



## Electronic General Committee Meeting

### Revised Agenda

Meeting No. 19  
December 7, 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](mailto:clerkspublic@markham.ca)

Members of the public who wish to make virtual deputations must register by completing an online [\*\*\*Request to Speak Form\*\*\*](#) or e-mail [clerkspublic@markham.ca](mailto:clerkspublic@markham.ca) providing full name, contact information and item they wish to speak to. Alternatively, you may connect via telephone by contacting the Clerk's office at 905-479-7760 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: 19  
December 7, 2020, 9:30 AM - 1:00 PM  
Live streamed

Please bring this General Committee Agenda to the Council meeting on December 9, 2020.

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#### Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. APPROVAL OF PREVIOUS MINUTES
  - 3.1. MINUTES OF THE NOVEMBER 16, 2020 GENERAL COMMITTEE (16.0) 7
    1. That the minutes of the November 16, 2020 General Committee meeting be confirmed.
4. DEPUTATIONS
5. COMMUNICATIONS
  - 5.1. YORK REGION COMMUNICATIONS (13.4) 21

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

*Additional correspondence titled "COVID-19 Related Enforcement Issues" is attached.*

    1. That the following communications dated November 19, 2020, from York Region be received for information purposes:
      - a. Lane Designation Bylaw Update E-Bikes and E-Scooters
      - b. 2020 Street Tree Health and Performance Update



- c. Update: 10-Year Paramedic Services Resources and Facilities Master Plan
- d. Forecast for Long-Term Care and Seniors' Housing Implications
- e. Improving Connectivity for Ontario Program: Funding Application
- f. Royal Orchard Boulevard Ramps at Bayview Avenue
- g. COVID-19 Related Enforcement Issues

## **6. PETITIONS**

## **7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES**

- |  |            |
|--|------------|
| <b>7.1. MINUTES OF THE MARCH 10, 2020, SENIORS ADVISORY COMMITTEE (16.0)</b>   | <b>188</b> |
| <ul style="list-style-type: none"> <li>1. That the minutes of the March 10, 2020 Seniors Advisory Committee meeting be received for information purposes.</li> </ul>   |            |
| <b>7.2. MINUTES OF THE JUNE 17, 2020 WASTE DIVERSION COMMITTEE (16.0)</b>  | <b>193</b> |
| <ul style="list-style-type: none"> <li>1. That the minutes of the June 17, 2020 Waste Diversion Committee meeting be received for information purposes.</li> </ul>   |            |
| <b>7.3. MINUTES OF THE OCTOBER 22, 2020 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0)</b>  | <b>197</b> |
| <ul style="list-style-type: none"> <li>1. That the minutes of the October 22, 2020 Markham Environmental Advisory Committee meeting be received for information purposes.</li> </ul>                                     |            |
| <b>7.4. MINUTES OF THE OCTOBER 26, 2020 MARKHAM PUBLIC LIBRARY BOARD (16.0)</b>  | <b>201</b> |
| <ul style="list-style-type: none"> <li>1. That the minutes of the October 26, 2020 Markham Public Library Board meeting be received for information purposes.</li> </ul>   |            |
| <b>7.5. MINUTES OF THE NOVEMBER 3, 2020, NOVEMBER 6, 2020, NOVEMBER 10, 2020 AND NOVEMBER 17, 2020 BUDGET COMMITTEE (16.0)</b>   | <b>209</b> |
| <ul style="list-style-type: none"> <li>1. That the minutes of the November 3, 2020, November 6, 2020, November 10, 2020 and November 17, 2020 Budget Committee meetings be received for information purposes.</li> </ul> |            |
| <b>7.6. CONTRACT EXTENSION FOR WATER METER READING AND BILLING</b>   | <b>242</b> |

**SERVICES (7.0, 5.3)**

S. Manson, ext. 7514

1. That the report entitled "Contract Extension for Water Meter Reading & Billing Services " be received; and,
2. That the contract for Water Meter Reading & Billing Services with Alectra Utilities be extended for an additional year (January 1, 2021 to December 31, 2021) increasing from \$1,508,427.44 to \$1,553,680.26 inclusive of HST for 2021, a 3% escalation over the 2020 rate; and,
3. That the 2021 Waterworks Operating budget be increased by \$45,252.82 in 2021 (\$1,553,680.26 – 1,508,427.44) and funded from account #760-998-5390 Water Billing/ Administration, subject to Council approval of the 2021 operating budget; and,
4. That the tender process be waived in accordance with Purchasing By-Law 2007-8 Part II, Section 11.1 (c) which states "when the extension of an existing contract would prove more cost effective or beneficial"; and Section 11.2 which states "Request for Tenders, Requests for Proposals and Requests for Quotations may not be required for goods and services to be provided by Utility Companies"; and,
5. That the Mayor and Clerk be authorized to execute the contract extension agreement between the City and Alectra Utilities, in a form satisfactory to the City Solicitor; and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**8. CONSENT REPORTS - COMMUNITY SERVICES ISSUES****8.1. RECYCLING DEPOT STAFFING CONTRACT EXTENSION (7.12)**

245

C. Marsales, ext. 3560 and T. Casale, ext. 3190

1. That the report entitled "Recycling Depot Staffing Contract Extension" be received; and,
2. That the service Contract for Recycling Depot Staffing be awarded to The Recycle People Corporation, for two years from January 1, 2021 to December 31, 2022 at an estimated cost of \$378,145.24 inclusive of HST;
  - Year 1 (2021) \$187,510.04
  - Year 2 (2022) \$190,635.20 Total (2 years) \$378,145.24
3. That the 2021 Waste Management Recycling Depot Staffing Operating budget be increased from \$168,134.00 to \$187,510.04. The budget shortfall in the amount of \$19,376.04 (\$187,510.04 - \$168,134.00) be funded through reallocation of the existing Waste Management Operating budget, subject to Council approval of the 2021 Operating budget; and

4. That the City's tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1,(c), Non Competitive Procurement, "when the extension of an existing Contract would prove more cost-effective or beneficial; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## 9. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

### 9.1. RACE RELATIONS COMMITTEE MINUTES - SEPTEMBER 14, 2020 (16.34) 248

**Note: Committee has the option to endorse, amend, refer to staff or receive for information the following recommendation from the September 14, 2020 Race Relations Committee meeting:**

"Whereas the Race Relations Committee acknowledges systemic racism in Markham and in Canada, as described by Minister Marty Molengraaf on behalf of the Unionville Prebystarian Church; and,

That the Race Relations Committee encourages Council to:

- Move forward to survey and solicit the opinion of Markham's communities on measures to dismantle systemic racism; and,
- Update the Diversity Action Plan towards furthering inclusion in Markham."

1. That the minutes of the Race Relations Committee meeting held on September 14, 2020 be received for information purposes.

### 9.2. ADVISORY COMMITTEE ON ACCESSIBILITY MINUTES - JULY 6, 2020, SEPTEMBER 21, 2020 AND OCTOBER 19, 2020 (16.34) 252

**Note: Committee has the option to endorse, amend, refer to staff or receive for information the following recommendation from the October 19, 2020 Advisory Committee on Accessibility meeting:**

"That the Advisory Committee on Accessibility recommend to Markham Council that a Regional Councillor be appointed to the Committee."

1. That the minutes of the Advisory Committee on Accessibility meetings held July 6, 2020, September 21, 2020 and October 19, 2020 be received for information purposes.

### 9.3. ANIMAL CARE COMMITTEE MINUTES - MARCH 9, 2020 AND OCTOBER 28, 2020 (16.34) 261

**Note: Appendix A is included in the October 28, 2020 minute document. For background information, the original Terms of Reference showing changes**

made by the Animal Care Committee members is attached.

Committee has the option to endorse, amend, refer to staff or receive for information the following recommendation from the October 28, 2020 Animal Care Committee meeting:

"That the Committee endorse the revised Animal Care Committee Terms of Reference as amended (see Appendix "A"); and,

That the Animal Care Committee request that Markham Council endorse the changes to the Animal Care Committee Terms of Reference."

1. That the minutes of the Animal Care Committee meetings held March 9, 2020 and October 28, 2020 be received for information purposes.

## 10. MOTIONS

## 11. NOTICES OF MOTION

## 12. 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".*

## 13. ANNOUNCEMENTS

## 14. CONFIDENTIAL ITEMS

### 14.1. FINANCE & ADMINISTRATIVE ISSUES

**14.1.1. GENERAL COMMITTEE CONFIDENTIAL MINUTES - NOVEMBER 16, 2020 AND NOVEMBER 30, 2020 (16.0) [ Section 239 (2) (a)(b)(e)(k)]**

**14.1.2. APPROVAL OF RESTRICTED AND CONFIDENTIAL GENERAL COMMITTEE MINUTES – FEBRUARY 18, 2020; SEPTEMBER 8, 2020 AND NOVEMBER 30, 2020 (16.0) [Section 239 (2) (b)(d)]**

**14.1.3. LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS; PERSONNEL MATTER; RESTRICTED AND CONFIDENTIAL (11.0) [SECTION 239 (2)(d)]**

## 15. ADJOURNMENT

### **Information Page**

**General Committee Members:** All Members of Council

#### **General Committee**

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

#### **Finance & Administrative Issues**

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

#### **Community Services Issues**

Chair: Councillor Karen Rea

Vice Chair: Councillor Isa Lee

#### **Environment & Sustainability Issues**

Chair: Regional Councillor Joe Li

Vice Chair: Councillor Reid McAlpine

#### **Land, Building & Parks Construction Issues**

Chair: Councillor Keith Irish

Vice Chair: Councillor Andrew Keyes

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

Alternate formats are available upon request.

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

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

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



## Electronic General Committee Meeting Minutes

**Meeting Number: 17**

**November 16, 2020, 9:30 AM - 1:00 PM**

**Live streamed**

Roll Call	<p>Mayor Frank Scarpitti</p> <p>Deputy Mayor Don Hamilton</p> <p>Regional Councillor Jack Heath</p> <p>Regional Councillor Joe Li</p> <p>Regional Councillor Jim Jones</p> <p>Councillor Keith Irish</p> <p>Councillor Alan Ho</p>	<p>Councillor Reid McAlpine</p> <p>Councillor Karen Rea</p> <p>Councillor Andrew Keyes</p> <p>Councillor Amanda Collucci</p> <p>Councillor Khalid Usman</p> <p>Councillor Isa Lee</p>
Staff	<p>Andy Taylor, Chief Administrative Officer</p> <p>Trinela Cane, Commissioner, Corporate Services</p> <p>Arvin Prasad, Commissioner Development Services</p> <p>Claudia Storto, City Solicitor and Director of Human Resources</p> <p>Joel Lustig, Treasurer</p> <p>Bryan Frois, Chief of Staff</p> <p>Phoebe Fu, Director of Environmental Services</p> <p>Mary Creighton, Director of Recreation Services</p> <p>Brian Lee, Director, Engineering</p> <p>Alex Moore, Manager of Purchasing &amp; Accounts Payable</p> <p>Morgan Jones, Director, Operations</p> <p>Hristina Giantsopoulos, Election &amp; Council/Committee Coordinator</p> <p>John Wong, Technology Support Specialist II</p> <p>Graham Seaman, Director, Sustainability &amp; Asset Management</p>	<p>Grace Lombardi, Election and Council/Committee Coordinator</p> <p>Terence Tang, Technology Support Specialist II</p> <p>Debbie Walker, Library Director, Library Strategy &amp; Innovation</p> <p>Claudia Marsales, Senior Manager Waste Management &amp; Environment</p> <p>Shannon Neville, Financial Analyst, Development Finance</p> <p>Vincent Feng, QMS Coordinator</p> <p>Eddy Wu, Manager, Operations &amp; Maintenance</p> <p>Francesco Santaguida, Assistant City Solicitor</p> <p>Mark Visser, Sr. Manager Strategy Innovation &amp; Investments</p> <p>Meg West, Manager of Business Planning and Projects</p> <p>Lisa Chen, Sr. Manager, Financial Planning &amp; Reporting</p> <p>Eric Lizotte, Manager</p> <p>Michael DiPasquale, Supervisor, Waste Management</p>

Shane Manson, Senior Manager,  
Revenue & Property Taxation

Kevin Ross, Manager, Development  
Finance & Payroll  
Lisa Riegel, Assistant City Solicitor

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**1. CALL TO ORDER**

Under the authority of the *COVID-19 Economic Recovery Act, 2020* (Bill 197) and the City of Markham's *Council Procedural By-law 2017-5*, and in consideration of the advice of public health authorities, this meeting was conducted electronically with members of General Committee, staff, and members of the public participating remotely.

General Committee convened at 9:33 AM with Regional Councillor Jack Heath presiding as Chair for all items on the agenda.

Mayor Scarpitti arrived at 10:04, exited the meeting at 12:25 PM and returned at 1:30 PM.

Councillor Usman arrived at 9:42 AM.

The Committee recessed for lunch at 12:45 PM and reconvened at 1:30 PM.

**2. DISCLOSURE OF PECUNIARY INTEREST**

There were none disclosed.

**3. APPROVAL OF PREVIOUS MINUTES**

**3.1 MINUTES OF THE OCTOBER 21, 2020 SPECIAL GENERAL COMMITTEE (16.0)**

Moved by Councillor Amanda Collucci  
Seconded by Councillor Alan Ho

1. That the minutes of the October 21, 2020 Special General Committee meeting be confirmed.

**Carried**

**3.2 MINUTES OF THE NOVEMBER 2, 2020 GENERAL COMMITTEE (16.0)**

Moved by Councillor Amanda Collucci

Seconded by Councillor Alan Ho

1. That the minutes of the November 2, 2020 General Committee meeting be confirmed.

**Carried**

#### **4. DEPUTATIONS**

There were no deputations.

#### **5. COMMUNICATIONS**

##### **5.1 YORK REGION COMMUNICATIONS (13.4)**

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Keith Irish

1. That the communications dated October 26, 2020 and October 30, 2020 from York Region be received for information purposes:
  - a. 2019 Annual Waste Management Report
  - b. Update on Travel Patterns in York Region During COVID-19 Pandemic
  - c. Partnership Programs - Municipal Streetscape and Pedestrian and Cycling - Annual Update
  - d. Traffic Bylaw Amendments to Support Rapidways
  - e. Proposed Employment Area Mapping and Employment Conversions
  - f. Potential for Employment Lands Along 400 Series Highway
  - g. Potential Re-Opening of Businesses within York Region

**Carried**

#### **6. PETITIONS**

There were no petitions.

#### **7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES**



### **7.1 MINUTES OF THE SEPTEMBER 21, 2020 MARKHAM PUBLIC LIBRARY BOARD (16.0)**

Moved by Regional Councillor Joe Li

Seconded by Councillor Amanda Collucci

1. That the minutes of the September 21, 2020 Markham Public Library Board meeting be received for information purposes.

**Carried**

### **7.2 2021 INTERIM TAX LEVY BY-LAW (7.3)**

Moved by Regional Councillor Joe Li

Seconded by Councillor Amanda Collucci

1. That the report “2021 Interim Tax Levy By-law” be received; and,
2. That Council authorize an interim tax levy for 2021; and,
3. That the attached by-law be passed to authorize the 2021 interim tax levy; and further,
4. That staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

### **7.3 PROPERTY TAX PAYMENT DEFERRAL PROGRAM (7.3)**

The Committee discussed the following in relation to the Property Tax Payment Deferral Program report:

- The current status of property tax arrears for the 2020 taxation year and that tax receivables for 2020 are higher than in the previous years;
- That the implementation of the application based Property Tax Payment Deferral Program should be easy to apply and qualify for;
- The communication and roll out of the application based Property Tax Deferral Program;
- The Business Education Tax (BET) Reduction announced by the Province through the 2020 Provincial Budget;

- The establishment of the new optional property subclass for small business announced through the Provincial budget; and,
- Consideration that staff provide further details with respect to the new optional property subclass for small business in January if possible.

Joel Lustig, Treasurer and Shane Manson, Senior Manager, Revenue & Property Taxation addressed the Committee provided confirmation on the following in relation to the discussion:

- The year-end collection rate is forecasted to be in the range of 92% - 95% and would be lower than the average collection rate of 96.5% received in previous years;
- The property tax reminder notice sent property owners November 13<sup>th</sup>, 2020 which should assist in improving the overall collection results for the 2020 taxation year;
- The Property Tax Payment Deferral Program will be communicated through the 2021 Property Tax Brochure along with electronic formats such as the City portal and digital media;
- That there is currently a wide range of BET rates across the Province and that the BET rates in Markham are currently on the lower end, however it is anticipated that the Provincial announcement will provide some savings to business owners;
- That York Region Council would have to approve the adoption of the new optional property subclass for small business, and while the new optional property class could allow for a reduction in property taxes for small business properties, it would result in a shift of property tax to one or both of the main Commercial / Industrial classes; and,
- That staff would review the new authority of the optional tax subclass with the Region of York, to determine its feasibility and impact, and will report back in the spring of 2021.

The Committee provided support to the Property Tax Deferral Program for 2021 and suggested that the property tax deferral application be made available digitally and be demonstrated at an upcoming General Committee meeting.

Moved by Councillor Keith Irish  
Seconded by Mayor Frank Scarpitti

1. That the report entitled Property Tax Payment Deferral Program be received; and,
2. That Council authorize a Property Tax Payment Deferral Program for the 2021 taxation year for eligible taxpayers; and,
3. That the 2021 Interim Tax Levy By-law include the necessary clauses to permit the waiving of late payment charges for the 2021 taxation year for eligible property owners of the Property Tax Payment Deferral Program, and,
4. **That staff request a report from the Region on the impact of a new optional property subclass for small business by end of January 2021; and,**
5. **That staff provide a report on the financial impact to the City resulting from the Property Tax Payment Deferral Program to General Committee in June 2021, and further;**
6. That staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

#### **7.4 STAFF AWARDED CONTRACTS FOR THE MONTH OF OCTOBER 2020 (7.12)**

The Committee made inquiries relative to the the following:

- Contract 151-T-20 Cornell NP Park Maintenance Building - Construction; and,
- Contract 210-S-20 Wismer Park Washroom/Pavilion Building and Maintenance Building - Contract Extension.

Staff will provide information to verify the construction method utilized for the Cornell NP Park Maintenance Building.

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

1. That the report entitled “Staff Awarded Contracts for the Month of October 2020” be received; and,

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

**Carried**

## **7.5 STATUS OF CAPITAL PROJECTS AS OF SEPTEMBER 30, 2020 (7.5)**

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Reid McAlpine

1. That the report dated November 16, 2020 titled “Status of Capital Projects as of September 30, 2020” be received; and,
2. That the Projects Completed within Scope with Surplus Funds and the Projects Completed within Scope without Surplus Funds, as identified on Exhibit B, be approved for closure and funds in the amount of \$3,891,898 be transferred to the original sources of funding as identified on Exhibit B; and
3. That the Projects Closed and Deferred to a Future Year and the Projects Closed and Not or Partially Initiated, as identified on Exhibit C, be approved for closure and funds in the amount of \$2,099,287 be transferred to the original sources of funding as identified in Exhibit C; and
4. That the Non-Development Charge Capital Contingency Project be topped up from the Life Cycle Replacement and Capital Reserve Fund by \$431,780 to the approved amount of \$250,000; and,
5. That the following new capital projects, initiated subsequent to the approval of the 2020 capital budget, be approved:
  - 20302 – Royal Orchard/Bayview Transportation Improvements – Budget of \$175,000 funded from Developer Fees.
  - 20303 – Residential Water Service Connections – Budget of \$401,105 funded from External Revenues (home owners).
  - 20306 – Seasonal Tennis Bubble - Lighting Upgrade (South Court) – Budget of \$111,936 funded from the Non-Development Charge Capital Contingency; and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

## **7.6 AWARD OF TENDER 065-T-20 SUPPLY AND DELIVERY OF WATERWORKS AND SANITARY SEWER MATERIALS (7.12)**

Moved by Regional Councillor Joe Li

Seconded by Councillor Amanda Collucci

1. That the report entitled “Award of Tender 065-T-20 Supply and Delivery of Waterworks and Sanitary Sewer Materials” be received; and,
2. That the contract for the supply and delivery of waterworks and sanitary sewer materials be awarded to the lowest priced Bidder, Wamco, for one (1) year with an option to renew the contract for two (2) additional one year terms at the same itemized pricing in the total amount of \$573,514.30 inclusive of HST, broken down as follows;
  - Year 1 (2021) \$191,171.43
  - Year 2 (2022) \$191,171.43
  - Year 3 (2023) \$191,171.43

Total (3 years) \$573,514.29

3. That the 2021 award in the amount of \$191,171.43 (Inclusive of HST) be funded from the operating accounts identified in the Financial Considerations section of this report with total available budget of \$177,188.00; and
4. That the budget shortfall in the amount of \$13,983.43 (\$191,171.43 - \$177,188.00) be included as part of the 2021 Waterworks operating budget; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

## **8. CONSENT REPORTS - COMMUNITY SERVICES ISSUES**

### **8.1 QUALITY MANAGEMENT SYSTEM - MANAGEMENT REVIEW (3.0)**

Moved by Regional Councillor Joe Li

Seconded by Councillor Amanda Collucci

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

**Carried**

## **9. PRESENTATIONS - COMMUNITY SERVICES ISSUES**

### **9.1 MARKHAM PUBLIC LIBRARY BOARD PRESENTATION TO COUNCIL (3.19)**

Alick Siu, Chair of the Library Board addressed the Committee and together with Margaret McGrory, Board Vice-Chair, and Library Board members, Raymond Chan, Edward Choi and David Whetham delivered a presentation entitled, Markham Library's Future that provided an overview of the library initiatives since the COVID-19 pandemic closure that was enacted on March 13, 2020 and details of their strategic plan for 2021. Catherine Biss, Library, Chief Executive Officer, provided information in relation to the time frame to execute the goals and objectives.

Moved by Councillor Alan Ho

Seconded by Councillor Isa Lee

That the presentation entitled, Markham Library's Future be received.

**Carried**

### **9.2 NEW PROVINCIAL BLUE BOX REGULATIONS AND PREFERRED PROGRAM TRANSITION DATE (5.1)**

Claudia Marsales, Senior Manager Waste & Environmental Management addressed the Committee and delivered a presentation entitled, New Provincial Blue Box Regulations and Preferred Program Transition Date, that provided an

overview of the draft regulations and details on the preferred transition date for the City.

The Committee discussed the following in relation to the presentation:

- The timeline of December 3, 2020 to provide comments to the Province and the City's preferred transition date;
- Clarification on the service and financial impacts of transition and potential savings to the City and tax payers;
- The financial implications on the collection contract when the service is transitioned to Producers;
- Inquiry into the recovery/diversion rates;
- Consideration for marketing and recycling of recyclable materials from the updated blue box acceptance list and increased recycled content;
- The criteria used to determine municipal transition dates and what provisions there are to allow for municipalities to transition early;
- Consideration to increase the WDO funding level to 100% in the event the City's preferred transition date be delayed;
- The inclusion of all business into the recycling program within and outside the Business Improvement Areas;
- The possibility of Miller Waste being contracted by the Producers to undertake the City's recycling services and the provisions for the City to avoid financial penalties under the current contract;
- Concerns with potential contract penalties and transition options;
- Concerns with pick up frequency compared to current weekly service level;
- Concerns with service level at recycling depots;
- Consideration to include in the comment letter to the Province:
  - the City's preference for which company should be contracted to undertake the new recycling program in Markham
  - blue bags as an accepted receptacle
  - standardization of product packaging from producers
  - maintain current level of service (weekly and depot collection) and the types of accepted recyclable materials; and,

- Ensure materials such as black plastic, coffee cups and lids are recycled and not incinerated.

Staff acknowledged the Committee's concerns and advised that the letter to the Province with the preferred transition date of January 1, 2023 will include the items discussed. Additional information was provided on the financial benefits and costs of the new program and that current service levels would be maintained until at least 2026 when producers may initiate efficiency opportunities. Staff indicated that producers have to meet specific diversion targets and it is to their benefit to recycle as much material as possible. Once final details of the program are announced, the City can evaluate the best service delivery options to meet the needs of residents and businesses.

The Committee suggested that there be an additional examination of the draft regulations and comments to the Ministry through the Waste Diversion Committee, prior to the next General Committee meeting on November 30, 2020.

Moved by Councillor Reid McAlpine

Seconded by Councillor Keith Irish

1. That the presentation entitled “New Provincial Blue Box Regulations and Preferred Program Transition Date” be received; and,
2. That the City of Markham submit the attached document entitled “City of Markham Comments – ERO (Environmental Registry Ontario) Number 019-2579” and Council Resolution to the Minister of the Environment, Conservation and Parks and Ontario’s Environmental Registry as the City of Markham’s official comments on the draft Blue Box Regulations; and,
3. That the City of Markham request that the Minister of the Environment, Conservation and Parks include Markham as an Eligible Community on the final Transition Schedule and be assigned the transition date of January 1st, 2023, or as early as possible, prior to 2025; and,
4. That if an earlier transition date is not provided, the City of Markham request the right to negotiate directly with the Producers for a date earlier than the one indicated on the final Transition Schedule; and,
5. That the City of Markham request that the eligible sources, as indicated by the Draft Blue Box Regulation, be expanded to include recycling depots in communities with curbside Blue Box collection, municipal facilities, public-facing facilities, all public spaces, Blue Boxes located at Canada Post super



mailboxes, and small retail businesses within Business Improvement Areas;  
and,

6. That the City of Markham request that the obligations for collection after the transition period (2026+) be equal to or exceed the service standards applicable in transitioning communities on August 15, 2019, specifically, increase Blue Box collection from every other week to weekly collection;  
and,
7. That if provided with the right to select the service delivery option, the City of Markham reserve the right to select the service delivery option determined to be the most financially and operationally beneficial for its residents and report back to Council on the preferred service delivery option; and,
8. That Staff be directed to update Council following the release of the final regulation and Transition Schedule by the Ministry of the Environment, Conservation and Parks; and,
9. That the City Clerk be directed to forward a copy of this resolution and Comment Letter to the Association of Municipalities of Ontario, York Region and Local Municipalities and the Ontario Ministry of the Environment, Conservation and Parks; and further,
10. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

#### **10. MOTIONS**

There were no motions.

#### **11. NOTICES OF MOTION**

There were no notices of motion.

#### **12. NEW/OTHER BUSINESS**

There was no new or other business.

#### **13. ANNOUNCEMENTS**

The Mayor addressed the Committee to recognize Councillor Andrew Keyes and staff in appreciation for their work on the poignant Remembrance Day ceremony. He also expressed his appreciation to Andy Taylor, Chief Administrative Officer for the celebratory announcement of the City's new Fire Chief, Adam Grant.

Additionally, the Mayor provided information in relation to the Markham Community Open House at York University that will take place on Monday, November 16, 2020 at 7:00 PM.

#### **14. ADJOURNMENT**

General Committee adjourned at 2:20 PM and convened into closed session. The Committee did not return to open session and consented to place Item 15.1.3 on the November 24, 2020 confidential Council agenda for consideration.

Moved by Mayor Frank Scarpitti  
Seconded by Councillor Khalid Usman

That the General Committee meeting adjourn at 2:25 PM.

#### **15. CONFIDENTIAL ITEMS**

Moved by Mayor Frank Scarpitti  
Seconded by Councillor Khalid Usman

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

**Carried**

#### **15.1 FINANCE & ADMINISTRATIVE ISSUES**

##### **15.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES - OCTOBER 19, 2020 (16.0) [Section 239 (2) (k)(a)]**

General Committee confirmed the October 19, 2020 confidential minutes.

##### **15.1.2 SPECIAL GENERAL COMMITTEE CONFIDENTIAL MINUTES - OCTOBER 21, 2020 (16.0) [Section 239 (2) (b)]**

General Committee confirmed the October 21, 2020 confidential minutes.

##### **15.1.3 LITIGATION OR POTENTIAL LITIGATION, INCLUDING MATTERS BEFORE ADMINISTRATIVE TRIBUNALS, AFFECTING THE MUNICIPALITY OR LOCAL BOARD; DEVELOPMENT CHARGE COMPLAINTS (8.7) [SECTION 239 (2) (e)]**

General Committee consented to place this matter on the November 24, 2020 confidential Council agenda for consideration.

Moved By Councillor Mayor Frank Scarpitti

Seconded By Councillor Khalid Usman

That the General Committee confidential session adjourn at 2:34 PM.

Carried

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**From:** Switzer, Barbara <Barbara.Switzer@york.ca> **On Behalf Of** Regional Clerk

**Sent:** November 24, 2020 1:55 PM

**To:** Aurora Clerks General Inbox <Clerks@aurora.ca>; Aguila-Wong, Christine <caguila-wong@markham.ca>; clerks@newmarket.ca; EG Clerks General Inbox <clerks@eastgwillimbury.ca>; King Clerks General Inbox <clerks@king.ca>; Rachel Dillabough <rdillabough@georgina.ca>; Richmond Hill Clerks General Inbox <clerks@richmondhill.ca>; Vaughan Clerks General Inbox <clerks@vaughan.ca>; WS Clerks General Inbox <clerks@townofws.ca>

**Subject:** Regional Council Decision - Lane Designation Bylaw Update E-Bikes and E-Scooters

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

On November 19, 2020 Regional Council made the following decision:

1. Council approve an amendment to the lane designation bylaw to include E-Bikes, in accordance with Ontario Highway Traffic Act Regulation 369/09.
2. Council approve an amendment to the lane designation bylaw to include E-Scooters, in accordance with Ontario Highway Traffic Act Regulation 389/19.
3. The Regional Solicitor prepare the necessary bylaws.
4. The Regional Clerk circulate this report to the local municipalities.

The original staff report is attached for your information.

Please contact Brian Titherington, Director, Transportation Infrastructure Planning at 1-877-464-9675 ext. 75901 if you have any questions with respect to this matter.

Regards,

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

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1

**O:** 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

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

# **The Regional Municipality of York**

Committee of the Whole  
Transportation Services  
November 5, 2020

Report of the Commissioner of Transportation Services

## **Lane Designation Bylaw Update E-Bikes and E-Scooters**

### **1. Recommendations**

1. Council approve an amendment to the lane designation bylaw to include E-Bikes, in accordance with Ontario Highway Traffic Act Regulation 369/09.
2. Council approve an amendment to the lane designation bylaw to include E-Scooters, in accordance with Ontario Highway Traffic Act Regulation 389/19.
3. The Regional Solicitor prepare the necessary bylaws.
4. The Regional Clerk circulate this report to the local municipalities.

### **2. Summary**

During the October 22, 2020 Council meeting, consideration of Bylaw 2020-53 was deferred to November for further clarification on the use of electric bikes. Staff have reviewed permitted uses and are proposing an expanded bylaw to include Electric Bikes (E-Bikes) and Electric Kick-Scooters (E-Scooters).

#### **Key Points:**

- The current lane designation bylaw only includes bicycles, tricycles and unicycles
- E-Bikes and E-Scooters have gained popularity in recent years and are currently being used as a means of transportation
- Rules and regulations of E-Bikes and E-Scooters are defined by Ontario Highway Traffic Act Regulations
- Permitting the use of E-Bikes and E-Scooters in designated bicycle lanes and High Occupancy Vehicle lanes on Regional Roads accommodates travellers already using these provincially-recognized vehicles, while improving the efficiency of the Regional road network
- Continued collaboration with Regional and neighbouring municipalities is required to better understand the integration of E-Scooters with the local road network.

### 3. Background

#### **In recent years, E-Bikes and E-Scooters have emerged as alternative transportation choices**

Given their popularity, Ministry of Transportation of Ontario (MTO) regulated the use of E-Bikes, defined in Ontario Highway Traffic Act (HTA) [Regulation 369/09](#) as “Power-Assisted Bicycles”.

Beginning January 1, 2020, MTO launched a five-year pilot framework to permit E-Scooters, defined in Ontario HTA [Regulation 389/19](#) as “Electric Kick-Scooters”. In order to allow the operation of E-Scooters, municipalities must enact bylaws and determine where they can operate based on the context of their own unique environment.

The E-Scooter pilot framework was communicated to Council in [January 2020](#). Staff has been continuing conversations with local and neighbouring regional municipalities to exchange best practices and further explore how these devices are integrated with the local road network which includes local roads, sidewalks, multi-use paths and trails. Operation of E-Scooters on these facilities is more problematic because of safety concerns associated with interactions with pedestrians. This is not a concern for Regionally-designated cycling facilities.

#### **Further clarification was requested at the October Council meeting on the use of Electric Bikes on Regional facilities**

Council received two reports at the October 22, 2020 Council meeting related to formally designating lanes on the Regional road network; one to support Rapidways, including cycling facilities, [Traffic Bylaw Amendments to support Rapidways](#), and the other to support high occupancy vehicles, [Traffic Bylaw Amendments to support High Occupancy Vehicle Lane Designation](#). Both are in support of Regional Bylaw 2020-53.

### 4. Analysis

#### **A revision to the lane designation bylaw is proposed to include E-Bikes and E-Scooters**

Following the October Council meeting, staff reviewed permitted uses within the lane designation bylaw and are now proposing to further update the bylaw to include E-Bikes and E-Scooters within bicycle and High Occupancy Vehicle lanes, enumerated in Bylaw 2020-53.

#### **The current lane designation bylaw only includes bicycles, tricycles and unicycles**

Bicycles are currently permitted on designated bike lanes on-road and in-boulevard and on High Occupancy Vehicle Lanes throughout the Region. The lane designation bylaw is proposed to be amended to include E-Bikes and E-Scooters.

Travellers are already using E-bikes and E-Scooters as a means of transportation. Expanding the permitted uses to allow for these on the Regional road network demonstrates the Region's commitment to increasing transportation options for travellers and supports more sustainable travel choices for residents while improving the efficiency of the Regional road network.

### **Rules and regulations of E-Bikes are provided by the Ministry of Transportation of Ontario**

E-Bikes are motorized bicycles that resemble conventional bicycles, scooters or limited speed motorcycles, as shown in Attachment 1. The rules and regulations for E-Bikes are set out by the MTO and include:

- A maximum speed of 32 km/hr
- A minimum operator age of 16
- A maximum weight of 120 kg
- An electric motor not exceeding 500 watts
- A permanent label from the manufacturer must be included on the E-Bikes stating it conforms to the federal definition of a power-assisted bicycle
- Helmet requirements

E-Bikes under Ontario HTA Regulation 369/09 are permitted on roads and highways where conventional bikes are permitted, unless specifically prohibited through municipal bylaw.

### **Rules and regulations of E-Scooters are provided by the Ministry of Transportation of Ontario**

E-Scooters must meet all requirements set by the MTO and resemble the E-scooter shown in the photo in Attachment 1. As part of the pilot framework, broad rules and regulations have been provided for E-Scooters and include:

- A maximum speed of 24 km/hr
- A minimum operator age of 16
- A maximum weight of 45 kg
- An electric motor not exceeding 500 watts
- Helmet requirements

E-Scooter's are permitted in accordance with Ontario HTA Regulation 389/19 and all Ontario Highway Traffic Act rules of the road apply to their operation like bicycles.

## **5. Financial**

There are no financial obligations associated with the recommendations outlined this report.

## 6. Local Impact

### **Staff continues to work with Regional and neighbouring partners to understand and coordinate an approach for E-Scooters on the local road network**

Staff lead a joint E-Scooter Coordinating Committee with local municipal staff, which meets periodically. Staff are also in contact with neighbouring cities and regions to better understand any lessons learned. Through the E-Scooter Coordinating Committee, staff continues to explore opportunities to better understand how E-Scooters can be integrated into the local road network (local roads, sidewalks, multi-use paths and trails) as well as how to potentially address commercial E-Scooter rental companies.

## 7. Conclusion

The report seeks Council approval to amend the lane designation bylaw to include E-Bikes and E-Scooters, which would allow for additional transportation options for travellers while helping improve the efficiency of the Regional road network.

Staff will monitor the use of E-Bikes and E-Scooters in Regionally-designated facilities and explore opportunities with local partners to integrate them into the local network.

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For more information on this report, please contact Brian Titherington, Director, Transportation Infrastructure Planning at 1-877-464-9675 ext. 75901. Accessible formats or communication supports are available upon request.

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

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

November 2, 2020  
Attachment (1)  
11847116



# Lane Designation Bylaw Update E-Bikes and E-Scooters

## E-Bikes



SOURCE: <https://www.theglobeandmail.com/>

## E-Scooters



SOURCE: <https://www.shutterstock.com/>



SOURCE: <https://www.thestar.com/>

## THE REGIONAL MUNICIPALITY OF YORK

### BYLAW NO. 2020-53

A bylaw to designate lanes on Regional roads  
for the exclusive use of certain classes of vehicles

The Council of The Regional Municipality of York hereby enacts as follows:

1. In this bylaw,

“**bicycle**” includes a power-assisted bicycle, a tricycle and a unicycle but does not include a motor assisted bicycle;

“**electric kick-scooter**” means an electric kick-scooter as defined in O. Reg 389/19 under the *Highway Traffic Act*;

“**motor assisted bicycle**” means a motor assisted bicycle as defined under the *Highway Traffic Act*;

“**motor vehicle**” includes an automobile, a motorcycle, a motor assisted or power-assisted bicycle and any other vehicle propelled or driven otherwise than by muscular power but does not include a farm tractor, a road-building machine and a bicycle;

“**motorcycle**” means a motorcycle as defined under the *Highway Traffic Act*;

“**power-assisted bicycle**” means a power-assisted bicycle as defined under the *Highway Traffic Act*; and

“**vehicle**” includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power.

2. Subject to Section 3 of this bylaw, that portion of highway set out in Column 1 and Column 2 of Schedule A, between the limits set out in Column 3, is hereby designated a high occupancy vehicle lane for the exclusive use of those vehicles listed in Column 4, during the times set out in Column 5.

## Page 2 of 15 of Bylaw No. 2020-53

3. No person shall operate a vehicle in a high occupancy vehicle lane except for:
  - (a) a vehicle of a class designated in Column 4 of Schedule A;
  - (b) a public vehicle or a bus as defined under the *Highway Traffic Act*;
  - (c) an emergency vehicle, as defined in section 144 of the *Highway Traffic Act*, operated by a person in the performance of their duties;
  - (d) a vehicle operated by a person in the lawful performance of their duties as a police officer;
  - (e) a vehicle operated by a person engaged in road construction or maintenance activities in or near the high occupancy vehicle lane; or
  - (f) a taxicab, as defined in the *Public Vehicles Act*.
4. Subject to Section 5 of this bylaw, that portion of highway set out in Column 1 and Column 2 of Schedule B, between the limits set out in Column 3, is hereby designated a rapidway lane for the exclusive use of bus rapid transit vehicles, during the times set out in Column 4.
5. No person shall operate a vehicle in a rapidway lane except for:
  - (a) a bus rapid transit vehicle;
  - (b) a public vehicle or a bus as defined in the *Highway Traffic Act*, which has been authorized to use a rapidway lane by the Region;
  - (c) an emergency vehicle, as defined in section 144 of the *Highway Traffic Act*, operated by a person in the performance of their duties;
  - (d) a vehicle operated by a person in the lawful performance of their duties as a police officer or a special constable; or
  - (e) a vehicle operated by a person engaged in road construction or maintenance activities in or near the rapidway lane.
6. Subject to Section 7 of this bylaw, that portion of highway set out in Column 1 and Column 2 of Schedule C, between the limits set out in Column 3, is hereby designated a bicycle lane for the exclusive use of bicycles and electric kick-scooters, during the times set out in Column 4.
7. No person shall operate a vehicle in a bicycle lane except for:
  - (a) a bicycle or an electric kick-scooter;

## Page 3 of 15 of Bylaw No. 2020-53

- (b) a public vehicle or a bus as defined in the *Highway Traffic Act* for the purpose only of picking up or dropping off passengers at the curb;
  - (c) an emergency vehicle, as defined in section 144 of the *Highway Traffic Act*, operated by a person in the performance of their duties;
  - (d) a vehicle operated by a person in the lawful performance of their duties as a police officer; or
  - (e) a vehicle operated by a person engaged in road construction or maintenance activities in or near the bicycle lane.
8. Despite Section 3 of this bylaw:
- (a) when entering a regional road, a person may operate a vehicle in a lane designated in Column 1 and 2 of Schedule A, between the limits set out in Column 3 for a distance of up to 100 metres from the point at which they enter; and
  - (b) when exiting from a regional road, a person may operate a vehicle in a lane designated in Column 1 and 2 of Schedule A, between the limits set out in Column 3 for a distance of up to 100 metres before the point at which they exit.
9. Despite any provision of this bylaw, pursuant to O. Reg 389/19 under the *Highway Traffic Act*, electric kick-scooters are permitted in that portion of highway set out in Column 1 and Column 2 of Schedule A, between the limits set out in Column 3, except where there is an adjacent bicycle lane, in which case electric kick-scooters are only permitted in the bicycle lane.
10. Despite any provision of this bylaw, every person shall operate a vehicle in accordance with the *Highway Traffic Act*.
11. Any person who contravenes any provision of this bylaw is guilty of an offence.
12. Every person who is guilty of an offence under this bylaw shall be subject to the following penalties:
- (a) upon a first conviction, to a fine of not less than \$50.00 and not more than \$1,000.00;

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- (b) upon a second or subsequent conviction for an offence under this bylaw, to a fine of not less than \$100.00 and not more than \$10,000.00.
13. For the purposes of this bylaw, an offence is a second or subsequent offence if the act giving rise to the offence occurred after a conviction has been entered at an earlier date for an offence under this bylaw.
14. Schedules A, B and C are attached and form part of this bylaw.
15. Bylaw No. 2020-06 is hereby repealed.

ENACTED AND PASSED on November 19, 2020.

