21,089.76) inclusive of HST, be established for each contract to cover any additional construction costs and that authorization to approve expenditures of this contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,
- 7. That the cost of \$12,512,306.75 (\$11,494,687.42 + \$421,795.20 + \$574,734.37 + \$21,089.76) be funded from project #19288 Design and Construction of Works Yard (account # 056-5350-19288-005) with budget available of \$6,440,000.00; and,
- 8. That shortfall in the amount of \$6,072,306.75 (\$12,512,306.75 \$6,440,000.00) be funded from the Development Charges Reserve Fund \$5,920,499.08 or 97.5% and Non-DC Growth Reserve \$151,807.67 or 2.5%; and further,
- That Staff be authorized and directed to do all things necessary to give effect to this resolution.



End of Presentation





Attachment No. 1