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Regional Clerk

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Regional Chair

**SCHEDULE A**  
**HOV Lanes**

<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Class of Vehicle)	<b>COLUMN 5</b> (Times)
<b>City of Markham</b>				
Highway 7 (Y.R. 7)	Eastbound curbside lane	From the east limit of Courtyard Lane to 150 metres east of the east limit of Sciberras Road	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Highway 7 (Y.R. 7)	Westbound curbside lane	From 150 metres east of the east limit of Sciberras Road to 22 metres west of the west limit of Courtyard Lane	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Yonge Street (Y.R. 1)  Cities of Markham and Richmond Hill	Northbound curbside lane	From the north limit of Steeles Avenue to the south limit of Clark Avenue	motor vehicles with three (3) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Yonge Street (Y.R. 1)  Cities of Markham and Richmond Hill	Southbound curbside lane	From 52 metres south of the south limit of Clark Avenue to the north limit of Steeles Avenue	motor vehicles with three (3) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
<b>City of Richmond Hill</b>				
Yonge Street (Y.R. 1)  Cities of Markham and Richmond Hill	Northbound curbside lane	From the north limit of Steeles Avenue to the south limit of Clark Avenue	motor vehicles with three (3) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday

<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Class of Vehicle)	<b>COLUMN 5</b> (Times)
Yonge Street (Y.R. 1)  Cities of Markham and Richmond Hill	Southbound curbside lane	From 52 metres south of the south limit of Clark Avenue to the north limit of Steeles Avenue	motor vehicles with three (3) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
<b>City of Vaughan</b>				
Dufferin Street (Y.R. 53)	Northbound curbside lane or the lane immediately adjacent to the designated bicycle lane lane, as marked	From the north limit of Steeles Avenue to the south limit of Caraway Drive	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Dufferin Street (Y.R. 53)	Northbound curbside lane	From the north limit of Caraway Drive to the south limit of Langstaff Road	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Dufferin Street (Y.R. 53)	Southbound curbside lane	From the south limit of Langstaff Road to the north limit of Caraway Drive	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Dufferin Street (Y.R. 53)	Southbound curbside lane or the lane immediately adjacent to the designated bicycle lane, as marked	From the south limit of Caraway Drive to 250 metres north of the north limit of Steeles Avenue	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday

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<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Class of Vehicle)	<b>COLUMN 5</b> (Times)
Major Mackenzie Drive West (Y.R. 25)	Westbound curbside lane	From 146 metres east of the east limit of Cityview Boulevard to 147 metres east of the east limit of Pine Valley Drive. (Y.R. 57)	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Major Mackenzie Drive West (Y.R. 25)	Westbound curbside lane	From the west limit of Islington Avenue (Y.R. 17) to the east limit of Highway 27 (Y.R. 27)	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Major Mackenzie Drive West (Y.R. 25)	Eastbound curbside lane	From the east limit of Highway 27 (Y.R. 27) to the west limit of Islington Avenue (Y.R. 17)	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday
Major Mackenzie Drive West (Y.R. 25)	Eastbound curbside lane	From the east limit of Pine Valley Drive (Y.R. 57) to the west limit of Vellore Woods Boulevard	motor vehicles with two (2) or more persons  bicycles, motorcycles, motor assisted bicycles	7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday to Friday



**SCHEDULE B**  
**Rapidway Lanes**

<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Times)
<b>City of Markham</b>			
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Eastbound centre lane	From 153 metres west of the west limit of South Park Road / Chalmers Road to the west limit of Courtyard Lane	24 hours, 7 days a week
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Westbound centre lane	From 50 metres west of the west limit of Courtyard Lane to 231 metres west of the west limit of South Park Road / Chalmers Road	24 hours, 7 days a week
<b>Town of Newmarket</b>			
Davis Drive (Y.R. 31)	Eastbound centre lane	From 26 metres west of the west limit of Yonge Street (Y.R. 1) to 23 metres east of the east limit of Roxborough Road / Patterson Street	24 hours, 7 days a week
Davis Drive (Y.R. 31)	Westbound centre lane	From 96 metres east of the east limit of Roxborough Road / Patterson Street to 39 metres west of the west limit of Yonge Street (Y.R. 1)	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Northbound centre lane	From 170 metres south of the south limit of Mulock Drive (Y.R. 74) to the south limit of Davis Drive (Y.R. 31)	24 hours, 7 days a week

<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Times)
Yonge Street (Y.R. 1)	Southbound centre lane	From the south limit of Davis Drive (Y.R. 31) to the north limit of Savage Road North / Sawmill Valley Drive	24 hours, 7 days a week
<b>City of Richmond Hill</b>			
Bathurst Street (Y.R. 38) Cities of Richmond Hill and Vaughan	Northbound centre lane	From 50 metres south of the south limit of the connector with Highway 7 (Y.R. 7) to the south limit of the connector with Highway 7 (Y.R. 7)	24 hours, 7 days a week
Bathurst Street (Y.R. 38) Cities of Richmond Hill and Vaughan	Southbound centre lane	From the south limit of the connector with Highway 7 (Y.R. 7) to the north limit of Centre Street (Y.R. 71)	24 hours, 7 days a week
Bathurst Street Connector Road (part of Highway 7 (Y.R. 7))	East-southbound centre lane	From the east limit of Bathurst Street (Y.R. 38) to the north limit of Highway 7 (Y.R. 7)	24 hours, 7 days a week
Bathurst Street Connector Road (part of Highway 7 (Y.R. 7))	North-westbound centre lane	From 34 metres north of the north limit of Highway 7 (Y.R. 7) to the east limit of Bathurst Street (Y.R. 38)	24 hours, 7 days a week
Highway 7 (Y.R. 7) Cities of Richmond Hill and Vaughan	Eastbound centre lane	From the east limit of the connector with Bathurst Street (Y.R. 38) to the west limit of the connector with Yonge Street (Y.R. 1)	24 hours, 7 days a week
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Eastbound centre lane	From 153 metres west of the west limit of South Park Road / Chalmers Road to the west limit of Courtyard Lane	24 hours, 7 days a week

<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Times)
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Westbound centre lane	From 50 metres west of the west limit of Courtyard Lane to 231 metres west of the west limit of South Park Road / Chalmers Road	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Northbound centre lane	From 60 metres north of the north limit of Garden Avenue to the south limit of Major Mackenzie Drive East (Y.R. 25)	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Northbound centre lane	From the north limit of Elgin Mills Road East (Y.R. 49) to 222 metres north of the north limit of Gamble Road/19th Avenue (Y.R. 29)	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Southbound centre lane	From 227 metres north of the north limit of Gamble Road/19th Avenue (Y.R. 29) to the north limit of Elgin Mills Road West (Y.R. 49)	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Southbound centre lane	From 50 metres south of the south limit of Major Mackenzie Drive West (Y.R. 25) to the north limit of Garden Avenue	24 hours, 7 days a week
<b>City of Vaughan</b>			
Bathurst Street (Y.R. 38)	Northbound centre lane	From the north limit of Centre Street (Y.R. 71) to 110 metres north of the north limit of Worth Boulevard / Flamingo Road	24 hours, 7 days a week

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<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Times)
Bathurst Street (Y.R. 38) Cities of Richmond Hill and Vaughan	Northbound centre lane	From 50 metres south of the south limit of the connector with Highway 7 (Y.R. 7) to the south limit of the connector with Highway 7 (Y.R. 7)	24 hours, 7 days a week
Bathurst Street (Y.R. 38) Cities of Richmond Hill and Vaughan	Southbound centre lane	From the south limit of the connector with Highway 7 (Y.R. 7) to the north limit of Centre Street (Y.R. 71)	24 hours, 7 days a week
Centre Street (Y.R. 71)	Eastbound centre lane	From 327 metres west of the west limit of Dufferin Street (Y.R. 53) to the west limit of Bathurst Street (Y.R. 38)	24 hours, 7 days a week
Centre Street (Y.R. 71)	Westbound centre lane	From the west limit of Bathurst Street (Y.R. 38) to the east limit of Highway 7 (Y.R. 7)	24 hours, 7 days a week
Highway 7 (Y.R. 7)	Eastbound centre lane	From 141 metres east of the east limit of Bruce Street to 100 metres east of the east limit of Bowes Road / Baldwin Avenue	24 hours, 7 days a week
Highway 7 (Y.R. 7) Cities of Richmond Hill and Vaughan	Eastbound centre lane	From the east limit of the connector with Bathurst Street (Y.R. 38) to the west limit of the connector with Yonge Street (Y.R. 1)	24 hours, 7 days a week
Highway 7 (Y.R. 7)	Westbound centre lane	From 248 metres west of the west limit of Bowes Road / Baldwin Avenue to 129 metres west of the west limit of Wigwoss Drive	24 hours, 7 days a week

**SCHEDULE C**  
**Bicycle Lanes**

<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Times)
<b>City of Markham</b>			
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Westbound curbside lane or boulevard as marked	From the west limit of Town Centre Boulevard to the east limit of Chalmers Road	24 hours, 7 days a week
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Eastbound curbside lane or boulevard as marked	From the east limit of South Park Road to the west limit of South Town Centre Boulevard	24 hours, 7 days a week
<b>Town of Newmarket</b>			
Yonge Street (Y.R. 1)	Northbound curbside lane or boulevard as marked	From the north limit of Sawmill Valley Drive/Savage Road to 40 metres north of the north limit of Davis Drive (Y.R. 31)	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Southbound curbside lane or boulevard as marked	From 60 metres north of the north limit of Davis Drive (Y.R. 31) to the north limit of Sawmill Valley Drive/Savage Road	24 hours, 7 days a week
<b>City of Richmond Hill</b>			
Bathurst Street (Y.R. 38) Cities of Richmond Hill and Vaughan	Northbound curbside lane or boulevard as marked	From the north limit of the connector with Highway 7 (Y.R. 7) to 160 metres north of the north limit of Bathurst Street Connector Road	24 hours, 7 days a week

## Page 13 of 15 of Bylaw No. 2020-53

<b>COLUMN 1</b> (Highway)	<b>COLUMN 2</b> (Portion of highway)	<b>COLUMN 3</b> (Limits)	<b>COLUMN 4</b> (Times)
Bathurst Street (Y.R. 38)	Southbound curbside lane or boulevard as marked	From 95 metres north of the north limit of Bathurst Street Connector Road to the north limit of Bathurst Street Connector Road	24 hours, 7 days a week
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Westbound curbside lane or boulevard as marked	From the west limit of Town Centre Boulevard to the east limit of Chalmers Road	24 hours, 7 days a week
Highway 7 (Y.R. 7) Cities of Markham and Richmond Hill	Eastbound curbside lane or boulevard as marked	From the east limit of South Park Road to the west limit of South Town Centre Boulevard	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Northbound curbside lane or boulevard as marked	From 222 metres south of the south limit of Garden Avenue to the south limit of Major Mackenzie Drive East (Y.R. 25)	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Northbound curbside lane or boulevard as marked	From the north limit of Elgin Mills Road East (Y.R. 49) to 170 metres north of the north limit of Gamble Road/19th Avenue	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Southbound curbside lane or boulevard as marked	From 156 metres north of the north limit of Gamble Road/19th Avenue to the north limit of Elgin Mills Road West (Y.R. 49)	24 hours, 7 days a week
Yonge Street (Y.R. 1)	Southbound curbside lane or boulevard as marked	From the south limit of Major Mackenzie Drive West (Y.R. 25) to 123 metres south of the south limit of Garden Avenue	24 hours, 7 days a week

<b>City of Vaughan</b>			
Bathurst Street (Y.R. 38)	Northbound curbside lane or boulevard as marked	From the north limit of Centre Street (Y.R. 71) to the south limit of Flamingo Road/Worth Boulevard	24 hours, 7 days a week
Bathurst Street (Y.R. 38) Cities of Richmond Hill and Vaughan	Northbound curbside lane or boulevard as marked	From the north limit the connector with Highway 7 (Y.R. 7) to 160 metres north of the north limit of Bathurst Street Connector Road	24 hours, 7 days a week
Bathurst Street (Y.R. 38)	Southbound curbside lane or boulevard as marked	From the south limit of Flamingo Road/Worth Boulevard to the north limit of Centre Street (Y.R. 71)	24 hours, 7 days a week
Centre Street (Y.R. 71)	Westbound curbside lane or boulevard as marked	From the west limit of Bathurst Street (Y.R. 38) to the east limit of Highway 7 (Y.R. 7)	24 hours, 7 days a week
Centre Street (Y.R. 71)	Eastbound curbside lane or boulevard as marked	From the east limit of Highway 7 (Y.R. 7) to the west limit of Bathurst Street (Y.R. 38)	24 hours, 7 days a week
Dufferin Street (Y.R. 53)	Northbound curbside lane or boulevard as marked	From the north limit of Steeles Avenue to 40 metres north of the north limit of Maison Parc Court	24 hours, 7 days a week
Dufferin Street (Y.R. 53)	Northbound curbside lane or boulevard as marked	From 50 metres south of the south limit of Glen Shields Avenue to the south limit of Caraway Drive	24 hours, 7 days a week
Dufferin Street (Y.R. 53)	Southbound curbside lane or boulevard as marked	From the south limit of Caraway Drive to 50 metres south of the south limit of Glen Shields Avenue	24 hours, 7 days a week

## Page 15 of 15 of Bylaw No. 2020-53

Dufferin Street (Y.R. 53)	Southbound curbside lane or boulevard as marked	From 40 metres north of the north limit of Viceroy Road to the north limit of Steeles Avenue	24 hours, 7 days a week
Highway 7 (Y.R. 7)	Westbound curbside lane or boulevard as marked	From the west limit of Bowes Road/Baldwin Avenue to the east limit of Applewood Crescent	24 hours, 7 days a week
Highway 7 (Y.R. 7)	Westbound curbside lane or boulevard as marked	From the west limit of Colossus Drive/Famous Avenue to the east limit of Bruce Street	24 hours, 7 days a week
Highway 7 (Y.R. 7)	Eastbound curbside lane or boulevard as marked	From 75 metres east of the east limit of Bruce Street to the west limit of Famous Avenue	24 hours, 7 days a week
Highway 7 (Y.R. 7)	Eastbound curbside lane or boulevard as marked	From the east limit of Applewood Crescent to 45 metres east of Bowes Road/Baldwin Avenue	24 hours, 7 days a week



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**From:** Switzer, Barbara <Barbara.Switzer@york.ca> **On Behalf Of** Regional Clerk  
**Sent:** November 24, 2020 1:56 PM  
**To:** Aurora Clerks General Inbox <Clerks@aurora.ca>; Aguila-Wong, Christine <caguila-wong@markham.ca>; clerks@newmarket.ca; EG Clerks General Inbox <clerks@eastgwillimbury.ca>; King Clerks General Inbox <clerks@king.ca>; Rachel Dillabough <rdillabough@georgina.ca>; Richmond Hill Clerks General Inbox <clerks@richmondhill.ca>; Vaughan Clerks General Inbox <clerks@vaughan.ca>; WS Clerks General Inbox <clerks@townofws.ca>  
**Subject:** Regional Council Decision - 2020 Street Tree Health and Performance Update

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

On November 19, 2020 Regional Council made the following decision:

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

The original staff report is attached for your information.

Please contact Laura McDowell, Director, Environmental Promotion and Protection at 1-877-464-9675 ext. 75077 if you have any questions with respect to this matter.

Regards,

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

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
**O:** 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

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

# The Regional Municipality of York

Committee of the Whole  
Environmental Services  
November 5, 2020

Report of the Commissioner of Environmental Services

## 2020 Street Tree Health and Performance Update

### 1. Recommendation

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

### 2. Summary

This report updates Council on the status of the street tree program and provides new information on the recent street tree health assessment.

Key Points:

- The Region's street tree population, valued at \$421 million, continues to grow, increasing the environmental, social and economic benefits to residents
- The Region has made a substantial investment in street trees since adoption of the Streetscape Policy in 2001, and implementation of Great Regional Streets and VivaNext programs
- To address poor performance of street trees, significant program improvements have been implemented including regular street tree health assessments
- Street tree health assessments have shown a significant improvement in street tree performance from 29% of trees in healthy condition in 2003 to 87% in 2020
- Urbanization and limited boulevard space will require continued implementation of technologies and practices to ensure survival and long-term tree performance

### 3. Background

#### **Street trees provide considerable environmental, social and economic benefits to our communities**

Street trees, as a component of the urban forest, provide numerous benefits to residents including shade, energy conservation, improved air quality, prevention of soil erosion and stormwater management.

Regional streetscapes with trees help define the character of our communities and contribute to a sense of place. The Region has made a substantial investment in street trees since adoption of the Streetscape Policy in 2001, and implementation of Designing Great Streets and VivaNext programs.

### **Over 1,500 street trees are planted annually along Regional roads**

The Streetscape Policy and subsequent guidelines set objectives and standards for street tree planting along Regional roads. Since 2001, the number of street trees has steadily increased as a result of annual planting efforts. Currently the Region plants an average of 1,900 street trees each year, with over 80% of tree planting occurring within existing urban areas. In recent years, planting projects have required more complex technologies such as engineered soil cells below sidewalks to ensure survival and long-term performance in urban settings including VivaNext corridors. Currently there are 69,000 street trees in the inventory with an estimated value of \$421 million.

### **Street tree health assessments are completed once every five years to monitor street tree performance**

In the early 2000s, it was evident that recently planted street trees were performing poorly. To identify factors contributing to this poor performance, the Region undertook a comprehensive street tree health assessment in 2003. Results of the study identified that only 29% of recently planted trees were in healthy condition. The assessment identified a number of factors that impacted street tree performance including lack of water during the establishment period, poor boulevard soil conditions, low quality nursery stock, and poor planting procedures and post-planting maintenance practices.

To address poor performance of street trees, the Region implemented significant program improvements which have resulted in a dramatic increase in street tree health over the past 20 years. A commitment was made to continue to undertake street tree health assessments every five years and report the findings to Council. Health assessments in 2010 and 2015 showed improvement in street tree performance with respectively 76% and 84% of street trees in good health.

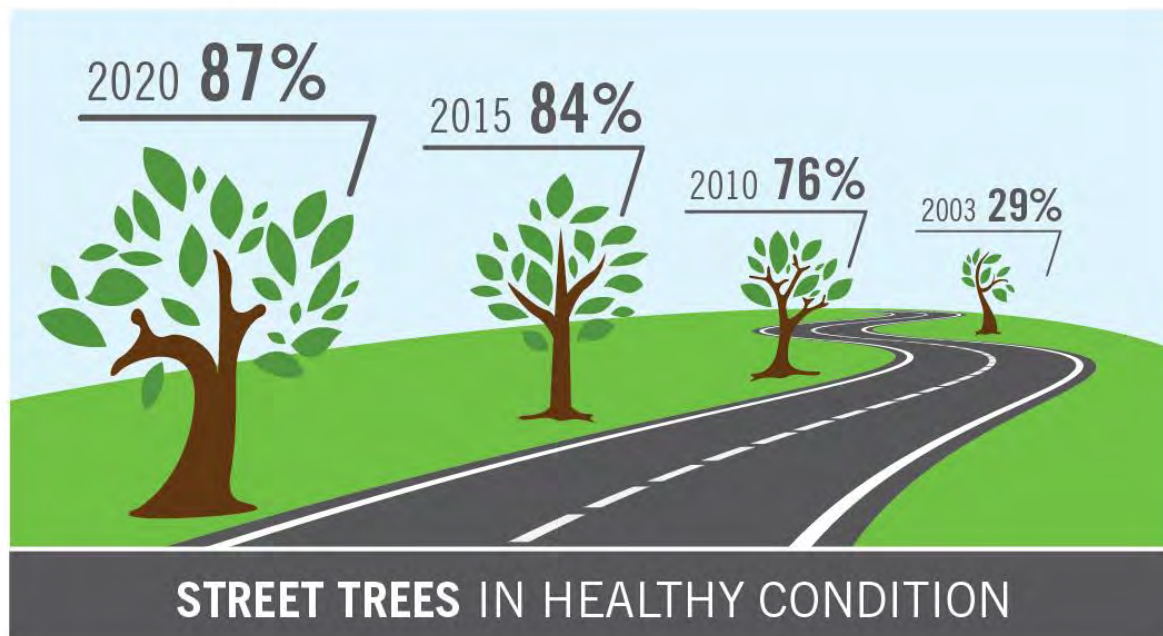
## **4. Analysis**

### **2020 street tree health assessment confirms investments have resulted in improved performance with 87% of trees in healthy condition**

In 2020, a fourth street tree health assessment was completed to measure the effectiveness of program improvements. A detailed health assessment of 3,099 street trees planted over the last 5 - 10 years was completed to determine tree health and further assess factors affecting tree performance (Attachment 1). Results of the assessment show that 87% of recently planted trees were in satisfactory or good condition. This demonstrates continued improvement in tree health since 2003 and confirms investments made in program improvements are having a positive impact on street tree performance (Figure 1). These investments enable the Region to close in on the performance target of 90% of trees in

healthy condition. This target was established in previous health assessments through a review of industry best practices, experience and expectations for the harsh roadway environment.

**Figure 1**  
**Improvements in Street Tree Health 2003 to 2020**



**Improvements to current practices continue with increased focus on key factors including soil quality, soil quantity and planting locations**

The 2020 street tree health assessment identified several key factors which continue to influence the performance of street trees along Regional roads including:

- Poor root development and function resulting from boulevard soil conditions
- Negative impact when planting trees near roadway edges
- Drying of trees subject to winter winds on open sites

Construction along and adjacent to Regional roads can disturb natural soils, creating compacted soils that are generally less biologically healthy and having poorer drainage. Tree health increases when soil quality is improved before tree planting using techniques such as installation of a soil trench with drainage. The 2020 street tree health assessment noted that 94% of trees planted within a soil trench are in a healthy condition.

Planting location and species selection are critical to a tree's success. Planting within three metres of the roadway should be avoided, unless measures such as raised planter beds are considered, and top performing tree species selected. Likewise, open windy sites are being avoided as this planting location has been linked to decreased tree health.

## **Urbanization of Regional corridors presents challenges that are being met through new technologies and practices**

Street trees are recognized as a key component for successful urbanization of Regional corridors such as VivaNext rapidways. Urban centres and corridors present challenges for establishing and maintaining healthy trees. To provide adequate soil and water in these hardscaped environments, the Region has invested in new technologies including engineered soil cells, structural soils and water efficient irrigation systems.

The 2020 street tree health assessment examined the rooting behaviour of trees planted in hardscapes where below ground soil cells had been installed (VivaNext) and softscape boulevards where structural soils had been installed under sidewalks. In both cases, extensive rooting was found within the soil cells and under the sidewalks, improving tree health. Street trees perform better when they have access to large volumes of uncompacted, good quality soils, allowing for unrestricted root growth.

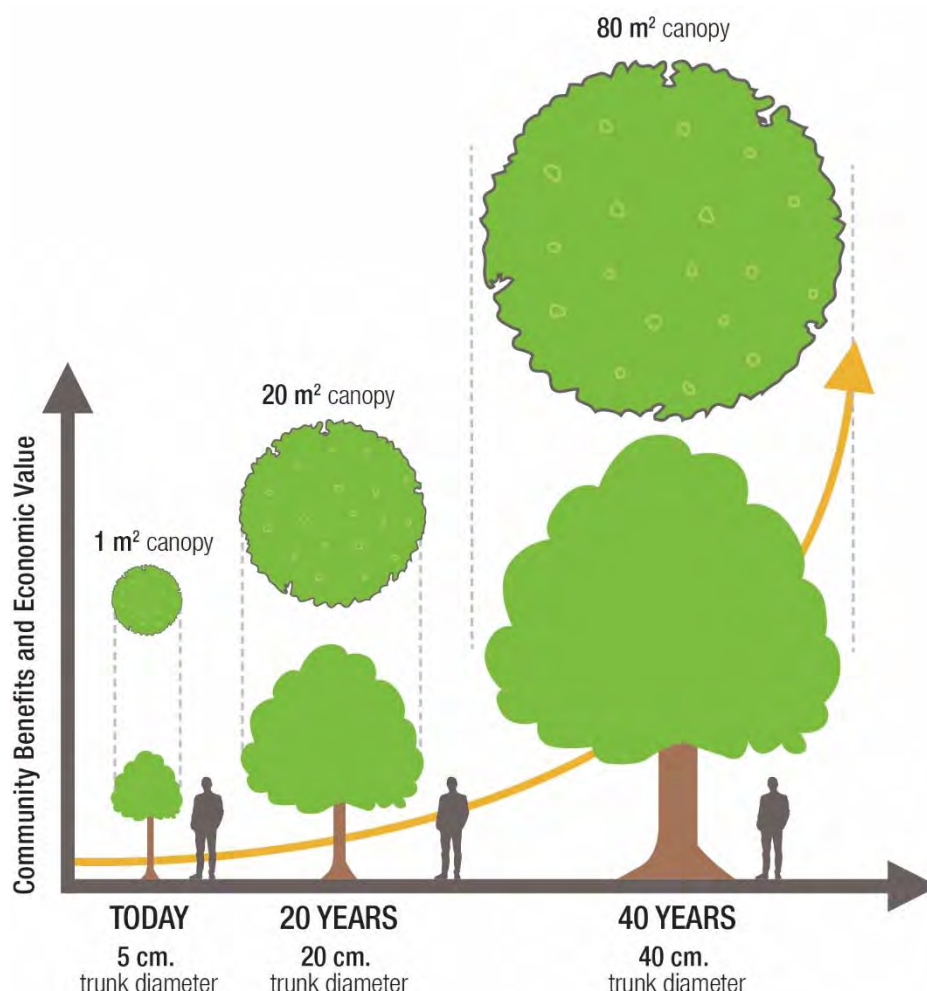
## **Street tree management and tree maintenance programs are increasing tree health**

The Region's street tree population is continuing to grow in both number and tree size. With more trees surviving and performing well, the need to maintain these trees continues to increase. Once established, pruning street trees on a regular basis is required to maintain tree health and minimize hazards. The Region has implemented a proactive program to prune trees on a regular cycle. The 2020 street tree health assessment found a decrease in the number of trees with poor structure, 66% in 2015 compared to 5% in 2020, demonstrating the pruning program's positive impact.

Climate change impacts, particularly the frequency and intensity of storms, are a threat to street trees. Healthy, vigorous trees receiving proactive management including cyclical tree pruning, reduces susceptibility to damage from severe weather, minimizing impacts of storm events such as ice storms and extreme wind events. This has been demonstrated in recent storm events, where fewer reactive work orders have been required for comparable storms.

As healthy street trees grow their economic value and benefits increase significantly (Figure 2). In 2019 state of the infrastructure report the Region's street trees were valued at \$421 million. Through investments in planting and maintenance of street trees we ensure they maximize their growth potential and associated benefits to our residents.

**Figure 2**  
**Tree Growth and Associated Increase in Benefits**



### **Street trees and other green infrastructure elements are a significant capital asset**

In 2018, the Region updated the Corporate Asset Management Policy, which details principles for a consistent and coordinated approach for managing Regional assets to ensure long-term sustainability and to demonstrate fiscal stewardship. Green infrastructure, including street trees and systems that support them have been identified as an asset. To meet the goals of the Corporate Asset Management Policy, Environmental Services developed a Green Infrastructure Asset Management Plan.

This award-winning plan has provided insights to maximize the assets lifecycle and its benefits through financial modelling, evaluating risk, determining levels of service and identifying opportunities for continuous improvement. The Green Infrastructure Asset Management Plan will be updated in 2021 leading to further improvements in the management of these critical green assets.

## **Healthy street trees support the Strategic Plan by enhancing and preserving green space**

Development and implementation of best practices related to planting and maintenance of street trees are identified as actions in the York Region Forest Management Plan. Improving street tree health contributes to increasing canopy cover and progress towards the 35% Regional canopy cover target. Growing the Region's canopy cover supports the Strategic Plan priority to build sustainable communities and protect the environment, and the objective of enhancing and preserving green space. Progress on achieving canopy and woodland cover targets will be reported to Council in the 2021 State of the Forest report.

## **5. Financial**

### **Street tree health improvements will be achieved through program optimization**

Recommendations from the 2020 street tree health assessment report will be reviewed and advanced on a priority basis. Program changes (e.g. increased watering) and use of new technologies (e.g. soil trenches and engineered soil cells) has already been implemented in previous years. Further street tree health improvements will be achieved through program optimization and implemented as part of ongoing adaptive management (e.g. refinement of soil quality specifications). Any financial impacts will be addressed through the multi-year budget process.

In 2019, the Region was successful in securing \$10.1 million in Federal funding for a natural infrastructure project through the Disaster Mitigation and Adaptation Fund. Included in this project is the planting of 12,500 street trees over nine years to mitigate the impacts of extreme heat.

### **Growth and urbanization of Regional corridors is presenting additional pressure on operating budgets**

Green infrastructure in an urbanized streetscape provides a sense of place and community, and contributes toward achieving the vision of walkable and liveable cities. Maintenance needs associated with these streetscapes increase based on the road typology and landscaping treatment (Table 1). Maintenance requirements along urbanized roads are more complex and intensive, and include activities such as, weeding and pruning planting beds, irrigation of plant material and regular application of mulch. These maintenance activities along with proactive tree maintenance ensure green infrastructure assets remain in a good state of repair and achieve expected levels of service over the long term.

**Table 1**  
**Impact to Forestry Landscape Maintenance Budgets by Road Typology**

Road Typology	Description of Landscape Treatments	Annual cost per centerline km
4 lane cross section	Trees planted in sod boulevards	\$1,600
6 lane cross section	Raised Centre median with shrub and perennials, trees planted in sod boulevards	\$44,000
Urban Centre - Rapid way	Raised Centre median with shrub and perennials, raised boulevard planter beds with shrubs and perennials	\$136,000

## 6. Local Impact

The Region's street trees continue to play a significant role in defining the character of our local communities. Healthy trees contribute to healthy communities. Improvements identified in this report will help to ensure street trees provide expected benefits to the environment, communities and residents. Street tree health assessments, continuous improvement measures and new technologies are also of interest to local municipalities and partners. This information will be shared with local municipal staff through the York Region Urban Forestry Forum to assist with program delivery and improvements in street tree health.

## 7. Conclusion

Street trees are a significant Regional asset providing many benefits to residents. They are an asset that appreciates in value over time. To achieve expected benefits, trees require resources to ensure their growth and long-term performance.

The 2020 street tree health assessment confirms the Region's investment in the street tree program has made a positive impact on the performance of street trees. Evidence-based decision making, and monitoring are key to advancing performance improvements. The assessment identifies opportunities for further improvement to help meet performance targets. By leveraging knowledge gained and continuing to innovate as conditions change, we will be able to meet the challenges of growing street trees on Regional roads, contributing to healthy communities across York Region.



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

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

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

October 15, 2020  
Attachments (1)  
EDocs# 11617674



# 2020 STREET TREE HEALTH ASSESSMENT SUMMARY

NOVEMBER 2020

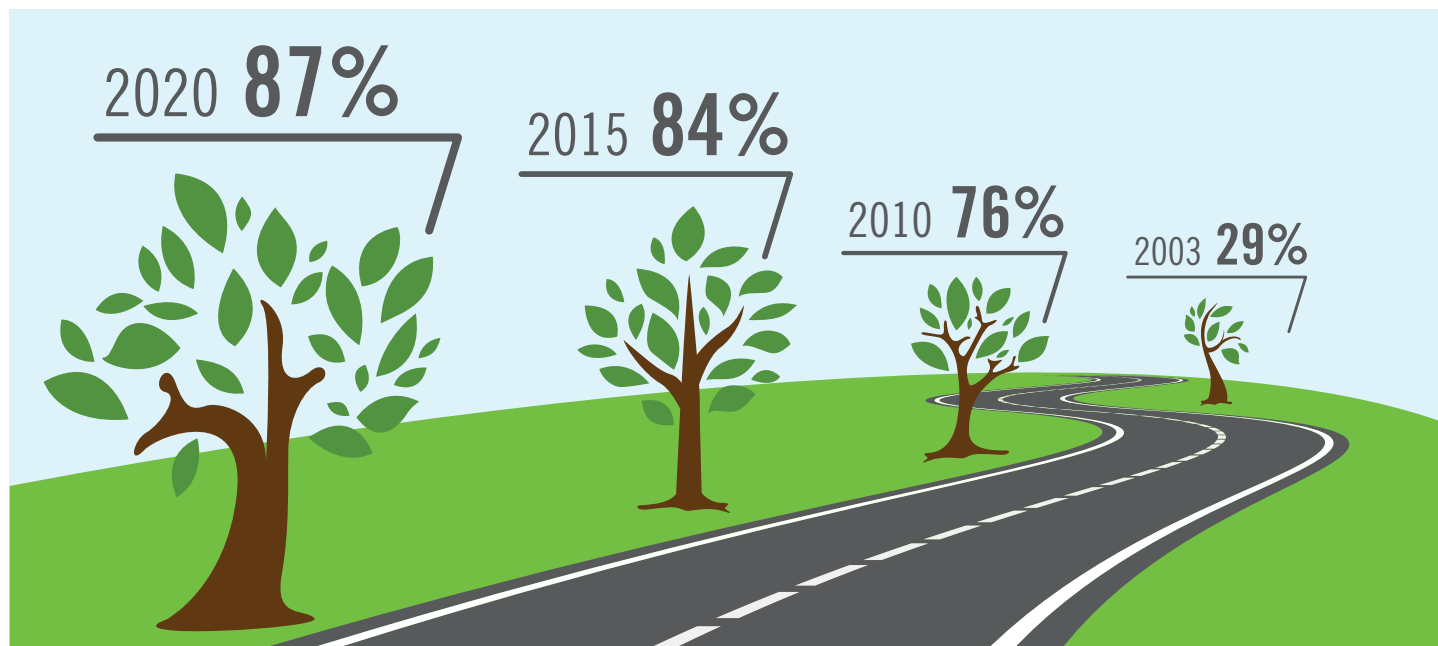
This document summarizes the 2020 York Region Street Tree Health Assessment Report, which is available by emailing [accessyork@york.ca](mailto:accessyork@york.ca)



## 2020 STREET TREE HEALTH ASSESSMENT SUMMARY | NOVEMBER 2020

Since York Region began planting trees in boulevards in the mid-1990s, its population of street trees has grown to become a key part of the Region's green infrastructure.

The Region monitors the health of street trees every five years to check on the success of its planting and maintenance programs. The most recent assessment, in 2020, confirms a strong and steady upward trend in health, measured by the percentage of trees in satisfactory or good condition: from 29% in 2003, to 76% in 2010, 84% in 2015 and 87% in 2020.



Street trees in healthy condition

The poor assessment results in 2003 reflect the condition of trees before planting, how they were planted, and their early care. Evidence-based practices adopted by the Region to address these concerns include:

- Creating a short list of acceptable tree species – called Proven Performers – that are appropriate to growing conditions along Regional roads
- Selecting trees at the nursery for vigour and structure, inspecting them before they are planted, and checking that contractors planted them correctly
- Mulching around a tree's base and weeding regularly when the tree is young to discourage competition from other plants
- Watering newly planted trees on a regular schedule during the first three growing seasons to reduce stress from transplanting and drought

### WHAT'S MEASURED AND HOW

Each street tree health assessment looks at a sample of street trees, defined as trees planted by the Region along roads in urban and suburban areas.

In 2020, this involved evaluating 3,099 trees, or 8% of 38,000 street trees in total. A focus was on trees planted in the past six years, many in conjunction with the building of Viva bus rapidways.

**The 2020 assessment confirmed the value of continuing these existing practices.**



## WHY HEALTHY STREET TREES ARE A VALUABLE INVESTMENT

“From Athens to Melbourne and Seoul to New York, big cities are increasingly turning to trees to help protect them from heatwaves and floods, and to boost people’s physical and mental health...”

- World Economic Forum Agenda

Trees in cities help clean the air, shade buildings in summer and shelter them from cold winds in winter, absorb stormwater, beautify streetscapes and encourage people to go outside, provide habitat for birds and pollinators, and store carbon to help mitigate climate change. Many of the benefits increase in relation to the tree’s size and leaf density, which are markers of its health.

And because trees provide these benefits far more cost-effectively than built infrastructure could, their long-term economic benefits outweigh the costs of planting, nurturing and protecting them.

The Region’s 2017 Green Infrastructure Asset Management Plan put the value of its green infrastructure, including street trees, at close to \$488 million. These assets store more than 155,000 tonnes of carbon and provide roughly \$5.5 million in services each year by sequestering additional carbon, managing runoff and capturing pollution.

The environment around a tree is also an important determinant of its health. The healthiest trees in the 2020 assessment were located where there is good drainage and shelter from strong winds, roots have room to grow, and high-quality soil provides the right nutrients.

For street trees, the surrounding built environment is of equal or greater importance. Since 2003, York Region’s built environment has undergone significant changes:

- Many Regional roads have been widened
- Sidewalks, separate cycle paths, and other infrastructure have been installed or upgraded on roads in urbanized areas
- Trees and other plants have been used to enhance the streetscape along Viva bus rapidway network

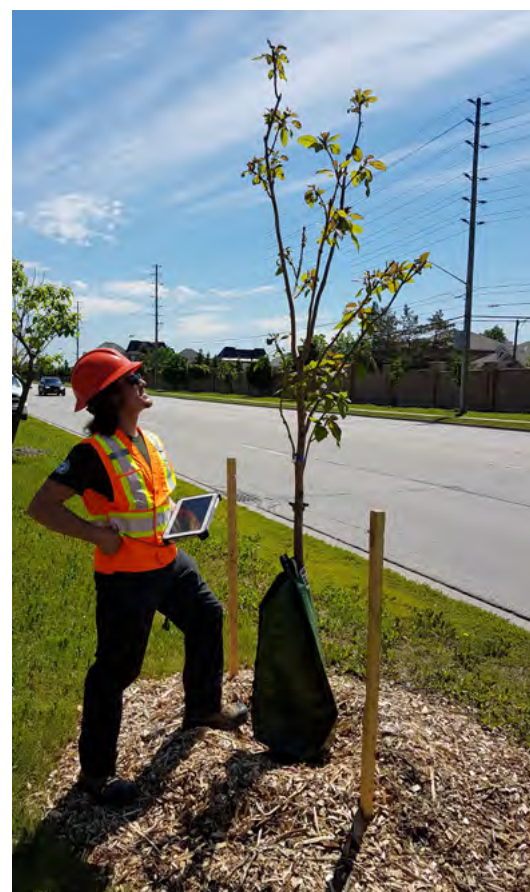
The first two factors tended to intensify known concerns. Construction typically removes topsoil and compacts the poorer soil that’s left. Smaller planting spaces and compacted soil make it harder for roots to grow and limit the ultimate size and benefits the tree can provide. Trees are also exposed to more road-related stresses, such as winter road maintenance, collision risk, and heat from the roadway. In addition, many trees in the Viva network had to be placed in raised concrete planters or tightly integrated into hard surfaces like sidewalks.



Raised concrete planters along Viva Rapidway

The Region's approach to managing street trees evolved in line with these developments, as well as with research studies and the findings of earlier health assessments. As a result, the Region is placing increasing emphasis on soil health, volume and drainage:

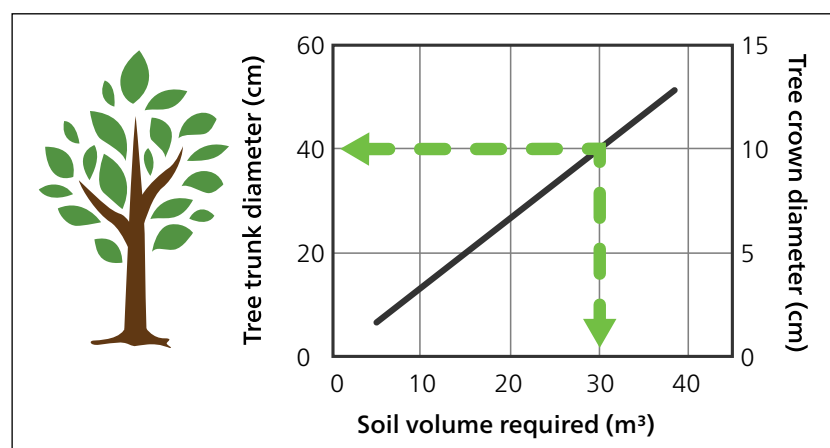
- The Region's target is to provide street trees in "hardscaped" locations with at least 30 cubic metres of well-drained, good quality soil. As well, these trees are planted using soil prepared to the Region's standards
- In these locations the Region may install soil cells under adjacent hard surfaces, such as sidewalks, to achieve minimum soil volume targets. These cells are engineered frames filled with planting soil that provide uncompacted soil for tree roots underground while supporting pavement, interlocking stones or other load-bearing materials on the surface
- In other locations structural soil, a mix of topsoil and angular chunks of rock that lock together so they can bear weight, is used under hard surfaces to create a path for roots to connect to the soil beyond
- A further success factor for trees in raised planters appears to be building the walls higher on the road side to protect plantings from salt and other risks
- The area around a tree that gets mulch, which is eventually incorporated into soil, has been increased, and mulch beds have been deepened
- Soil around existing trees in difficult locations is being rejuvenated by adding a high-organic-matter blend to the soil, watering and applying fresh mulch



Tree inspection using tablet



Installation of a soil cell system



Distribution of tree size in relation to available soil volume



The Region has also been addressing challenges from broader environmental and biological factors, such as more frequent and extreme winds and ice storms and the spread of pests and diseases:

- Starting in the fourth year after planting, trees are pruned on a regular cycle to encourage development of a strong structure that better resists high winds and ice build-up
- Pruning is also used to control black knot, a fungal disease that attacks cherry trees

With the overall total at 87%, the Region is now close to its goal of ensuring at least 90% of its street trees are in satisfactory or good condition. This target was established in previous health assessments through a review of industry best practices, experience and expectations for the harsh roadway environment. The assessment nonetheless highlighted issues that must be managed effectively for the 90% goal to be reached and maintained:

- With the loss of planting space in boulevards, trees are closer to the roadside and the winter threat zone, where road salt is splashed and ice and snow are thrown up by plows. The assessment showed tree health decreased with proximity to a roadside
- Trees need good drainage, and Regional standards call for a soil that provides that. Drainage can be a problem, however, in sites where the planting soil is good but drainage is poor beyond it, allowing water to collect around roots

These concerns tend to go hand in hand with the Region's increasing growth and urbanization, which are triggering higher density development and the need for an expanded transportation network.

Focusing growth in Regional centres and along corridors to better manage growth is already a priority. In line with provincial direction, the Region recently designated 72 major transit station areas to support bus rapidways, GO Transit and subways, including the planned extension of the Yonge Street subway line. This brought higher density targets to some new areas.

While intensification and public transit are key to sustainable growth, urban areas that lack trees and other landscaping can feel harsh and unwelcoming. At the same time, more intense growth makes it challenging to provide conditions in which trees and plants can thrive.



Raised median before installation of Region designed soil



Street trees and landscaping

What the Region has learned from its success to date will help address these and other challenges:

- The health of plantings along the Viva bus rapid transit routes shows the value of a well-thought-out approach to planting in difficult urban environments like planters and grates in sidewalks. The assessment found that trees in these settings benefit from the use of soil cells under hard surfaces, provision of ample, high-quality soil, and attention to drainage, in addition to ongoing watering, other maintenance and monitoring. This experience will be helpful in creating attractive growth centres, transportation corridors and major transit station areas
- The Region is completing updates to its design guidelines to deal with the impacts of smaller planting spaces generally, including increased winter threats, along both suburban and urban roads
- Regular pruning is resulting in healthier trees with stronger structure, which will reduce the threat of damage from extreme weather and some diseases
- The Region is continuing to select trees using its Proven Performer list of species and will consider adding species to improve diversity

Street trees are more critical than ever for York Region. In crowded urban centres, they provide refuge, shade and a visual contrast to the built environment, making public spaces more welcoming and attractive.

So that residents, communities and wildlife can enjoy these benefits, the Region will continue to monitor tree health and growing conditions regularly to understand performance and identify future challenges, and use evidence-based practices to improve tree health.

By leveraging the knowledge gained over the past years and continuing to innovate as conditions change, the Region will enjoy the increasing social, environmental and economic benefits of healthy and abundant street trees in the decades to come.



Tree grate installation



Tree Gator being filled with water



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**From:** Switzer, Barbara <Barbara.Switzer@york.ca> **On Behalf Of** Regional Clerk

**Sent:** November 24, 2020 1:58 PM

**To:** Aurora Clerks General Inbox <Clerks@aurora.ca>; Aguila-Wong, Christine <caguila-wong@markham.ca>; clerks@newmarket.ca; EG Clerks General Inbox <clerks@eastgwillimbury.ca>; King Clerks General Inbox <clerks@king.ca>; Rachel Dillabough <rdillabough@georgina.ca>; Richmond Hill Clerks General Inbox <clerks@richmondhill.ca>; Vaughan Clerks General Inbox <clerks@vaughan.ca>; WS Clerks General Inbox <clerks@townofws.ca>

**Subject:** Regional Council Decision - Update: 10-Year Paramedic Services Resources and Facilities Master Plan

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

On November 19, 2020 Regional Council made the following decision:

1. The Regional Clerk circulate this report to the local municipalities for information.
2. Staff bring back a report in 2021 to consider potentially decreasing response times for the Sudden Cardiac Arrest, CTAS 1 and CTAS 2 categories outlined in the report.

The original staff report is attached for your information.

Please contact Lisa Gonsalves, General Manager, Paramedic and Seniors Services at 1-877-464-9675 ext. 72090 if you have any questions with respect to this matter.

Regards,

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

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1

**O:** 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

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



# The Regional Municipality of York

Committee of the Whole  
Community and Health Services  
November 5, 2020

Report of the Commissioner of Community and Health Services

## Update: 10-Year Paramedic Services Resources and Facilities Master Plan

### 1. Recommendations

The Regional Clerk circulate this report to the local municipalities for information.

### 2. Summary

This report provides information on development of the Paramedic Services Resources and Facilities Master Plan and Phase 1 Results of the Demand and Capacity Study.

Key Points:

- In [September 2012](#), Council approved the York Region Emergency Medical Services 10-Year Resources and Facilities Master Plan. This plan identified optimal station locations, staffing and vehicle requirements over the next 10 years to meet the needs of the Region's growing population. The plan was updated in 2016 and extended to 2026 to ensure that accurate long-term planning informed business and capital plans. The current update will extend the plan to 2031 and will build upon previous plans to include a more comprehensive assessment of paramedics, support staff and infrastructure needs to meet growing demand.
- Development of the updated Master Plan is a five phase process beginning with Phase 1 - Demand and Capacity Study. The study identifies future station locations and infrastructure required by 2031 to meet legislated and Council approved response times and ensure each local municipality has appropriate ambulance coverage to meet future demand
- In 2031, Paramedic Services is forecasted to respond to 163,606 incidents, an increase of 119% over 2021 levels, largely driven by seniors
- In addition to the three new stations and two replacement stations identified in the current Master Plan, the demand and capacity study identified one new response station in the Town of Georgina would be required by 2031 to meet forecasted demand
- Progress reports will be brought forward to Council throughout each phase of development of the Master Plan

### 3. Background

#### **Paramedic Services has been working with experts in emergency services to develop and update its 10-year Resources and Facilities Master Plan**

Paramedic Services uses multi-year plans to guide decision making on the allocation of personnel, vehicles and station locations for York Region, to maintain a high level of service and meet response time standards.

Since 2011, York Region Paramedic Services has been working with Operational Research in Health Limited (the consultant) to plan for the future demands of emergency services in the Region while supporting response time performance. They are emergency services consultants based in the United Kingdom with a wide range of local and international experience in emergency services modeling ranging across Europe, the Middle East, Australia, Canada and the United States of America.

In [September 2012](#), Council approved York Region Emergency Medical Services 10-Year Resources and Facilities Master Plan to 2021. The Plan identified that a total of 23 stations, along with 5,716 ambulance total hours of coverage and 840 rapid response hours of coverage per week would be required by 2021.

In 2016, the Demand and Capacity Study component of the 10-Year Resources and Facility Master Plan was updated to extend it to 2026. At that time, resources needed by 2026 included three new stations and two replacement stations (for a total of 27 stations), along with 8,148 total hours of ambulance coverage and 420 rapid response unit hours of coverage per week.

The current update extends the plan to 2031 and will build upon previous plans to include a more comprehensive assessment of paramedics, support staff and infrastructure needs to meet growing demand.

#### **The methodology used has been proven to accurately plan for growth trends**

Historic demand analysis (analysis of the entire cycle of the 9-1-1 response from when the ambulance is dispatched to when the ambulance is clear of the hospital and ready to respond to another 9-1-1 request) combined with historic geographic analysis (location data, travel times, and time on task for each call) has informed the simulation phase of the study. Using future demand modelling — a proprietary simulation model software — the consultant is able to mimic Paramedic Services' current service profile and predict future demand under a variety of scenarios to identify the resources and station locations required to meet response times and community needs.

Previous Master Plan updates have successfully used this simulation model to accurately reflect demand and place the Region's stations in the right locations to meet the needs of residents.

## 4. Analysis

### **Development of the Master Plan is a five phase process beginning with the Demand and Capacity Study**

Updating the master plan is a five phase process taking place between 2021 and 2031 that identifies key milestones for responding to population growth across the Region. The updated plan will build upon the two previous plans to include a more comprehensive assessment of paramedics, support staff and infrastructure needs to meet growing demand.

The Master Plan, when fully developed, will identify:

- Paramedic Response Stations required to 2031
- Ambulance and Rapid Response vehicles needed to 2031
- Paramedic staffing resources required to 2031

The Master Plan will be developed over five phases beginning with the Demand and Capacity Study in Phase 1. The remaining phases will inform planning for resources and infrastructure up to 2031, including identifying gaps in the level of back-end supports required to maintain frontline operations and fleet capacity, supervisory structures to support staff, and proposed capital and operational costs to include in the Region's 2023 to 2027 Multi-Year Budget. Council will be updated on the outcomes of each phase. Each phase is explained below.

- **Phase 1, 2020: Demand and Capacity Study** – This foundational study considers data such as regional demographics, road networks, historical 9-1-1 calls and usage to forecast the demand for ambulance services from now to 2031. The study also identifies resources needed up to 2031 to meet demand and incorporates feedback from other Region departments, York Regional Police, local municipal fire chiefs and the Ministry of Health Field Office
- **Phase 2, 2021: Development of the Master Plan Components** - Uses the Demand and Capacity study results to develop fleet and staffing subplans, and to identify growth-related infrastructure needs which will inform the Region's next development charge background study and bylaw update
- **Phase 3, 2022: Operating and Capital Finance Strategy** - Paramedic Services' business and capital budgets will be developed to support the Plan up to 2031
- **Phase 4, 2022: Council Approval of the Final Master Plan** – Approval of the Paramedic Services' service delivery model, as well as the capital finance strategy and 2023 to 2027 operating budget
- **Phase 5, 2023-2031: Implementation** - Execute resources identified in the master plan to meet 9-1-1 response demand

## Demand and capacity study methodology is aimed at achieving balanced response times across York Region

Planning for paramedic resources and facilities includes the requirement to meet legislated and Council-approved response times. Response times are based on the Canadian Triage Acuity Scale (CTAS), a five-level tool used to assess the severity of a patient's condition and the need for timely care set by the Ministry of Health and municipalities under the *Ambulance Act* as set out in Table 1.

The response time targets described in Table 1 were set in 2012 by Council. Cardiac arrest and CTAS 1 targets are legislated by the Ministry of Health; the remainder were set by York Region. While response time targets have not changed since 2012, as dispatch modernization occurs, there may be opportunity to lengthen response time targets for lower priority patients in order to improve system capacity and respond efficiently to most critical patients, which could help reduce growth that would otherwise be required to address increased service demand.

**Table 1**  
**Canadian Triage Acuity Scale Response Time Requirements**

Category and Examples	Target response time from Dispatch to arrival on scene	Targeted percentage to meet response times (%)
<b>Sudden Cardiac Arrest</b> Absence of breathing, pulse	Community Target: Arrival of any person equipped with an AED within 6 minutes Set by the Ministry of Health	60%
<b>CTAS 1</b> - Includes sudden cardiac arrest or other major trauma	8 minutes Set by the Ministry of Health	75%
<b>CTAS 2</b> - Chest pain, stroke, overdose	10 minutes Set by York Region*	80%
<b>CTAS 3</b> - Moderate pain or trauma	15 minutes Set by York Region*	90%
<b>CTAS 4</b> - Minor trauma, general pain	20 minutes Set by York Region*	90%
<b>CTAS 5</b> - Minor ailments, repeat visits	25 minutes Set by York Region*	90%

**\*Note:** In [September 2012](#), Council adopted the *York Region Emergency Medical Services Response Time Performance Plan 2013*, which identified targeted response times from Dispatch to arrival on scene.

When a call comes into a Central Ambulance Communication Centre, the dispatcher determines the call's priority level, ranging from Priority 1 to Priority 4. Priority 4 responses are classified as Life Threatening and include the most serious patients such as cardiac arrests, chest pain, strokes and trauma as noted in Table 1. Depending on the severity of the patient, certain patients may be triaged by dispatch as Priority 3 or Priority 4.

The Demand and Capacity Study addresses the disparity in achieving response times of eight minutes or less to Priority 4 calls across the Region due to geographic conditions (such as urban versus rural, station locations, road locations, traffic conditions) and resources (such as staffing levels and ambulance availability due to call volumes and hospital offload times). The Study uses modelling intended to achieve equitable response times where paramedics respond to Priority 4 patients in eight minutes or less 75% of the time Region wide (on average) and ensure an eight minute or less response time in each local municipality 70% of the time.

### **Detailed data analysis included planned development, new roads, travel times and population growth**

Data from the Ambulance Dispatch Reporting System was included in the modelling to understand the demand placed on Paramedic Services, the usage of resources deployed, and the response performance achieved within York Region. A 21-month data sample (from January 1, 2018 to September 30, 2019) was collected to examine and analyze trends in demand and performance. Also used were regional population forecasts of the expected number of residents in York Region from 2020 to 2031, broken down by local municipality, gender and age group, historic analysis of 9-1-1 demand and 2011 census data (note: this is the most current census data available at this time; the analysis will be reviewed when the 2016 census data and populations are available).

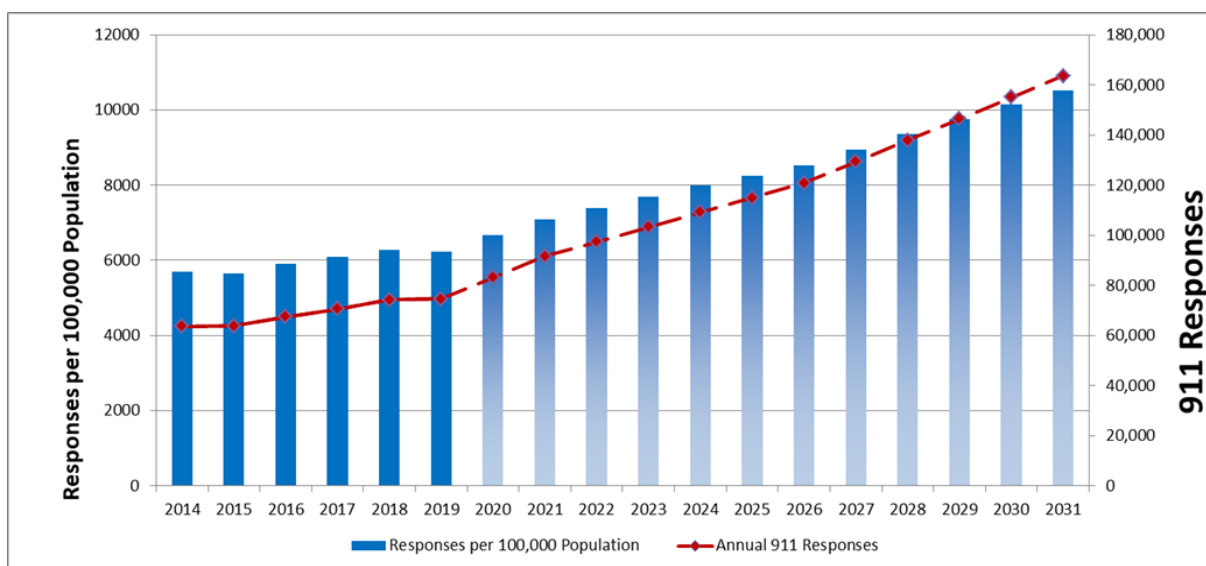
### **In 2031, Paramedic Services is forecasted to respond to 163,606 incidents, an increase of 119% over 2021 levels, largely driven by seniors**

As shown in Figure 1, in 2031, Paramedics are expected to respond to 163,606 incidents compared to 74,623 in 2021. This represents an average annual increase of 6.8%.

Increased demand is expected due to anticipated population growth (20% increase between 2021 and 2031), and growth in the seniors' population (increased share of the Region's population from 17% in 2021 to 22% in 2031). This will result in increased call volumes from seniors with complex needs.

The Region's rural areas are forecast to have the largest overall increase in incidents between 2021 and 2031 on a percentage basis (85% in the Town of East Gwillimbury; 61% in the Town of Georgina; and 41% in the Township of King); however the majority of the incidents are expected to occur within the urban municipalities.

**Figure 1**  
**Forecasted 9-1-1 Service Demand in York Region**



Source: York Region Long Range Planning and Data Analytics and Visualization Services

Regional planning forecasts for the completion of new housing developments were included in the modelling. By 2031, new developments forecasted for the cities of Markham and Vaughan will add an estimated 72,100 and 76,200 new residents, respectively. New population areas are also forecasted to add new residents in the City of Richmond Hill (33,700), the Town of East Gwillimbury (38,100) and the Town of Georgina (10,500) from 2021 to 2031 as noted in Table 2.

**Table 2**  
**Estimated Population Increase by Municipality 2021 to 2031**

Municipality	Population/Year		
	2021	2026	2031
Town of Aurora	64,512	69,514	74,852
Town of East Gwillimbury	39,617	53,275	77,758
Town of Georgina	51,734	56,640	62,242
Township of King	28,990	32,048	34,771
City of Markham	386,698	425,334	458,786
Town of Newmarket	92,549	97,054	100,843
City of Richmond Hill	224,827	241,745	258,503
City of Vaughan	351,747	383,379	427,932
Town of Whitchurch-Stouffville	52,944	59,040	62,012
<b>Total York Region</b>	<b>1,293,618</b>	<b>1,418,029</b>	<b>1,557,699</b>

Source: York Region Long Range Planning and Data Analytics and Visualization Services

## **The refreshed modelling validated the remaining new and replacement stations identified in the current master plan, and identified the need for one new response station in the Town of Georgina by 2031**

Based on modelling, the Phase 1 study has provided high level forecasting of the need for response stations and weekly ambulance hours to meet the changing and growing demand across the Region. The following resources will be required in order that York Region Paramedic Services can continue to meet performance targets up to 2031:

- The existing 27 stations identified in the previous master plan are appropriately placed to meet 9-1-1 response demand
- The temporary station 85 Richmond Hill South in the City of Richmond Hill should be retained as a permanent station
- Paramedic Response Stations #32 Maple in the City of Vaughan and #20 Ballantrae in the Town of Whitchurch-Stouffville require replacement since both spaces are leased, and do not meet the needs for future growth
- Locations of the three new stations planned for construction by 2026 based on the prior master plan were re-verified, as they are in growth and high demand areas (see Attachment 1):
  - Cachet Woods in the City of Markham
  - Highway 7 and Weston Road, Vaughan
  - Jane and Teston in the City of Vaughan
- One new station is needed in the Town of Georgina (south end of Keswick) to meet forecast demand in that growing area. Paramedic Services will also investigate co-location opportunities with the Town of Georgina Fire Services.

The stations identified in this Study, as well ambulances added to existing stations will meet the forecasted demand of 8,736 (a difference of 3,024 hours from 2021) weekly ambulance hours by 2026 and 11,148 (a difference of 5,436 from 2026) weekly by ambulance hours 2031.

## **Service innovations will be further explored and developed to mitigate future 9-1-1 service demands and resource requirements**

Phase 2 of the Plan will use the Demand and Capacity study results to develop fleet and staffing subplans, and to identify growth-related infrastructure needs which will inform the Region's next development charge background study and bylaw update. In addition, with support of a working group comprised of corporate and community partners, in this phase resources and partnerships needed to implement the Plan to 2031 will be identified.

Resource needs to respond to future service demands will be significant. Development Charges from new housing developments will help with financial sustainability of the service.

Other opportunities to help make the service more sustainable financially, while also improving customer service, will be explored to improve coordination between emergency

health service partners and scale up local innovations to help mitigate the demand for emergency paramedic services, and to connect clients to appropriate community resources.

Examples of service innovations the Region has already implemented or are planned that reduce service demand (and costs) are described in the next sections.

### **Programs currently offered by York Region Community Paramedics help avoid 911 calls**

- CP@Clinic/ CP@Home – This is an evidence-based collaborative program conducted in partnership with McMaster University where Community Paramedics provide programs in seniors housing buildings and in clients' homes. As of October 2019, approximately 70 clients were served through 505 in-person visits
- The Emergency and Transitional Housing Program – This program provides regular clinic hours at emergency housing (homeless shelter) locations and/or homeless drop-in centers across York Region where paramedics provide clients with primary health assessments, health coaching and education, health care system navigation, influenza vaccination and human service referrals where appropriate. As of October 2019, approximately 80 clients were seen at six clinics
- The palliative care program with support of the Canadian Partnership Against Cancer and The Canadian Foundation for Healthcare Improvement – This program aims to train all paramedics in the principles of palliative care and community resources to assist palliative care patients in crisis in their homes, and reduce paramedic transports to Emergency Departments when appropriate. Similar programs in other Provinces have demonstrated a greater than 50% reduction in Emergency Department transports

Partnerships within the Community and Health Services Department have improved the effectiveness and efficiency of Paramedic Services, such as its collaboration with Public Health for data sharing regarding opioids, outbreaks, and emergency planning for infectious disease outbreaks, and most recently, supporting Public Health with the COVID-19 emergency response (e.g. community based COVID-19 testing and participating in the Universal Influenza Immunization Program this Fall).

### **New Provincial Patient Care Model Standards could reduce transports to hospital**

With the introduction of new Patient Care Model Standards as part of the amendments to the *Ambulance Act* and Regulation 257/00, staff continue to work with the Ministry of Health and sector partners on implementation of 'treat and release' and 'treat and refer' programs. These programs would permit paramedics to assess patients on the scene of a 9-1-1 response and make a decision on whether the patient could be treated on scene or referred to another health care resource for ongoing care, rather than having to transport the patient to the Emergency Department. When implemented, these programs could improve the efficiency of paramedic services by addressing lengthy ambulance offloading times and treating patients in the community without the need for transport to the Emergency Department, maximizing the time ambulances are available in the community to respond to 9-1-1 calls.



## **Anticipated improvements to medical dispatch technologies could improve efficiencies, and reduce the number of ambulance hours that would otherwise be required**

Examples of improvement include:

- A new mobile data application implemented in 2019 that connects a Computer Aided Dispatch platform to both the in-vehicle tablet and the paramedics' iPhones in all York Regional ambulances, providing paramedics with automatic information updates, real time data on patient condition and navigation to 9-1-1 responses and saving time and reducing errors.
- The anticipated new Medical Priority Dispatch System. The new dispatch system will provide a new medical triage algorithm that will enable better differentiation and triage of emergencies and ensure that the patient receives the most urgent care in the appropriate time frame with the resources available. As reported to Council in [2019](#), the current dispatch system results in a level of response that may be beyond what the emergency warrants, and results in an inefficient use of resources. Changes to the dispatch system have been delayed due to the COVID-19 pandemic. To date, no revised timeline has been provided by the Ministry of Health.

## **Efficiencies may also result from new and enhanced collaboration and coordination with other health care partners**

Examples include:

- The Memorandum of Understanding approved by Council in [October 2009](#) with the Region's three hospitals through significantly improved transfer of care times, from about 60-90 minutes before the MOU to about 30 minutes currently. Faster transfer times help get ambulances back in service faster. Paramedic Services continues to track off-load times and regularly meets with local hospitals to ensure transfer of care times continue to be met
- Collaborative emergency planning and co-location opportunities with local fire services can increase cost efficiencies and ensure high quality care for residents. For example, shared station locations can help to reduce capital and operating costs of paramedic response stations
- Partnerships with Ontario Health Teams in York Region, as described in the [September 2019](#) council report, to improve out-of-hospital care, strengthen the coordination of care, and integrate paramedics into the broader health care system and reduce 9-1-1 calls, especially for seniors
- The proposed York Region Mental Health and Addictions Hub submitted for approval to the Ministry of Health in Spring 2019 if approved, would provide 24/7 access to life saving treatment and ongoing integrated care through connections to appropriate community and social services; and break the typical cycle of patient transfers to Emergency Departments by police or paramedic services responding to a 9-1-1 call, leading to reduced emergency department visits and more efficient use of multi-system resources

The Phase 2 working group will also support scenario planning, analyze best practices, population and demand growth projections, determine staff and leadership requirements, and consider strategies and innovations that can address and mitigate future 9-1-1 service demands and resource requirements.

## **5. Financial**

The Master Plan Phase 1 Demand and Capacity Study was managed within the 2019 and 2020 Council approved operating budgets. There will be operational and capital costs required to implement the final Master Plan, which will be brought forward to Council in 2022. Growth-related infrastructure required to implement the final Master Plan may be funded from development charges. These infrastructure needs would inform the Region's next development charge background study and bylaw update.

## **6. Local Impact**

Staff continue to procure land parcels for future stations across the Region to ensure paramedic services has the infrastructure needed to meet growing demands in the local municipalities. Paramedic Services will continue to work with municipal partners to provide the best possible emergency response and optimize the use of resources. This work will also support opportunities to improve coordination between emergency health service partners and scale up local innovations to adequately address service needs across the region.

## **7. Conclusion**

Over the next 10 years, use of Paramedic Services is projected to increase by 119% due primarily to the need for paramedic care by a growing and aging population. Increased demand puts pressure on the Region's Paramedic Services resources and the need for effective resource planning. The Master Plan Phase 1 Demand and Capacity Study provides Paramedic Services with a detailed understanding of current operations and provides insight into the resources needed to build capacity required to meet legislated and Council approved response times and future service demands to 2031, and indicates the level of innovation that will be needed to ensure continued financial sustainability of the service.

Progress reports will be brought forward to Council throughout each phase of development of the Master Plan. The final 10-Year Paramedic Services Resources and Facilities Master Plan will be presented to Council for approval in 2022.

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For more information on this report, please contact Lisa Gonsalves, General Manager, Paramedic and Seniors Services at 1-877-464-9675 ext. 72090. Accessible formats or communication supports are available upon request.

Recommended by: **Katherine Chislett**  
Commissioner of Community and Health Services

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

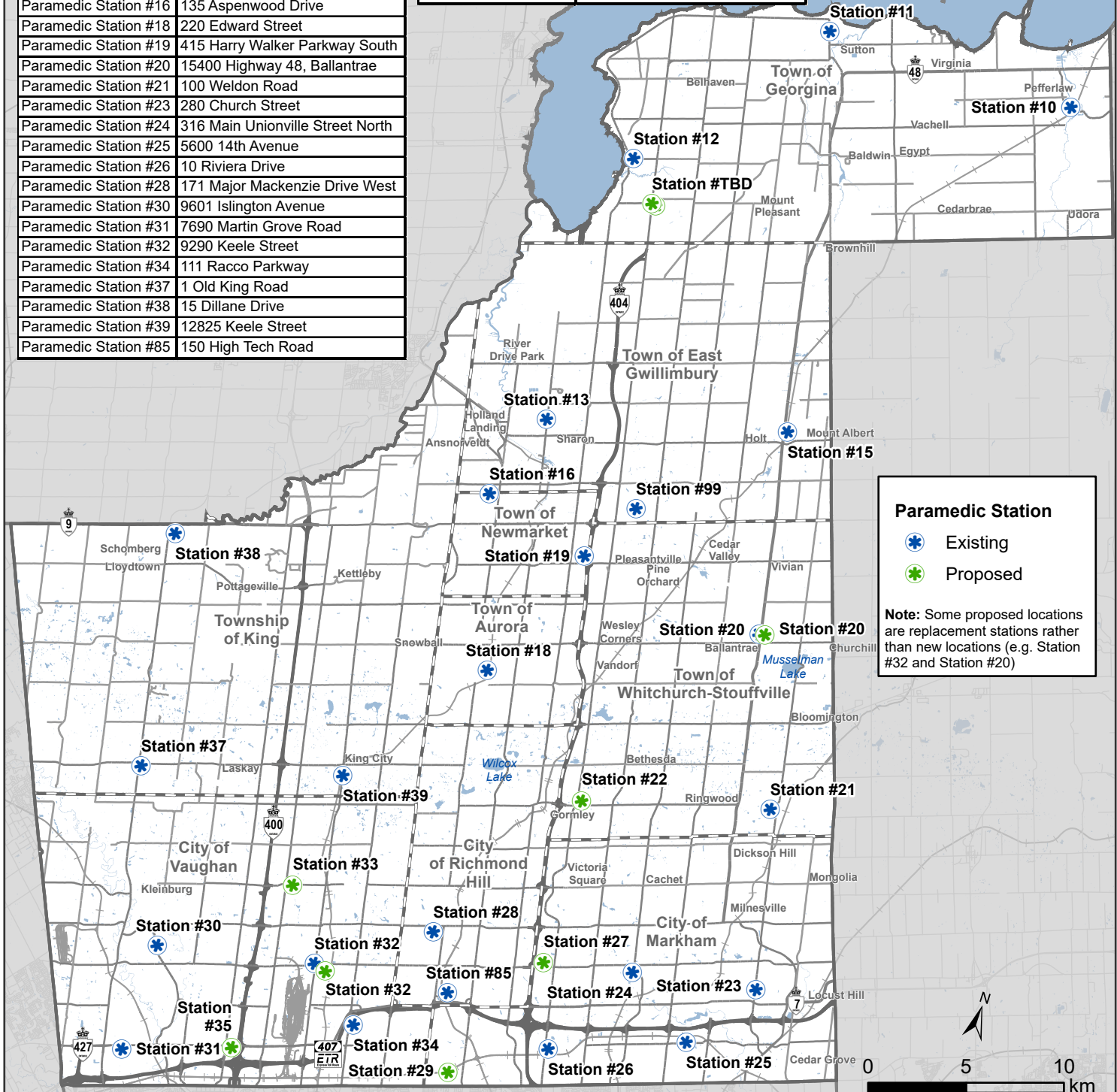
October 16, 2020

11622848

Attachment (1)

Existing Paramedic Stations	
Name	Address
Paramedic Station #99 (York Region HQ)	80 Bales Drive East
Paramedic Station #10	16 Hastings Drive
Paramedic Station #11	21001 Dalton Road
Paramedic Station #12	160 Morton Avenue
Paramedic Station #13	19442 2nd Concession Road
Paramedic Station #15	22A Princess Street
Paramedic Station #16	135 Aspenwood Drive
Paramedic Station #18	220 Edward Street
Paramedic Station #19	415 Harry Walker Parkway South
Paramedic Station #20	15400 Highway 48, Ballantrae
Paramedic Station #21	100 Weldon Road
Paramedic Station #23	280 Church Street
Paramedic Station #24	316 Main Unionville Street North
Paramedic Station #25	5600 14th Avenue
Paramedic Station #26	10 Riviera Drive
Paramedic Station #28	171 Major Mackenzie Drive West
Paramedic Station #30	9601 Islington Avenue
Paramedic Station #31	7690 Martin Grove Road
Paramedic Station #32	9290 Keele Street
Paramedic Station #34	111 Racco Parkway
Paramedic Station #37	1 Old King Road
Paramedic Station #38	15 Dillane Drive
Paramedic Station #39	12825 Keele Street
Paramedic Station #85	150 High Tech Road

Proposed Paramedic Stations	
Name	Address
Paramedic Station #20	15400 Highway 48, Ballantrae
Paramedic Station #22	12388 Woodbine Avenue
Paramedic Station #27	180 Cachet Woods Court
Paramedic Station #29	107 Glen Cameron Road
Paramedic Station #32	53 Jacob Keffer Parkway
Paramedic Station #33	2980 Teston Road
Paramedic Station #35	Hwy 7 & Westin Road
Paramedic Station #TBD	Woodbine Ave. & Glenwoods Ave.



## York Region Paramedic Stations

Update: 10-Year Paramedic Services  
Resources and Facilities Master Plan  
November 5, 2020



Produced by:  
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**From:** Switzer, Barbara <Barbara.Switzer@york.ca> **On Behalf Of** Regional Clerk

**Sent:** November 24, 2020 2:00 PM

**To:** Aurora Clerks General Inbox <Clerks@aurora.ca>; Aguila-Wong, Christine <caguila-wong@markham.ca>; clerks@newmarket.ca; EG Clerks General Inbox <clerks@eastgwillimbury.ca>; King Clerks General Inbox <clerks@king.ca>; Rachel Dillabough <rdillabough@georgina.ca>; Richmond Hill Clerks General Inbox <clerks@richmondhill.ca>; Vaughan Clerks General Inbox <clerks@vaughan.ca>; WS Clerks General Inbox <clerks@townofws.ca>

**Subject:** Regional Council Decision - Forecast for Long-Term Care and Seniors' Housing Implications

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

On November 19, 2020 Regional Council made the following decision:

1. The Chairman send a letter and this report to the Ministers of Health and Long-Term Care, York Region Members of Parliament and York Region Members of Provincial Parliament to:
  - a) Seek commitment from senior levels of government to continue collaborative efforts and funding to provide more long-term care beds in York Region, reflecting the forecasted and unmet need for long-term care beds as detailed in this report.
  - b) Advocate and support the need for more affordable senior-friendly housing options and improve access to health and social services to support seniors to live safely in their own homes for longer.
2. The Regional Clerk forward this report to the local municipalities, Local Health Integration Network, Ontario Health Teams in York Region, Advantage Ontario, Ontario Long-Term Care Association, Association of Municipalities of Ontario, Human Services Planning Board of York Region and York Region Community Partnership Council.

The original staff report is attached for your information.

Please contact Lisa Gonsalves, General Manager, Paramedic and Seniors Services at 1-877-464-9675 ext. 72090 if you have any questions with respect to this matter.

Regards,

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

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
**O:** 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

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

# The Regional Municipality of York

Committee of the Whole  
Community and Health Services  
November 5, 2020

Report of the Commissioner of Community and Health Services

## Forecast for Long-Term Care and Seniors' Housing Implications

### 1. Recommendations

1. The Chairman send a letter and this report to the Ministers of Health and Long-Term Care, York Region Members of Parliament and York Region Members of Provincial Parliament to:
  - a) Seek commitment from senior levels of government to continue collaborative efforts and funding to provide more long-term care beds in York Region, reflecting the forecasted and unmet need for long-term care beds as detailed in this report.
  - b) Advocate and support the need for more affordable senior-friendly housing options and improve access to health and social services to support seniors to live safely in their own homes for longer.
2. The Regional Clerk forward this report to the local municipalities, Local Health Integration Network, Ontario Health Teams in York Region, Advantage Ontario, Ontario Long-Term Care Association, Association of Municipalities of Ontario, Human Services Planning Board of York Region and York Region Community Partnership Council.

### 2. Summary

The forecast of seniors' housing needs and long-term care capacity in York Region is an action item identified in [York Region's 2019 to 2023 Strategic Plan](#) and the [York Region Seniors Strategy](#) approved by Council in [November 2016](#). This report provides a forecast by highlighting the key findings of the York Region Long-Term Care Capacity Needs Assessment Study (summarized in Attachment 1). These findings will inform the update of the Seniors Strategy in 2021. The report also highlights initiatives and partnerships underway to increase support for senior populations, while responding to challenges created by the COVID-19 pandemic.

#### Key Points:

- Between 2016 and 2041, York Region's senior population is forecasted to grow from 161,910 to 425,000 people representing an increase of 162.3% and creating an urgent need for more long-term care beds and senior friendly housing

- The rapid growth of the senior population is projected to result in an unmet need of 14,954 long-term care beds across the Region by 2041
- The needs of seniors cannot be served by long-term care alone, and there is a significant need for additional housing options for seniors, including purpose-built rental and condominiums, and a range of supports to help seniors age in place
- Many York Region seniors own their own homes and have equity to leverage housing options that will enable them to age in place, but finding suitable and affordable options to age in place in York Region is becoming more difficult
- Seniors with low household incomes, older seniors (75 years of age and older), and renting seniors face the greatest housing affordability challenges and spend a higher than ideal proportion of their income on housing
- Funding, collaborative action and new approaches to long-term care, combining housing and support services, are needed for change
- As the Region works to update its Seniors Strategy, it is also actively working on many initiatives to support program delivery and policy planning for advancing seniors' needs in their communities

### 3. Background

#### **Seniors' housing needs change as they age and they require access to a range of safe, affordable housing options**

Seniors' housing needs depend on their health status, what they can afford and the housing and supports available to them. A one-size-fits-all approach does not work. Housing options range from living completely independently in a home that is owned or rented, living independently but with some in-home and community supports, living in a retirement home with a scalable level of assistance and service, and full assisted living or long-term care. Information on additional types of supportive housing is the subject of another report included on the November 5, 2020 Committee of the Whole agenda.

Some seniors can maintain an independent lifestyle well into their 90s, while others may require supports, such as those listed below, to remain safely in their homes:

- Meal preparation, home maintenance and modified recreation options
- Mobility aids
- Assistance with transportation
- Help with personal care such as bathing and dressing
- Support with managing finances
- Memory care, as cognitive challenges or dementia progress

In some cases, a senior may decide to renovate their home to improve accessibility and support their activities of daily living. In other cases, a senior may move to another home that is easier or less costly to maintain and closer to services and amenities located in a complete



community. Other options are to move to a home where living space is shared with others, such as in a co-housing, home share or co-ownership arrangement, or to access housing and services together through a hub or campus of care development.

These findings are consistent with the [Getting Better with Age](#) report that reviewed senior-friendly housing options, including built form adaptations and complete communities to raise awareness that both type of community and home impact quality of life as individuals age.

### **The landscape surrounding long-term care, support services and housing options is complex**

The intricate combination of the types of housing and support services needed for seniors makes the continuum complex and multifaceted. System navigation is regularly reported as a challenge since there are multiple players and access points. The range of housing options available to a senior is about more than just a dwelling; as such, services to support independent living are critical. Having access to the right type and amount of community support services makes the difference for many seniors in being able to delay or avoid long-term care.

All long-term care homes are licensed or approved, and funded by the Ministry of Long-Term Care and governed by the *Long-Term Care Homes Act*, 2007. Municipal retirement homes established before the Act came into effect provided some health supports, focusing more on housing and social/recreational supports. Today's long-term care homes are health facilities that provide complex health care. Residents currently admitted to York Region's two municipally-run long-term care homes are increasingly frail with multiple medical conditions, dementia and/or behavioural issues. This is likely to continue well into the future as the population ages and lives longer.

Currently, Local Health Integration Networks are responsible for planning, coordinating, integrating and funding health services at the local level, including services provided through hospitals, home and community care services, community health centres and long-term care homes. All applications, waitlist maintenance and admission to long-term care homes are arranged by Local Health Integration Networks.

Ontario Health Teams are groups of health care providers and organizations, including hospitals, primary care providers, community support service providers, emergency health services and long-term care homes that are accountable for delivering a full and coordinated continuum of care to a defined geographic population. As the Province dissolves Local Health Integration Networks, it is expected that Ontario Health Teams will assume certain home and community care functions, and potentially include administering funding and managing resident placement into long-term care homes in their respective catchment area. Long-term care homes are an integral part of the continuum of care and must be a key part of every Ontario Health Team, given their deep connections within health care, where their expertise and knowledge can be leveraged.



## The Ontario government has acknowledged unmet community needs have contributed to system pressures on hospitals and long-term care homes

Ending hallway medicine is a key priority of the provincial government. Seniors are more prone to crisis situations if they require more supports for personal care and tasks of daily living. Long waitlists for assisted living and long-term care often result in seniors living unsupported in the community for longer than they should. In these cases, it is not uncommon for seniors to call 911 for non-emergency issues, only to end up in hospital, often too frail to return home. In the absence of other suitable options, the realities of aging can drive demand and costs for emergency services to levels that are unsustainable.

Currently, there are 3,727 long-term care beds in the Region, with the types listed in Table 1 below.

**Table 1**  
**Long-Term Care Bed Type and Number**

Type	Description	Number of Beds
<b>Long Stay</b>	Accommodation for an indefinite period of time	3620
<b>Short-stay and Respite</b>	Beds for a specified time or for caregiver relief	17
<b>Interim</b>	For patients released from hospital while they wait for permanent accommodation	32
<b>Convalescent</b>	For individuals requiring time to regain strength after a hospital stay	48
<b>Veteran</b>	For residents who qualify for assistance based on service in the armed forces, income and health	10
		3,727 total

## **So far the Province has committed 892 new long-term care beds in York Region, as part of its program to add 30,000 new beds in Ontario over the next 10 years**

As part of the commitment to ending hallway medicine, the Province of Ontario accelerated its commitments to modernize and build a safer and stronger long-term care system, investing \$1.75 billion over the next five years and adding 30,000 new long-term care beds over the next 10 years.

Long-term care is defined as permanent accommodation for individuals who need 24-hour supports and personal care via on-site supervision. To date, 892 of those beds have been allocated to York Region (124 new beds to the City of Vaughan, 256 to the City of Markham, 192 to the City of Richmond Hill and 320 to the Town of Whitchurch-Stouffville). However, as discussed later in this report, York Region was already short 2,000 beds in 2019, and ten years from now, even counting the 892 beds committed to date, York Region will be short by nearly 15,000 beds.

The Region has not applied for new beds for either of its two municipally run homes. While the Region recognizes the need for additional beds, the Region has operated its two long-term care homes for many years and is currently not seeking to add additional homes to its portfolio.

## **Council directed staff to forecast long-term care bed needs in York Region to help plan for and respond to the needs of the Region's aging population**

To help plan for and respond to the needs of the Region's aging population, Council approved the York Region Seniors Strategy in [November 2016](#). The Seniors Strategy set the course for actions the Region can undertake to best support the aging population over the next 10 to 20 years. One of the Strategy's action items is to advocate for improved policy planning and decision-making for long-term care beds in York Region. The Corporate Strategic Plan builds on this action by adding a forecast for long term care beds in York Region as a key activity for 2019-2023, including the required number, type and location.

In 2019, the Region commissioned a study (summarized in Attachment 1) to better understand the growing need for seniors' housing options and the existing and forecasted unmet need for long-term care. This report provides a highlight of the study's key findings.

## **4. Analysis**

### **Growth in the Region's aging population creates an urgent need for more long-term care beds**

The York Region Long-Term Care Capacity Needs Assessment Study showed that York Region's population is increasing and that seniors are the fastest growing demographic. From 2006 to 2016, younger seniors (aged 65 to 74 years) and older seniors (75 years of age and older) grew at a rate of 41.4% and 34.9% respectively. This growth among seniors is forecasted to increase by 162.3% by 2041, with the sharpest growth in the northern municipalities of the Town of Newmarket, Town of Aurora, Town of East Gwillimbury and Town of Georgina. This is illustrated in Table 2.

**Table 2**  
**Projected Senior Population (65 years of age and older) Counts and Proportions:**  
**York Region and Local Municipalities; 2016 - 2041**

	2016		2041		# Change	% Change
	#	%	#	%	2016 - 2041	2016 - 2041
York Region	161,910	100	424,754	100	262,844	162.3
Southern Municipalities	121,860	75.3	314,599	74.1	192,739	158.2
Northern Municipalities	40,050	24.7	110,155	25.9	70,105	175

Furthermore, seniors are living longer, and as they age, they often require higher levels of care. Since long-term care beds are an essential option for those who can no longer live independently in their own homes, pressure on supportive housing options, such as long-term care, will continue to increase.

York Region has 28 long-term care homes, with 14 of these homes operated by for-profit organizations, 12 homes operated by non-profit organizations, and two municipal homes operated by the Region, Maple Health Centre in the City of Vaughan and Newmarket Health Centre in the Town of Newmarket (the Homes). In April 2020, Maple Health Centre had 473 people on the waitlist for a basic bed (two people per room), and Newmarket Health Centre had 492 people on the waitlist for a basic bed. The total number of people on the waitlist for long-stay beds (basic and private) at Maple Health Centre and Newmarket Health Centre was 1,675, which represents 872% of capacity. This is an increase from the previous year, when the number of people on the waitlist on April 30, 2019 was 1,502.

**The Region is currently short by 2,000 long-term care beds and by 2041 that shortage will climb to almost 15,000**

The capacity needs assessment study determined the future need for long-term care beds by looking at the forecast population aged 75 years or older, existing waitlists, planned and known supply including the newly committed 892 beds, and provincial averages for the number of beds per 1,000 individuals aged 75 years or older. This data projects a sharp increase in the number of beds needed by 2041.

As of October 2019, there were 5,032 individuals on the Central Local Health Integration Network waitlist for placement in the Region's 3,727 beds. Most of the applicants were waiting for a long-stay bed (98.8%), with the remaining waiting for a short-stay bed (1.2%). To meet the provincial average of 80 beds per 1,000 individuals aged 75 years or older, York Region needed an extra 2,000 beds in 2019. This number is forecasted to grow to 2,500 by 2021, over 8,000 by 2031, and almost 15,000 by 2041. While the 892 new beds committed to

York Region were considered in the forecast, further analysis shows they will not be enough to offset this growing demand.

The number of people waiting for a bed will continue to be far greater in the southern municipalities. By 2041, the need for additional beds is expected to reach over 11,000 in the southern municipalities (City of Vaughan, City of Markham, City of Richmond Hill), and 3,500 in the northern municipalities (Town of Whitchurch-Stouffville, Town of Aurora, Town of Newmarket, Township of King, Town of Georgina and Town of East Gwillimbury). A higher concentration of the Region's pre-seniors (age 55 to 64), however, live in the northern municipalities where future demand will grow, and where there are fewer long-term care homes. For example, out of the 3,727 long-term care beds in York Region, 2,433 are located in the southern municipalities and 1,294 beds are located in the northern municipalities.

To further illustrate the geographic locations of the 28 long-term care homes in the Region, please see Attachment 2.

### **The study found that most York Region seniors own their own homes and have equity to leverage a wide range of housing options so they can age in place**

Most seniors in York Region in 2016 owned their own homes (86.6%) and had moderate to high incomes and equity to put toward retirement. 2016 Census data shows 74.2% of seniors living in York Region who own a home are mortgage free. Due to their income levels, these seniors are able to afford more private home care and supports if needed, and a wider range of housing options, such as retirement home fees.

In 2016, 76.9% of owned dwellings were single-detached or semi-detached homes. This type of housing may be ideal for larger households or when raising a family but can be more costly and difficult to maintain for a senior. Even with the benefit of income and equity, it is challenging to find suitable housing that is owned, and maintains or grows its value as an investment for those seniors who would prefer to remain homeowners.

### **While the growing senior population has increased the need for more senior-friendly housing, options are scarce**

The study found that the growing senior population has increased the need for senior-friendly housing, including options catered to a diverse mix of price points, accessibility needs and service levels, and ranging from in-home and community supports to full assisted living.

Condominiums appeal to seniors because they are more accessible, have lower maintenance obligations for the home owner, and are usually more affordable than a single detached home, but supply across the Region is scarce. In 2016, York Region had 24,935 condominium units with the greatest supply in the southern municipalities (89.9% located in the City of Richmond Hill, City of Markham and City of Vaughan). In contrast, there are few options for condominium investment in the Town of Whitchurch-Stouffville, Town of East Gwillimbury and Town of Georgina.

Life lease housing is another housing type that is appealing to seniors, falling in between ownership and rental housing. The buyer purchases the "right to occupy" a unit, rather than owning the unit outright, and sells the "right" back to the life lease corporation when they

move out. In this way, the resident can build on their equity investment, and the purchase price is lower than buying title. The life lease corporation can also restrict occupancy; such as that the units may only be occupied by seniors. Life lease is not common in York Region with just 510 units located in the Town of Aurora, City of Markham and the Town of Whitchurch-Stouffville.

Seniors who do not own their own homes or who want to downsize are attracted to the rental market. The primary rental market includes self-contained units whose purpose is to house tenants, including purpose-built rental apartments and townhouses. The secondary rental market refers to housing that was not built with the purpose of being rental property and is rented through private homeowners.

### **York Region has the lowest proportion of rental housing in the Greater-Toronto-Hamilton Area**

At 14%, York Region has the lowest proportion of housing stock that is rental in the Greater Toronto-Hamilton area with a total of 50,340 rental units. In 2019, the vacancy rate for rental housing in York Region was 1.2%, well below what is considered the healthy rate of 3%. Further details are presented below in Table 3.

**Table 3**  
**Greater Toronto-Hamilton Area Rental Stock, 2016 and Associated Vacancy Rates, 2019**

Location	Percentage of total housing (%)	Vacancy Rate (%)
York Region	14	1.2
Durham Region	19	2.5
Halton Region	19	1.9
Peel Region	24	1.2
City of Hamilton	32	3.9
City of Toronto	47	1.5

Much like the market for condominiums, it is not just seniors who seek rental options. Families who are priced out of the home ownership market are competing with seniors for the limited supply of rental housing. Since only a fraction of total rental housing supply is actually suitable for seniors, it is more difficult for seniors to find rental dwellings.

The majority of the Region's purpose-built rental stock is located in the City of Markham, City of Richmond Hill and the Town of Newmarket. These municipalities, in addition to the City of Vaughan, also hold 71.2% of the more expensive secondary rental market. In 2016, there were 44,513 secondary rental market dwelling units, which is 88.4% of the Region's rental supply. Seniors outside these municipalities may need to relocate to find purpose-built rental options, taking them away from familiar social supports. Alternatively, they may choose to spend more than they can afford on other housing options, putting them at risk of crisis.

In recognition of the need for more purpose-built rental units, York Region Council approved a development charge deferral pilot for 225 rental units in the Town of Newmarket in [November 2013](#). The success of this pilot resulted in Council approving a new development charge deferral [policy](#) in [October 2019](#) for up to 1,500 purpose-built rental units over three years. There has been take-up of this new policy in The Town of Newmarket as well as three other agreements in 2020, and exploratory interest from development proponents throughout the Region.

### **More affordable housing options are needed for seniors with lower incomes**

Incomes of senior households are traditionally lower than average household incomes, as most seniors rely on retirement income after age 65. The study confirmed this trend for York Region. In 2015, 56.2% of older seniors (75 years of age or older) had incomes below \$65,363 compared to 25.9% for non-senior households.

It is generally recommended that housing costs not exceed 30% of gross income, so that sufficient income remains for food, transportation and other necessities. Those spending 50% or more are considered to be at risk of homelessness. According to Statistics Canada Housing affordability data from 2015, many York Region seniors with low income are spending a higher than recommended amount of income on housing. Further details are described in Table 4, which highlights how many total senior households spent 30% or more of their income on housing, followed by a deeper dive to show how many of those total households spent 50% of income on housing.

**Table 4**  
**Percentage and Number of York Region Seniors who spent 30% and 50% of income on housing, 2015**

Percentage	Younger Seniors (Aged 65 to 74 Years)	Older Seniors (Aged 75 Years and older)
30%	56.6% (9,830 households)	53.2% (9,710 households)
50%	28.2%	21.9%

	Younger Seniors	Older Seniors
Percentage	(Aged 65 to 74 Years)	(Aged 75 Years and older)
	(4,989 households)	(3,999 households)

Seniors with lower incomes who face high average retirement home fees, long wait lists for community housing, and limited supply of affordable rentals are at greater risk of crisis.

### **Additional community housing with on-site support services are needed to help low-income seniors unable to afford retirement homes**

Community housing is essential for low-income seniors who are struggling to find affordable rental housing, but subsidized rental has long waitlists of approximately seven years and limited supply across York Region. In 2019, there were approximately 2,877 community housing units dedicated for seniors, of which 2,064 were subsidized. There were 8,957 senior households on the Region's Centralized Wait List for a subsidized unit, which represents 52% of all households on the waitlist. More community housing supply for seniors is needed, however, so is enhanced funding to provide the health and social support services as an essential component to make this option work.

While retirement homes would provide a suitable alternative to community housing, allowing many seniors to live somewhat independently, retirement home options are generally not affordable for moderate- to low-income seniors. Retirement homes provide supports ranging from meals, recreation and social programming to full assisted living supports for personal care and medical oversight.

There were 3,800 retirement home units in York Region in 2019 and the average monthly fee for accommodation was \$4,628. These fees increase when service levels are scaled up. Because of the higher costs of retirement homes, households need moderate to high incomes (\$65,364 or more) and preferably home equity to finance the higher cost of retirement home living, which costs on average, \$55,536 per year in fees. The study showed that 56.2% of older seniors (aged 75 years or older), or 18,260 households have incomes below \$65,364, making it very difficult for almost half of older seniors to afford this option.

Availability also varies with 68.4% of total retirement home apartments located in the cities of Vaughan, Markham and Richmond Hill. This is not ideal as it may mean a senior from outside these communities would need to relocate further away from family and friends to access this option.

### **The global pandemic brought attention to long standing issues within the long-term care sector**

In response to the deaths in Ontario Long-Term Care Homes, the Province recently launched an independent commission into COVID-19 and the Long-Term Care sector. The commission will investigate how COVID-19 spread within long-term care homes, how residents, staff and families were impacted, and the adequacy of measures taken by the

Province and other parties to prevent, isolate and contain the virus. Staff anticipate reporting to Council early in the new year with a proposed submission to the commission.

### **The Province is investing in homes impacted by the reduction in occupancy numbers as a result of directive changes**

The impact of COVID-19 and associated directive changes for physical distancing and infection prevention and control has affected some bed capacity at certain long-term care homes in York Region. Since the Province is no longer permitting more than two residents per room, homes that have resident rooms with three to four beds (ward-style rooms) can no longer fill all those beds. As such, the 28 long-term care homes located in York Region are estimating a 4% loss in bed capacity: 163 beds in York Region overall of which 160 beds are lost in the northern municipalities alone. These beds will remain out of service until the COVID-19 pandemic has passed, or until ward-style rooms are replaced with newer one- and two-bed designs.

As a result of the COVID-19 impact on long-term care homes and the new directive changes for physical distancing and infection prevention and control, the Province is investing \$40 million to support homes impacted by the reduction in occupancy numbers and who are also incurring staffing and other operating costs. As the sector has been directed to stop admissions to larger ward style rooms, a key source of income for each operator will be impacted. This funding will help stabilize homes through the transition to lower occupancy rooms.

To further support long-term care homes, the ministry is making a number of new investments to enhance prevention and management of outbreaks in homes. These include \$405 million for prevention and containment measures, \$61.4 million in new funding for small scale capital and physical infrastructure renovations to support improved infection control conditions, and \$30 million for infection prevention and control personnel and related training for new and current staff. The prevention and containment funding will continue until the end of the fiscal year to help homes prevent and rapidly manage outbreaks. Since March, the government has committed over \$797 million to support various COVID-19 emergency measures in long-term care homes.

Maple Health Centre and Newmarket Health Centre are currently receiving containment funding on a monthly basis and as of September 2020, a total of \$361,200 has been received. On September 29, the Homes were notified they would receive an additional \$140,800, bringing the total to \$502,000. The province has not indicated the total amount of future funding the Homes are eligible for, however, the Homes will be submitting applications for provincial and federal infrastructure grants to support improved infection and prevention control measures.

### **Maple and Newmarket Health Centres respond to the challenges of COVID-19**

COVID-19 has created unique challenges and vulnerabilities for the Region's two Homes. The increased demand for screening and testing protocols to meet the highest infection prevention and control standards has been a massive undertaking and has required enhanced staffing and supplies to facilitate the realities of a constantly changing shift-work



staff base. For visitor policy changes, staff were redeployed from other areas of the Corporation to assist with virtual family visits through Skype and FaceTime, and facilitate outdoor and indoor visits. Dining protocols also changed and required more one-to-one support for residents.

The 2021 budget submission will include requests for temporary long-term care staffing to bolster the workforce and sustain the new infection and prevention control measures within the Region's long-term care homes.

### **Funding, collaborative action and decision making are urgently needed for change**

New long-term care beds will ease pressures on community health and emergency services so they can be ready for an aging population. While more long-term care beds are required to maintain the service levels necessary to meet the needs of seniors who are living longer with complex challenges, so too are innovative service options that galvanize partners to combine assets and work to achieve change together.

No one organization or service provider can improve the situation alone. The individual roles of the private sector, community partners and government should each be leveraged to lend value and expertise. A collaborative approach, along with increased funding and resources, can incentivize new developments and encourage innovative options to address complete communities, relieve system pressures and improve the health, safety and wellbeing of York Region residents.

This report recommends the Chairman to write a letter advocating to seniors levels of government for:

- Funding and commitment to continue their collaborative efforts and funding to provide more long-term care beds in York Region, reflecting the forecasted and unmet need for long-term care beds
- More affordable senior-friendly housing options and improve access to health and social services to support seniors to live safely in their own homes for longer

### **A new approach to long-term care, combining housing and support services, is necessary**

Meeting the future need for long-term care beds, which is projected to increase by over 700% percent in 20 years, is likely out of reach. However, with this challenge comes an opportunity to move away from the traditional way of doing things, to be mindful of the entire continuum of care and the type of programming and services that are provided so that people can be allowed to age-in-place in their own homes and communities with dignity.

Recognizing global trends, best practices and fiscal pressures associated with an aging population, there is opportunity to support the changing demographic by delivering new, innovative and expanded housing and support services combined together to promote aging at home, provide more efficient and sustainable operations, and strengthen seniors' sense of community as they age.

## **Seniors consistently report they would prefer to age in place in their own home or community for as long as possible, and many can do so safely with appropriate support services in place**

Specifically, seniors require integrated housing and support services and help to navigate the complex system to allow them to comfortably and effectively age in place. Emergency services are especially impacted by non-emergency calls to 9-1-1 for situations where seniors do not know who else to call for needs that would be better served by a community support service.

Home care and support services include a range of services from basic assistance for home maintenance through to personal care. York Region is part of the Central Local Health Integration Network, whose community care program provides approximately 40,000 individuals with home care services daily. In 2019, there were 16 high-needs patients waiting for personal support services, and 117 low-to-moderate needs patients waiting for services. While publicly funded home and community care is mostly able to keep up with current demand, the projected increase of younger seniors (64 to 75 years) and older seniors (75 years or older) indicates that the need for homecare will significantly increase.

Housing models that integrate supports have become popular and are most effective. A campus of care is one example of an aging-in-place continuum of care that combines a range of housing options with built-in support services and healthy lifestyle amenities. In a campus of care, seniors can age in place and enjoy the comfort and security of home and community all in one location.

Another common option is the “hub and spoke” service model for support services. In this model, the service location could be in a seniors’ residential building, supporting the residents of the building but also residents in the surrounding neighbourhood. This is the model envisioned by Council in approving the seniors’ health and wellness hub for its Unionville affordable housing development at 4300 Highway 7 in the City of Markham.

Given the high demand for long-term care beds in the Town of Newmarket, as well as its geography and proximity to surrounding rural communities, this location, as suggested in the study, could potentially serve as a care hub for the northern areas of York Region.

## **The Region continues to champion initiatives to support program delivery and policy planning for advancing seniors’ needs**

Staff continue to work on updating the seniors’ strategy that was initially targeted for 2020 but has been delayed to 2021 because of COVID-19. The findings of the needs assessment study, as well as the new challenges exposed by COVID, will inform the updated strategy.

In the meantime, the Region is actively working on many initiatives to support program delivery and policy planning for advancing seniors’ needs in the community:

- The Region is collaborating with the Ontario Health Teams in York Region with seniors as a target population for year one development. The Ontario Health Team tables are examining issues around system navigation and vulnerabilities which cause seniors to fall into crisis.

- The partnership between York Region, Unionville Home Society and Minto Communities to build a new affordable seniors housing building at 4300 Highway 7 in the City of Markham has broken ground to construct approximately 260 affordable seniors' rental apartments with a target move-in date of end of year 2022, along with a health and wellness community hub for seniors.
- Close collaboration between York Region and United Way of Greater Toronto through the [COVID-19 Community Coordination \(3C\) initiative](#) continues to help get resources to initiatives that are responding to social issues arising from COVID-19. Through this partnership and collaborative planning, 300 vulnerable seniors living with low income have received fresh and frozen food choices and shopper services.
- Enhanced Housing and Homelessness supports implemented wellness checks with 287 seniors living in 12 community housing locations. Housing Services provided referrals to programs and resources where tenants identified a need for support.
- York Region's Community Paramedicine team offers a highly valuable and connected frontline service and is preparing to re-integrate Community Paramedicine Programs, including Home Visits and Clinics (e.g.CP@Clinic) that were suspended due to COVID-19. The programs have been adapted due to COVID-19 to ensure safety of participants and paramedics, while continuing to provide support to residents. As well, the paramedic referral program continues to support seniors who are identified on 911 calls as needing further supports (health or social)

### **Findings support the Healthy Communities priority set by Council in York Region 2019 to 2023 Strategic Plan**

The Healthy Communities priority in the 2019 to 2023 Strategic Plan focuses on the health, safety and well-being of the Region's residents through improving access to health and social support services. Increasing the supply and affordability of seniors housing options and community care services, including long-term care beds, will provide York Region seniors access to suitable supports as they need them to improve health and prevent crisis.

## **5. Financial**

There is no financial impact at this time.

## **6. Local Impact**

The Region is sharing these findings along with Attachment 1 and 2 to assist with advocacy, to support applications to both increase the supply of and funding for long-term care beds and to encourage an Age Friendly Complete Communities approach to developing housing for the aging demographic. If the combination of housing options, long-term care beds, and initiatives to support program delivery and policy planning for advancing seniors' needs is addressed, residents of all municipalities will be able to age in place with greater flexibility, affordability and access to services to keep them supported in the community for longer.

## 7. Conclusion

The supply of long-term care beds in York Region must increase to keep up with the demands of the aging population. To achieve a greater outlook for York Region seniors who need long-term care, the Region should continue to use its influence to advocate where impact can be made and encourage others to do so where they are able.

There is also significant opportunity to diversify the housing stock in the Region and consider support services so more seniors are able to age in place in their own homes for longer. The availability of senior friendly accommodation varies across York Region and may result in a senior having to leave their own community to find housing options that meet their needs. Insufficient supply of suitable housing options and support services can result in seniors living in the community without financial security and wellbeing, which can lead to crisis.

Across the continuum of housing options for seniors, more supply is needed at lower to moderate price points including affordable retirement home options, purpose-built rental and community housing. Home share, cohousing and campus of care models should be explored as part of the solution as lower income seniors without home equity have very few options.

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For more information on this report, please contact Lisa Gonsalves, General Manager, Paramedic and Seniors Services at 1-877-464-9675 ext. 72090. Accessible formats or communication supports are available upon request.

Recommended by: **Katherine Chislett**  
Commissioner of Community and Health Services

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

October 16, 2020  
Attachments (2)  
#11539918



## Forecast for Long-Term Care Beds and Implications for Seniors' Housing Needs in York Region

In 2019, York Region commissioned a study to better understand the growing need for seniors' housing options and the existing and forecast need for long-term care beds.

The study illustrates the integrated relationship between senior friendly housing options, long-term care and other community supports, especially as they relate to challenges a senior may experience throughout the aging journey.

### KEY FINDINGS

- Many York Region seniors own their own homes and have equity to leverage housing and support services to enable them to age in place; but finding suitable and affordable options in York Region is becoming more difficult
- Despite the high number of seniors who own their own homes, the study highlighted that many senior households spend a higher than ideal proportion (over 30%) of their income on housing
- Seniors living in unaffordable or unsuitable homes in the community are more prone to crisis and can end up in hospital or on waitlists for long-term care
- York Region does not have enough supply of long-term care beds or suitable housing options for seniors, including purpose-built rental and condominiums
- The gap between supply and demand for long-term care beds will widen if the supply of beds across the Region is not increased



**161,910<sup>1</sup>**  
seniors lived in  
York Region  
in 2016



The senior population  
is forecasted to grow to  
**425,000<sup>2</sup>**  
by 2041

**The growth of the Region's aging population creates an urgent need for more senior friendly housing, including more long-term care beds.**

From 2006 to 2016, the number of households in York Region grew at a faster rate than the population overall, a trend often observed in aging populations.

While the Region's southern municipalities had higher numbers of younger seniors (65 to 74) and older seniors (75+), Newmarket, Aurora, East Gwillimbury and Georgina had higher proportions of pre-seniors (55 to 64), indicating these communities will likely see a sharp increase in the senior population in the near future.

## Seniors' housing needs change as they age and require access to a range of safe, affordable housing options.

A senior's housing need depends on their health status, what they can afford and the housing and supports available to them. A range of more senior friendly housing options is needed, including condominiums, purpose-built rental housing, community housing, life leases, and affordable retirement homes. There is also a need to explore innovative models such as shared living, co-ownership, hubs and campuses of care – where services are integrated with housing and can be easily accessed as needed.



## Services to help a senior age in place are also essential to the housing mix.

Some seniors can maintain an independent lifestyle well into their 90s, while others may require supports such as those listed below to remain safely in their homes:



Meal preparation



Mobility aids



Home maintenance



Modified recreation options



Assistance with transportation



Help with personal care such as bathing and dressing



Support with managing finances



Memory care, as cognitive challenges or dementia progresses



## HOMEOWNERSHIP

There is a need for more condominium developments, especially in northern York Region. Options to downsize are important for many York Region seniors who can afford to own but need more choice of investment.

This housing type is a financial investment and generally retains or grows equity with time. Most owned dwellings in the Region are single detached or semi-detached homes. This may not be the most appropriate dwelling type for seniors as they age, as they are often less accessible due to the presence of stairs and the need for more maintenance both inside and outside the home. This type of housing is more likely to be located in suburbs, further away from transit.

### Additional suite of supports and services that may be required for seniors to remain at home:

- Home modification/adaptation
- Snow removal assistance
- Home repair assistance
- Transportation and shopping assistance
- Housekeeping
- Meal preparation
- Medication management
- Home and community care

### Supply

- In York Region, most seniors own their own homes (86.7%)<sup>3</sup>
- 76.9% of dwellings owned by seniors in York Region are single-detached or semi-detached homes<sup>4</sup>
- There were 24,935 condominium apartment units in York Region, which is 8.2% of the total ownership stock<sup>5</sup>
- Condominiums offer large benefits to seniors who want to downsize to a more accessible or easier to maintain home
- Life lease offers a hybrid between renting and owning. The purchaser buys the right to occupy the home instead of the home itself. There are 510 life-lease units in York Region across 5 seniors communities<sup>6</sup>

### Demand

- 88.8% of younger senior households (65 to 74) owned their own home and 40% of retirees are planning to move and/or downsize from their current home<sup>7</sup>
- 16,876 senior owners in York Region are planning to downsize in the near future<sup>8</sup>
- Of the 24,935 total condominium apartment units available in York Region, 10,020 of these units (40.2%) are occupied by young owners who are not seniors<sup>9</sup>
- Based on these data, it was estimated that there are 884 condominium units available per 1,000 younger seniors who intend to move in York Region<sup>10</sup>
- Current supply of condominium units is not enough to meet the demand

### Geography

**89.9%** of condominiums were located in Vaughan, Markham and Richmond Hill.<sup>11</sup>

**All available** life lease properties were located in Markham, Stouffville and Aurora.





## PRIMARY AND SECONDARY RENTAL HOUSING

**Seniors need more purpose built rental housing as an affordable and flexible lower maintenance housing option.**

York Region has a total rental supply of 50,340 units. The primary rental market consists of units in purpose-built rental structures and is often suitable for seniors who are looking to downsize. In many cases, primary rental properties offer more accessibility, are more affordable and require minimal maintenance. Primary rental options are more likely to be closer to transit. The secondary rental market is defined as any rental property with only one or two self-contained residential rental units within dwellings or within structures accessory to dwellings, including single or semi-detached homes and second floor or basement apartments. The secondary rental market offers more supply but is generally more expensive.

### Additional suite of services that may be required for seniors to remain at home:

- Transportation and shopping assistance
- Housekeeping
- Meal preparation
- Medication management
- Home and community care

### Supply

Primary rental supply:

- 5,827 purpose-built market rental units in the Region in 2018<sup>12</sup>
- Average market rent for a purpose-built apartment was \$1,268 in 2018<sup>13</sup>

Secondary rental supply:

- 44,513 secondary market rental dwellings in York Region in 2016, making up 88.4% of all rental dwellings<sup>14</sup>
- The average rent for secondary market unit was \$2,170 in 2019<sup>15</sup>

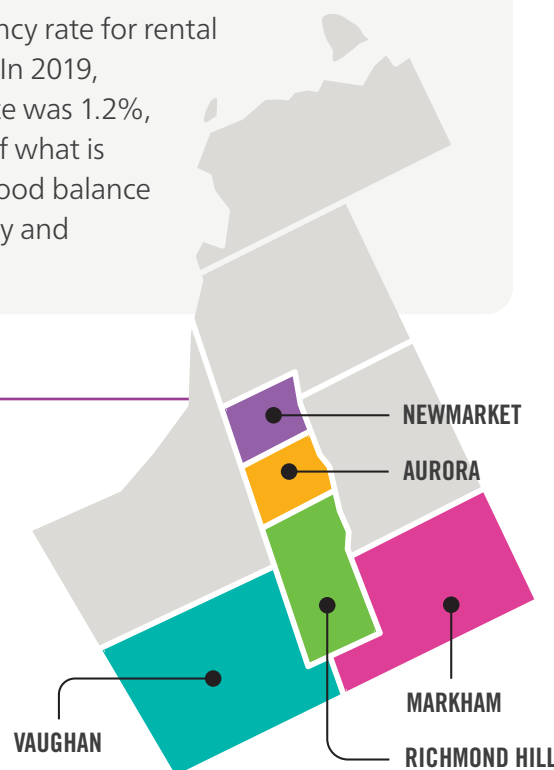
### Demand

- In comparison to the provincial average of 933 primary rental apartments per 1,000 younger seniors in Ontario<sup>16</sup>, York Region has only 122 primary rental apartments per 1,000 younger seniors, indicating the gap between demand and supply<sup>17</sup>
- A healthy vacancy rate for rental housing is 3%. In 2019, the vacancy rate was 1.2%, less than half of what is considered a good balance between supply and demand.<sup>18</sup>

### Geography

**89.1%** of the primary rental market stock was located in Markham, Richmond Hill, Newmarket and Aurora.<sup>19</sup> This further indicates there are limited options outside of homeownership suitable for seniors to age in place.

**71.2%** of secondary rental market units were located in Vaughan, Markham and Richmond Hill,<sup>20</sup> indicating there are very few rental options outside of these three municipalities.







## COMMUNITY HOUSING

Low income seniors are struggling to find options they can afford, since subsidized community housing supply is low and waitlists are approximately seven years.

Community housing is defined as housing units provided by the non-profit and public sector, where monthly rental rates are subsidized. Community housing is often the only option available for seniors with low incomes who cannot find other affordable purpose built rental options.

### Additional suite of services that may be required for seniors to remain at home:

- Transportation and shopping assistance
- Housekeeping
- Meal preparation
- Medication management
- Home and community care

### Supply

- 7,696 total community housing units in York Region<sup>21</sup>
- 2,877 dedicated community housing units for seniors in 2019<sup>22</sup>
- 2,064 of these units were subsidized<sup>23</sup>
- 97.3% of units were one- and two-bedroom<sup>24</sup>

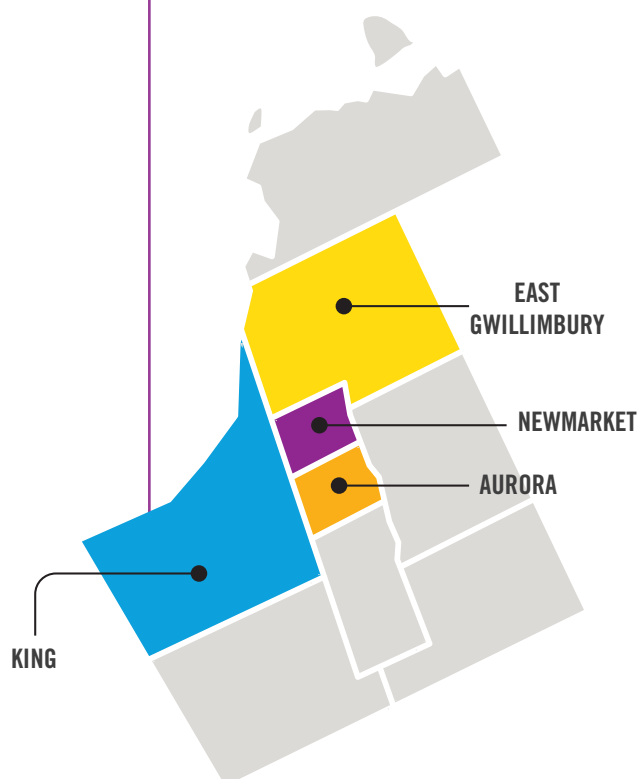
### Demand

- There are 8,957 senior households on the Centralized Wait List for a subsidized community rental housing unit in York Region which accounts for 52% of all households on the Centralized Wait List<sup>25</sup>
- Seniors wait an average of seven years before they successfully receive placement into a community housing unit<sup>26</sup>
- There were 332 community housing units per 1,000 York Region low income seniors who rent and spend 30% or more of income on shelter<sup>27</sup>

### Geography

**67.3%** of subsidized housing units for seniors were located in King, Newmarket, East Gwillimbury and Aurora.<sup>28</sup>

**73.6%** of seniors with low incomes reside in Vaughan, Markham and Richmond Hill.<sup>29</sup>





## ASSISTED LIVING

More assisted living housing options are needed for lower income older seniors who require enhanced care and services, but who do not yet qualify for long-term care.

Assisted living is a service that is predominantly targeted at seniors with moderate to severe frailties who are not yet in need of long-term care, who would benefit from retirement home living but are generally not able to afford the fees. It can be provided through for-profit, as well as not-for-profit providers. Assisted living provides services to individuals whose needs cannot be met through homecare.

### Additional suite of services that may be provided or required in some homes:

- Personal support
- Social, recreational or educational services
- Housekeeping
- Meal preparation
- Medication management
- Money management

### Supply

- The Central Local Health Integration Network provides Assisted Living Services for High Risk Seniors to a number of seniors' housing developments and individual seniors in their homes
- 534 households in York Region received Assisted Living services for High Risk Seniors through the Central Local Health Integration Network program in 2019<sup>30</sup>

### Demand

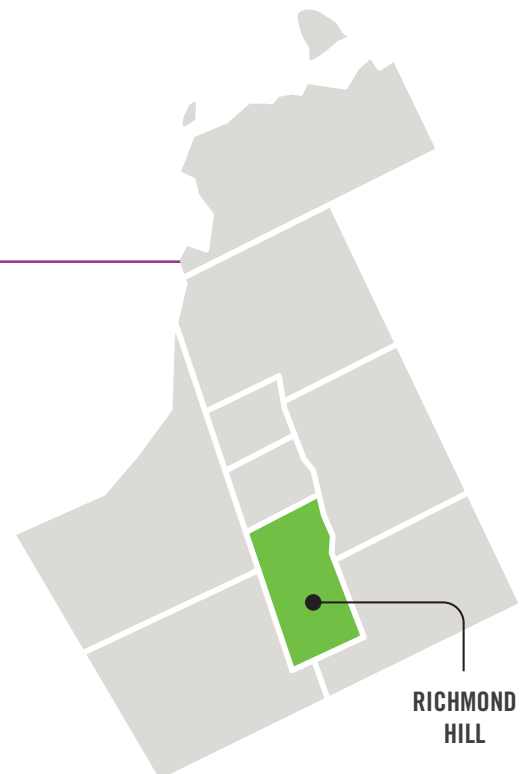
- 205 households waiting for Central Local Health Integration Network Assisted Living services in 2019<sup>31</sup>

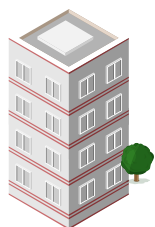
### Geography

**44%** of households who received services through the Central Local Health Integration Network's Assisted Living Program were located in Richmond Hill.<sup>32</sup>

The remainder were located in:

Markham (13%)  
 Vaughan (10%)  
 Georgina (9.5%)  
 Newmarket (8.6%)  
 Stouffville (5.4%)  
 King (5.2%)  
 Aurora (4.3%)





## RETIREMENT HOMES

Retirement homes provide an important level of accommodation and service for the market, but affordable options are needed for seniors with low to moderate incomes.

Retirement homes are residential facilities built and managed by private or non-profit organizations. They provide rental accommodation combined with a variety of services which can include personal supports. The retirement home model offers good integration of housing and services but it is not subsidized, which means monthly fees are generally out of reach for seniors without equity to leverage from a home.

### Additional suite of services which are available through retirement homes and help seniors to age in place:

- Meals
- Social and recreation therapies
- Assistance with bathing, personal hygiene, dressing or mobility
- Dementia care
- Incontinence care
- Doctor, nurse or pharmacist on site to provide health services or administer medication

### Supply

- There were 3,800 retirement home spaces in 39 residences in York Region as of 2019<sup>33</sup>
- 3,751 residents were living in these spaces<sup>34</sup>
- Monthly fees start at approximately \$4,000 per month for accommodation and services and will scale up based on level of care needed<sup>35</sup>

### Demand

- In 2016, there were a total of 13,555 high-income renters, as well as moderate- and high-income owner households with a primary maintainer aged 75+ years<sup>36</sup>
- Based the Survey on Disabilities, 28.2% of households aged 75+ years in Ontario had a member who experienced difficulty walking, using stairs, using hands or doing other physical activities<sup>37</sup>
- This suggests there were 3,823 older senior households who could afford moving to a retirement home based on their equity, income and health status<sup>38</sup>
- York Region had 994 retirement home units per 1,000 income qualified seniors with frailties, compared to 1,162 units per 1,000 income qualified seniors with frailties in Ontario<sup>39</sup>
- In 2018, there were 3,800 retirement home units in York Region. Although this is still below the provincial average, there is enough retirement home supply to meet demand for those who can afford this option

### Geography

68.4% of retirement home units were located in Vaughan, Markham and Richmond Hill.<sup>40</sup>





## LONG-TERM CARE

Long-term care is an essential component of the housing mix for the most vulnerable seniors in our community.

A long-term care home is defined as permanent accommodation for individuals who need 24-hour supports and personal care via on-site supervision. Long-Term Care residents have support needs that cannot be safely met in the community through publicly funded community-based services and other supports. People who need long-term care are currently placed on a waitlist through the Local Health Integration Network's Home and Community Care.

### Additional Suite of services which are provided in long-term care homes:

- 24-hours nursing/ personal care, medical services
- On-site supervision or monitoring
- Help with daily living
- Meals, furniture
- Housekeeping and laundry service
- Social and recreation programming
- Spiritual and religious services

### Supply

- 28 long-term care homes in York Region in 2019
- 3,727 long-term care beds,<sup>41</sup> of these:
  - 3,620 are long stay beds (permanent accommodation for an indefinite period of time)
  - 17 short-stay and respite beds (for a predetermined period of time or for caregiver relief)
  - 32 interim beds (for patients released from hospital while they wait for permanent accommodation)
  - 48 convalescent care beds (for individuals requiring time to regain strength and endurance, usually following a hospital stay)
  - 10 veteran care beds (for residents who qualify for financial assistance based on previous service in the armed forces and income and health status)
- 14 home providers are private, for profit<sup>42</sup>
- 12 homes are operated by non-profits<sup>43</sup>
- Two homes (6.2%) are operated by York Region
- Accommodation rates for long-term care range from \$1,800 to \$2,600 per month<sup>44</sup>

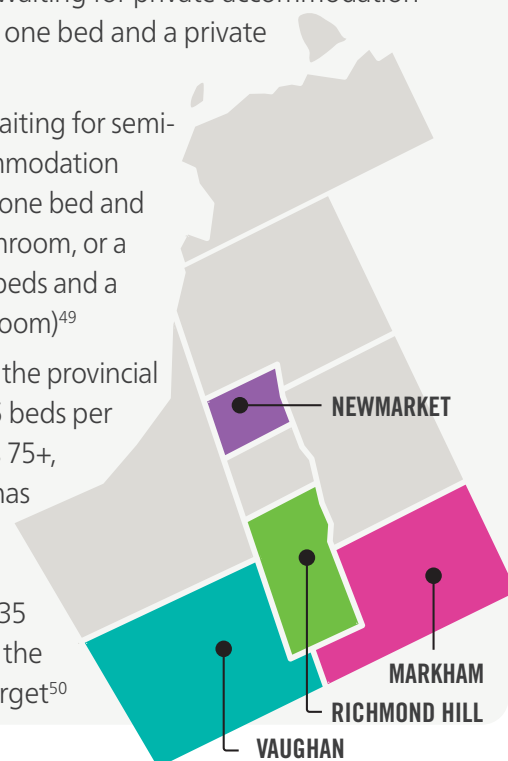
### Geography

56% of long-term care beds are located in Vaughan, Markham, Richmond Hill and Newmarket.<sup>51</sup>

Seniors in other municipalities may need to re-locate to a different community if they require long-term care.

### Demand

- 5,032 individuals were waiting for a placement in a long-term care bed in York Region in October 2019<sup>45</sup>
- Almost all waitlist applicants in York Region were waiting for a long-stay bed 98.8%, compared to a short-stay bed 1.2%<sup>46</sup>
- A total of 56.8% were waiting for basic accommodation (a room with two or more beds and a shared washroom)<sup>47</sup>
- 38.0% were waiting for private accommodation (a room with one bed and a private washroom)<sup>48</sup>
- 5.2% were waiting for semi-private accommodation (a room with one bed and a shared washroom, or a room with 2 beds and a shared washroom)<sup>49</sup>
- Compared to the provincial average of 85 beds per 1,000 seniors 75+, York Region has 50 beds per 1,000 seniors 75+, which is 35 beds short of the Ministerial target<sup>50</sup>



## LONG-TERM CARE FORECAST

The growth in the population of seniors and the need for long-term care will outpace new beds being built.

The forecast for long-term care beds indicates the demand may never be met and other care and service options to support seniors in the community are essential.

The study assessed the future need for long-term care beds by looking at the forecast population aged 75+, existing waitlists, future supply predictions and provincial averages for the number of beds per 1,000 individuals aged 75+. With over 5,000 individuals waiting for long-term care placement today, and a total of 3,727 beds available, the forecasted gap is expected to grow into the future.

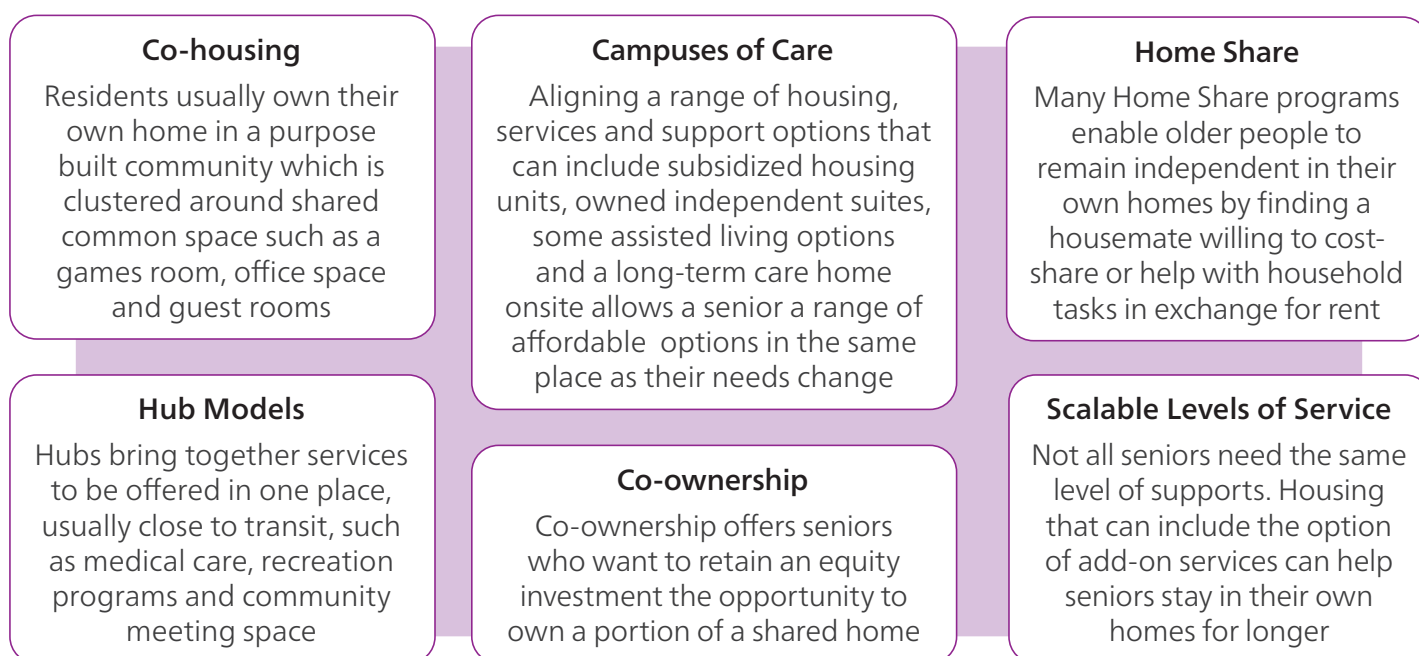
Based on this data, the gap in number of beds needed versus available:<sup>52</sup>

- Was approximately 2000 in 2019
- Will grow to about 2,500 in 2021
- Will grow to 8,000 by 2031
- Will grow to almost 15,000 by 2041

While the unmet need until 2021 appears to be strongly concentrated in Markham, Vaughan and Richmond Hill (94.2% of unmet need in 2021), over time there will be a slight shift in geographical location of the unmet need to the smaller communities in the northern municipalities. For example, in 2041, the unmet need will decrease to 76.3% in the southern municipalities and it will increase to 23.7% in the northern municipalities.<sup>53</sup>

## Complete Communities

Innovative models of community planning need to be considered to ease demand and align services with housing. It is especially important for seniors with low to moderate incomes, since there are very few affordable housing options available. Complete communities may include the following:

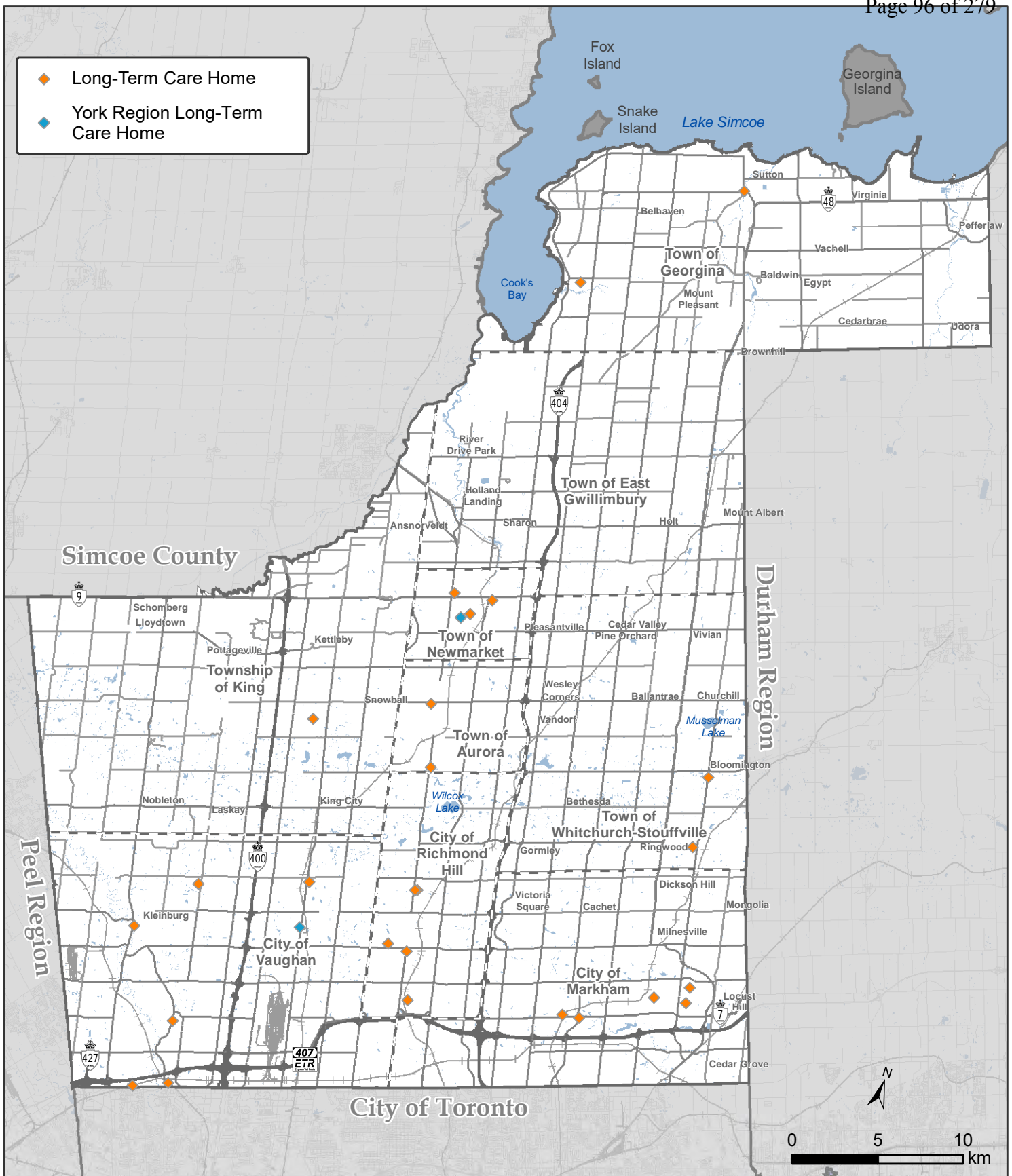


## ENDNOTES

- 1 Statistics Canada, 2016 Census of Population
- 2 York Region, Long Range Planning Division estimate based on 45% growth intensification scenario
- 3 Statistics Canada, 2016 Census of Population
- 4 Statistics Canada, 2016 Census of Population
- 5 Statistics Canada, 2016 Census of Population
- 6 2019 SHS Environmental Scan
- 7 2014, Ipsos-Reid survey
- 8 2016, Statistics Canada
- 9 Statistics Canada, 2016 Census
- 10 Calculated by SHS Consulting
- 11 Statistics Canada, 2016 Census of Population
- 12 Canada Mortgage and Housing Corporation, 2018 Rental Market Survey
- 13 Canada Mortgage and Housing Corporation, 2018 Rental Market Survey
- 14 Statistics Canada, 2016 Census of Population
- 15 Canada Mortgage and Housing Corporation, 2018 Rental Market Survey
- 16 Calculated by SHS Consulting
- 17 Calculated by SHS Consulting
- 18 Canada Mortgage and Housing Corporation, 2019 Rental Market Survey
- 19 Canada Mortgage and Housing Corporation, 2018 Rental Market Survey
- 20 Statistics Canada, 2016 Census of Population
- 21 York Region, Housing Services Branch
- 22 York Region, Housing Services Branch
- 23 York Region, Housing Services Branch
- 24 York Region, Housing Services Branch
- 25 York Region, Housing Services Branch
- 26 York Region, Housing Services Branch
- 27 Calculated by SHS Consulting
- 28 York Region, Housing Services Branch
- 29 Statistics Canada, 2016 Census of Population
- 30 Central LHIN 2019
- 31 Assisted living provides services to individuals whose needs cannot be met through homecare
- 32 Central LHIN 2019
- 33 Canada Mortgage and Housing Corporation, 2019 Seniors Housing Survey
- 34 Canada Mortgage and Housing Corporation, 2019 Seniors Housing Survey
- 35 Canada Mortgage and Housing Corporation, 2019 Seniors Housing Survey
- 36 Statistics Canada, 2016 Census of Population
- 37 Statistics Canada, 2017 Canadian Survey on Disabilities
- 38 Calculated by SHS Consulting
- 39 Calculated by SHS Consulting
- 40 Canada Mortgage and Housing Corporation, 2019 Seniors Housing Survey
- 41 Central LHIN 2019
- 42 Central LHIN 2019
- 43 Central LHIN 2019
- 44 Province of Ontario, 2019
- 45 Central LHIN 2019
- 46 Central LHIN 2019
- 47 Central LHIN 2019
- 48 Central LHIN 2019
- 49 Central LHIN 2019
- 50 Calculated by SHS Consulting
- 51 Central LHIN 2019
- 52 Central LHIN 2019
- 53 Calculated by SHS Consulting

It should be acknowledged that since the time of the study's release, the Canadian Mortgage and Housing Corporation has updated some information that was used in the study. Upon review, the updates do not impact the bottom line of the study's analysis or conclusion. All rental supply estimates presented in this report are provided by SHS Consulting based on the 2016 Census and 2018 CMHC data. Due to differences in methodology and reporting time frames, rental supply estimates presented here may not align with estimates presented on York Region's website or earlier publications.





## Long-Term Care Facilities

Forecast for Long-Term Care and Seniors' Housing Implications  
November 5, 2020  
Committee of the Whole



Produced by:  
The Regional Municipality of York  
Data, Analytics and Visualization Services,  
Corporate Services  
October 2020

Data: Queen's Printer for Ontario 2003-2020  
See York.ca for disclaimer information.

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**From:** Switzer, Barbara <Barbara.Switzer@york.ca> **On Behalf Of** Regional Clerk  
**Sent:** November 24, 2020 2:01 PM  
**To:** Aurora Clerks General Inbox <Clerks@aurora.ca>; Aguila-Wong, Christine <caguila-wong@markham.ca>; clerks@newmarket.ca; EG Clerks General Inbox <clerks@eastgwillimbury.ca>; King Clerks General Inbox <clerks@king.ca>; Rachel Dillabough <rdillabough@georgina.ca>; Richmond Hill Clerks General Inbox <clerks@richmondhill.ca>; Vaughan Clerks General Inbox <clerks@vaughan.ca>; WS Clerks General Inbox <clerks@townofws.ca>  
**Subject:** Regional Council Decision - Improving Connectivity for Ontario Program: Funding Application

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

On November 19, 2020 Regional Council made the following decision:

1. Regional Council endorse YorkNet's funding application(s) to:
  - a. The Ontario Ministry of Infrastructure, under the Improving Connectivity for Ontario Program outlined in Attachment 1.
  - b. The Federal Government, under the Universal Broadband Fund (UBF) as outlined in the Universal Broadband Fund: Funding Application memo.
2. A funding plan for YorkNet's share of the project costs to be developed and reviewed through the Region's 2021 Budget process.
3. This report and related memo be circulated to the local municipalities and Members of Parliament and Members of Provincial Parliament representing York Region.

The original staff report and related memo is attached for your information.

Please contact Laura Bradley, General Manager, YorkNet at 1-877-464-9675 ext. 71492 if you have any questions with respect to this matter.

Regards,

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

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

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



# **The Regional Municipality of York**

Committee of the Whole  
Finance and Administration  
November 5, 2020

Report of the Commissioner of Corporate Services

## **Improving Connectivity for Ontario Program: Funding Application**

### **1. Recommendations**

1. Regional Council endorse YorkNet's funding application to the Ontario Ministry of Infrastructure, under the Improving Connectivity for Ontario Program outlined in Attachment 1.
2. A funding plan for YorkNet's share of the project costs be developed and reviewed through the Region's 2021 Budget process.
3. This report be circulated to the local municipalities and Members of Parliament and Members of Provincial Parliament representing York Region.

### **2. Summary**

This report seeks Council endorsement of Stage 2 of the application to the Provincial Government under the Improving Connectivity for Ontario Program, to expand the Region's broadband network of backbone fibre to rural and underserved areas of York Region.

#### Key Points:

- Broadband connectivity is essential to every citizen, every day, in many aspects of everyday life – work, education, socialization, healthcare, etc.
- COVID-19 has put an enormous spotlight on why access to high speed internet is an essential service. At no time has the need for connectivity been more crucial
- In York Region, high-speed internet access is not always available at appropriate speeds or affordable prices, particularly in rural communities
- Council created YorkNet with the mandate of increasing fibre deployment for use by the Region, Municipalities, Universities, School Boards and Hospitals (MUSH) sector partners and Internet Service Providers (ISPs). At the end of 2020, there will be approximately 350 km of fibre in operation.
- YorkNet's proposal helps to fulfill its mandate by leveraging funding from other levels of government and partnering with the private sector to provide the Region, MUSH sector partners, and York Region residents with better, more cost effective, connectivity opportunities

### 3. Background

#### **The Provincial Government has launched the Improving Connectivity for Ontario Program, allocating \$150M to expand broadband and cellular infrastructure in Ontario**

On June 3, 2020, the Provincial Government announced the Improving Connectivity for Ontario Program (“ICON”) to invest \$150 million in broadband and cellular service for rural, remote and underserved areas of the province. ICON is part of the province’s \$315 million initiative called *Up to Speed: Ontario’s Broadband and Cellular Action Plan* and aims to address connectivity gaps brought to light by the COVID-19 global pandemic. The pandemic has forced people and businesses to shift to remote learning and work, which is challenging for many who do not have access to reliable broadband.

In York Region more than 500 kilometres of roads have been identified by the Federal and Provincial governments as underserved – meaning they do not have access to services of at least 50/10 Mbps from service providers. YorkNet’s assessment of the total underserved areas indicate that up to 14,000 households have insufficient access to broadband services to meet everyday demands. Post pandemic life will be more reliant on the online world and broadband for many activities such as education, work activities, commerce and retail as well as new opportunities for healthcare delivery.

#### **ICON will provide funding for eligible projects, with other funding from private and public sources**

ICON will support projects that rely on collaborative partnerships across the private and public sectors, where investments will be combined to improve connectivity in identified areas of need. ICON will fund up to 25 per cent of eligible costs for projects that deliver minimum speeds of 50/10 to households as the minimum service level. Eligible costs include labour, equipment/material, travel, satellite capacity and other costs directly attributable to the project. YorkNet is proposing a collaboration between all levels of government and private sector for this project.

#### **YorkNet has been qualified as eligible to move to Stage 2 of the process**

The program launched on July 9, 2020 and YorkNet received Board approval to apply to Stage 1 of Intake 1 and proceeded with submission. Included in the submission was the attached letter from the Regional Chair and the nine mayors supporting the project. YorkNet received approval on September 25, 2020 to move to Stage 2. This is an indication that this project is considered eligible under the program. The important milestone dates are summarized in Table 1.

**Table 1**  
**Intake 1 Milestones**

Milestone	Dates
Stage 1 applications due	August 21, 2020
Stage 1 assessments complete, invite to Stage 2	September 25, 2020
Stage 2 application due for initial completeness review (requires Council support)	November 28, 2020
Stage 2 application clarifications and updates due (Ministry of Infrastructure seeking any clarification for processing)	January 15, 2021
Stage 2 assessment complete, applicants notified, and funding offers issued to successful applicants	April 2, 2021

## 4. Analysis

### **YorkNet has received endorsement from the Mayors in the Stage 1 application submission**

York Region Council has worked to improve Broadband connectivity for many years. Under Council's leadership, a Strategy was created, and their vision resulted in the creation of YorkNet, a municipal services corporation under the *Ontario Business Corporations Act*. This corporation was established to expand the network across the Region and partner with the private sector. In three years of operation, those goals are being realized.

Council continued their support with a letter sent to Minister of Infrastructure, Laurie Scott, as part of the Stage 1 submission on August 21, 2020. Highlighting the significant importance these networks have for the Region's 1.2 million citizens as a cornerstone for the economy, health care and education.

Recognizing the urgent need to enable access for ISPs to connect York Region citizens, YorkNet has led the application process. YorkNet is proposing a Capital and Rural Expansion Project that would expand the network into the more rural areas of the Region. Using the Federal Innovation, Science and Economic Development Canada (ISED) mapping data and property data from the Municipal Property Assessment Corporation (MPAC), YorkNet estimates that there are approximately 14,000 underserved households/businesses in York Region, on approximately 500 km of roads.

YorkNet's backbone and middle mile fibre ensures fibre connectivity is available to all ISPs, who can use the network to offer high-speed internet services to citizens and businesses. This open access network practice is a standard for YorkNet and a requirement for grant funding.

The rural expansion will take the network from 800 kilometres to a total of 1,300 kilometres, blanketing the Region with fibre to create connectivity equity. This will enable access to fibre in all areas ensuring that rural businesses and residents do not continue to be neglected with inadequate infrastructure and services.

YorkNet made a total of 107 connections in 2019 and will make a total of 173 connections in 2020, including fire halls, libraries, Town halls, Regional facilities, water/wastewater, traffic controllers, hospitals and third-party customers. The additional kilometers added through the rural expansion will enhance the diversity and resiliency for Regional and Municipal facility connections. This will open opportunities in the future related to smart monitoring and automation, including Smart City like initiatives and connected cars.

As business operations expand into the digital age, connectivity becomes critical infrastructure. Expanding the Region's network can eliminate the reliance on outside network providers, ensuring adequate resources are available to address whatever is needed for business and emergency situations.

### **COVID-19 has put an enormous spotlight on why access to high speed internet is an essential service – at no time has the need for connectivity been more crucial**

The digital economy is the one of the most important drivers of innovation, competitiveness and economic growth, and holds significant potential for entrepreneurs and small and medium-sized enterprises. New digital trends such as artificial intelligence, cloud computing, mobile web services, smart grids and social media are radically changing the business landscape, reshaping the nature of work and how citizens undertake their daily lives.

Experts predict that work from home and online learning options will remain post COVID. In addition, new modes of service delivery for health care and other services will also have a component of their business likely to remain digitally enabled. Broadband connectivity is essential to operating in the post-pandemic new normal and a modern digital economy.

Fibre is the key infrastructure solution for sustainable, reliable and affordable internet connectivity. It is a reasonable investment, which can touch every citizen in many ways, every day – education opportunities, work, business operations, health, socialization – and close the digital divide with one project.

### **York Region has significant disparity between residents living in Regional urban areas compared to those in more rural areas**

New mapping data shows where adequate internet access exists, and where it is not across York Region. This confirms what many of the Region's Local Municipalities and citizens have been stating for the past decade, that they do not have access to affordable, reliable and fast service. The map provided in Attachment 2, shows this disparity. Large areas of East

Gwillimbury, Georgina and King, and pockets of Aurora, Markham, Richmond Hill, Vaughan and Whitchurch-Stouffville, are underserved or unserved.

Rural communities and residents are not on an equal footing when it comes to access to reliable, stable, affordable broadband services. The Canadian Internet Registration Authority completed a study this summer and found the following results:

- In July, median rural download speeds were measured at 5.62 Mbps, compared to 51.54 Mbps in urban Canada
- Since the pandemic began, median download speeds have effectively plateaued at the 5.62 Mbps speed while urban download speeds doubled from 26.16 Mbps to the 51.54 Mbps

In total this new project would add an additional 500 kilometres, all identified as underserved road kilometres today. This would create a region that was fully fibred, ready to embrace the evolving economy, new technologies and new opportunities.

### **Fibre is the best choice to ensure service scalability, flexible network options and a long sustainable future for the network**

Fibre offers significant advantages over other currently available technologies. Fibre is the only technology which scales with minimal effort. The cable itself can handle tremendous amounts of data traffic with only minor electronic changes. Using micro-conduit to deploy the fibre cable, it can be easily scaled up by adding incremental fibres over time at a fraction of the initial costs. This represents a tremendous ability to scale and grow over 50 years with minimal life-cycle impacts, features unparalleled by other solutions.

### **There is strong support for the YorkNet's Rural Expansion Project**

York Region's local municipalities have been eager to have fibre and improved internet connectivity for a decade or more. Using ISED's map, YorkNet's analysis indicates that there are over 730 km of roads with over 14,000 homes that have inadequate access to broadband services. This program clearly indicates the need for connectivity and fibre into the communities to improve internet access and speeds, and to help improve competitiveness and quality of life for businesses and residents.

In addition, York Region's Medical Officer of Health has expressed support for a network expansion that will provide high-speed internet connectivity critical to health care service delivery even more now, during the COVID-19 pandemic.

ventureLAB, a leading technology hub located in York Region that has engaged with over 2,000 technology companies, including over 100 companies who have created close to 4,000 jobs, has also expressed its support for rural expansion of the network. Citing reliable broadband connectivity as a key driver to innovation and competitiveness in the global broadband economy, their position is that, "without this access to broadband, a connected,

innovative community that modernizes traditional industries, embraces digital adoption, and addresses rural challenges, simply cannot happen.”

### **YorkNet’s rural expansion project supports the Strategic Plan priorities of Good Government and Economic Vitality**

The Capital and Rural Expansion Project has the ability to connect 192 regional facilities, 9 police stations and 96 libraries/community centres/fire stations throughout the Region, leading to enhancing service delivery and more efficient operations. As the Region transitions to having more sensors, cameras and Internet of Things, it can connect them more efficiently through this fibre network.

Connecting residents and businesses will support economic prosperity and growth, especially in underserved and unserved areas where limited bandwidth presents an almost insurmountable obstacle for business expansion and growth.

## **5. Financial**

### **The total estimated cost of the Rural Expansion Project is approximately \$84M and YorkNet’s portion will be included in the 2021 budget request**

Based on recent experience, YorkNet estimates that it will take approximately five years from 2022 to 2026 inclusive to complete the project. The cost has been estimated using average capital costs from current fibre projects plus the estimated last mile and equipment costs. As illustrated in Table 2, the total cost is estimated to be approximately \$83.6 million, funded through the ICON project and other potential sources. The Region’s share is 35% of the total cost, resulting in 500 kilometres of additional fibre assets that can be utilized by the Region, Municipalities and private sector.

**Table 2**  
**Capital and Rural Expansion Project Costs and Recoveries**

<b>Funding Responsibility</b>	<b>Amount</b>	<b>Share</b>
YorkNet – Currently Unfunded	\$28,857,000	35%
ISP Partner	\$14,380,000	17%
Province – ICON Program	\$20,171,000	24%
Federal – To be determined	\$20,171,000	24%
<b>Grand Total</b>	<b>\$83,579,000</b>	<b>100%</b>

## **The funding plan will be developed through the Region's normal budget process**

The application deadlines for Intake 1 fall outside of the Region's budget process with Stage 2 applications required before the budget is tabled with Council. However, ICON funding assessments and approvals will not be complete until April 2021, which is after the Region's budget has been approved. This means there is time for YorkNet to develop a funding plan that will be reviewed and vetted through the Region's normal Budget process, and then brought forward to Council for consideration and approval.

YorkNet's share of the project cost is currently unfunded. The plan is to work with the Region's finance department to develop a funding request as part of the 2021 budget that could include new funding and/or a draw from tax levy reserves. One option would be to include draws from the Debt Reduction Reserve, which would be a source of upfront funding that will then be repaid through annual contributions made by YorkNet with revenue received from ISPs connecting homes and businesses.

The ISP funding share represents the cost to complete last mile connections including fibre drops and equipment required to bring fibre to residents. This component of the project is vital to its overall success and ability to ensure access to businesses and residents.

This Provincial program along with Federal programs present the opportunity to close the broadband gap in York Region and provide equity regardless of location. Details of the Federal program have not been provided yet, but they are anticipated this fall.

## **Ongoing operating costs related to the rural expansion project can be recovered from the revenues it generates**

ISP(s) will pay YorkNet to use the network from revenues they collect from end-users. It is possible that revenues can start before the full construction is completed. YorkNet has assumed a conservative forecast well within industry standards. Given the lack of network today, the Regional network will be ideal for any provider looking to connect additional homes in these underserved areas.

## **6. Local Impact**

The Capital and Rural Expansion Project will impact approximately 14,000 underserved households/businesses across eight of the nine municipalities in York Region, especially in rural areas. The mayors for all nine York Region municipalities have signed a letter of support for increased connectivity for residents and businesses in underserved areas and for increased connectivity to municipal facilities.

## **7. Conclusion**

YorkNet is building critical infrastructure that supports York Region citizens every day and embraces an evolving world, by leveraging funding programs and partnering with the private sector. The Rural and Capital Expansion Project helps fulfill YorkNet's mandate in all 3

categories – Region, Municipal and underserved areas with private sector – enhancing connectivity by delivering infrastructure into unserved areas across the entire Region to provide opportunity for business, education, health and community.

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For more information on this report, please contact Laura Bradley, General Manager, YorkNet at 1-877-464-9675 ext. 71492. Accessible formats or communication supports are available upon request.

Recommended by: **Dino Basso**  
Commissioner of Corporate Services

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

October 23, 2020  
Attachments (4)  
Private Attachments (1)  
eDOCS # 11722208





# **Improving Connectivity for Ontario (ICON) Program**

## **STAGE 1 PROGRAM GUIDELINES**

**RELEASED: July 9, 2020**

For alternate format, please contact [ICONprogram@ontario.ca](mailto:ICONprogram@ontario.ca)

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## 1. PROGRAM OVERVIEW

### 1.1 Background and Objectives

According to the Canadian Radio-Television and Telecommunications Commission (“CRTC”) approximately 12 per cent of Ontarians lack access to broadband services that meet the CRTC’s minimum service standards.

The high cost of infrastructure deployment and low expected revenue in some areas deters private sector investment from providing these services. These communities have fewer choices for service providers, typically at higher costs, and with lower speeds than high density, urban counterparts.

The Province of Ontario will support the expansion of broadband and cellular infrastructure in Ontario by investing \$150 million over four years through the **Improving Connectivity for Ontario (“ICON”)** program. The ICON program is part of *Up to Speed: Ontario’s Broadband and Cellular Action Plan*, which outlines the strategy to expand access to broadband and cellular connectivity in identified areas of need.

The ICON program will promote industry partnerships to encourage solutions that leverage investments across sectors in order to meet the connectivity needs of communities that do not have adequate access to connection speeds of at least 50 Megabits per second (“Mbps”) download and 10 Mbps upload (50/10).

The ICON program will also support Cellular Projects (e.g. mobile wireless) that provide end-users with the ability to access voice and data applications while being mobile, using the latest generally deployed mobile wireless technology (currently long-term evolution or LTE) in the geographic area that the project proposes to serve.

Projects supported by the ICON program will achieve the following objectives:

- Increase the number of Households and/or businesses connected to broadband and cellular services in areas of need, according to the Provincial Broadband map.
- Provide broadband connectivity speeds of 50/10 or greater for end users.
- Provide cellular access at the latest generally deployed mobile wireless technology (currently LTE).
- Build Scalable infrastructure for future needs of users.

The ICON program is a discretionary, application-based funding program. Applications will be evaluated based on their ability to cost-effectively achieve program objectives.

NOTE: capitalized terms in this guide have the meaning that is set out in Appendix 1.

### 1.2 Application Process

Applying for program funding can be a resource-intensive process, particularly for complex, multi-partner infrastructure projects.

The ICON program will use a two-stage application process. Stage 1 will determine if a proposed project meets minimum program requirements. If so, the application proceeds to Stage 2 for a more detailed assessment of the project.

### **Stage 1**

Applications submitted under the ICON program will be assessed against the following pass/fail criteria (see Section 3 for more details):

- The project is located in an area of need;
- At least one applicant on a proposal has a minimum of three years of experience building, owning, servicing and/or operating broadband or cellular infrastructure;
- The technology meets specified speed and/or capacity targets;
- The percentage of provincial support required does not exceed 25 per cent of total eligible project costs; and
- There is local support for improving connectivity in the project area.

### **Stage 2**

The second stage of the application process will evaluate applications based on:

- Their ability to provide cost-effective access to Households and/or businesses relative to the total amount of ICON funding requested;
- Effectively leveraging other sources of public sector funding, if required;
- The overall project cost in relation to technologies and operational planning;
- How the project design meets community needs and accounts for unique community characteristics;
- Affordability to end-users in relation to nearest large urban centre; and
- Other strategic considerations of the ICON program.

### **Intake Periods**

The ICON program will have two intake periods.

It is up to applicants to determine in which intake they may wish to participate. For example, applicants who may already have scoped their projects and are ready to

proceed may wish to participate in the first intake. Projects that require more time to plan can instead participate in the second intake.

However, applicants must meet all application deadlines in order to be considered for funding. If an applicant fails to meet deadlines for the first intake, they may be deferred to the second intake.

The tables below show key dates for each of the intake periods. Dates for the second intake will be modified after stage 1 of the first intake is complete.

### **First Intake**

- July 9, 2020 – Intake opens.
- August 21, 2020 – Deadline for Stage 1 applications.
- September 25, 2020 – All Stage 1 assessments complete and applicants notified.
- November 28, 2020 – Deadline to submit Stage 2 application for initial completeness review.
- January 15, 2021 – Deadline to complete Stage 2 application clarifications and updates.
- April 2, 2021 – Stage 2 assessment complete, applicants notified, and funding offers issued to successful applicants.

### **Second Intake**

- Early winter 2020-21 – Deadline for Stage 1 applications.
- Late winter 2020-21 – All Stage 1 assessments complete and applicants notified.
- Late summer 2021 – Deadline to submit Stage 2 application for initial completeness review.
- Mid-fall 2021 – Deadline for completing Stage 2 application clarifications and updates.
- Early spring 2022 – Stage 2 assessment complete, applicants notified, and funding offers issued to successful applicants.

## 2. ELIGIBILITY

### 2.1 Eligible Applicants

An applicant must be one of the following to be considered eligible for funding:

1. A not-for-profit or for-profit entity that is incorporated in Canada,
2. An Ontario municipal entity, or
3. A Band Council.

Applications that have more than one entity responsible for the project must identify the lead applicant and all Project Partners. The lead applicant must be the primary contact on the ICON program application and is expected to serve as the funding agreement signatory if the application is approved for funding.

Project Partners are not required to contribute financially to the project in order to be listed as such. However, either the lead applicant or one of the Project Partners must have a minimum of three years experience in building, owning, servicing and/or operating broadband and/or cellular infrastructure in Canada.

Applications must include evidence of local support of increased broadband and/or cellular access in the proposed project area even if a municipal entity or Band Council is an applicant.

While not a pass / fail criterion, applicants must also submit letters of intent from each of the other Project Partners as part of the Stage 1 application to describe their respective roles in the project and confirm their intent to provide financial, in-kind, or other support to the project.

### 2.2 Eligible Projects

The types of projects that are eligible for funding under the ICON program are listed below. An application may contain any combination of project types and may span multiple geographic areas.

An applicant may submit more than one application, but, the project areas in each application cannot overlap.

An application cannot depend on the completion of other projects in order to proceed.

#### **Last-mile**

- The final leg in connecting homes, businesses and other institutions to a high-speed network connection. This involves connecting a community to a Point-of-Presence (“PoP”) by upgrading existing assets or introducing new network infrastructure.

- Last-mile projects must deliver minimum speeds of 50/10 to Households and businesses and include no data usage caps. Projects that propose speeds slower than 50/10 for end users must demonstrate the ability to provide 50/10 within five years of project completion.

### **Backbone**

- A network connection that transports data traffic from one PoP to another or from a PoP to a location that contains the Internet Gateway. These projects enable internet connectivity for fixed infrastructure in areas of need. These projects must identify how they will enable Households and businesses to connect to speeds of 50/10.
- New Backbone infrastructure and upgrades to existing Backbone infrastructure are both eligible.

### **Cellular**

- Provides mobile connectivity to communities and/or along Major Transportation Roads. These projects increase the number of kilometers of road covered and the number of Households and businesses able to access mobile/wireless services. This is achieved by increasing the number of cellular towers in a targeted area or increasing the capacity of existing towers to provide access to increased users within the current line-of-sight.
- Provides access to the latest cellular technology with LTE as the minimum service level.
- Eligible project areas will be based on the latest data provided by Innovation, Science and Economic Development Canada ("ISED").

### **Satellite**

- Provides or upgrades broadband services in communities that are satellite-dependent.
- Satellite projects must deliver minimum speeds of 50/10 to Households and businesses with no data usage caps. Projects that propose speeds slower than 50/10 for end users must demonstrate the ability to provide 50/10 within five years of project completion.
- Eligible project areas will be based on the provincial map using data provided by ISED.

## **2.3 Eligible Funding**

The ICON program may contribute up to a maximum of 25 per cent of total eligible project costs. Applicants are encouraged to seek other sources of funding when appropriate. This could include financial assistance (grants, forgivable loans, etc.) from all levels of government and private-sector partners.

Other funding conditions:

- The Ministry will conduct a financial assessment to determine if a project is commercially viable within a five-year period without provincial government funding.
- Applicants will be required to provide detailed financial information in Stage 2 of the application process.
- The Ministry may determine that an application should be approved but at a funding level lower than the amount requested in the application. Applicants will be provided a clear description of the Ministry's determination at the time of funding offer.
- Successful applicants will be required to execute a funding agreement on terms and conditions that are satisfactory to the Ministry. After executing a funding agreement, the total funding offered will be final.
- Once a funding agreement is executed, recipients will receive funding based on milestone payments in accordance with the project budget. Funds will cover costs incurred as evidenced by the completion of deliverables associated with each milestone.
- Recipients will be responsible for satisfying all terms and conditions set out in the funding agreement, including reporting requirements, and submitting independently audited financial statements upon project completion to receive the final funding disbursement.

## 2.4 Eligible Project Areas

Current access to broadband at 50/10 and Cellular at LTE will be determined using publicly available ISED data.

ISED provides detailed broadband availability data ('pseudo-household' data) for all roads in Ontario. The data shows service levels from 0 to 50/10 Mbps in 250 metre segments for all populated areas of the province. This data will be used to determine current internet service levels within the proposed project area.

Project areas that have already been awarded provincial funding to provide 50/10 or LTE connectivity are ineligible for ICON funding for the same connectivity type.

## 2.5 Eligible Costs



Eligible project costs must be directly attributable to the project and must be incurred and paid after the funding agreement effective date and up to the Project Completion Date. A list of eligible and ineligible cost categories can be found in *Appendix 2* for reference only. A final determination of eligible and/or ineligible costs will be at the discretion of the Ministry and released with Stage 2 program guidelines.

Eligible project costs are cash outlays, net of all applicable HST, that must be documented through invoices, receipts, or grant recipient records acceptable to Ontario and are subject to verification by an independent auditor. Evidence of payment must be maintained for audit purposes.

### 3. EVALUATION

#### 3.1 Stage 1 Evaluation

Applications must meet all Stage 1 minimum requirements before proceeding to Stage 2. These requirements will be assessed as pass or fail. If a Stage 1 application fails on any of the minimum requirements, the application will be deemed ineligible and will not be invited to proceed to Stage 2.

The following table describes the minimum requirements for Stage 1.

#### **STAGE ONE ASSESSMENT MATRIX**

Criteria	Description	Verification
Located in an area of need.	<p>ISED pseudo-household data will be used to determine the current extent of 50/10 broadband service levels for the proposed operating area of the project.</p> <p>ISED data will be used to determine the current extend of LTE access for the proposed operating area of the project.</p> <p>Applicants will be required to submit details of their proposed project area. Applicants may use either the ICON Map Tool to create an image of their proposed project area or the National Broadband Internet Service Availability Map from ISED to generate a mappable file. A list of project area ID numbers is also acceptable.</p>	Shapefile or image of the project area, or a list of project area ID numbers.
Have minimum experience in connectivity infrastructure.	At least one Project Partner must have a minimum of three years experience in building, owning, servicing and/or operating broadband and/or cellular infrastructure in Canada.	Complete Section G of the Stage 1 Application Form.
Technology meets speed and/or capacity targets.	<p>Projects must deliver minimum speeds of 50/10 to Households and businesses and include no monthly data usage caps.</p> <p>Projects that propose speeds slower than 50/10 for end users must demonstrate the ability to provide 50/10 within five years of project completion.</p> <p>Cellular Projects that propose service levels below LTE must how the project will reach LTE service within five years of project completion.</p>	Complete Section G of the Stage 1 Application Form.

Criteria	Description	Verification
ICON funding request does not exceed 25 per cent of total eligible project costs.	<p>The ICON program will provide up to 25 per cent of funding to projects for eligible costs.</p> <p>Projects that require more than 25 per cent of funding to be provided by the Province will be deemed ineligible.</p>	Complete Section E and of the Stage 1 Application Form and the Estimated Budget template as part of Stage 1 application.
Local Support for improved connectivity.	Evidence of local support for improved connectivity must be provided with the Stage 1 application. In project areas where there are municipal entities or Band Councils, this evidence can take the form of a letter, council resolution, or other formal communication to the applicant. For unrecognized areas of the province, evidence of local support should be sought from Local Road Boards, Local Service Boards, or District Social Service Administration Boards in the form of a letter or other formal communication to the applicant.	Letter, council resolution or other formal communication that demonstrates support for improved connectivity.

### 3.2 Stage 2 Evaluation

The table below describes the evaluation criteria that the Ministry is currently considering for Stage 2 Evaluation. However, the Stage 2 evaluation criteria are still under development and the criteria below are subject to change.

Applications will be assessed based on seven criteria and will be evaluated based on the following definitions:

- **Primary:** Criteria that will be given the most weight and will determine if there is a need for government funding.
- **Secondary:** Criteria that will be given significant weight and will determine which projects align better with ICON program objectives over others.
- **Tertiary:** Criteria that will focus on strategic considerations when evaluating successful applicants.

#### STAGE TWO ASSESSMENT MATRIX

Criteria	Description
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Criteria	Description
Project Cost ( <i>Primary</i> )	Projects will be evaluated on the overall project cost in relation to the technologies used and their operational plans.
Project Design ( <i>Primary</i> )	Projects will be evaluated on how the project design meets community needs and accounts for unique community characteristics, which may include geography, topography, existing technologies, and the spatial presence of Households and businesses that may be served.
Funding Reach ( <i>Secondary</i> )	<p>Projects will be assessed based on the number of new connections that are made possible relative to the amount of program funding requested.</p> <p>Broadband Projects will be evaluated on the total number of Households and businesses impacted relative to provincial funding requested. Cellular Projects will be evaluated on the number of Households within the project area relative to provincial funding requested. Where applicable, evaluation will consider the kilometres of roads in serviced in the project area relative to provincial funding requested.</p>
Partnerships ( <i>Secondary</i> )	<p>Projects will be evaluated on how they leverage other sources of public sector funding to make the project more economical (i.e., lower project costs) or to provide better outcomes.</p> <p>This criterion will not apply to projects that require provincial funding as its sole source of public funding.</p>
Project Performance ( <i>Secondary</i> )	<p>Projects will be evaluated on relative improvement of connectivity in the project area.</p> <p>Broadband Projects will be measured in accordance to the 50/10 national minimum service standard. Cellular Projects will be measured in the percentage change in coverage with LTE as a minimum service level.</p>
Service Affordability ( <i>Tertiary</i> )	Projects will be evaluated based on a comparison of expected service prices for customers to similar costs in urban centres for a minimum five-year duration after project completion.
Strategic Considerations ( <i>Tertiary</i> )	<p>Additional consideration will be given to projects that:</p> <ul style="list-style-type: none"> <li>are in northern areas or located in First Nation communities;</li> <li>involve multiple municipal entities, First Nations and/or</li> </ul>

Criteria	Description
	<p>community organizations;</p> <ul style="list-style-type: none"> <li>• contribute to economic opportunities; or</li> <li>• increase connections to existing anchor institutions within the project area.</li> </ul>

The Stage 2 evaluation will rely on following documents submitted by applicants:

- Spread sheets: pro forma summary, detailed budget, equipment detail list, Anchor Institute and Household spreadsheet.
- Project Gantt chart.
- Three years of audited financial statements.
- Evidence of local support for the project.
- Logic network diagrams.
- Current network in project area – submitted in KML, Shapefile, geoJSON, CSV, .lyrx, .gdb, or GPX formats.

## **4. STAGE 1 ASSESSMENT AND NOTIFICATION**

### **4.1 Communication with Applicants**

Contact between the Ministry and applicants will be limited to ensure fairness and transparency.

All inquiries during the application intake periods must be sent to [ICONprogram@ontario.ca](mailto:ICONprogram@ontario.ca). The Ministry endeavor to respond within 24 hours. The Ministry will not provide any advice or feedback on proposed projects or information on the status of individual application assessments. However, it can respond to inquiries that seek clarification on the application form and the overall ICON application process.

### **4.2 Notification of Stage 1 Assessment Results**

All Stage 1 applicants that submit by the first intake deadline will be notified on September 25, 2020 about the results of the Ministry's assessment. For second intake, Stage 1 applicant notification will take place in late winter 2020-2021.

Applicants that do not meet one or more of the minimum requirements will be notified that their project cannot proceed to Stage 2. The Ministry will provide a detailed explanation on how the application did not meet requirements when the applicant is notified.

Applicants that pass Stage 1 of the assessment process will be invited to submit a Stage 2 application via TPON.

The Ministry will not consider any Stage 2 applications submitted before Stage 1 applications are assessed and applicants are notified about results.

## **5. ADVANCING TO STAGE 2**

### **5.1 Conditional Approvals**

The Ministry encourages applicants to seek other sources of funding to support the project if needed. In instances where applications with other funding entities are pending approvals during the Stage 2 evaluation process, the Ministry will take note of these applications.

The Ministry may provide conditional offer of funding for projects if the applicant is awaiting approval for other sources of funding that were previously identified by the applicant. The Ministry will work with applicants to specify this condition.

### **5.2 Funding Agreement**

If a Stage 2 application passes Ministry evaluation, the applicant will be notified by email with a conditional offer of funding. If the applicant accepts the conditions for funding, the application will be deemed approved.

The Ministry will provide a draft of the funding agreement to the lead applicant based on information provided in the Stage 2 application, including a budget, timelines, milestones, mandatory reporting requirements, and payment schedules. The lead applicant will be required to execute the funding agreement with the Ministry. Once parties agree to all terms and conditions, the funding agreement is executed.

Any costs incurred by applicants prior to executing a funding agreement will be ineligible. Thus, applicants are recommended to avoid undertaking any work that would be deemed as an eligible cost until a funding agreement is executed.

Stage 2 application materials will provide more details on funding agreement requirements.

### **5.3 Compliance**

#### **Regulatory Approvals**

Applicants must ensure that all activities required for the project comply with federal and provincial laws and regulations and municipal by-laws. This includes receiving all necessary regulatory approvals prior to initiating work and receiving funding, such as environmental assessment or environmental compliance approvals (if required).

#### **Duty to Consult and Accommodate**

The Government of Ontario may have a duty to consult and, where appropriate, accommodate Indigenous communities (First Nation and Métis peoples) where the Government of Ontario contemplates funding an activity that may adversely impact an established or credibly asserted Aboriginal or treaty right.

Before deciding whether a project should receive funding, the Government of Ontario will assess whether a duty to consult obligation is potentially triggered. Ontario may delegate day-to-day, procedural aspects of consultation to potential grant recipients who may also have their own separate obligations. Ontario's delegation to potential grant recipients of procedural aspects of consultation is a regular practice and the procedural aspects of consultation will be delegated to grant recipients on this initiative. Therefore, it is important that all applicants anticipate this process and appropriately plan for this work (e.g., resources, time, etc.) as part of their funding submission.

Consultation requirements may vary depending on the size and location of the project in question. Further details surrounding specific consultation requirements, including which communities require consultation, will be provided by provincial officials for applications being considered to proceed. Applicants should ensure that Ontario is satisfied that any duty-to-consult requirements are met prior to commencing any site preparation, removal of vegetation or construction in respect of the project. Failure to meet these obligations may result in funding being withheld."

### **Open Access**

Applicants must comply with all Open Access rulings by the CRTC and it is the responsibility of applicants to consider future rulings in their ability to compete fulfill the requirements their funding agreement.



## **6. CONFIDENTIALITY AND PUBLIC REPORTING**

The Ministry is subject to the Freedom of Information and Protection of Privacy Act (“Act”). The Act provides every person with a right to access information in the custody or under the control of the Province, subject to a limited set of exemptions.

Approved projects may be the subject of public announcements.

Applications may be shared with third-party due diligence providers, other ministries and/or Provincial third-party service providers as part of the assessment process.

## 7. STAGE 1 APPLICATION GUIDE

### 7.1 Managing Applications

#### **Starting a new Application**

Eligible applicants who have applied to the ICON program through the TPON portal can download the Stage 1 application form using their ONE-key log in information. The application form and attachments are interactive, and the online system will not allow for discrepancies and incomplete fields in applications to be submitted. You will not be able to save your work unless all required fields are completed.

Please ensure you fulfill all requirements before preparing your application for submission:

- **Required Fields:** For items marked with a red asterix you must provide an answer to these questions before you can move on to the next page in the form.
- **Attachments:** After you have inputted your completed application form, you will be prompted to submit your additional attachments. Attachments should be uploaded with clear titles that identify the purpose of the file.
- **Maximum character count:** Each text box has a maximum character count and you must ensure to you do not surpass this count in order to proceed on the form. Spaces are included in the character count.
- **Group Applications:** If two or more entities are involved in the application submission, every Project Partner must submit their contact information in Section C on the Stage 1 application. Please note that the application must identify who is the lead applicant when submitting the contact information.

#### **Submitting Materials**

Lead applicants must sign on to the TPON portal to download and complete the Stage 1 fillable form. The completed application and all other required Forms must be submitted through the portal. Materials do not need to be submitted at the same time, but for applicants that want to be considered for the first intake, the completed application must be submitted by 5:00pm on Friday, August 21, 2020 to be considered for funding. The deadline for Stage 1 applications in the second intake will be set in late September 2020.

Stage 1 applicants can use the [ICON Map Tool](#) to create a screenshot of the area for which the proposed project is applying for provincial funding.

#### **Submitting your Application**

After you have saved your work and completed an application, you can now submit it along with the supplementary attachments by uploading your documents on the TPON portal.

The system will not accept applications that do not have all required attachments uploaded and an error message will emerge. If you do not receive a confirmation email, then your application has not been submitted and you will not be considered for ICON program funding. Please make sure that you receive a confirmation email and contact [ICONprogram@ontario.ca](mailto:ICONprogram@ontario.ca) if you are experiencing troubles.

Applicants can resubmit or modify their applications, including to submit additional supporting materials, any time prior to the ICON program intake deadline.

Please refer to the [Get Help](#) section of the Ontario.ca page for detailed instructions on how to use the TPON system. For a step by step walkthrough, please watch the [orientation video](#).

## 7.2 Application Form Completion Instructions

### **Section A: Applicant Profile**

- Organization Name:
  - Applicant must identify the organizations operating name. This field will be pre-populated from the information provided when the organization is registered in TPON.
- Organization Legal Name:
  - Applicant must identify the organization's legal name. This field will be pre-populated from the information provided when the organization is registered in TPON.
- Website URL:
  - Applicant to provide the organizations official website URL. This field will be pre-populated from the information provided when the organization is registered in TPON.
- Canada Revenue Agency ("CRA") Business Number:
  - Applicant must provide the 9-digit business identifier provided by the CRA. This field will be pre-populated from the information provided when the organization is registered in TPON.
- Organization Type:

- Applicant to select from the dropdown menu the legal type that best describes the organization applying for funding. If “other” is selected, then the applicant will be provided an opportunity to specify the type of organization.
- Date Incorporated:
  - Applicant to identify the date first incorporated.

## **Section B: Applicant Address Information**

- Business Address:
  - Applicant must provide complete information of the physical location, such as the unit or suite number, street number and name. Identify the municipality under “City/Town” followed by the postal code, province, and country. This field will be pre-populated from the information provided when the organization is registered in TPON.
- Mailing Address:
  - Applicant must provide complete information of the physical location, such as the unit or suite number, street number and name. Identify the municipality under “City/Town” followed by the postal code, province, and country. This field will be pre-populated from the information provided when the organization is registered in TPON.

## **Section C: Contact Information**

- Contact Information:
  - All Project Partners must provide their contact information (e.g. organization type, name, phone number, email) in this section. This includes the lead applicant; however, only the lead applicant should check the “Lead Applicant” box.
  - Under “Contact Type,” please indicate whether the contact functions as an applicant, payee, or other.
  - If more than one contributing partner is involved, the form will allow you to add an additional box. Click the “plus/minus” signs to add and remove additional fields.
  - NOTE: The lead applicant must check the “Signing Authority” box and complete the Declaration and Signing Section I.

## **Section D: Project Information**

- Project Name:
  - Identify the public name of the project.
- Proposed Start Date and Proposed End Date:
  - Identify the anticipated construction start date and project completion date.
- Project Summary:
  - Provide a brief overview in maximum 500 characters of the project that can be made public by the Ministry.
- Project Description:
  - Provide a detailed and thorough description in maximum 1,000 characters of the project involving a high-level overview of expected project activities.
- Project Type:
  - Applicant to select from drop down menu what specific type of broadband (backbone or last-mile), cellular or satellite infrastructure the project will deploy.
- Impacted Municipalities:
  - Applicant to select from drop down list of registered municipalities in Ontario that will be directly impacted by project activities. Hold the “Ctrl” key to select multiple names.
- Anchor Institutions Connected:
  - Applicant to identify anchor institutions (e.g. not-for-profit organizations) that will be connected or are impacted by project activities.
- Number of Households and Businesses Reached:
  - Applicant to provide a total number of expected households and/or businesses that will have access to 50/10 broadband and/or LTE upon project completion.
- Service Target:
  - Applicant to identify the expected speed target achieved after project completion.

- NOTE: Applicant will be able to expand in Section G if the applicant cannot meet the universal connectivity standard of 50/10 broadband and/or LTE.

### **Section E: Project Budget**

- Requested Amount:
  - Identify the total amount being request under the ICON program.
- Total Project Cost:
  - Identify the total project cost based on most recent financial forecasts.
- Total Eligible Cost:
  - Identify the total eligible costs associated with project activities (e.g. direct equipment costs, direct materials costs, direct labour costs, etc.).
- Other Sources of Funding:
  - Identify other expected sources of funding to cover all project costs. The amount of funding listed will be confirmed in Stage 2, if the applicant is successful. Applicants must include a brief description of the funder, the status of funding, and the total amount expected from the funder.
  - NOTE: Applicant must complete the full budget table as a supplementary document (see Section 7.3).

### **Section F: Other Support**

Applicants to provide details regarding all non-financial and community support that the project proposal is receiving.

- Organization:
  - Applicant to identify the organization or municipality by name.
- Contact Information:
  - Applicant to provide basic contact information for the organization or municipality.
- Why does this organization support the proposed project?
  - Applicant to outline why this organization is in support of the proposed project.

- What type of non-financial support for the proposed project is this organization able to provide?
  - Applicant to describe how the organization is supporting the proposed project and through what sort of non-financial commitments (e.g. council resolution).

### **Section G: Proposal Details**

Please follow questions in the fields of the form and provide as much information as you can relevant to the question and within the maximum character limit.

If you have any concerns or questions regarding some of the questions listed, you may contact our support team at [ICONprogram@ontario.ca](mailto:ICONprogram@ontario.ca).

### **Section H: Relevant Experience**

This section must be filled out by the Project Partner that has relevant experience in building, owning, servicing and/or operating broadband or cellular infrastructure.

Please follow questions in the fields of the form and provide as much information as you can relevant to the question and within the maximum character limit.

If you have any concerns or questions regarding some of the questions listed, you may contact our support team at [ICONprogram@ontario.ca](mailto:ICONprogram@ontario.ca).

### **Section I: Declaration and Signing**

The lead applicant must read and complete the declaration and signing of the project proposal.

## **7.3 Supplementary Documents Information**

Stage 1 requires four types of additional documentation attached to your submission.

If any of these files are missing from your initial submission, your application will not proceed until all files are received. There is no limit to the size of the attachments in the TPON system; however, be advised that the larger the attachment the longer the upload time will take.

Applicants can remove and add attachments until the application form is fully submitted. In Step 3 of the 4-step application submission wizard, simply click the “New” button to upload and “Delete” to delete uploaded files.

### **Mapping Information**

Ontario’s Broadband Map can be used for your mapping submission.

A mappable file is the preferred method of submission and can be provided as KML, Shapefile, geoJSON, or other mappable file formats. If you do not have the ability to create mappable files, you can use the free map tool provided by ISED or submit a screenshot of the proposed project area as either a .jpg or .pdf file.

### **Evidence of Local Support**

The applicant must demonstrate local support for improved broadband and/or cellular service in the proposed project area. The applicant has the option to prove support through these identified methods and submit the document in .pdf format:

- Formal letter of support from municipal entity, Band Council, or regional board that provides services in unrecognized areas of the province, including Local Road Boards, Local Service Boards, or District Social Service Administration Boards;
- Municipal council or Band Council resolution; or
- Other types of formal communication to the applicant that demonstrates support for improved connectivity.

### **Letter of Intent**

The applicant must provide letters of intent from each Project Partner to describe their intent to provide financial or in-kind support to the proposed project. The letter must be submitted in .pdf format and signed by a Project Partner representative that has signing authority for the organization.

### **Proposed Project Budget Table**

A budget template in .xlsx format is available in the TPON portal. Applicants must download and complete the budget.



## APPENDIX 1 – DEFINITIONS

**Affordability** means rates that are comparable to those offered by a facilities-based service provider to the nearest major urban centres or community.

**Anchor Institute** means facilities that provide a public service (e.g. schools, medical facilities, libraries, community halls, First Nations band offices, or other institutions around which a community is formed) and capacity for other uses (including residential, business, and/or mobile services) for which broadband services would benefit the community as a whole.

**Backbone** means a network connection that transports data traffic from one PoP to another or from a PoP, to a location that contains the Internet Gateway and which enable internet connectivity for fixed infrastructure in areas of need.

**Band Council** means a council of the band, as defined in section 2 of the *Indian Act*, RSC, 1985, c. I-5.

**Bandwidth** means the capacity for transferring data over a network as measured in bits per second (bps), kilobits per second (Kbps) or megabits per second (Mbps).

**Broadband Projects** mean any project with the objective and outcome to provide improved or new connectivity to a household or business.

**Cellular Projects** mean any project with the objective and outcome to provide improved and new connectivity to a mobile or cellular device.

**Customer-Premises Equipment** means any telecommunications equipment located at a subscriber's premises that is connected to a service provider's telecommunications network at a demarcation point, for example, wiring, modems (DSL, cable, wireless) as well as antennae or other wireless equipment.

**Household** means a person or group of persons who occupy the same dwelling.

**Internet Gateway** means a piece of network hardware that allows data to flow from one discrete network to another.

**Major Transportation Roads** means a road classified by Statistics Canada in its Road Network File as having a street rank code of 1 (the Trans-Canada Highway), 2 (a national highway system not under rank 1), or 3 (a major highway not under rank 1 or 2).

**Ministry** means the Ministry of Infrastructure.

**Open Access** means open to third parties for dedicated capacity purchases on a wholesale or retail basis and adheres to CRTC regulations.

**Point-of-Presence or PoP** means a site in a transport network that marks the end of the network and that connects to access infrastructure.

**Project Completion Date** means the date upon which the project is deemed complete per the funding agreement.

**Project Partner** means any entities that are directly involved in the design, implementation and consultation of a project.

**Scalable** means sustainability of chosen technology over both the short- and long-term to meets needs of end-users.

**Transfer Payment Ontario or TPON** means the online portal where applicants will submit an application for funding their project.

## **APPENDIX 2—ELIGIBLE AND INELIGIBLE PROJECT COSTS**

Eligible project costs must be directly attributable to the project and must be incurred and paid on or after the funding start date as indicated in the funding agreement and up to the Project Completion Date.

Eligible project costs are cash outlays, net of all applicable HST, which must be documented through invoices, receipts, or grant recipient records acceptable to Ontario and are subject to verification by an independent auditor. Evidence of payment must be maintained for audit purposes.

Below is a list of eligible and ineligible cost categories for reference only. A final determination of eligible and/or ineligible costs will be at the discretion of the Ministry.

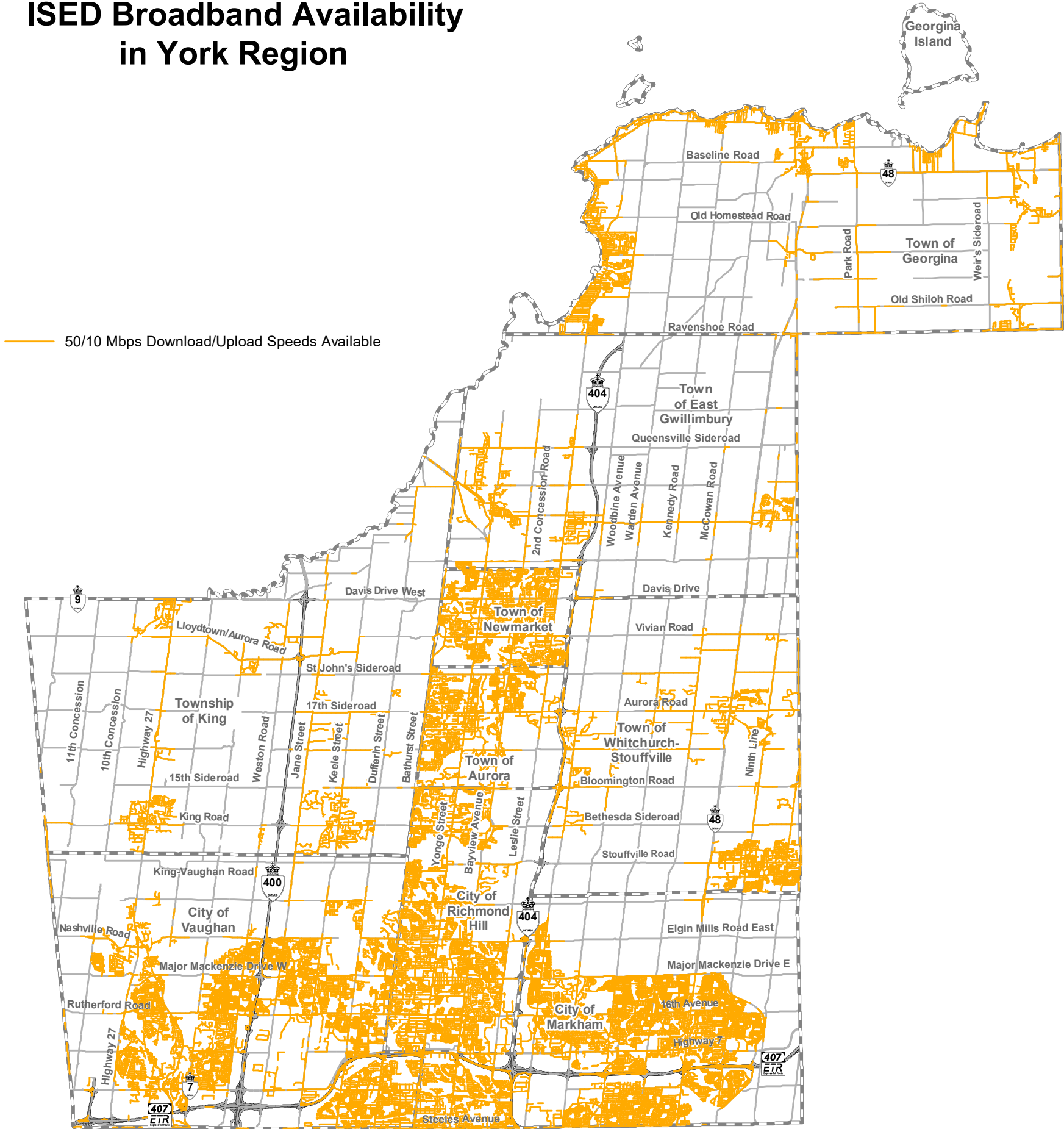
### **Eligible Costs**

- Direct Labour Costs, meaning the portion of gross wages or salaries incurred for work which can be specified, identified and measured as having been or to be used on the project..
- Direct Material Costs, meaning those costs of materials which can be specifically identified and measured as having been used or to be used on the implementation of the project.
- Direct Equipment Costs, meaning the cost of equipment required for the completion of the project, including but not limited to servers, switches, fibre optic cable, repeaters, radio equipment, towers, poles, back-up power supplies, shelters and network broadband connectivity devices including upgrades.
- Direct Satellite Capacity Costs, meaning the portion of the direct purchase or lease of Bandwidth or capacity delivered over the physical medium of satellite which can be specifically identified and measured as having been used or to be used on the implementation of the project. These costs will be measured in units of Mbps, MHz, or a quantity of satellite transponders.
- Direct Labour Related Travel Costs, meaning the cost of travel which is deemed necessary to the performance of the project. To be eligible, travel costs must be clearly documented as to the purpose of each trip. Travel expenses, at economy rates, shall be charged as actual costs.
- Other Direct Costs, meaning those applicable costs, not falling within the categories of direct labour, direct equipment, direct material, direct satellite capacity, or direct travel costs, but which can be specifically identified and measured as having been incurred or to be incurred to implement the project.

### **Ineligible Costs**

- Customer-Premises Equipment.
- Expenditures incurred outside of the terms of a Funding Agreement, including otherwise eligible costs.
- Expenditures related to developing the application.
- Expenditures related to purchasing land, buildings (except for equipment shelters not meant for human occupation) and associated real estate and other fees.
- Leasing land, buildings and other facilities, including permanent shelters for housing network related equipment (except for temporary facilities directly related to the construction of the project).
- General repairs and ongoing maintenance resulting from the project and related structures.
- Legal fees.
- Operational costs to run infrastructure built as a result of the project.
- Taxes for which the applicant is eligible for a tax rebate and all other costs eligible for rebates.
- Contingency provisions.
- Insurance costs.
- Existing capital assets including land, buildings, vehicles and other indirect, fixed, and/or capital costs.
- Cost of any goods and services which are received through donations or in kind.
- Financing or carrying costs, loan and interest payments.
- General office space and equipment i.e. photocopiers, furniture, telephones, computers, printers and office software.
- Training to set up an Internet service provider or on-going training to implement the project.
- Advertising/promotion activities.
- Radio and Spectrum licensing fees.
- Costs that have been paid for or reimbursed by another funder.

# ISED Broadband Availability in York Region



**ATTACHMENT 3**

The Regional Municipality of York  
17250 Yonge Street  
Newmarket, Ontario L3Y 6Z1

Tel: 905-895-1231

email: wayne.emmerson@york.ca



**Wayne Emmerson**  
Chairman and CEO

Friday August 21, 2020

The Hon. Laurie Scott  
Minister of Infrastructure  
777 Bay Street – 5<sup>th</sup> Floor  
Toronto, ON M7A 2J3  
Laurie.scott@pc.ola.org

Dear Minister Scott:

**RE: YorkNet application for Stage 1 Improving Connectivity for Ontario (ICON) program**

On behalf of York Regional Council and The Regional Municipality of York, we are sharing with you our support of YorkNet's Stage 1 application of the *Improving Connectivity for Ontario (ICON)* program.

With the support and commitment of York Regional Council, York Region continues to take steps to improve access to high speed broadband in our communities. Through our own dark fibre network operated and managed by YorkNet, we are building an affordable, reliable and sustainable network across York Region.

Many areas of York Region, in particular in the northern municipalities of Georgina, East Gwillimbury, King and Whitchurch-Stouffville, are digitally divided from the rest of the Region. Approximately 70% of the homes in these areas are still underserved. High-speed internet access is not always available at appropriate speeds or affordable prices, particularly in these rural communities. **The attached National Broadband Internet Service Availability map highlights this divide in York Region.**

This digital divide is driving the impassioned plea to improve connectivity in York Region. We hear from our citizens, businesses and communities the digital divide in York Region creates unacceptable barriers. In light of the growing demands COVID-19 has placed, in particular on our agricultural and rural communities, the need for reliable and consistent broadband services is needed now more than ever.

As outlined by the [Canadian Internet Registration Authority](#) (CIRA), a not-for-profit organization best known for managing the .CA internet domain name on behalf of all Canadians, a growing disparity between rural and urban internet performance has been highlighted even more so since the pandemic.

- In July, median rural download speeds were measured at 5.62 Mbps, compared to 51.54 Mbps in urban Canada – a difference of approximately 10 times
- Since the pandemic began, median download speeds have plateaued for rural areas while urban download speeds have nearly doubled (51.54 Mbps in July versus 26.16 Mbps in March)

Through YorkNet we are primed to better connect our underserved communities but we cannot achieve this without the support of senior levels of government. Funding through the **Improving Connectivity in Ontario (ICON) program** will allow for the rapid expansion of our dark fibre network – using our proven business model at a time our citizens need connectivity the most. Our fibre backbone will be built in partnership with Internet Service Providers (ISPs) that will provide the ability to connect homes and businesses through a last mile network.

Should YorkNet's application proceed, it will be brought to Regional Council for a resolution of support in Stage 2.

Connectivity has become the cornerstone for our economy, health care and education and is vital to online learning. Investing in backbone dark fibre enables reliable and consistent connectivity to start to bridge York Region's digital divide and ensure more equitable access for all.

On behalf of York Region and our more than 1.2 million residents who rely on broadband as an essential service, we thank you for your consideration in providing us with the financial support to help enable the enhancement of this vital infrastructure.

Sincerely,



Wayne Emmerson  
York Region Chairman and CEO



Mayor Tom Mrakas  
Town of Aurora



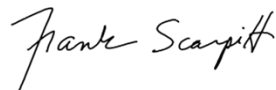
Mayor Virginia Hackson  
Town of East Gwillimbury



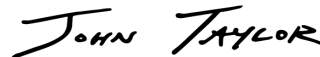
Mayor Margaret Quirk  
Town of Georgina



Mayor Steve Pellegrini  
Township of King



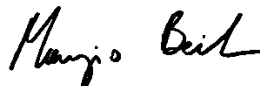
Mayor Frank Scarpitti  
City of Markham



Mayor John Taylor  
Town of Newmarket



Mayor Dave Barrow  
City of Richmond Hill



Mayor Maurizio Bevilacqua  
City of Vaughan



Mayor Iain Lovatt  
Town of Whitchurch-Stouffville

**From:** [Bradley, Laura](#)  
**To:** [Basso, Dino](#)  
**Cc:** [Patel, Samir](#); [Anderson, Bonnie](#); [Di Giovanni, David](#); [Gill, David](#); [MacDonald, Shane](#); [Felepchuk, Mark](#); [Barlas, Peter](#); [Noseworthy, Kevin](#); [McNaught, Debbie](#)  
**Subject:** FW: Improving Connectivity for Ontario (ICON) Program - Stage 1 Evaluation Results  
**Date:** Friday, September 25, 2020 11:49:50 AM

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Dino

We will start working on the stage 2 next week!! We have enough basic knowledge to know some of the pieces they will likely need.

Team – great work, more to come!

Have a great weekend everyone!

**Laura Bradley, P. Eng.** | General Manager, YorkNet, Corporate Services

**O:** 905-830-4444 or 1-877-464-9675 ext. 71492 | **C:** 289-338-7682 |

[Laura.bradley@york.ca](mailto:Laura.bradley@york.ca) | [www.york.ca](http://www.york.ca)

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

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**From:** "ICON Program (MOI)" <ICONprogram@ontario.ca>  
**Date:** Friday, September 25, 2020 at 11:38 AM  
**Subject:** Improving Connectivity for Ontario (ICON) Program - Stage 1 Evaluation Results

Good morning,

After reviewing the application you submitted for ICON Stage 1, we would like to inform you that the proposal has passed the evaluation criteria and moved to Stage 2. You will be contacted soon once Stage 2 Program Guidelines are published to proceed with your submission and inform you about the timelines. In the meantime, you can contact [ICONprogram@ontario.ca](mailto:ICONprogram@ontario.ca) if you have any question.

Best regards,

ICON Program Team





Corporate Services

## Memorandum

TO: Regional Chair and Members of Council

FROM: Dino Basso, Commissioner of Corporate Services

DATE: November 18, 2020

RE: **November 5<sup>th</sup> Committee of the Whole – Item I.2.6, Improving Connectivity for Ontario Program: Funding Application AMENDED RECOMMENDATION**

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On November 5<sup>th</sup>, 2020, Committee of the Whole approved sending the Improving Connectivity for Ontario Program report recommended by YorkNet Board of Directors to Council on November 19, 2020. This memorandum is related to that staff report and seeks to replace the recommendations in I.2.6 of the Committee of the Whole report with the following (proposed change is ***emphasized***):

1. “Regional Council endorse YorkNet’s funding application(s) to:
  - a. The Ontario Ministry of Infrastructure, under the Improving Connectivity for Ontario Program outlined in Attachment 1
  - b. The Federal Government, under the Universal Broadband Fund (UBF) as outlined in the Universal Broadband Fund: Funding Application memo.***
2. A funding plan for YorkNet’s share of the project costs to be developed and reviewed through the Region’s 2021 Budget process.
3. This report and related memo be circulated to the local municipalities and Members of Parliament and Members of Provincial Parliament representing York Region.”

### **The Government of Canada has announced additional funding for broadband expansion**

On November 9, 2020 the Federal Government announced a \$1.75 billion Federal funding program, the Universal Broadband Fund (UBF). It is designed to increase rural and remote broadband connectivity to speeds of at least 50/10 Mbps for underserved areas. While \$1 billion had been previously announced, the fund has been increased by \$750 million and an application process has been announced.

The UBF is a component of the financial plan described in the report currently before Council. The proposed plan is to request funding from Provincial and Federal sources, with contributions from the Region and private sector. UBF anticipates approaches that will leverage partnerships as a key to solving the connectivity issue across the country.

UBF is focussed on ensuring projects are sustainable and well-financed while requiring the minimum program funding necessary. In addition to the main funding stream, allocations have also been indicated for the following streams:

- Rapid Response Project Stream: up to \$150 million is dedicated for projects that can be started and completed quickly. These projects will provide immediate connectivity improvements and must be completed by November 15, 2021.
- Large Impact Project Stream: up to \$750 million is available to advance large-scale, high impact projects. These projects must be completed by March 31, 2026.
- Mobile Project Stream: up to \$50 million available for mobile projects primarily benefiting Indigenous peoples.

Although YorkNet's focus is on the main UBF project funding stream, YorkNet staff will look at potential projects that could fall within the Rapid Response Stream and assess the viability of an application to that stream as well.

The deadline for funding applications is February 15, 2021 for main UBF applications, with assessments and selection decisions taking place over the months following.

UBF and ICON applications are required before the budget is tabled with Council. This provides YorkNet time to develop its funding plan through the Region's normal budget process which will provide Council with the opportunity to consider the funding request in detail. YorkNet's funding request will be developed in collaboration with the Region's Finance department, considering all potential options available.

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Dino Basso

---

Bruce Macgregor

DDG/LB

Edocs: 11919976

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**From:** Switzer, Barbara <[Barbara.Switzer@york.ca](mailto:Barbara.Switzer@york.ca)> **On Behalf Of** Regional Clerk  
**Sent:** November 25, 2020 1:20 PM  
**To:** Aguila-Wong, Christine <[caguila-wong@markham.ca](mailto:caguila-wong@markham.ca)>  
**Subject:** Regional Council Decision - Royal Orchard Boulevard Ramps at Bayview Avenue - City of Markham

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

On November 19, 2020 Regional Council made the following decision:

1. Council agree to transfer the jurisdiction of the Royal Orchard Boulevard ramps at Bayview Avenue to the City of Markham conditional on the lands remaining designated public highway and/or other municipal use and subject to City of Markham directing any compensation back to the Region that may be received from future disposal of any portion of the lands.
2. The Regional Solicitor prepares the necessary bylaws.
3. The Regional Clerk circulates this report to the City of Markham.

The original staff report is attached for your information.

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

Regards,

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

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
**O:** 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

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

# **The Regional Municipality of York**

Committee of the Whole  
Transportation Services  
November 5, 2020

Report of the Commissioner of Transportation Services

## **Royal Orchard Boulevard Ramps at Bayview Avenue City of Markham**

### **1. Recommendations**

1. Council agree to transfer the jurisdiction of the Royal Orchard Boulevard ramps at Bayview Avenue to the City of Markham conditional on the lands remaining designated public highway and/or other municipal use and subject to City of Markham directing any compensation back to the Region that may be received from future disposal of any portion of the lands.
2. The Regional Solicitor prepares the necessary bylaws.
3. The Regional Clerk circulates this report to the City of Markham.

### **2. Summary**

This report responds to a City of Markham Council resolution dated [June 23, 2020](#) and Development Services Committee Report dated [June 8, 2020](#) and seeks Council authorization to transfer the jurisdiction of the Royal Orchard Boulevard ramps at Bayview Avenue from York Region to the City of Markham.

#### Key Points:

- York Region constructed the Royal Orchard Boulevard ramps at Bayview Avenue as part of the Bayview Avenue grade separation at the CN Bala Subdivision in the 1970's.
- The City of Markham has requested transfer of these ramps so the collector road network can be reconfigured concurrent with planned development in the area.
- Based on an assessment against the Regional Road Assumption Policy, staff has concluded the Royal Orchard Boulevard ramps at Bayview Avenue do not serve a strictly Regional function and could be transferred to the City of Markham.
- Subject to Council approval, staff will work with City of Markham to complete the road transfer.

### 3. Background

#### **Bayview Avenue was grade-separated at the CN Bala Subdivision in the 1970's**

York Region completed the Bayview Avenue grade separation at the CN Bala Subdivision in the 1970's. Due to its proximity, the Royal Orchard Boulevard intersection was moved and reconfigured. Attachment 1 shows the original intersection configuration before the grade separation was constructed and Attachment 2 shows the existing split ramp configuration.

#### **York Region has ownership and jurisdiction over the Royal Orchard ramps**

As a result of York Region being the proponent of the grade separation and construction of the Royal Orchard Boulevard ramps, the ownership and jurisdiction over the ramps has remained with York Region.

#### **Proposed redevelopment for Toronto's Ladies' Golf Course and Shouldice Hospital provides an opportunity to improve the local road network**

City of Markham staff has indicated that redevelopment activities are proposed for the Toronto Ladies' Golf Course and Shouldice Hospital lands adjacent to the west Royal Orchard Boulevard ramp. As part of the Shouldice Hospital redevelopment, re-alignment and southerly extension of the west ramp to intersect with Bayview Avenue opposite Green Lane is being proposed.

The re-alignment and extension of the west ramp to align with Green Lane at Bayview Avenue will provide a continuous local collector road from Yonge Street to Leslie Street, and improve east-west connectivity for general traffic, transit, cycling and pedestrian trips. This would also eliminate the need for the east ramp, providing opportunities to use the road allowance for other purposes such as public open space or potentially private commercial use as noted in the Financial section below.

### 4. Analysis

#### **Based on the Regional Road Assumption policy, the Royal Orchard Boulevard ramps at Bayview Avenue serve a more local function**

Council approved the [Regional Road Assumption Policy](#) in June 2014. The Policy is used when considering the transfer of jurisdiction of a road either from a local municipality to the Region, or from the Region to a local municipality. This Policy establishes the criteria and issues to be considered when recommending to Council whether jurisdiction of a road should be transferred.

For a road to serve a Regional function, it must meet one of the following functions:

- Perform a cross-boundary, inter-regional or inter-municipal function;
- Provide a logical connection in the Regional Road network;
- Provide a direct link to the Provincial highway system; or
- Support an existing or planned rapid transit route or connection to a major transit hub.

The Royal Orchard Boulevard ramps at Bayview Avenue do not strictly meet any of the functional criteria listed.

Based on an assessment against the requirements of the Regional Road Assumption Policy, staff concluded the ramps do not serve a Regional function and could be transferred to the City of Markham.

### **Transferring the jurisdiction of the Royal Orchard ramps will not impact any future improvements to Bayview Avenue**

In August 2017, York Region completed the Bayview Avenue Class Environmental Assessment from Steeles Avenue to Elgin Mills Road. The Environmental Assessment identifies future road widening of Bayview Avenue. When determining the limits for the road allowance transfer, the ultimate requirements for Bayview Avenue will be protected.

## **5. Financial**

There would be some minor costs to complete the road transfer, including preparation of a reference plan and land registration. Staff recommends any external costs required to administer the road transfer be shared equally between the City of Markham and York Region. There are sufficient funds in the approved Roads and Transit Capital Budget to cover the anticipated costs.

Markham staff has indicated that once the west ramp is extended to align with Green Lane, the east ramp may no longer be required for access, and the road allowance may be repurposed. Staff has no issues with repurposing the road allowance once transferred to the City of Markham, provided the lands remain dedicated public highway and/or service a municipal use, such as an expansion to the adjacent Drake Park. Should the road allowance be sold by the City of Markham in the future, any financial gain is to be transferred to York Region since the Region incurred the original cost to purchase the lands. This obligation will be reflected in a Memorandum of Understanding regarding this transfer between York Region and the City of Markham.

## **6. Local Impact**

Subject to Council approval of the road transfer, staff will work with City of Markham staff to complete the transfer. The connection of Royal Orchard Boulevard to the west leg of the existing Bayview Avenue at Green Lane intersection will provide a better connection for local travellers destined to Bayview Avenue than the existing ramp configuration.

## 7. Conclusion

Staff recommends the transfer of the Royal Orchard Boulevard ramps at Bayview Avenue to the City of Markham, as requested by City of Markham Council.

The Regional Solicitor will prepare the necessary bylaws for the road transfer. A copy of this report will be shared with the City of Markham.

---

For more information on this report, please contact Brian Titherington, Director, Transportation and Infrastructure Planning at 1-877-464-9675 ext. 75901. Accessible formats or communication supports are available upon request.

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

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

October 16, 2020  
Attachments (2)  
11474571



11750624



# ROYAL ORCHARD BOULEVARD RAMPS AT BAYVIEW AVENUE: 1970 PRE-RAMP CONFIGURATION





11750646



## ROYAL ORCHARD BOULEVARD RAMPS AT BAYVIEW AVENUE: 2020 RAMP CONFIGURATION



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**From:** Switzer, Barbara <[Barbara.Switzer@york.ca](mailto:Barbara.Switzer@york.ca)> **On Behalf Of** Regional Clerk  
**Sent:** November 30, 2020 11:30 AM  
**To:** Aurora Clerks General Inbox <[Clerks@aurora.ca](mailto:Clerks@aurora.ca)>; Aguila-Wong, Christine <[caguila-wong@markham.ca](mailto:caguila-wong@markham.ca)>; [clerks@newmarket.ca](mailto:clerks@newmarket.ca); EG Clerks General Inbox <[clerks@eastgwillimbury.ca](mailto:clerks@eastgwillimbury.ca)>; King Clerks General Inbox <[clerks@king.ca](mailto:clerks@king.ca)>; Rachel Dillabough <[rdillabough@georgina.ca](mailto:rdillabough@georgina.ca)>; Richmond Hill Clerks General Inbox <[clerks@richmondhill.ca](mailto:clerks@richmondhill.ca)>; Vaughan Clerks General Inbox <[clerks@vaughan.ca](mailto:clerks@vaughan.ca)>; WS Clerks General Inbox <[clerks@townofws.ca](mailto:clerks@townofws.ca)>  
**Subject:** Regional Council Decision - COVID-19 Related Enforcement Issues

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

On November 26, 2020 Regional Council adopted the following:

WHEREAS York Regional Council has made a commitment for increased enforcement to bring about compliance for residents and businesses who are not adhering to COVID-19 safety measures and protocol

WHEREAS Compliance with the Province's orders and regulations and The Regional Municipality of York Class Order including restrictions on gathering size, mandatory masks or face coverings and physical distancing, is an important element to stopping the spread of COVID19

AND WHEREAS Businesses who fail to comply will be subject to fines and potential closures

THEREFORE, BE IT RESOLVED

1. THAT Council support the continued commitment from Municipalities to support enhanced enforcement efforts
2. THAT COVID-19 Enforcement Taskforce will collect enforcement data on a weekly basis to be shared on [york.ca/covid19](http://york.ca/covid19)
3. THAT Council approve \$250,000 to support development of a 4-week communications campaign with the goal to:
  - Appreciate
  - Educate
  - Enforce

The presentation and recorded votes on this item can be found in the meeting minutes [here](#).

Regards,

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

---

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
O: 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

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

# Enforcement of COVID-19 Safety Protocols in York Region

Presented to  
**YORK REGIONAL COUNCIL**

Presented by  
**Bruce Macgregor, CAO**

November 26, 2020



# BACKGROUND

**Council asked staff to bring back options and recommendations to a Special Regional Council meeting on November 26 looking at:**






- 1. Increased enforcement**
- 2. A communication strategy that provides information related to enforcement and charges laid**
- 3. The further limiting or closing banquet halls**
- 4. Further enforcement/limits in relation to large format retail**

# PROVINCIAL FRAMEWORK: KEEPING ONTARIO SAFE AND OPEN

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Act earlier by implementing measures to protect public health and prevent closures






Gradually loosen measures as trends in public health indicators improve

 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)	 <b>LOCKDOWN</b> (Maximum Measures)
<p>Focus on education and awareness of public health and workplace safety measures in place.</p> <p>Restrictions reflect broadest allowance of activities in Stage 3 absent a widely available vaccine or treatment.</p> <p>Highest risk settings remain closed.</p>	<p>Enhanced targeted enforcement, fines, and enhanced education to limit further transmission.</p> <p>Apply public health measures in high risk settings.</p>	<p>Implement enhanced measures, restrictions, and enforcement avoiding any closures.</p>	<p>Implement broader-scale measures and restrictions, across multiple sectors, to control transmission.</p> <p>Restrictions are the most severe available before widescale business or organizational closure.</p>	<p>Implement widescale measures and restrictions, including closures, to halt or interrupt transmission.</p> <p>Consider declaration of emergency.</p>

Source: COVID-19 Response Framework: Keeping Ontario safe and open



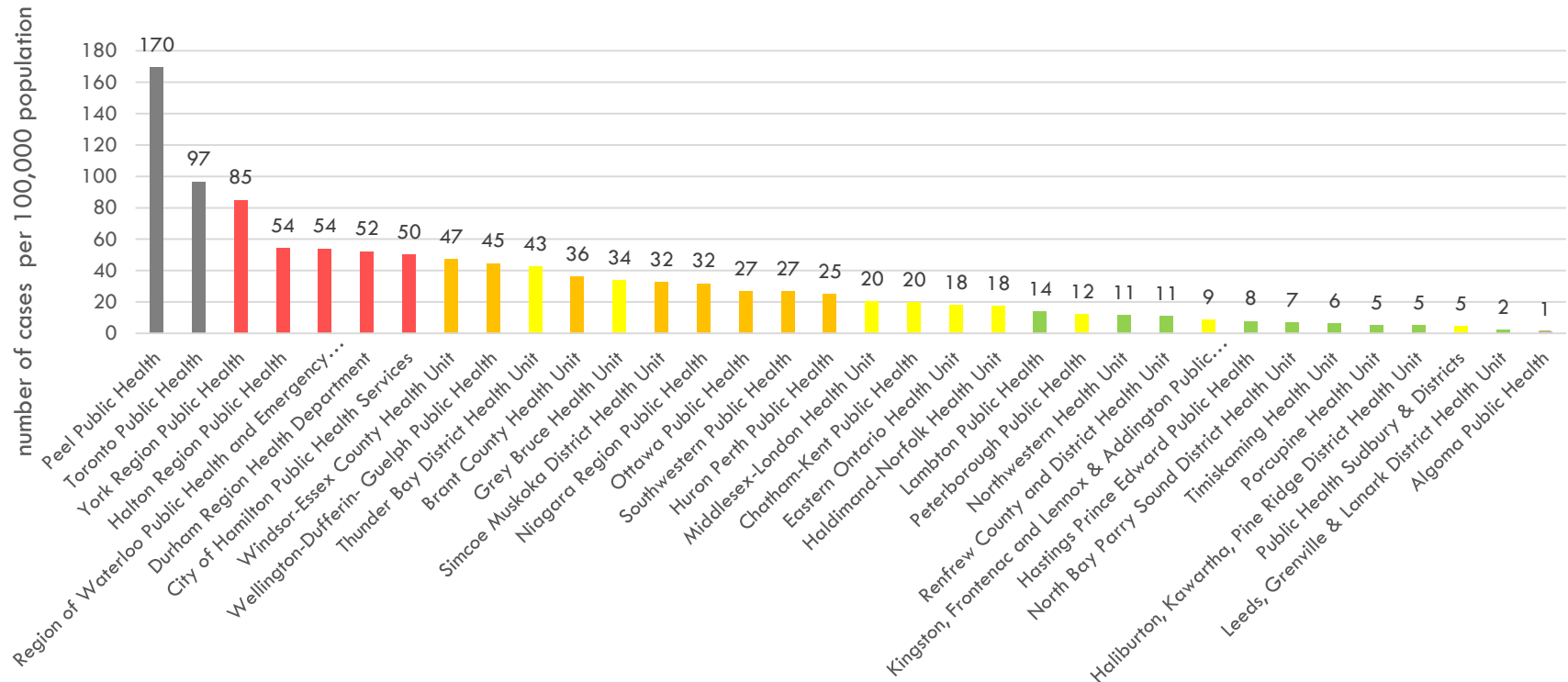
# PROVINCIAL FRAMEWORK: THRESHOLDS






 <b>PREVENT</b> (Standard Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>CONTROL</b> (Stringent Measures)	 <b>LOCKDOWN</b> (Maximum Measures)
<b>Epidemiology</b> <ul style="list-style-type: none"> <li>Weekly incidence rate is &lt; 10 per 100,000</li> <li>% positivity is &lt; 0.5</li> <li>Rt &lt; 1</li> <li>Outbreak trends/ observations</li> <li>Level of community transmission/non-epi linked cases stable</li> </ul> <b>Health System Capacity</b> <ul style="list-style-type: none"> <li>Hospital and ICU capacity adequate</li> </ul> <b>Public Health System Capacity</b> <ul style="list-style-type: none"> <li>Case and contact follow up within 24 hours adequate</li> </ul>	<b>Epidemiology</b> <ul style="list-style-type: none"> <li>Weekly incidence rate is 10 to 24.9 per 100,000</li> <li>% positivity is 0.5-1.2%</li> <li>Rt is approximately 1</li> <li>Repeated outbreaks in multiple sectors/settings OR increasing/# of large outbreaks</li> <li>Level of community transmission/non-epi linked cases stable or increasing</li> </ul> <b>Health System Capacity</b> <ul style="list-style-type: none"> <li>Hospital and ICU capacity adequate</li> </ul> <b>Public Health System Capacity</b> <ul style="list-style-type: none"> <li>Case and contact follow up within 24 hours adequate</li> </ul>	<b>Epidemiology</b> <ul style="list-style-type: none"> <li>Weekly incidence rate is 25 to 39.9 per 100,000</li> <li>% positivity is 1.3-2.4%</li> <li>Rt is approximately 1 to 1.1</li> <li>Repeated outbreaks in multiple sectors/settings, increasing/# of large outbreaks</li> <li>Level of community transmission/non-epi linked cases stable or increasing</li> </ul> <b>Health System Capacity</b> <ul style="list-style-type: none"> <li>Hospital and ICU capacity adequate or occupancy increasing</li> </ul> <b>Public Health System Capacity</b> <ul style="list-style-type: none"> <li>Case and contact follow up within 24 hours adequate or at risk of becoming overwhelmed</li> </ul>	<b>Epidemiology</b> <ul style="list-style-type: none"> <li>Weekly incidence rate ≥ 40 per 100,000</li> <li>% positivity ≥ 2.5%</li> <li>Rt is ≥ 1.2</li> <li>Repeated outbreaks in multiple sectors/settings, increasing/# of large outbreaks</li> <li>Level of community transmission/non-epi linked cases increasing</li> </ul> <b>Health System Capacity</b> <ul style="list-style-type: none"> <li>Hospital and ICU capacity at risk of being overwhelmed</li> </ul> <b>Public Health System Capacity</b> <ul style="list-style-type: none"> <li>Public health unit capacity for case and contact management at risk or overwhelmed</li> </ul>	<b>Epidemiology</b> <ul style="list-style-type: none"> <li>Adverse trends after entering Red/Control, such as:               <ul style="list-style-type: none"> <li>Increasing weekly case incidence and/or test positivity</li> <li>Increasing case incidence and/or test positivity among people aged 70+</li> <li>Increasing outbreaks among vulnerable populations such as long-term care residents and residents of other congregate settings</li> </ul> </li> </ul> <b>Health System Capacity</b> <ul style="list-style-type: none"> <li>Hospital and ICU capacity at risk of being overwhelmed</li> </ul> <b>Public Health System Capacity</b> <ul style="list-style-type: none"> <li>Public health unit capacity for case and contact management at risk or overwhelmed</li> </ul>

Source: COVID-19 Response Framework: Keeping Ontario safe and open

# WEEKLY CASES OF COVID-19 PER 100,000 POPULATION

## Rolling 7-day Average for Nov 14 to Nov 20

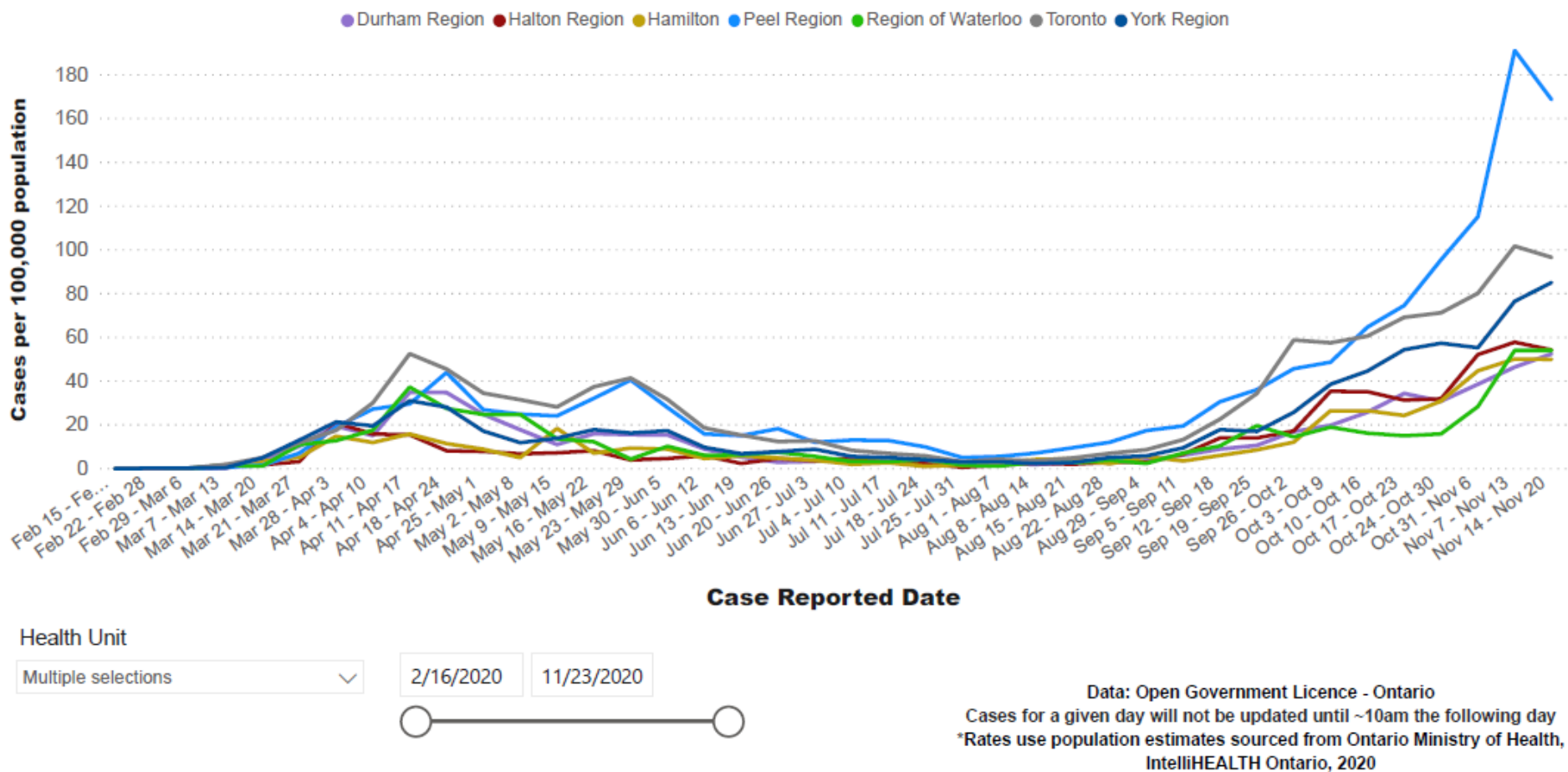


 <b>LOCKDOWN</b> (Maximum Measures)	 <b>CONTROL</b> (Stringent Measures)	 <b>RESTRICT</b> (Intermediate Measures)	 <b>PROTECT</b> (Strengthened Measures)	 <b>PREVENT</b> (Standard Measures)
Increasing weekly case incidence and/or test positivity	Weekly incidence rate $\geq 40$ per 100,000	Weekly incidence rate is 25 to 39.9 per 100,000	Weekly incidence rate is 10 to 24.9 per 100,000	Weekly incidence rate is $< 10$ per 100,000



# RATE OF COVID-19 CASES OVER TIME BY PUBLIC HEALTH UNIT

As of 5 p.m. on November 21, 2020



# THE BOTTOM LINE

- Cases of COVID-19 in York Region remain high
- York Region is taking measures to avoid Grey — Lockdown zone
- York Region Public Health has made more than 4,100 inspection visits in response to complaints of violation
- Most businesses are implementing the necessary safety measures
- Increasing evidence of overcrowding in big box and retail stores
- Strong enforcement efforts can be an effective tool in correcting issues of non-compliance

# YORK REGION BUSINESSES

Business Type	Numbers of establishments
<b>Large Malls</b> E.g. Upper Canada, Vaughan Mills, Hillcrest, Markville	6
<b>Large Retail with Large Grocery</b> E.g. Costco, Walmart	21
<b>Large Grocery Chain</b> E.g. Longos, Metro, Fortinos	81
<b>Banquet/Conference</b>	79
<b>Large Hardware</b> E.g. Canadian Tire, Home Depot, Lowes	25
<b>Mixed Retail with Small Grocery</b> E.g. Dollarama, Giant Tiger, Shoppers	93

# ENFORCEMENT: REGULATIONS AND ACTS

- A significant number of regulations have been passed by the Province under the ***Reopening Ontario Act*** to limit or reduce the spread of COVID-19
- The Medical Officer of Health has the power under the ***Health Protection and Promotion Act*** to order individual people or businesses, or certain classes of people or businesses, to take or refrain from taking specified actions in respect of a communicable disease

# RE-OPENING ONTARIO ACT

## General Public Health Measures — Businesses, organizations and facilities

PREVENT (Standard Measures)	PROTECT (Strengthened Measures)	RESTRICT (Intermediate Measures)	CONTROL (Stringent Measures)	LOCKDOWN (Maximum Measures)
<b>Public Health Advice, Recommendations and Instructions</b> Businesses or organizations must operate in compliance with the advice, recommendations, and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting. Check with your local public health unit for any additional advice, recommendations or instructions.				
<b>Screening</b> Businesses or organizations must operate in compliance with the advice, recommendations instructions issued by the Office of the Chief Medical Officer of Health on screening individuals. This includes: <ul style="list-style-type: none"> <li>• Workplaces must screen any workers or essential visitors entering the work environment. See the <a href="#">COVID-19 Screening Tool for Workplaces</a> for more information.</li> <li>• Some businesses or organizations must screen patrons. Where this is required, it is noted in subsequent slides.</li> </ul>				
<b>Personal Protective Equipment including Eye Protection</b> Personal protective equipment that provides protection of the eyes, nose, and mouth, is required if a worker is required to come within 2 metres of another person who is not wearing a face covering and not separated by plexiglass or some other impermeable barrier.				
<b>Capacity Limits</b> All businesses or facilities must limit capacity so that every member of the public is able to maintain two metres of physical distancing from every other person. Additional capacity limits apply for businesses or facilities in Lockdown. Some businesses or facilities have additional capacity restrictions. Where additional capacity restrictions are in place, it is noted in subsequent slides.				
<b>Cleaning and Disinfection</b> Businesses or places that are open shall ensure that equipment, washrooms, locker rooms, change rooms, showers that are accessible to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.				
<b>Face Coverings</b> Face coverings are required to be worn by members of the public and workers in indoor public places and workplaces, with limited exceptions.				
<b>Safety Plans</b>	Safety plan required in higher risk settings.			Requirement for all businesses open in Lockdown to have a <a href="#">COVID-19 safety plan</a> .

# RE-OPENING ONTARIO ACT

## Schools, Child Care and Post-Secondary Institutions

PREVENT (Standard Measures)	PROTECT (Strengthened Measures)	RESTRICT (Intermediate Measures)	CONTROL (Stringent Measures)	LOCKDOWN (Maximum Measures)
Schools open*				
Child care open*				
Post-secondary institutions open				Post-secondary institutions open for virtual instruction. In-person instruction limited (e.g. clinical training, trades) and for examinations. In-person cannot exceed 10 persons.
*Subject to school/children care reopening plans and epidemiology of the virus.				

# RE-OPENING ONTARIO ACT

## Restaurants, Bars and Food or Drink Establishments

PREVENT (Standard Measures)	PROTECT (Strengthened Measures)	RESTRICT (Intermediate Measures)	CONTROL (Stringent Measures)	LOCKDOWN (Maximum Measures)
<ul style="list-style-type: none"> <li>Require patrons to be seated; 2m minimum or impermeable barrier required between tables</li> <li>Dancing, singing and performing music is permitted, with restrictions</li> <li>Karaoke permitted, with restrictions (including no private rooms)</li> <li>Require contact information for one patron per seated party</li> <li>No buffet style service</li> <li>Line-ups/patrons congregating outside venues managed by venue; 2m distance and face covering required</li> <li>Face coverings except when eating or drinking only</li> <li>Personal protective equipment, including eye protection required when a worker must come within 2 metres of another person who is not wearing a face covering</li> <li>Night clubs only permitted to operate as restaurant or bar</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Establishments must be closed from 12 a.m. to 5 a.m.</li> <li>Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>Require contact information for all seated patrons</li> <li>Limit of 6 people may be seated together</li> <li>Limit volume of music to be low enough that a normal conversation is possible</li> <li><a href="#">Safety plan</a> is required to be prepared and made available upon request</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Maximum number of patrons permitted to be seated indoors is 50</li> <li>Establishments must be closed from 10 p.m. to 5 a.m.</li> <li>Liquor sold or served only between 9 a.m. to 9 p.m.</li> <li>No consumption of liquor between 10 p.m. and 9 a.m.</li> <li>Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health.</li> <li>Limit of 4 people may be seated together</li> <li>Strip clubs closed or permitted to operate as a restaurant or bar</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Maximum number of patrons permitted to be seated indoors is 10</li> <li>Outdoor dining, take out, drive through, and delivery permitted, including alcohol</li> <li>Dancing, singing and the live performance of music are prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Indoor and outdoor service closed</li> <li>Take out, drive through, and delivery permitted, including alcohol</li> </ul>

# RE-OPENING ONTARIO ACT

## Sports and Recreational Fitness

PREVENT (Standard Measures)	PROTECT (Strengthened Measures)	RESTRICT (Intermediate Measures)	CONTROL (Stringent Measures)	LOCKDOWN (Maximum Measures)
<ul style="list-style-type: none"> <li>• Maintain 2m physical distancing, unless engaged in a sport</li> <li>• Maximum of 50 people indoors or 100 people outdoors in classes</li> <li>• Maximum of 50 people indoors in area with weights or fitness or exercise equipment</li> <li>• Maximum of 50 spectators indoors or 100 spectators outdoors</li> <li>• Capacity limits applied on a per room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health (<a href="#">Guidance for Facilities for Sport and Recreational Fitness Activities During COVID-19</a>)</li> <li>• Team or individual sports must be modified to avoid physical contact; 50 people per league</li> <li>• Exemption for high performance athletes and parasports</li> <li>• Limit volume of music to be low enough that a normal conversation is possible; measures to prevent shouting by both instructors and members of the public</li> <li>• Face coverings required except when exercising</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>• Increase spacing between patrons to 3m in areas with weights or exercise equipment and in exercise and fitness classes</li> <li>• Maximum of 10 people per room indoors and 25 outdoors in fitness or exercise classes</li> <li>• Require contact information for all members of the public that enter the facility</li> <li>• Require reservation for entry; one reservation for teams</li> <li>• <a href="#">Safety plan</a> is required to the prepared and made available upon request</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>• Maximum of 50 people total in areas with weights and exercise machines and all classes (revoke OCMOH approved plan)</li> <li>• Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health</li> <li>• Patrons may only be in the facility for 90 minutes except if engaged in a sport</li> <li>• No spectators permitted (exemption for parent/guardian supervision of children)</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>• Gyms and fitness studios permitted to be open:               <ul style="list-style-type: none"> <li>◦ Maximum of 10 people indoors or 25 people outdoors in classes</li> <li>◦ 10 people indoors in areas with weights or exercise equipment</li> </ul> </li> <li>• Team sports must not be practiced or played except for training (no games or scrimmage)</li> <li>• Activities that are likely to result in individuals coming within 2m of each other are not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities for indoor or outdoor sports and recreational fitness activities are closed except for:               <ul style="list-style-type: none"> <li>◦ The sole use of high performance athletes including parasport athletes, and specified professional leagues (e.g., NHL, CFL, MLS, NBA)</li> <li>◦ Specified purposes (e.g. day camps, child care)</li> </ul> </li> <li>• Outdoor recreational amenities (e.g., ice rinks, ski hills, snow trails) open with restrictions (e.g., no team sports)</li> <li>• Community centres and multi-purpose facilities (e.g., YMCA) allowed to be open for permitted activities (e.g., child care services, day camps, social services)</li> </ul>



# RE-OPENING ONTARIO ACT

## Meeting and Event Spaces

<b>PREVENT</b> (Standard Measures)	<b>PROTECT</b> (Strengthened Measures)	<b>RESTRICT</b> (Intermediate Measures)	<b>CONTROL</b> (Stringent Measures)	<b>LOCKDOWN</b> (Maximum Measures)
<p>Limits:</p> <ul style="list-style-type: none"> <li>Maximum of 50 people indoors or 100 people outdoors; exceptions for wedding, funeral and religious services, rites or ceremonies</li> <li>Booking multiple rooms for the same event not permitted</li> <li>Maximum of 50 people per room indoors if venue operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health (<a href="#">Guidance for Meeting and Event Facilities During COVID-19</a>)</li> <li>Exceptions for court services and government services</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Establishments must be closed from 12 a.m. to 5 a.m.</li> <li>Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>Require contact information for all seated patrons</li> <li>Limit of 6 people may be seated together</li> <li>Limit volume of music to be low enough that a normal conversation is possible</li> <li><a href="#">Safety plan</a> is required to be prepared and made available upon request</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Maximum of 50 people indoors per facility (revoke OCMOH approved plan)</li> <li>Establishments must be closed from 10 p.m. to 5 a.m..</li> <li>Liquor sold or served only between 9 a.m. to 9 p.m.</li> <li>No consumption of liquor between 10 p.m. and 9 a.m.</li> <li>Limit of 4 people may be seated together</li> <li>Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Maximum of 10 people per facility indoors or 25 people outdoors</li> </ul>	<p>Closed with limited exceptions for:</p> <ul style="list-style-type: none"> <li>Child care and day camps</li> <li>Court services</li> <li>Government services</li> <li>Mental health and addictions support services (e.g., Alcoholics Anonymous) permitted to a maximum of 10 people</li> <li>Provision of social services</li> </ul>

# RE-OPENING ONTARIO ACT

## Retail

PREVENT (Standard Measures)	PROTECT (Strengthened Measures)	RESTRICT (Intermediate Measures)	CONTROL (Stringent Measures)	LOCKDOWN (Maximum Measures)
<ul style="list-style-type: none"> <li>Fitting rooms must be limited to non-adjacent stalls</li> <li>Line-ups/patrons congregating outside venues managed by venue; 2m distance and face covering required</li> </ul>	<p>Measure from previous level and:</p> <ul style="list-style-type: none"> <li>Limit volume of music to be low enough that a normal conversation is possible</li> <li>Shopping malls: <a href="#">Safety plan</a> is required to be prepared and made available upon request</li> </ul>	<p>Measures from previous level and:</p> <ul style="list-style-type: none"> <li>Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Maximum number of patrons permitted to be seated indoors in mall food court is 10</li> <li>Requirement to maintain 2m while standing in line (inside and outside)</li> </ul>	<ul style="list-style-type: none"> <li>Retail generally permitted to be open for curbside pick-up or delivery only (in-person retail shopping not permitted) with some exceptions:               <ul style="list-style-type: none"> <li>Supermarkets, grocery stores, convenience stores, hardware stores, other retailers selling groceries, beer and wine and liquor stores, pharmacies and safety supply stores permitted to be open for in-person shopping</li> <li>50% capacity limits where in-person shopping is permitted</li> <li>Motor/recreational vehicle sales permitted to be open for in-person shopping by appointment only and other restrictions</li> <li>Garden centres, plant nurseries: indoor by appointment. Permitted if public remains outdoors or by curbside pick-up or delivery</li> <li>Outdoor markets, including farmer's markets and holiday markets, permitted with restrictions</li> </ul> </li> <li>Retail outlets in malls permitted to be open for pick-up or delivery (in-person retail shopping not permitted)</li> <li>Access to shopping malls for limited purposes, including access to businesses and organizations permitted to be open (e.g., pharmacy, dentist); food court open for take-away; malls may also establish designated pick-up points inside or adjacent to the mall</li> <li>Subject to general rule for businesses that are open must maintain 2m while standing in line inside and outside</li> </ul>

# RE-OPENING ONTARIO ACT

## Personal Care Services

<b>PREVENT</b> (Standard Measures)	<b>PROTECT</b> (Strengthened Measures)	<b>RESTRICT</b> (Intermediate Measures)	<b>CONTROL</b> (Stringent Measures)	<b>LOCKDOWN</b> (Maximum Measures)
<ul style="list-style-type: none"> <li>Fitting rooms must be limited to non-adjacent stalls</li> <li>Line-ups/patrons congregating outside venues managed by venue; 2m distance and face covering required</li> </ul>	<p>Measure from previous level and:</p> <ul style="list-style-type: none"> <li>Limit volume of music to be low enough that a normal conversation is possible</li> <li>Shopping malls: <a href="#">Safety plan</a> is required to be prepared and made available upon request</li> </ul>	<p>Measures from previous level and:</p> <ul style="list-style-type: none"> <li>Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health</li> </ul>	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> <li>Maximum number of patrons permitted to be seated indoors in mall food court is 10</li> <li>Requirement to maintain 2m while standing in line (inside and outside)</li> </ul>	<ul style="list-style-type: none"> <li>Retail generally permitted to be open for curbside pick-up or delivery only (in-person retail shopping not permitted) with some exceptions:               <ul style="list-style-type: none"> <li>Supermarkets, grocery stores, convenience stores, hardware stores, other retailers selling groceries, beer and wine and liquor stores, pharmacies and safety supply stores permitted to be open for in-person shopping</li> <li>50% capacity limits where in-person shopping is permitted</li> <li>Motor/recreational vehicle sales permitted to be open for in-person shopping by appointment only and other restrictions</li> <li>Garden centres, plant nurseries: indoor by appointment. Permitted if public remains outdoors or by curbside pick-up or delivery</li> <li>Outdoor markets, including farmer's markets and holiday markets, permitted with restrictions</li> </ul> </li> <li>Retail outlets in malls permitted to be open for pick-up or delivery (in-person retail shopping not permitted)</li> <li>Access to shopping malls for limited purposes, including access to businesses and organizations permitted to be open (e.g., pharmacy, dentist); food court open for take-away; malls may also establish designated pick-up points inside or adjacent to the mall</li> <li>Subject to general rule for businesses that are open must maintain 2m while standing in line inside and outside</li> </ul>

# RE-OPENING ONTARIO ACT

## Casinos, Bingo Halls and Gaming Establishments

<b>PREVENT</b> (Standard Measures)	<b>PROTECT</b> (Strengthened Measures)	<b>RESTRICT</b> (Intermediate Measures)	<b>CONTROL</b> (Stringent Measures)	<b>LOCKDOWN</b>
<ul style="list-style-type: none"> <li>Maximum of 50 people</li> <li>Table games are prohibited</li> <li>Casinos, bingo halls, and gaming establishments can operate in accordance with a plan approved by the Office of the Chief Medical Officer of Health</li> </ul>	Measures from previous level and: <ul style="list-style-type: none"> <li>Liquor sold or served only between 9 a.m. to 11 p.m.</li> <li>No consumption of liquor permitted between 12 a.m. to 9 a.m.</li> <li>Require contact information from all patrons</li> <li><a href="#">Safety plan</a> is required to be prepared and made available upon request</li> </ul>	Measures from previous levels, and: <ul style="list-style-type: none"> <li>Liquor sold or served only between 9 a.m. to 9 p.m.</li> <li>No consumption of liquor between 10 p.m. and 9 a.m.</li> <li>Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health</li> </ul>	Measures from previous levels and: <ul style="list-style-type: none"> <li>Maximum of 10 people indoors or 25 people outdoors</li> </ul>	<b>Closed</b>

# RE-OPENING ONTARIO ACT

## Organized Public Events, Social Gatherings and Religious Services, Rites and Ceremonies

PREVENT (Standard Measures)	PROTECT (Strengthened Measures)	RESTRICT (Intermediate Measures)	CONTROL (Stringent Measures)	LOCKDOWN (Maximum Measures)
<p><b>Limits for certain organized public events and social gatherings</b> where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 10 people indoors</li> <li>• 25 people outdoors</li> </ul> <p>This includes functions, parties, dinners, gatherings BBQs or wedding receptions held in private residences, backyards, or parks.</p>	Same as previous level	Same as previous level	<p><b>Limit for all organized public events and social gatherings</b>, where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 5 people indoors</li> <li>• 25 people outdoors</li> </ul>	<p><b>No indoor organized public events and social gatherings</b>, except with members of the same household.</p> <p><b>Limit for outdoor organized public events and social gatherings</b>, physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 10 people outdoors</li> </ul> <p>Virtual and drive-in gatherings and events permitted.</p>
<p><b>Limits for organized public events and social gatherings</b> where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 50 people indoors</li> <li>• 100 people outdoors</li> </ul> <p>This includes events and gatherings in staffed businesses and facilities.</p>	Same as previous level	Same as previous level		
<p><b>Limits for wedding services, funeral services and other religious services, rites or ceremonies</b>, where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 30% capacity of the room indoors</li> <li>• 100 people outdoors</li> </ul>	Same as previous level	Same as previous level	Same as previous level	<p><b>Wedding services, funeral services, and other religious services, rites or ceremonies</b> where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 10 people indoors</li> <li>• 10 people outdoors</li> </ul> <p>Virtual and drive-in wedding services, funeral services and religious services, rites or ceremonies encouraged</p>

# FINES AND PENALTIES

Failure to Comply with Orders under the Reopening Ontario Act			
Fail to comply with a continued section 7.0.2 order	Individual	\$750 up to \$100,000	<i>Reopening Ontario Act, 2020</i> 10 (1) (a) (b) and (c)
	Director or Officer of a Corporation	Up to \$500,000	
	Corporation	Up to \$10,000,000	
Obstruct any person exercising a power in accordance with a continued section 7.0.2 order	Individual	\$1,000 up to \$100, 000	
	Director or Officer of a Corporation	Up to \$500,000	
	Corporation	Up to \$10,000,000	
Obstruct any person performing a duty in accordance with a continued section 7.0.2 order	Individual	\$1,000 up to \$100,000	
	Director or Officer of a Corporation	\$500,000	
	Corporation	\$10,000,000	

# FINES AND PENALTIES

Offences for Occupier of Premises			
Hosts or organizes a public event or other gathering at residential premises or other prescribed premises and the number of people in attendance exceeds the number permitted under a continued section 7.0.2 order	Individual	\$10,000 minimum up to \$100,000	<i>Reopening Ontario Act, 2020</i> 10.1 (3) (a) (b) and (c)
	Director or Officer of a Corporation	\$10,000 minimum up to \$500,000	
	Corporation	\$10,000 minimum up to \$10,000,000	

# HEALTH PROTECTION AND PROMOTION ACT

## Class Order under Section 22 of the Province of Ontario's *Health Protection and Promotion Act*

- Fines range from \$5,000 (for a person) or \$25,000 (for a corporation) for every day or part of each day on which the offence occurs or continues

November 22, 2020

### CLASS ORDER

Made pursuant to Section 22(5.0.1) of the Health Protection and Promotion Act

**TO: All persons who own or operate the following types of business, place, facility, or establishment located in The Regional Municipality of York:**

- (a) Meeting and event spaces, and other businesses, places, facilities, or establishments, including special event venues, banquet halls, hotel conference rooms, and convention centres, which rent or otherwise make available any meeting and/or event space;
- (b) Shopping malls; and
- (c) Retail stores, including stores located in shopping malls.

I, Dr. Karim Kurji, Medical Officer of Health for The Regional Municipality of York, order you to comply with all applicable requirements listed below and to take and/or refrain from taking any and all actions necessary to ensure compliance, effective 12:01 a.m. on Monday, November 23, 2020, until further notice:

**A. Meeting and event spaces, and other businesses, places, facilities, or establishments, including special event venues, banquet halls, hotel conference rooms, and convention centres, which rent or otherwise make available any meeting and/or event space**

1. Comply with all requirements that apply to your business, place, facility, or establishment as set out under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (the "ROA") and the applicable regulations, as well as the requirements set out in this Order. Where this Order imposes an additional requirement not set out in the ROA, the requirement under this Order must be followed.
2. Ensure that all indoor and outdoor gatherings for religious services, ceremonies or rites in weddings, funerals and celebrations of life do not exceed the number of persons that can maintain a physical distance of two metres from each other at all times and in no event shall the gathering exceed a maximum of 50 persons;
3. Ensure in your business, place, facility, or establishment that social gatherings, such as receptions associated with weddings, funerals and other events which are not included in the requirement set out in clause A.1 above, comply with the gathering limits under the ROA.
4. Follow all further instructions from York Region Public Health pertaining to COVID-19 that apply to your business, place, facility or establishment.

**B. Shopping Malls**

1. Comply with all requirements that apply to your business, place, facility, or establishment as set out under the ROA and the applicable regulations, as well as the requirements set out in this Order. Where this Order imposes an additional requirement not set out in the ROA, the requirement under this Order must be followed.
2. Immediately set a maximum capacity for patrons in the shopping mall that effectively supports maintaining a physical distance of two metres, actively monitor compliance with the said capacity limit at all entrances and ensure that physical distancing of two metres is maintained by patrons and mall staff in common areas, stores, washrooms, hallways, entrances etc., at all times.



# SECTION 22 ORDER

## **Meeting and event spaces, event venues, banquet halls, hotel conference rooms and convention centres**

- Indoor and outdoor gatherings for religious services, ceremonies or rites in weddings, funerals and celebrations of life do not exceed the number of persons that can maintain a physical distance of 2 metres from each other at all times and **in no event shall the gathering exceed a maximum of 50 persons**
- **Social gatherings, such as receptions associated with** weddings, funerals and other events comply with the gathering limits under the ROA
- Follow all further instructions from York Region Public Health pertaining to COVID-19 that apply to your business, place, facility or establishment

# SECTION 22 ORDER

## Shopping Malls

- **Set a maximum capacity** for patrons in the shopping mall that effectively supports maintaining a physical distance of 2 metres, actively monitor compliance with capacity limit at all entrances and ensure physical distancing of 2 metres is maintained by patrons and mall staff in common areas, stores, washrooms, hallways, entrances at all times
- Immediately **ensure all stores within the shopping mall set a maximum capacity** limit and monitor the capacity limit to ensure physical distancing of 2 meters is maintained by patrons and mall staff at all times
- **Actively manage all line-ups or patrons congregating** and ensure all patrons waiting in line-ups inside or outside the shopping mall maintain physical distancing of least 2 metres
- Follow all further instructions from York Region Public Health pertaining to COVID-19 that apply to your shopping mall

# SECTION 22 ORDER

## Retail Stores

- Immediately **set a maximum capacity** for patrons in the retail store that effectively supports maintaining a physical distance of 2 metres, **actively monitor compliance** with the said capacity limit at all entrances and ensure that physical distancing of 2 metres is maintained by patrons and store staff in common areas, washrooms, hallways, entrances at all times
- Follow all further instructions from York Region Public Health pertaining to COVID-19 that apply to your retail store

# FINES AND PENALTIES

Failure to Comply with an Order of the Medical Officer of Health			
Failure to comply with a section 22 order in respect of a communicable disease s. 100(1) of the HPPA	Any	\$750	<i>Provincial Offences Act</i> Regulation 950 amended by O. Reg. 651/20
	Any individual person	\$5,000	<i>Health Protection and Promotion Act</i>
	Corporations	\$25,000	101 (1)  101 (2)

# COVID-19 REGIONAL ENFORCEMENT TASKFORCE



# ENFORCEMENT EFFORTS TO DATE

The Regional COVID-19 Taskforce is committed to the collection of enforcement data to monitor and measure impact of accelerated enforcement and compliance activities, particularly in areas reporting higher rates of community transmission

TIME PERIOD	MARCH 18, 2020 – NOVEMBER 13, 2020									
ENFORCEMENT AGENCY	CASE FILES	COMPLIANCE AND EDUCATION ACTIVITIES				TICKETS/ CHARGES	ENFORCEMENT ACTION			
		PHYSICAL DISTANCING	FACE COVERINGS	BUSINESS REGULATIONS	GATHERING LIMITS		PART I	AMPS	PART III	HPPA
York Region Public Health	4,157	540	956	624	N/A	5	4	N/A	1	
York Region Transit	1,597	-	1,597	-	-	0	-	-	-	-
York Regional Police	4,020	2977	-	1043	-	156	83	N/A	73	N/A

# ENFORCEMENT EFFORTS TO DATE

TIME PERIOD MARCH 18, 2020 – NOVEMBER 13, 2020										
ENFORCEMENT AGENCY	CASE FILES	COMPLIANCE AND EDUCATION ACTIVITIES				TICKETS/ CHARGES	ENFORCEMENT ACTION			
		PHYSICAL DISTANCING	FACE COVERINGS	BUSINESS REGULATIONS	GATHERING LIMITS		PART I	AMPS	PART III	HPPA
Town of Aurora	315	20	20	56	104	37	34	N/A	3	N/A
Town of East Gwillimbury	98	19	22	26	31	0	0	N/A	0	N/A
Town of Georgina	44	0	1	34	9	5	5	N/A	0	N/A
Township of King	125	-	-	69	56	4	4	N/A	0	N/A
City of Markham	767	2,495	79	544	100	0	0	0	0	N/A
Town of Newmarket	1,279	420	0	301	558	3	3	N/A	0	N/A
City of Richmond Hill	474	36	52	125	261	18	18	0	0	N/A
City of Vaughan	8,989	-	-	-	-	178	55	123	0	N/A
Town of Whitchurch-Stouffville	151	6	20	3	122	0	0	N/A	0	N/A
TOTALS	22,016	6,513	2,747	2,825	1,241	405	206	123	77	0

# RECENT INSPECTION FINDINGS

## Public Health Inspectors

November 19 - 22

- COVID compliance initiative and joint initiative with AGCO which included inspections during after hours and on weekends
- **32 visits** to restaurants, big-box stores, supermarkets, fitness facilities, karaoke bars
- **22 charges laid** at 19 premises

## Ministry of Labour, Training and Skills Development

November 21 - 22

- **77 visits** to grocery stores, big-box retail
- **80%** of businesses in compliance with public health requirements under ROA
- Common areas of non-compliance included:
  - No active screening
  - Improper mask usage
  - Physical distancing
- **No charges laid**



# PROGRESSIVE ENFORCEMENT APPROACH

- **Inspection and education**
- **Issue ticket/charge**
- **Re-inspection**
  - **Repeat violators face additional fines and/or temporary closure**

# WHO TO CALL

## Access York

1-877-464-9675

Food establishments  
Personal service settings  
Recreational water facilities

## City/Town Bylaw

Check municipal website

All other businesses or public spaces  
Private social gatherings  
Organized public events

# COMMUNICATIONS APPROACH



APPRECIATE



EDUCATE



ENFORCE



DIGITAL



PRINT



ETHNIC MEDIA



MEDIA PITCHING  
AND INTERVIEWS

# SAMPLE COMMUNICATION IMPLEMENTATION



Sample Social Media

# SAMPLE COMMUNICATION IMPLEMENTATION

If you are a business in York Region and are:

✓	?	\$
in compliance with COVID-19 regulations, we would like to	looking to better understand COVID-19 regulations, we can	NOT in compliance with COVID-19 regulations you will be
<b>Thank you</b>	<b>Help you</b>	<b>Fined</b>
LEARN MORE AT <a href="http://york.ca/covid19---">york.ca/covid19---</a>		
		

Sample Print Ad



Sample Curbside Signs

# FEDERAL SUPPORTS FOR BUSINESSES

## Canada Emergency Business account (CEBA)

Business can access interest-free loans of up to \$20,000, in addition to the original CEBA loan of \$40,000  
Extended to December 31, 2020

## Canada Emergency Wage Subsidy (CEWS)

Subsidy to employers to cover a portion of employee wages

Retroactive to March 2020. Program extended to June 2021

## Canada Emergency Rent Subsidy (CERS)

Provides up to 65% of eligible expenses and 90% for businesses under mandatory closures. Funds flow directly to business tenant. Provides mortgage support to property owners.

Available September 2020 to June 2021  
Administered by Canada Revenue Agency - replaces Canada Emergency Commercial Rent Assistance (CECRA)

## Regional Relief and Recovery Fund (RRRF)

Interest-free loans to support fixed operating costs of SMEs, where business revenues have been affected by the COVID-19 pandemic and unable to access other Government of Ontario measures.

Administered via partners such as Community Futures Network of Canada, FedDev Ontario, Digital Main St. etc.

# PROVINCIAL SUPPORTS FOR BUSINESSES

## Fixed Cost Rebates and Relief

Businesses required to shut down or significantly restrict services due to provincial public health measures (categorized as control or lockdown) can apply for rebates, provided in the form of grants, to help with their fixed costs.

Eligible for support include:

- restaurants and bars
- gyms, facilities for indoor sports and recreational fitness activities
- performing arts and cinemas
- bingo halls, gaming establishments, casinos, conference centres and convention centres
- community centres, multi-purpose facilities, and museums
- personal care services (with the exception of oxygen bars)
- racing venues
- meeting or event space
- in-person teaching and instruction

## Ontario's Main Street Relief Grant: PPE Support

Helping small businesses with the unexpected costs of PPE

Business must have two to nine employees and be in one of the following sectors:

- retail
- accommodation and food services
- repair and maintenance
- personal and laundry services

# KEY MESSAGES

- York Regional Council has made a commitment for increased enforcement to bring about compliance for residents and businesses who are not adhering to COVID-19 safety measures and protocol
- Compliance with the Province's orders and regulations and The Regional Municipality of York Class Order including restrictions on gathering size, mandatory masks or face coverings and physical distancing, is an important element to stopping the spread of COVID-19
- Businesses who fail to comply will be subject to fines and potential closures



# NEXT STEPS

1. Continued commitment from Municipalities to support enhanced enforcement efforts
2. COVID-19 Enforcement Taskforce will collect enforcement data on a weekly basis to be shared on [york.ca/covid19](http://york.ca/covid19)
3. Council to approve \$250,000 to support development of a 4-week communications campaign with the goal to:
  - Appreciate
  - Educate
  - Enforce

# Discussion

### Seniors Advisory Committee

March 10, 2020

Canada Room

2:30 PM

#### Attendance:

**Present:**

**Members:** Gail Leet, (Chair), Diane Gabay (Vice-Chair), Councillor Amanda Collucci, Patricia Anderson, Lily Liu, Anthony Ko, Arul Rajasingam, Satya Arora, Kwong Chu, and Laila Jiwa

**Staff:** Portia Lee, Jason Tsien, Ragavan Paranchothy, and Laura Gold

**Regrets:** Councillor Keith Irish, Richard Tu, Alice Chao, Kirk Macdonald, Mithan Lal Kansal, George George, and Javaid Khan

Item	Discussion	Action
1. Call to Order	The Senior's Advisory Committee convened at 2:33 PM with Gail Leet in the Chair.	
2. Brain Project	<p>Harman Singh Malhi, Manager of Cornell Public Library spoke to the Committee about the Brain Project. The project is developing programs for seniors with Dementia and Alzheimer. The programs will be available at all Markham library branches, and most of the programs will be free of charge. Some of the programs that will be offered include:</p> <ul style="list-style-type: none"> <li>• An art program that helps with memory – Varley Art Gallery</li> <li>• A tour for people suffering from Dementia and Alzheimer – Markham Museum</li> <li>• Workshops for seniors with Dementia and Alzheimer's– Markham Public Libraries</li> <li>• Recreational Programs for seniors with Dementia and Alzheimer - Recreation</li> </ul> <p>The Committee provided the following feedback:</p> <ul style="list-style-type: none"> <li>• Reach out to retirement homes and cultural groups regarding the project;</li> <li>• Reach out to Markham Seniors' Clubs regarding the project;</li> <li>• Add the project to the Senior's webpage once it is ready to be launched;</li> <li>• Promote the programs on the City Page of <i>Markham Economist &amp; Sun</i>, and <i>Thornhill Liberal</i>;</li> </ul>	

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>• Provide some of the workshops or seminars online;</li> <li>• Hold a Coffee Talk on Dementia and Alzheimer;</li> <li>• Look into the possibility of providing seniors with Dementia and Alzheimers with access to software like Cogfit that helps with improving memory.</li> </ul> <p>The Committee noted that the noise level in Markham Libraries can be distracting for seniors, and asked about the actions taken to manage the noise level at libraries. It was also suggested that students meet in different areas of the Community Centre if they are not studying.</p> <p>Staff advised that libraries are being used differently than in the past due to residents living in more confined spaces, which can create more noise. Library staff are managing this issue by adhering to the library policies regarding noise.</p>	
<b>3. Update on Older Adult Strategy</b>	<p>Jason Tsien, Senior Manager of Business Development provided a presentation on the “Older Adult Strategy”.</p> <ul style="list-style-type: none"> <li>• Need new subsidy program that is more agile – 30% off is still too expensive</li> </ul> <p>Areas focused on in the strategy include:</p> <p>1) Community support services</p> <ul style="list-style-type: none"> <li>• The City currently has a registry of 90 active agencies that support seniors in Markham;</li> <li>• Work with partners to improve services for seniors, for example working with York Region Transit to adjust the bus route so that seniors do not have to walk so far to get to the Community Centre, and coordinating program start times with the bus schedule.</li> </ul> <p>2) Outdoor Spaces and Building</p> <ul style="list-style-type: none"> <li>• Replaced recreational chairs so that they are senior friendly – must have a back and arms;</li> <li>• Include shade and age friendly amenities in City parks to allow for for intergenerational programming;</li> <li>• New parks are being designed to be more accessible;</li> <li>• Added older adult exercise equipment to new and existing Markham parks.</li> </ul>	

Item	Discussion	Action
	<p>3) Social Participation</p> <ul style="list-style-type: none"> <li>• Partnering with 211;</li> <li>• Working on improving the older adult section of the City's website so that seniors information is located in one area of the website;</li> <li>• Bringing forward a new subsidy program that better fits the needs of the community.</li> </ul> <p>The Committee provided the following feedback on the older adult strategy:</p> <ul style="list-style-type: none"> <li>• Seniors do not know where to find seniors information;</li> <li>• Many places are also not accessible for seniors with mobility challenges (e.g. doctors' offices, the trail at Too-Good Pond);</li> <li>• Should promote seniors programs on the City page of the <i>Markham Economist &amp; Sun</i> and <i>Thornhill Liberal</i>, in the Councillor Newsletter, and in the Mayor's messaging;</li> <li>• Suggested that the Senior's Clubs should be represented on the Senior's Advisory Committee;</li> <li>• Suggested that a Senior's Forum be held to get older adults' opinions on the Older Adult Strategy, and on other concerns or needs they may have;</li> </ul> <p>It was noted that all City plans, and policies are looked at through a seniors lens when being considered by Council. The City is working with the Catholic School Board to try and use some of its space for seniors programs in the summer months when the Community Centres are being used for camps.</p> <p>A standing item will be added to the Senior's Advisory Committee agenda - "Councillor Update- Seniors Initiatives" to improve the communication between Council and the Committee on the City's seniors initiatives.</p>	<p>Add "Councillor Update – Seniors Initiatives" to the agenda.</p>
<p><b>4. Approval of the Minutes</b></p>	<p><b>Committee Recommended:</b></p> <p>That the Minutes of the February 11, 2020 Seniors Advisory Committee be approved as presented.</p>	

Item	Discussion	Action
	Carried	
<b>5. Meeting Date</b>	Laura Gold, Council/Committee Coordinator will propose a new meeting schedule for the Senior's Advisory Committee at the next meeting, as many of the meeting dates currently conflict with the Standing Committee meeting schedule. Meetings will continue to be held on a Tuesday at 2:30 PM, but will be scheduled on an alternate Tuesday when there is conflict with a Council meeting.	Propose an new meeting schedule at the next meeting – Laura Gold
<b>6. Fashion Show</b>	Gail Leet provided an update on the Fashion Show. The Sub-Committee is currently looking at having some indigenous models in the fashion show, and a DJ has been booked for \$200.	
<b>7. Senior's Hall of Fame Awards</b>	The final version of the Senior's Hall of Fame Awards Committee poster will be posted at Community Centres and Libraries. Nomination forms will be provided to the Committee at the next meeting. Award information and forms will be uploaded to the City's website.	<p>Provide Committee with nomination forms at the next meeting – Emma Girard, and Ragavan Paranchothy</p> <p>Update website to include new form and poster for the Senior's Hall of Fame event – Emma Girard, and Ragavan Paranchothy</p>
<b>8. Business Cards</b>	<p>The Committee reviewed the proposed business card for the Senior's Advisory Committee. The following edits were suggested:</p> <ul style="list-style-type: none"> <li>• Remove the telephone number, and replace it with the Committee's email address;</li> <li>• Put the name of Committee at the top of the business card.</li> </ul>	Update business card based on the Committee's suggestions - Emma Girard

Item	Discussion	Action
<b>9. Markham Life</b>	The Committee suggested that the older adults club information be updated in the recreation section of Markham Life instead of including an article on the clubs in the Seniors section of the magazine at this time.	
<b>10. New Business</b>	<p><u>COVID-19</u></p> <p>The Committee was advised to avoid crowded places for the next few weeks due to Covid-19 virus. Mayor and Members of Council have requested a video conference with a Public Health Officer on the COVID-19 virus. The City will continue to monitor the development of the virus in Markham. It was suggested that the April be cancelled if there is a community outbreak.</p> <p><u>Community Outreach</u></p> <p>It was noted that seniors in the community can bring ideas and concerns to the Senior's Advisory Committee.</p>	Cancel April meeting if there is a community outbreak of the virus – Laura Gold
<b>11. Adjournment</b>	The Seniors Advisory Committee adjourned at 4:30 PM.	



## Waste Diversion Committee

June 17, 2020

Zoom Meeting

3:30 PM

<p><b>Members</b>  Regional Councillor Jack Heath, Chair  Deputy Mayor Don Hamilton  Regional Councillor Joe Li  Councillor Reid McAlpine  Councillor Khalid Usman  Valerie Burke</p> <p><b>Guests</b>  None</p> <p><b>Regrets</b>  Karl Lyew</p>	<p><b>Staff</b>  Phoebe Fu, Director of Environmental Services  Claudia Marsales, Senior Manager, Waste and Environmental Management  Kimberley Dunsmoor, Supervisor of Waste Diversion Programs  Juliana Aparicio, Diversion Programs Technician  Michael DiPasquale, Supervisor, Waste Operations  Sara Tam, Manager, Business Planning &amp; Innovation  Laura Gold, Council/Committee Coordinator</p>
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### 1. Call to Order

The Waste Diversion Committee convened at 3:33 PM with Regional Councillor Jack Heath in the Chair.

### 2. Approval of the Minutes

Moved by Councillor Reid McAlpine

Seconded by Deputy Mayor Don Hamilton

That the Minutes from the March 10, and June 9, 2020 Waste Diversion Committee be approved as presented.

Carried

### 3. Textile Update



## Waste Diversion Committee

June 17, 2020

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Claudia Marsales, Senior Manager, Waste and Environmental Management provided a textile update. During the pandemic Diabetes Canada ceased pick-up of textiles from Markham's charitable donation bins. This decision was not communicated to the City. The City was able to continue to recycle textiles throughout the pandemic, as the Salvation Army and B'nai Brith Canada stepped-up to the plate and agreed to service the Diabetes Canada donation bins. Consequently, Committee was requested to: 1) send a letter of appreciation to Salvation Army, and B'nai Brith Canada that continued to pick-up textiles during the pandemic; and 2) review the future role of Diabetes Canada in Markham's textile strategy.

In response to an inquiry from the Committee, staff advised that there is no formal agreement (contract) between Diabetes Canada and the City of Markham in regards to the pick-up of its textiles from charitable donation bin.

Committee suggested staff look into the possibility of clearly stating expectations and formalize the agreement with charitable organizations that pick-up of textiles in Markham now that the program is more developed, Staff responded indicating the charitable partners are licensed to operate in Markham under the Stationary Business By-law. The use of the licensing by-law is more flexible and effective than a servicing agreement; The City can amend or rescind the licensing agreement with any charitable partners.

Moved by Councillor Khalid Usman

Seconded by Deputy Mayor Don Hamilton

- 1) That a letter of appreciation be sent to the Salvation Army, and B'nai Brith Canada for picking-up Markham's textiles during the pandemic; and,
- 2) That the role of Diabetes Canada in Markham's textile strategy be reviewed, including its licensing agreement; and further,
- 3) That staff provide guidance on how to move forward.

Carried

#### **4. "Best of the Best # 2" Markham's Diversion Strategy 2020-2023**

Claudia Marsales continued the presentation of the Best of the Best 2" Markham's Diversion Strategy 2020-2023 from the June 9, 2020 meeting.

Committee provided the following feedback:

##### Waste Management at Events

- Asked that the slide title be updated on slide 14 "Waste Management at Events";
- Noted that it is difficult to enforce the waste management recommendations at events, but recognized that it is important to keep on trying;

## Waste Diversion Committee

June 17, 2020

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- Suggested partnering with local organizations or groups (i.e. Cadets, Boy Scouts, students or the Environmental Advisory Committee) to provide volunteers to assist with the waste management at events.

Waste Management in Recreation Facilities

- Asked that the slide title be updated on slide 15 “Waste Management in Recreation Facilities”.

Waste Management at Administrative Buildings

- Suggested the City should look at replacing paper towel dispensers with hand dryers, noting the newer hand dryers are much quicker and softer on the hands;
- Update to say “Investigate different types of paper towel or options that are divertible”. Current brown towels in use are not recyclable in blue box and are considered a contaminant
- Add “Investigate the elimination of paper towels in City facilities and in washrooms”;
- Add “Would like to eliminate paper towel at Civic Centre”;
- Include education on where to put paper towel;
- Add “explore, investigate and start the process of eliminating paper coffee cups at Civic Centre”.

Waste Management in Parks

- Suggested putting video cameras in parks to monitor who is dumping their garbage at parks;
- Agreed to pilot project, which includes removing the waste receptacles from a park and making residents responsible for their own waste;
- Noted that signage will need to be posted, advising why the waste receptacles have been removed from the park where the project is being piloted;
- Suggested that bigger waste receptacles need to be put in targeted locations where dumping is an issue;
- Suggested that residents need to be engaged in keeping their own parks clean, possibly through the Adopt a Park program.

Summary

- No changes were made to this slide.

Recommendations

- Add that the Waste Diversion Committee will carry on with its mandate and work out the details of the plan, and that it will report back to the General Committee on its activities on a regular basis.

Moved by Councillor Reid McAlpine

Seconded by Deputy Mayor Don Hamilton

Waste Diversion Committee

June 17, 2020

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1. That the Waste Diversion Committee endorse the “Best of the Best # 2” Markham’s Diversion Strategy 2020-2023; and,
2. That the “Best of the Best # 2” Markham’s Diversion Strategy 2020-2023 be brought forward to the General Committee for Council’s consideration.

Carried

**5. New Business**

Staff thanked Councillor Reid McAplene for his assistance in helping open-up Markham’s recycling depots. The Unionville Recycling Depot is the only depot that remains closed, but the City is working on a plan to re-open it soon.

It was noted that residents saved their recycling and lined-up to bring their recycling to the depots.

**6. Adjournment**

The Waste Diversion Committee adjourned at 5:00 PM.



## **MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE**

### **MINUTES**

**Markham Civic Centre  
Electronic Zoom Meeting  
October 22, 2020**

#### **Attendance**

##### **Present**

Christopher Ford, Chair  
Caryn Bergmann, Co Vice-Chair  
Kevin Boon, Immediate Past Chair  
Martin Bush  
Karl Lyew  
Nadine Pinto  
Diane Ross  
Frank Vignando  
Paddy Wong  
Natasha Welch  
Karl Fernandes  
Phil Ling  
Stuart Cumner

##### **Staff**

Jennifer Wong, Sustainability Coordinator  
Janet Reid, Community Engagement  
Program Specialist  
Hristina Giantsopoulos, Election and  
Committee Coordinator

##### **Regrets**

Regional Councillor Joe Li  
Victoria Genge

#### **1. CALL TO ORDER**

The Markham Environmental Advisory Committee (MEAC) was called to order at 7:10 PM with Christopher Ford presiding as Chair. Janet Reid, Community Engagement Program Specialist was introduced as a new staff liaison member.

#### **2. CHANGES OR ADDITIONS TO THE AGENDA**

There was a minor change to the agenda where Earth Day was added to New Business.

### **3. ADOPTION OF THE MINUTES OF THE MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE MEETING HELD ON FEBRUARY 20, 2020**

Moved by Karl Lyew

Seconded by Frank Vignando

That the minutes of the Markham Environmental Advisory Committee (MEAC) meeting held on February 20, 2020 be adopted as distributed.

CARRIED

### **4. MATTERS ARISING FROM THE MINUTES**

- A) Staff provided a brief overview of the new Provincial Blue Box Program and that a report with respect to the City's preferred conversion date will go to General Committee in the near future.
- B) Follow up on action items was discussed in New Business

### **5. NEW BUSINESS**

#### **A. CLIMATE CHANGE EMERGENCY DECLARATION**

There was brief discussion to obtain consensus on the Climate Change Emergency Declaration resolution and edit the first paragraph to include, "Getting to Zero's goal of net zero emissions by 2050". The Committee consented to put forward the resolution at an upcoming General Committee meeting and subsequently to Council and made inquiries regarding the City's policy on deputations. Chair, Christopher Ford offered to be the lead deputant for the group. Martin Bush, Stuart Cumner, and Caryn Bergmann consented to be alternates in the event Mr. Ford was unable to attend the meeting.

Jennifer Wong advised that she would discuss the timing of this item with Graham Seaman, Director of Sustainability & Asset Management and will advise when this would be scheduled to appear on an agenda. She also indicated that she would be in attendance at the meeting in support of the item.

#### **B. EARTH DAY 2021**

The Committee discussed a different approach to the next Earth Day in 2021 and that in consideration of the current COVID-19 pandemic, a virtual event would be planned. As part of a round table discussion, the following ideas were suggested by the Committee in consideration of the virtual Earth Day event:

- Reaching out to Youth Challenges International;

- Inclusion of Kirkham Garden and Markham Community Outreach Garden (operated by Blessed Frédéric Ozanam Roman Catholic Parish);
- The establishment of social media presence by Spring 2021 for both Earth Day and MEAC;
- The incorporation of Waste Reduction Week;
- A virtual conference over a weekend or several days;
- Coordination with local school boards to connect with youth and to share programming;
- Collaboration with York Region with respect to presentations on food, trees, bike lanes, plastics, and others;
- Inclusion of #Green Markham and the engagement of food, energy stakeholders to provide a presentation;
- Reach out to local celebrities to contribute by way of a presentation:
  - David Suzuki;
  - David Attenborough;
  - Others;
- Inquiries into potential budget allotment from the City;
- The timing of different types of events:
  - Full day;
  - 1 hour per day over a span of 5 days;
- The recording of all sessions to be shared and replayed at later dates; and,
- The purchase of a Zoom license to conduct the event.

Staff indicated that there are no event resources at the current time but may be able to assist with weekly City media messaging and strongly encouraged the Committee to apply for Markham Environmental Sustainability Fund for up to \$10,000.00.

Jennifer Wong indicated that she would follow up on whether the Committee requires Council approval to hold an Earth Day event and will create a Google Doc in the MEAC folder for additional brainstorming for the next meeting.

The Chair suggested that a strong application be made for funding and that there be consideration for two types of events dependent on the funding received: Low Funded Event and High Funded Event. The Committee identified the following next steps to be reported on at upcoming meetings: outline the program and reach out to potential participants.

## **6. OTHER BUSINESS**

- A. Chair Christopher Ford announced that he will be moving to Ottawa and will be resigning as Chair of this Committee. Caryn Bergmann is the single Vice-Chair and will move into the role of Chair.

The Committee congratulated and thanked Christopher Ford on his new employment opportunity and for his work with MEAC. There was a call for nominations for the role of Vice-Chair and will be discussed at the following meeting on November 26, 2020.

## **B. UPDATE ON INTERNATIONAL ENERGY CONFERENCE**

Caryn Bergmann addressed the committee to provide information on a recent international energy conference where private companies shared new and innovative technology. She indicated that European countries provide a good example with respect to energy saving initiatives and cities in Sweden achieve net zero emissions with new heating energy services, electric cars, and bus stops inside libraries.

## **7. NEXT MEETING**

The next meeting of the Markham Environmental Advisory Committee is scheduled for Thursday, November 26, at 7:00 p.m., via Zoom.

## **8. ADJOURNMENT**

Moved by	Kevin Boon
Seconded by	Stuart Cumner

That the Markham Environmental Advisory Committee adjourn at 8:52 PM.

**CARRIED**

**AGENDA 2.1****MARKHAM PUBLIC LIBRARY BOARD****Regular Meeting****Minutes of Regular Meeting held on Monday, October 26, 2020 7:02 p.m. Virtual Meeting**

Present from Board: Mr. Alick Siu, Chair  
 Ms. Margaret McGrory, Vice-Chair  
 Ms. Iqra Awan  
 Mr. Raymond Chan  
 Mr. Edward Choi  
 Deputy Mayor Don Hamilton  
 Mr. Ben Hendriks  
 Councillor Keith Irish  
 Mr. Anthony Lewis  
 Mrs. Pearl Mantell  
 Mrs. Lillian Tolensky  
 Mr. David Whetham  
 Mr. Jay Xie

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
 Ms. Andrea Cecchetto, Director, Service Excellence  
 Mrs. Diane Macklin, Director, Community Engagement  
 Ms. Michelle Sawh, Director, Administration  
 Ms. Debbie Walker, Director, Library Strategy & Planning  
 Ms. Polly Chan, Financial Analyst  
 Ms. Megan Garza, Senior Manager, Organizational Transformation  
 Mrs. Hilary Murphy, Manager, Planning & Reporting  
 Mr. Shaun McDonough, Research Analyst  
 Mr. David Zambrano, Organizational Transformation Manager  
 Mr. Jeff Skelton, LSA  
 Mrs. Susan Price, Board Secretary

Regrets: Councillor Andrew Keyes

Guest: Ms. Rebecca Jones, Dysart & Jones Associates (from 12.1)

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

Mr. Alick Siu, Chair called the meeting to order at 7:02 p.m.

Moved by Mrs. Lillian Tolensky  
 Seconded by Deputy Mayor Don Hamilton

**Resolved that the agenda be approved.**

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.



**AGENDA 2.1****1.2 Delegation**

None.

**1.3 Chair's Remarks****CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT**

We begin today by acknowledging that we walk upon the traditional territories of Indigenous Peoples and we recognize their history, spirituality, culture and stewardship of the land. We are grateful to all Indigenous groups for their commitment to protect the land and its resources and we are committed to reconciliation, partnership and enhanced understanding.

The Chair asked the Directors to introduce any "guest" staff members present as there were several.

Mr. Siu advised the Board that it has been recommended that we count votes at virtual meetings and asked Members if they are in favor of a motion to keep their hands raised until they can be tallied.

The Chair reminded the Board that they would be voting on Agenda item 7.2 Board expenses for 2020 and that following the adjournment of the meeting Rebecca Jones would be conducting a follow-up workshop.

**2.0 Approval of Minutes:****2.1 Library Board Minutes September 21, 2020**

Moved by Deputy Mayor Don Hamilton  
Seconded by Mrs. Pearl Mantell

**Resolved that the minutes of the September 21, 2020 Library Board Meeting be confirmed.**

Carried.

**2.2 Consent Agenda:**

Moved by Mr. Raymond Chan  
Seconded by Mr. Anthony Lewis

**Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.9 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:**

**2.3 Declaration of Due Diligence by the CEO****2.4 Communication and Correspondence:**

- 2.4.1** yorkregion.com: Wonder what's the dream job for you? MPL launches human library to explore different careers  
<https://www.yorkregion.com/community-story/10203243-wonder-what-s-the-dream-job-for-you-mpl-launches-human-library-to-explore-different-careers/>

## AGENDA 2.1

- 2.4.2 MarkhamReview.com: MPL launches Human Library  
<https://markhamreview.com/mpl-launches-human-library/>
- 2.4.3 SOLS Announcement
- 2.4.4 Mayor of Markham: Markham Library shifts from curbside to inside pick-up
- 2.4.5 yorkregion.com: Markham Public Library supports Chinese community during COVID-19  
<https://www.yorkregion.com/community-story/10214192-markham-public-library-supports-chinese-community-during-covid-19/>
- 2.4.6 MarkhamReview.com: MPL supports small business  
<https://markhamreview.com/mpl-supports-small-businesses/>
- 2.4.7 urbanlibraries.org: Learn and Explore with the Lendery  
<https://www.urbanlibraries.org/innovations/learn-and-explore-with-the-lendery>
- 2.4.8 urbanlibraries.org: COVID-19 Stories Exhibit  
<https://www.urbanlibraries.org/innovations/covid-19-stories-exhibit>
- 2.4.9 urbanlibraries.org: Markham Creates: Creative Writing Challenge  
<https://www.urbanlibraries.org/innovations/markham-creates-creative-writing-challenge>

Carried.

### 3.0 **CEO's Highlights:**

The Chair called upon the CEO to comment on any content of the Highlights. Of particular note is the following

#### **Services during COVID Updates**

- MPL opened the Aaniin, Angus Glen, Markham Village and Thornhill Community branches for **limited services** on October 13<sup>th</sup>. Services include pick up and checkout of reserved library materials, bookings for use of public computers, printing, scanning and proctoring. Curbside services at Unionville and Thornhill Village branches were discontinued as of October 10<sup>th</sup>.

#### **Trends**

- **Transforming our Cities Through COVID-19:**
  - Mary Rowe, the Director and CEO of the Canadian Urban Institute (CUI) was the keynote speaker at the October 6<sup>th</sup> meeting of CULC. Ms. Rowe is a noted friend of libraries.
  - Key CUI points are :
    - As engines of the Canadian economy, cities must lead Canada's economic and social recovery
    - Building **Connective Tissue** within and between Cities, citing that Libraries are amenities that are key to maintaining neighbourhood connections and as places that support the City by bringing residents together for common purposes
    - There is a fundamental urban need to connect with others

## AGENDA 2.1

- Public Libraries, in addition to “circulating” library materials also “circulate” social cohesion
- During a recent panel of city experts convened by CTV News Mary Rowe spoke further about her view of libraries as community hubs. Rowe hopes a new appreciation for libraries will last after the pandemic. “Libraries are **anchors** in their neighbourhoods where people can access quality information, get connected to local services and meet people from different cultures and economic demographics”

There were some questions on safety measures that were in place within the open branches. Staff clarified that they are working with the City to follow Health & safety protocols, including the wearing of masks, following physical distancing guidelines and cleaning procedures. Protocols are in place for suspected cases and the CEO pointed out there was also a questionnaire that clients complete before entering the building that supports contact tracing should there be a case of COVID.

Moved by        Mrs. Pearl Mantell  
Seconded by    Deputy Mayor Don Hamilton

**Resolved that the report entitled “CEO’s Highlight’s, October 2020” be received.**

Carried.

### 4.0 **Annual Monthly Policy Review** (To be undertaken at the January meeting)

### 5.0 **Internal Monitoring Reports:** (Compliance list of internal monitoring reports and discussion led by members)

#### 5.1 **Executive Limitation: EL-2b, Staff Treatment** (Assigned to Ms. Iqra Awan)

Ms. Awan reviewed the annual report and found it to be complete and satisfactory. She sent out an e-mail to Board members and did not receive any questions or concerns. There were none from the floor.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Staff Treatment comply with the requirements of EL-2b policy.

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

**Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL-2b, Staff Treatment” be received.**

Carried.

#### 5.2 **Executive Limitation: EL-2c, Budgeting/Forecasting** (Assigned to Mr. R. Chan)

## AGENDA 2.1

Mr. Chan advised the Board that this report is provided to the board twice a year and updates members on MPL's future budget planning. MPL Staff are continuing to work with city staff on the 2021 budget process and select MPL board members will be making a presentation to City Council next month. Two areas this report aims to update board members on: The proposed operating budget for 2021 and the capital budget for 2021.

- 1) The Operating Budget is broken down into three sections - Personnel, Non-Personnel and Revenues
- 2) The Capital budget outlines projects aim to increase customer service levels, provide a refresh to physical assets (including buildings) and replaces libraries collections as needed.

At this time we do not know what the impact of COVID-19 will be on the 2021 operating budget. When City facilities and the library branches within them reopen depends upon how the pandemic plays out. Updates will be provided to the Board as they become available.

Mr. Chan contacted the Board and did not receive any questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's Budgeting/Forecasting comply with the requirements of EL-2c policy.

Moved by Mr. Raymond Chan  
Seconded by Mr. Anthony Lewis

**Resolved that the Board receives the report entitled "Internal Monitoring Report- Executive Limitation EL-2c, Budgeting/Forecasting".**

Carried.

### 5.3 **Executive Limitation: EL-2j Communication & Counsel to the Board (June to September 2020)**

(Assigned to Mr. D. Whetham)

Mr. Whetham confirmed that the report provides the Board with a triannual affirmation that the Board is informed and supported in its work. He reviewed the report that contains twelve policy limitations and found them to be in compliance. He sent out an e-mail to Board members and received no questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication & Counsel to the Board comply with the requirements of EL-2 policy.

Moved by Mr. David Whetham  
Seconded by Mr. Edward Choi

**Resolved that the internal monitoring report entitled "Executive Limitation: EL-2j, Communication and Counsel to the Board (June to September 2020) be received.**

Carried.

### 6.0 **Ends**

### 7.0 **Governance:**

## AGENDA 2.1

### 7.1 **OLBA Update: Ben Hendriks**

Mr. Hendriks advised the Board that OLBA continues to be busy and is holding webinars all fall.

November 5	Webinar regarding the merger of Sols and OLS-North
November 10	Strategic Planning
December 3	Inclusion, Diversity and Accessibility

OLBA elections will be held and notice of positions available will be sent out soon.

The Vice-chair had a question related to the OLS merger and asked if the proposed Digital Library would be a duplication of efforts. Staff clarified that OLA is endeavoring to make digital resources available across the province.

### 7.2 **Board Member Expenses GP-2j 2020**

There was some discussion on the honorarium and the Deputy Mayor suggested that the word “mileage” be removed so that Board members could still be “compensated” for expenses that may be incurred by attending meetings remotely.

Moved by	Mr. Ben Hendriks
Seconded by	Mrs. Lillian Tolensky

**Resolved that the word “mileage” be removed from paragraph 1 of the GP-2j policy in order that there is a broader interpretation of expenses and to make a choice for the calendar year 2020 of one the following options for the honorarium**

- a) Receive the amount for the full year as in the past
- b) That the amount be pro-rated for physical meetings attended (January, February)
- c) That the Board decline to receive any honorarium for 2020

**Once the policy was reworded The Board voted in favour of (a) Receive the amount for the full year as in the past.**

Carried.

It was confirmed by the majority of Board members that although they have not been travelling to Board meetings since February, there are still incidental expenses being incurred. The change to the Policy will mean the honorarium will be paid out annually, regardless of the specific type of expense.

### 8.0 **Ownership Linkage:**

#### 8.1 **Input from Board Members**

There were no reports from Board members attending events at this time.

### 9.0 **Board Advocacy:**

#### 9.1 **Markham’s Future Library Strategic Plan Draft**

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

**Resolved that the report entitled “Markham’s Future Library Strategic Plan Draft” be received.**

## AGENDA 2.1

Carried.

### 10.0 **Education:** 10.1 **Board Education Plan-2021**

Staff explained that this is the finalized plan based on the Draft proposed at the September meeting.

There were some comments and input for May 2021: **Diversity and Inclusion:** City of Markham and MPL.

Moved by Mr. Ben Hendriks  
Seconded by Mr. Raymond Chan

**Resolved that the report entitled “Board Education Plan 2021” be received.**

Carried.

### 11.0 **Incidental Information** (None)

### 12.0 **New Business:** 12.1 **2021 Capital Budget-Library Collection**

Staff informed the Board that MPL had been asked by Council to review the Collections Budget for 2021. Staff explained that each year part of the Collections budget for library physical materials (i.e. print books, etc.) requires pre-approval so that library materials can be purchased at the beginning of the next year. The term of the contract is for 3 years (January 2020 to December 2022) with an option to renew for an additional 2 years.

Staff advised that branches currently open will need 100% of their allocated collection dollars. The four branches currently closed will be re-opened in phases in 2021, depending on recovery from the pandemic and the ability of Recreation to support maintenance of the branches located in Community Centres.

The Library is proposing a net reduction of \$194,753 on the 2021 capital budget and will expect this to be a one- time only adjustment.

Deputy Mayor Don Hamilton advised that this was not the only reduction that was being considered at the City due to the COVID pandemic.

There was discussion about the impact of not providing ample collection materials to residents of Markham at a time when our customers depending on these collections for job searching, home-work help, updating of skills, learning a new hobby and enjoying a good read when most other forms of entertainment are not available to them. There was also some concern raised over the possible ramifications of cancelling the contract with the vendor at this time.

The CEO assured the Board that MPL is continuing to work with the City in order to provide cost savings and to ensure that despite closures, Markham Public Library is doing everything possible to provide ongoing service to Markham residents

Moved by Mr. Ben Hendriks

## AGENDA 2.1

Seconded by Deputy Mayor Don Hamilton

**Resolved that the Board approve the revised 2021 Capital Budget-Library Collection as proposed below, and that the CEO of the Library is hereby authorized, and directed, to take such action that may be necessary to give effect to this recommendation.**

Carried.

13.0 **Board Evaluation:**

13.1 **Questionnaire: The Conduct of the Board**

Moved by Mrs. Lillian Tolensky

Seconded by Mr. Edward Choi

**Resolved that the report entitled “Questionnaire Results: “Conduct of the Board” be received.**

Carried.

14.0 **In Camera Agenda:**

**(None)**

15.0 **Adjournment**

Moved by Mr. Edward Choi and seconded by Mr. Raymond Chan that the meeting be adjourned at 8:13 p.m.



## Budget Committee Minutes

### Meeting Number 1

November 3, 2020, 9:00 AM - 12:00 PM

Live streamed

Members	Councillor Amanda Collucci, Chair Councillor Andrew Keyes, Vice-Chair Deputy Mayor Don Hamilton	Councillor Keith Irish Councillor Reid McAlpine Councillor Karen Rea Councillor Khalid Usman
Regrets	None	
Roll Call	Regional Councillor Jack Heath Regional Councillor Jim Jones Councilor Isa Lee Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner of Corporate Services Arvin Prasad, Commissioner Development Services Claudia Storto, City Solicitor and Director of Human Resources Joel Lustig, Treasurer Biju Karumanchery, Director of Planning and Urban Design	Lisa Chen, Senior Manager of Financial Planning & Reporting Richard Fournier, Manager of Parks & Open Space Development Jay Pak, Senior Financial Analyst Veronica Siu, Senior Business Analyst Laura Gold, Council and Committee Coordinator

### 1. CALL TO ORDER

The Budget Committee convened at 9:03 AM with Councillor Amanda Collucci, Budget Chief in the Chair.

The Budget Chief provided opening remarks on the 2021 Budget.



## 2. DISCLOSURE OF PECUNIARY INTEREST

There was no disclosure of pecuniary interest.

## 3. BUDGET PRESENTATION

### 3.1 2021 Budget Overview

Lisa Chen, Senior Manager of Financial Planning & Reporting provided the “2021 Budget Overview” presentation.

Committee provided the following feedback on the “2021 Budget Overview” presentation:

#### Economic Trends and Legislative Impacts

- Asked for clarification on how Markham’s unemployment rate has changed since 2019;
- Inquired if there were or will be any changes to the Federal Gas Tax Program due to a decrease in demand for gas during the pandemic;
- Inquired if the difference between the Canadian and American dollar has been considered when purchasing large items like the fire pumper trucks.

#### Capital Budget

- Inquired on the timing of the Markham and Unionville Village Flood Control Environmental Assessment
- Requested that a list of all proposed 2021 Capital Projects that did not make it to the Budget Committee be provided to the Committee.

#### Operating Budget

- Inquired how funds being allocated to COVID-19 related costs are anticipated to be spent;
- Asked how COVID-19 impacts the projected 2021 supplemental taxes, and assessment growth to be received by the City;
- Inquired if there would be a stormwater management fee in 2021, and for the Committee to discuss at a future meeting;
- Asked if City reserves could be used to help mitigate the budget shortfall;
- Asked if there are funds in the budget for new staff positions;
- Discussed COVID-19 enforcement resources and inquired about available options if additional by-law enforcement is required;
- Asked if the savings derived from staff positions that are vacant is anticipated to increase or decrease in 2021;
- Suggested that staff vacancies be filled on a contract basis during the pandemic;
- Suggested that at some point in the future the City will need to look at the optimal level of by-law enforcement in Markham, noting more By-Law Officers may be required to

- accommodate growth on local issues, and to temporarily enforce COVID-19 restrictions;
- Sought to ensure that the community's voice is being considered when making decisions regarding by-law enforcement in the 2021 Budget.

Staff provided the following responses to inquiries from the Committee:

#### Economic Trends and Legislative Impacts

- The unemployment rate has decreased to 9.5% since the onset of the pandemic, but it is still higher than 5.9%, which it was in September 2019;
- Staff have received no indication of any changes to the Federal Gas Tax Program, and the demand for gas has increased since the onset of the pandemic;
- American funds have been secured by the City to protect it against volatility in the American dollar when making large purchases, like the purchase of the fire pumper trucks.

#### Capital Budget

- Staff balanced providing assistance to the economy with the City's resources, cash flow, and fiscal constraints when preparing and making decision regarding the 2021 Capital Budget.

#### Operating Budget

- The City has allocated 1.1 million dollars for COVID-19 related costs in 2021 (amount to be monitored and is for all City facilities), which may be used to fund additional cleaning, ITS, or personal protective equipment that is required due to the pandemic;
- Explained the timing and 2020 experience of supplementary taxes and impact to the 2021 assessment growth. Anticipate that the City will receive higher supplemental taxes and lower assessment growth in 2021, and the net impact will be \$430,000 favourable in total funds to be received;
- Explained the \$100 to 127 average household impact did not include the stormwater management fee impact. Based on the existing Council resolution, the stormwater management fee of \$51 will be applied in 2021, unless Council directs otherwise;
- Staff to prepare options to present to the Committee on using City reserves to help mitigate a budget shortfall;
- There are no funds allocated in the 2021 budget for new staff positions;
- The salary gapping amount in the 2021 budget is the same as the 2020 budget.

- Staff vacancies are being filled by re-deployed staff whenever possible, or by hiring a permanent full-time employee or contract employee depending on the nature of the position;
- York Region Police (YRP) is the primary enforcer of COVID-19 related offences, but City staff could be redeployed to help if required.
- In 2020, staff were involved in by-law patrols and COVID-19 enforcement, and collaborated with YRP on enforcement strategies. As we require more effort and focus in 2021, staff will review local needs, YRP's role, parking enforcement activities, and review redeployment of other staff to enforcement activities.
- The number of by-law cases have increased with more people staying at home. By-Law Officers are fully deployed. Staff addressing the backlog of property standard complaints based on the order of priority.

**4. NEW BUSINESS**

There was no new business.

**5. NEXT MEETING DATE**

The next meeting of the Budget Committee will be held on November 6, 2020 at 9:00 AM.

**6. ADJOURNMENT**

The Budget Committee adjourned at 10:55 PM.



## Budget Committee Minutes

**Meeting Number 2**

**November 6, 2020, 9:00 AM - 12:00 PM**

**Live streamed**

Members	Councillor Amanda Collucci, Chair	Councillor Keith Irish
	Councillor Andrew Keyes, Vice-Chair	Councillor Reid McAlpine
	Mayor Frank Scarpitti (ex-officio)	Councillor Karen Rea
	Deputy Mayor Don Hamilton	Councillor Khalid Usman
	Regional Councillor Jack Heath	
Regrets:	Councillor Khalid Usman	
Roll Call	Regional Councillor Jack Heath	Biju Karumanchery, Director of
	Councillor Isa Lee	Planning and Urban Design
	Andy Taylor, Chief Administrative Officer	Graham Seaman, Director, Sustainability & Asset Management
	Trinela Cane, Commissioner, Corporate Services	Catherine Biss, Chief Executive Officer, Markham Public Libraries
	Arvin Prasad, Commissioner of Development Services	Morgan Jones, Director, Operations
	Claudia Storto, City Solicitor and Director of Human Resources	Lisa Chen, Senior Manager, Financial Planning & Reporting, Financial Services
	Joel Lustig, Treasurer	Mark Visser, Senior Manager of Financial Strategy & Investments
	Bryan Frois, Chief of Staff	Jay Pak, Senior Financial Analyst
	Rob Cole, Acting Chief Information Officer	Alison Yu, Senior Financial Analyst
	Adam Grant, Deputy Fire Chief	Veronica Siu, Senior Business Analyst
	Phoebe Fu, Director of Environmental Services	Richard Fournier, Manager of Parks and Open Space,
	Mary Creighton, Director of Recreation Services	Rachel D Fell, Program Coordinator, Art Gallery
	Christina Kakaflikas, Director of Economic Growth, Culture & Entrepreneurship	Laura Gold, Council and Committee Coordinator
	Brian Lee, Director, Engineering	

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## Budget Committee Minutes

November 6, 2020

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**1. CALL TO ORDER**

The Budget Committee convened at 9:03 AM with Councillor Amanda Collucci in the Chair.

**2. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interests.

**3. APPROVAL OF MINUTES**

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

That the Minutes from the November 3, 2020 Budget Committee Meeting be approved as presented.

Carried

**3. CAPITAL BUDGET REVIEW****Development Services Capital Budget Items*****Culture***

Staff provided the following responses to inquiries from the Committee:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21001	Culture Public Art Master Plan Implementation - Phase 2 of 3	<p>Staff advised that the funds will be used for acquisition and maintenance of the Public Art Collection, and also include preparatory work towards a joint project with Metrolinx (two underpasses at Kennedy and Denison), and Phase one of a Pan Am Centre project.</p> <p>The preparatory work for the Metrolinx project needs to be done to permit for the installation of the digital art platform, and light based artwork in the underpasses. These projects will be brought forward to Council for approval, and will go through a public consultation process as per the Markham Public Art Master Plan.</p>

Moved by Councillor Reid McAlpine

Seconded by Councillor Andrew Keyes

That the Budget Committee approve the Culture Capital Budget Item No. 21001.

Carried

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Moved by Councillor Reid McAlpine

Seconded by Councillor Andrew Keyes

That the Budget Committee approve the Museum Capital Budget Item Nos. 21002, and 21003;  
and,

That the Budget Committee approve the Theatre Capital Budget Item 21005; and further,

That the Budget Committee approve the Art Centre Capital Budget Item No. 21008.

Carried

***Art Centres.***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21007	Gallery Lobby Maintenance	<p>Staff advised that maintenance is being done to the Varley Art Gallery lobby to make the space more attractive and functional to program participants and renters. The work includes: 1) painting the brick walls; 2) upgrading the floor tiles; and 3) installing a flat screen television and a new sound system.</p> <p>Committee expressed concern with the painting of the brick in the Gallery lobby due to it being a very permanent solution, as it is difficult to remove paint from brick should there be a desire to do so in the future.</p> <p>If this work is necessary, Staff should consider installing drywall as opposed to painting.</p> <p>Committee requested that the concern regarding the painting of the brick be discussed with Gallery Staff, and that Staff report back on the outcome of the discussion at future Budget Committee meeting.</p> <p>The decision on this item was deferred until Staff report back on the matter.</p>

***Planning***

## Budget Committee Minutes

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Staff provided the following responses to Committee inquiries:

Capital Budget Item	Project	Discussion
21012	Housing Strategy – Inclusionary Zoning	<p>Staff advised that the financial and market analysis needs to be updated so that the Inclusionary Zoning for Markham’s Housing Strategy can be implemented. This is required by the proposed <i>Community Benefits Legislation</i>.</p> <p>It was anticipated that the work would be completed in less than 12 months.</p> <p>The City is currently working with developers to include affordable housing in their developments.</p>
21013	Langstaff Master Plan and Secondary Plan Review	<p>Staff advised that various types of expertise are required to undertake secondary plan work. In order to obtain these skillsets internally, the City would have to hire multiple staff to undertake the work, therefore Staff seek the assistance of external consultants.</p> <p>The cost of undertaking the secondary plan work is consistent with the amount other municipalities, and developers spend on similar types of work.</p>
21014	Markham Centre Community Energy Plan	<p>Staff advised that the development of the Community Energy Plan is a required component of the Markham Centre Secondary Plan Study Update. York Region will not approve the updated Secondary Plan without the completion of the plan.</p> <p>The Energy Plan created for the Future Urban Area will be used to help develop this plan.</p>
21015	Parkland Study Update	Staff advised that the City is required (under <i>Bill 197, COVID Economic Recovery Act</i> ) to create a new Parkland Dedication By-Law to continue to charge the alternate parkland rate of \$500 per hectare.
21017	Secondary Plans – General	Staff advised Committee that this item could be withdrawn based on the identification of an alternate funding source. Committee requested more detail and Staff will report back.

Moved by Councillor Karen Rea

Seconded by Councillor Reid McAlpine

That the Budget Committee approve the Planning Capital Budget Item Nos. 21009 to 21018.

Carried

### ***Design***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21019	Berczy Beckett Park (Cherna Ave.) - Design & Construction	<p>Staff Advised that the DC background study, the type of park, and input from the Ward Councillor are some factors considered when determining a park's amenities. The City is working on standardizing the amount spent per park type. Staff are also working to ensure parkland provided to the City is in good condition, and has no significant grading issues, as resolving these types of issues adds to both the design and construction cost of the park. For example, to resolve a grading issue at Berzy Park a retaining wall is required to be built.</p> <p>There was discussion that the size of the park will have a factor on the cost per hectare as well due to mobilization costs.</p>

Moved by Councillor Reid McAlpine

Seconded by Councillor Keith Irish

That the Budget Committee approve the Design Capital Budget Item Nos. 21019-21023 be approved.

Carried

### ***Engineering***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21024	Copper Creek Drive Reconfiguration (Road Diet)	<p>Staff agreed to consider adding flexible bollards at the intersections to separate the cyclists and other vehicles..</p> <p>Committee expressed concern regarding the public perception of converting a four lane road to a three lane road if it may need to be converted back to a four lane road in the future.</p> <p>Staff advised that the Ward Councillor was consulted on the reconfiguration of the road, and indicated that the community is in support of the project, as speeding is currently an issue on the road.</p>



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21027	Installation of Way Finding Signs at Rouge Valley Trail	<p>Staff advised that the design and location of the wayfinding signs have already been decided, but that the City can hold off on creating and installing the signs until issues are resolved with Parks Canada in regards to the potential re-naming of the trail, and the creation of the trail loop. Staff will have further meetings with Regional Councillor Heath on the Parks Canada trail issues.</p> <p>Committee agreed to approve the project but requested that staff report back to Development Services Committee prior to proceeding with the project.</p> <p>There was a brief discussion on cyclists being courteous to pedestrians when using multiuse pathways, and on streamlining wayfinding signs for all of Markham's trails.</p> <p>It was requested that staff also report back to the Development Services Committee on the streamlining of trail signage, including wayfinding signs, warning signs (e.g. slippery bridge), and signs encouraging cyclist and pedestrians to be courteous to each other when using multiuse pathways.</p> <p>Brian Lee will advise Councillor Karen Rea regarding pavement marking on the Rouge Valley Trail.</p>
21030	Markham Cycles & Active Transportation Awareness Program	Staff clarified that Markham Cycles asked the City for \$30K in 2020, but that the City agreed to provide it with \$15K. The same amount is recommended in 2021. Markham Cycles is aware that \$15k is included in the 2021 budget.
21038	Sidewalk Program (Design)	<p>Staff briefly explained the components required to design the sidewalks.</p> <p>Brain Lee will discuss offline with Regional Councillor Jack Heath how this project relates to the City's project to improve the connectivity of arterial roads.</p>

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

That the Budget Committee approve the Engineering Capital Budget Item Nos. 21024 to 21041 and 21178 (excluding project 21027) be approved.

Carried

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Moved by Councillor Karen Rea

Seconded by Councillor Reid McAplene

That the Budget Committee approve the Engineering Capital Budget Item 21027 Installation of Way Finding Signs at Rouge Valley Trail with the understanding that staff report back to Council on the implementation details prior to proceeding with work.

Carried

**CAO's Office Capital Budget Items*****Human Resources***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21043	Diversity Action Plan Refresh	<p>Committee suggested that the Diversity Action Plan should be completed at an accelerated rate without compromising the integrity of the project.</p> <p>It was noted that Markham's Diversity Action Plan is to ensure inclusion of people of all races, religions, and abilities. The Anti-Black Racism Strategy is one component of the Plan.</p>

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

That the Budget Committee approve the CAO Office's (Human Resources) Capital Budget Item No. 21043 be approved.

Carried

**Corporate Services Capital Budget Items*****ITS***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21044	ITS Life Cycle Asset Replacement	Staff advised that Council recently approved the replacement of desktop phones citywide. This project is for the replacement of IT hardware and software assets at the end of their lifecycle, which includes the replacement of smartphones

Moved by Councillor Reid McAlpine  
 Seconded by Councillor Keith Irish

That the Budget Committee approve the ITS Capital Budget Item No. 21044.

Carried

Moved by Councillor Andrew Keyes  
 Seconded by Councillor Karen Rea

That the Budget Committee approve the Finance Capital Budget Item Nos. 21045, and 21046.

Carried

### ***Asset Management***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21050	Cornell C.C. Parking Garage – Construction	Staff advised that it was not anticipated that the Cornell Community Centre Parking Garage would require this type of work at this time in its life cycle. The work is required as the roof of the parking garage is leaking and damaging the concrete. This is occurring due to the roof top sealant being damaged. There is also special maintenance unique to concrete structures that the City will be undertaking. Staff are confident that this solution will resolve the problem, and provide the City with the lowest annual cost of ownership.
21051	Corporate Security Operations & System Upgrades	Staff advised that in order to be in compliance with <i>Bill 168</i> the City continues to update its corporate security operations and system to ensure that staff feel safe in their workspace, and to provide evidence for investigations.
21055	Operations Facilities Repair and/or Replacement Projects	Staff advised that this work needs to be done to protect Operations staff from injuring themselves.

Moved by Councillor Reid McAlpine  
 Seconded by Councillor Karen Rea

That the Budget Committee approve the Asset Management Capital Budget Item Nos. 21047 to 21062.

Carried

### **Community Services Capital Budget Items:**

#### ***Fire & Emergency Services***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Item</b>	<b>Discussion</b>
21069	Replacement of Equipment due to Staff Retirement	Staff advised that equipment for 12 new firefighter is needed due to anticipated retirements, and that equipment of the retired firefighters is kept as spare inventory.

Moved by Councillor Keith Irish

Seconded by Councillor Andrew Keyes

The the Budget Committee approve the Fire & Emergency Capital Budget Item Nos. 21064 – 21070.

Carried

#### ***Recreation Services***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21079	Cornell C.C. Heat Exchanger Replacement	Staff advised that the anticipated life cycle of an asset is included in the Life Cycle Reserve. This date is used as a placeholder to flag that a condition assessment needs to be conducted to determine if the asset's life cycle can be extended or if the asset needs replacement.
21091	Recreation Lifeguard Chair Replacement	Staff advised that the high cost of the lifeguard chair is due to it being made from stainless steel, being a specialized item, and the base of chair needing to be cemented to the floor.

Staff advised that there will be two additional Recreational Capital Budget Projects, which will be added to the next meeting agenda. These projects were originally going to be funded by another funding source.

In response to a Committee inquiry, staff advised that the City has not purchased any autonomous floor scrubbers at this time, as more research is required due to changes in the technology requirements.

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Moved by Councillor Andrew Keyes

Seconded by Councillor Keith Irish

That the Budget Committee approve the Recreation Capital Budget Item Nos. 21072 to 21098.

*Carried****Markham Public Library***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21099	Library Collections	<p>Staff advised that the Library Collections Capital Budget item was revised based on feedback from the General Committee. A Staff Memorandum outlining the changes was presented to Committee.</p> <p>The Collection Budget was reduced by approximately \$400K, with \$200k of the funds re-allocated to purchasing e-books versus print books. The budget was able to be reduced, as four branches are projected to remain closed in 2021.</p>

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

That the Budget Committee approve the Library Capital Budget Item No. 21099, and 21100.

*Carried****Operations – Roads***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21101	Asphalt Resurfacing	Staff advised that Markham's road network is performing well with the current pavement condition results of 73%, and that to reach a target of 80% would be very costly to the municipality.
21106	Citywide Ditching Program	Staff agreed to provide Members of Council with the location details for the 2021 Citywide Ditching Program.

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Moved by Councillor Keith Irish

Seconded by Councillor Reid McAlpine

That the Budget Committee approve the Operation-Road Capital Budget Item Nos. 21101 to 21115.

Carried

***Operations – Parks***

Staff provided the following responses to Committee inquiries:

<b>Capital Budget No.</b>	<b>Project</b>	<b>Discussion</b>
21120	Boulevard/Park Trees Replacement	Staff advised that there is currently a backlog of trees to be planted, which staff are working on addressing. Building Markham's Future Together addresses protecting Markham's tree canopy through the creation of a Forestry Management Plan in 2022. Memorandums for both the Emerald Ash Borer and the Tree's for Tomorrow programs will be presented to Council as updates in early 2021.
21122	Cemetery Fence Repair/Replacement	A Member noted that some of the residents in the Thornhill Community would like to see the fence replaced with a wrought iron fence rather than chain link fence, and that there should be some kind of consistency in approaching these type of matters in heritage districts.  The Ward Councillor was satisfied with the project as presented.
21128	Trees for Tomorrow	Staff advised that an update will be provided to the General Committee on the Trees for Tomorrow Program in early 2021.

Moved by Councillor Keith Irish

Seconded by Councillor Reid McAlpine

That the Budget Committee approve the Operation-Parks Capital Budget Item Nos. 21116 to 21128.

Carried

**5. New Business**

There was no new business.

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**6. Next Meeting Date**

The next meeting of the Budget Committee will be held on Tuesday, November 10, 2020.

**7. Adjournment**

The Budget Committee adjourned at 12:05 PM.



## Budget Committee Minutes

**Meeting Number 3**

**November 10, 2020, 9:00 AM - 12:00 PM**

**Live streamed**

Members	Councillor Amanda Collucci, Chair Councillor Andrew Keyes, Vice-Chair Deputy Mayor Don Hamilton Councillor Keith Irish	Councillor Reid McAlpine Councillor Karen Rea Councillor Khalid Usman
Regrets:	None	
Roll Call	Councillor Isa Lee Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner, Corporate Services Arvin Prasad, Commissioner of Development Services Claudia Storto, City Solicitor and Director of Human Resources Joel Lustig, Treasurer Officer Adam Grant, Deputy Fire Chief Phoebe Fu, Director of Environmental Services Christina Kakaflikas, Director of Economic Growth, Culture & Entrepreneurship Brian Lee, Director, Engineering	Mary Creighton, Director of Recreation Morgan Jones, Director, Operations Lisa Chen, Senior Manager, Financial Planning & Reporting, Financial Services Mark Visser, Senior Manager of Financial Strategy & Investments Laura Gold, Council and Committee Coordinator

### 1. CALL TO ORDER

The Budget Committee convened at 9:03 AM with Councillor Collucci in the Chair.



## 2. DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of Pecuniary Interest.

## 3. APPROVAL OF MINUTES

Moved by Councillor Khalid Usman

Seconded by Councillor Andrew Keyes

That the November 6, 2020, Budget Committee Minutes be approved as presented.

Carried

## 4. Capital Budget Review

### 4.1 Capital Budget Process Review - Deferred Capital Projects

Joel Lustig, Treasurer provided a detailed overview of the staff process undertaken to prepare the proposed 2021 Capital Budget Items. A list of all deferred projects was circulated to the Committee with the Agenda Package. Some of the considerations given when deciding to defer a project included: staff capacity to take on new projects; the City's resources; the urgency to complete the project; and the project's linkage to reaching the City's strategic goals.

There was no discussion on this item.

### 4.2 2021 Capital Budget Review - Continue from Operations - Roads, Project 21129, page 349

The Budget Committee continued its review of the proposed 2021 Capital Budget – Community & Fire Services Capital Budget Projects:

Operations - Parks

Staff provided the following responses to inquiries from the Committee:

Capital Budget No.	Project	Discussion
21029	Pathway Resurfacing	Staff advised that pathway surfaces in older parks can be upgraded under the City's Park Renaissance Programs. Staff were not aware of any City policy that standardizing paving surfaces at this time.

		<p>A Member suggested that pathway surfaces should be standardized Citywide, and noted that paving trails may be the direction to go if trails will continue to be plowed in the winter months.</p> <p>Staff will meet internally to review new park pathway design versus older existing pathways.</p>
21030	Play Structure Replacement	Staff confirmed that a condition assessment of the play structure equipment is undertaken prior to replacing the equipment, and that only the equipment deemed at the end of its lifecycle is replaced.
21131	Recycling Container Replacements	<p><i>Recycling Containers in Parks</i></p> <p>Staff advised that this project is for the replacement of very old recycling containers in parks that are at the end of their lifecycle. The City is working on improving its diversion rate at parks, recognizing there is contamination of recycling at parks. Waste and recycling containers at parks are also being used more frequently due to the pandemic, which may add to this issue.</p> <p>Committee suggested that unless staff have an educational strategy for improving the diversion rate at parks, this project should not be approved.</p> <p>Committee pulled this project, and requested that Staff to report-back with more information.</p> <p><i>Waste Containers on Markham's Main Streets</i></p> <p>Staff clarified that it is the City's responsibility to empty City waste and recycling containers on Main Street Unionville, and on Main Street Markham. The City empties these containers multiple times per day. Other types of waste and recycling containers are being explored for these streets.</p>
21135	Stairway Repair	Councillor Reid McAlpine requested that a map of the staircase's location, and a picture of the staircase be provided to him.

Moved by Councillor Keith Irish  
Seconded by Councillor Karen Rea

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That the Budget Committee approve the Operations – Parks Capital Budget Item Nos. 21129-21135 (excluding 21131).

Carried

Operations - Fleet

Staff provided the following response to an inquiry from the Committee:

Capital Budget No.	Project	Discussion
21038	Corporate Fleet - Fire	<p>Staff advised that this project is for the replacement of 3 pumper trucks. The new trucks will replace the oldest pumper trucks in two years, as it takes two years for the trucks to be built and delivered to the City.</p> <p>A Member requested that the turning radius of the pumper truck be considered in the future, as trucks with a smaller turning radius are better designed for the types of communities the City is buildings.</p>

Moved by Councillor Andrew Keyes

Seconded by Councillor Keith Irish

That the Budget Committee approve the Operations Fleet Capital Budget Item Nos. 21136 - 21142.

Carried

Moved by Councillor Khalid Usman

Moved by Councillor Karen Rea

That the Budget Committee approve the Operations - Utility Inspection Survey Capital Budget Item No. 21143.

Carried

Moved by Councillor Karen Rea

Moved by Councillor Khalid Usman

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That the Budget Committee approve the Operations – Business & Technical Services Item No. 21144.

Carried

Environmental Services – Infrastructure

Staff provided the following response to an inquiry from the Committee:

Capital Budget No.	Project	Discussion
21145	Bridges and Culverts – Condition Inspection	Phoebe Fu to provide Councillor Reid McAlpine with an update on the status of the bridge to be replaced on the north side of Toogood Pond. The specific location of the bridge was to be confirmed.

Moved by Councillor Khalid Usman

Moved by Councillor Karen Rea

That the Budget Committee approve the Environmental Services - Infrastructure Capital Budget Item Nos. 21145 - 21154.

Carried

Environmental Services – Stormwater Management

Staff provided the following responses to inquiries from the Committee:

Capital Budget No.	Project	Discussion
21160	Storm Water Management Cleaning Design & Contract Administration – ID #47, &#119	Phoebe Fu to provide Councillor Reid McAlpine with a status update on the Stormwater Management Pond north of Toogood Pond that was scheduled to be cleaned

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21162	Water Quality Improvements	<p>Staff advised that this project is to address the hazing of the geese at Toogood Pond.</p> <p>Morgan Jones was requested to report-back on a request made at a Budget Committee meeting last year regarding the feasibility of landscaping the north side of Toogood Pond, as a geese deterrent measure.</p>
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Moved by Councillor Reid McAlpine

Moved by Councillor Andrew Keyes

That the Budget Committee approve the Environmental Services - Stormwater Management Capital Budget Item Nos. 21155 - 21165.

Carried

Environmental Services - Waste

Staff provided the following response to an inquiry from the Committee:

Capital Budget No.	Project	Discussion
21166	Incremental Growth Related Waste Management Vehicles	Staff advised that this is an internal project to obtain development charges to offset the growth related portion of the City's waste management contract, as Miller is required to purchase more waste management vehicles to accommodate Markham's growth. Miller will own the new waste vehicles purchased.

Moved by Councillor Reid McAlpine

Moved by Councillor Keith Irish

That the Budget Committee approve the Environmental Waste Capital Budget Item No. 21166.

Carried

Moved by Deputy Mayor Hamilton

Seconded by Councillor Keith Irish

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That the Budget Committee approve the Environmental Waterworks Capital Budget Item Nos. 21167 – 21176.

Carried

Moved by Councillor Khalid Usman  
Seconded by Councillor Reid McAlpine

That the Budget Committee approve the Corporate Wide Capital Budget Item No. 21177.

Carried

#### **4.3 Additions and Follow Up Items**

##### **a) 21179 Milliken Mills CC Main Pool Variable Frequency Drive Installation**

This project is being added to the proposed 2021 Capital Budget, as staff originally thought the project could be funded by an existing project.

Moved by Councillor Khalid Usman  
Seconded by Councillor Andrew Keyes

That the Budget Committee approved Capital Budget Item No. 21179 Milliken Mills Community Centre Pool Installation.

Carried

##### **b) 21180 Recreation Waste Heat Recovery Systems**

This project is being added to the proposed 2021 Capital Budget, as staff originally thought the project could be funded by an existing project.

Moved by Councillor Khalid Usman  
Seconded by Councillor Reid McAlpine

That the Budget Committee approved Capital Budget Item No. 21180 Recreation Waste Heat Recovery Systems.

Carried

**c) 21181 Elgin Mills - Victoria Square Blvd. to McCowan Road (Design)**

Staff advised that the design work for the widening of Elgin Mills between Victoria Square and McCowan Road was originally on the deferred list, but staff recommended it be added to the 2021 Capital Budget. It was also confirmed that York Region will assume an unknown portion of Elgin Mills sometime in the future. When the road is transferred, an extensive process will be undertaken that could lead to the exchange of funds, and the City will have to transfer any remaining Development Charges collected for Elgin Mills.

Moved by Councillor Reid McAlpine  
Seconded by Councillor Khalid Usman

That the Budget Committee approve the Capital Budget Item No. 21181 Elgin Mills – Victoria Square Blvd. to McCowan Road (Design).

Carried

**d) 21017 Secondary Plan – General**

Staff confirmed that Capital Project 21017 – Secondary Plan will be funded through an existing funding source that has been approved by the City's Finance Department, and the item will be removed.

#### **4.4 Next Steps**

The following items were discussed under next steps:

2021 Capital Budget

Staff will report-back on the following projects at the next meeting:

- 1) 21007 – Gallery Lobby Maintenance
- 2) 21131 – Recycling Containers

Water & Waste Water Public Consultation Meeting

The Water & Waste Water Public Consultation Meeting is scheduled to be held on Thursday, November 12, 2020, at 6:30 PM.

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### 2021 Operating Budget

Directors will not be providing a presentation on their Department's Operating Budgets this year. The Budget Committee decided last year that these presentations were only needed at the start of a new Council term to serve as an orientation for new Councillors.

### Filling of Staff Vacancies

Directors can meet with the Executive Leadership Team regarding the filling of staff vacancies.

## **5. NEW BUSINESS**

There was no new business.

## **6. NEXT MEETING DATE**

The next meeting date of the Budget Committee is scheduled to be held on Friday, November 13, 2020. Staff advised that this meeting may be cancelled.

## **7. ADJOURNMENT**

The Budget Committee adjourned at 10:01 AM.





## Budget Committee Minutes

### Meeting Number 3

November 17, 2020, 9:00 AM - 12:00 PM

Live streamed

Members	Councillor Amanda Collucci, Chair Councillor Andrew Keyes, Vice-Chair Deputy Mayor Don Hamilton Mayor Frank Scarpitti (ex-officio)	Councillor Keith Irish Councillor Reid McAlpine Councillor Karen Rea Councillor Khalid Usman
Regrets	None	
Roll Call	Regional Councillor Jack Heath Regional Councillor Jim Jones Councilor Isa Lee Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner of Corporate Services Arvin Prasad, Commissioner Development Services Claudia Storto, City Solicitor and Director of Human Resources Joel Lustig, Treasurer Biju Karumanchery, Director of Planning and Urban Design Brian Lee, Director of Engineering Phoebe Fu, Director of Environmental Services	Kimberley Kitteringham, Director of Legislative Services & Communications Martha Pettit, Deputy Clerk Christy Lehman, Licensing and Animal Services Coordinator Rob Cole, Acting Chief Information Officer Chris Bird, Director of Building Standards Stephanie Di Perna, Manager of Plans Review Lisa Chen, Senior Manager of Financial Planning & Reporting Mark Visser, Senior Manager of Strategy and Investments Laura Gold, Council and Committee Coordinator

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### 1. CALL TO ORDER

The Budget Committee convened at 9:03 AM with Councillor Amanda Collucci in the Chair.

### 2. DISCLOSURE OF PECUNIARY INTEREST

Mayor Frank Scarpitti disclosed an interest with respect to Item No. 4.5 "Information Technology – Portal Update" and did not take part in the discussion, as his brother works for Compugen.

### **3. APPROVAL OF THE MINUTES FROM THE NOVEMBER 10, 2020 BUDGET COMMITTEE # 3**

Moved by Councillor Andrew Keyes

Seconded by Councillor Reid McAlpine

That the Minutes from the November 10, 2020, Budget Committee be approved.

Carried

### **4. 2021 BUDGET PRESENTATION**

#### **4.1 RESPONSES TO BUDGET COMMITTEE QUESTIONS**

There was no discussion on the responses to the questions from the previous Budget Committee meetings.

Moved by Councillor Reid McAlpine

Seconded by Councillor Andrew Keyes

That the Budget Committee approve Capital Budget Project 21131 – Replace Aging Recycling Containers (Yr 4 of 10).

Carried

#### **4.2 CULTURE – ART GALLERY LOBBY MAINTENANCE, PROJECT 21007 REDUCED AMOUNT**

There was no discussion on this item.

Moved by Councillor Reid McAlpine

Seconded by Councillor Andrew Keyes

That the Budget Committee approve the Culture – Art Gallery Lobby Maintenance, Capital Budget Project 21007 (reduced amount).

Carried

#### **4.3 ENGINEERING ADDITIONAL ITEMS**

There was no discussion on this item.

Moved by Councillor Andrew Keyes

Seconded by Councillor Keith Irish

That the Budget Committee approve the additional Engineering Capital Budget Project 21182 – 2022 Development Charges Study Update, and 21183 – City-Wide Water and Wastewater Servicing Upgrade .

Carried

#### **4.4 LEGISLATED SERVICES – ANIMAL SERVICES DELIVERY MODEL**

Martha Pettit, Deputy Clerk presented the proposed Legislative Services – Animal Services Delivery Model.

Staff provided the following response to inquiries from the Committee:

##### Timelines

The new Animal Services Delivery Model is being presented to the Budget Committee at this time, as the OSPCA has confirmed they will no longer be providing animal enforcement services when their contract expires on March 31, 2021. The OSPCA has confirmed they will provide for sheltering and continued management of the Cat Adoption and Education Centre.

##### Proposed Hybrid Model – Option #3

The OSPCA has made a decision to discontinue its animal care enforcement, as it is not compatible with its animal welfare mandate, and it had underestimated the cost of providing the service in the past. It currently responds to 3,000 calls per year. The staffing proposal presented is to have a hybrid model where the sheltering is still provided by the OSPCA and the animal enforcement provision is brought in-house. Staff recommend that the same staffing model employed by the OSPCA be brought in-house in order to maintain the current service level that has been in place for more than 20 years.

##### Staffing Requirements

In order to maintain the current service levels, 4 Full-Time Animal Care Officers, and 2 Part Time Animal Care Officers will be required to provide the following hours of coverage 8:00 AM – 8:00 PM Monday to Friday, and 8:00 AM – 4:30 PM on weekends. An Animal Care Supervisor is required to manage the officers, as existing supervisors do not have the capacity to take on additional workload. The positions will be permanent unionized positions, as staff are only permitted to be kept on contract for a short-period of time. Staff are aiming to have the Animal Care Supervisor in place by January 1, 2021, and the Animal Care Officers in place by April 1, 2020.

Animal Care Officers have specialized training in animal behaviour, and do not have expertise in traditional municipal enforcement, which makes cross training challenging. Two Animal Care Officers are required per shift for safety purposes, and to maintain current service levels.

##### Recruitment of Staff

Staff's preference is to have an open recruitment for the new staff to ensure the City is hiring the most qualified staff for the positions. OSPCA staff currently in these roles can apply to be considered for these positions with the City.

##### Integration of New Staff

The new Animal Care Unit will be part of the Legislative Services Department, and will be integrated with other business units within the department. Staff agreed to also look for opportunities to integrate fieldwork where possible.

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### Wildlife Services

Shades of Hope, located in Whitchurch-Stouffville will continue to provide the City's Wildlife Services until the end of 2021. Once the contract expires, staff will go to market.

### Partnering with Other Municipalities

There may be an opportunity to partner with other municipalities in the future to provide either shelter services, or animal care enforcement (or both) should a shared regional approach to animal services be undertaken. Currently, municipalities are offering these services only as a bundle.

Municipalities are also looking at expanding their shelter services in the event OSPCA no longer decides to offer sheltering services. The City would need to find a new provider for its shelter services if the OSPCA discontinued to provide sheltering.

Staff agreed to prepare a memorandum on an exit strategy if the City decides to partner with another municipality to provide Animal Care Services in the future, and no longer needs an in-house Animal Care Unit.

### Licensing Fees

Staff advised that the City requires cats and dogs to be licensed in Markham. The City is always looking for new ways to educate residents on the requirement. The funds raised from licensing fees are already allocated in the base budget.

Staff will provide more information on the City Licensing Fees for cats and dogs.

### OSPCA Vehicles

Staff explored purchasing the OSPCA animal care vehicles, but the vehicles are at the end of their lifecycle.

### **Discussion**

Staff's preference is to have the decision made as soon as possible so that recruitment for the supervisor position can start.

Further discussion on the Legislative Services – Animal Service Delivery Model was deferred to the November 20, 2020 Budget Committee meeting, with a report to the General Committee for November 30, 2020, if necessary.

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#### **4.5 INFORMATION TECHNOLOGY – PORTAL UPDATE**

Rob Cole, Acting Chief Information Officer presented Capital Budget Project 21186 – Portal Platform.

Staff provided the following responses to inquiries from the Committee:

##### Cost

Staff advised that if the City continues with the current portal the cost will increase significantly, as York Region will no longer be sharing the cost. There is an anticipated operating savings of \$82,500 per year after the City switches to the Drupal Platform.

York Region has agreed to include Markham in its RFP. This will help Markham negotiate the same price as York Region.

##### Content Transfer

Staff advised that the City's current web content will be moved to the new Drupal Platform, but that the look and feel of the website will remain the same. The new Drupal Platform will provide content authors with more flexibility in designing their web pages. Refreshing the design of the website would be considerably more expensive, and there is not enough time to do this before the transferring of the content. The website is not scheduled to be redesigned for another 4 to 5 years.

##### Cloud Service

When selecting a Cloud Service provider, there is a strong preference to use companies with Canadian based data centres, such as AWS (Amazon Web Services). ITS always looks for provider who will store our data in Canada and subject to Canadian Laws.

##### Timelines

The timelines of this project are tight, as the project was accelerated by York Region.

Moved by Councillor Andrew Keyes

Seconded by Councillor Reid McAlpine

- 1) That the Capital Budget Project 21186, Portal Platform be approved in the amount of \$407,000, and be funded from the Life Cycle Reserve Fund; and,
- 2) That the identified operating budget savings be incorporated into the 2022 Operating Budget; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

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#### **4.6 2021 PROPOSED BUILDING, PLANNING & DESIGN ENGINEERING AND WATERWORKS**

Joel Lustig, Treasurer presented the proposed 2021 Building, Planning & Design, Engineering, and Waterworks Budgets.

The following was discussed:

##### Building Operating Budget

Staff advised that building fee revenue is anticipated to increase to \$11.6M in 2021 due to: 1) the anticipated number of building permits (based on 2020 development activity); and 2) changes to the Building Code pertaining to stairways that will likely lead to more applications being submitted prior the legislation coming into affect. When forecasting building fee revenue, construction activity, and a conservative estimate of the number of building permits anticipated is considered. It is not unusual for building fees to fluctuate from year to year.

Staff noted that some of the development community was consulted on the 5% building fee increase, and that it supported the increase.

Markham's Development Fees are determined based on a cost recovery model.

##### Planning and Design Operating Budget

Staff presented a high level overview of the 2021 Planning and Design operating budget.

##### Engineering Operating Budget

Staff presented a high level overview of the 2021 Engineering operating budget.

##### 2021 Waterworks Operating Budget

Staff presented a high level overview of the 2021 Waterworks operating budget.

Committee requested that "Net Surplus" be referred to as "Contribution to Reserve", as the surplus is derived from deliberate policy decisions to put funds into the Waterworks Reserve to ensure there is enough funds in the reserve to repair and replace infrastructure when required.

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#### **4.7 STATUS OF THE 2021 OPERATING BUDGET**

Joel Lustig, Treasurer provided an update on the Status of the 2021 Operating Budget. The tax rate increase is currently is at 1.8%, which includes the animal services impact.

Staff provided the following response to inquiries from the Committee:

##### Other Municipalities Budgets

Staff were not aware of any neighbouring municipalities that have approved their 2021 Budgets. Vaughan is targeting a 0% tax rate increase, Richmond Hill is targeting a 0.5% tax rate increase and Brampton is targeting a 0.9% tax rate increase.

#### **4.8 CORPORATE RATE STABILIZATION RESERVE**

Joel Lustig, Treasurer explained the purpose, and approved uses of the Corporate Rate Stabilization Reserve.

Staff provided the following responses to inquiries from the Committee:

##### Previous 0% Budgets

Staff advised that there were no draws from the Corporate Rate Stabilization Reserve in 2009, 2010 and 2011 when the tax rate increase was 0%. The tax rate was kept at 0% by staff finding efficiencies, and new revenue sources.

Committee advised that reserves have been used prior to this period to reach a 0% budget increase, or to reduce the tax rate increase, noting this practice needs to be used cautiously, as it can put strain on future budgets.

##### Funding Sources for the Reserve

Staff advised that year-end Operating Budget Surpluses (if any) are transferred into the Corporate Rate Stabilization Reserve. The City strives to maintain 15% of the local tax levy in the reserve. Once the target of 15% is met, Operating Budget Surpluses will be transferred to the Life Cycle Reserve Fund. The 2020 Budget Surplus transfer to the Corporate Rate Stabilization Reserve will help offset the amount taken from the reserve.

##### Grant Received From Other Levels of Government

Staff advised that the \$6.7 million grant received from other levels of government, and measures taken by staff helped reduce the 2020 budget shortfall. In 2021, staff will continue to monitor revenue, and make adjustments if required.

##### Recreation and Culture Departments

Staff advised that it is the goal that Recreation and Culture departments be on budget with receiving the same subsidy provided in 2020 in 2021. Other measures are also being taken to ensure additional funds

Budget Committee

November 17, 2020

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are not needed to support these departments in 2021. Variances from budget will be monitored and reported throughout the year.

#### Tax Collection Rate

The City has collected 93.9% of the 2020 property taxes to-date. This average rate was 96.5 % in the previous four years.

#### **Discussion**

Given the financial challenges the pandemic has created for residents and businesses, Committee supported using the Corporate Rate Stabilization Reserve to reduce the tax rate increase to 0%.

Staff noted that amount transferred from the reserve is still subject to change, pending outcome from the Animal Services Delivery Model discussion.

Moved by Mayor Frank Scarpitti

Seconded by Councillor Khalid Usman

- 1) Consistent with the Corporate Rate Stabilization Reserve purpose, staff recommend funding the 2021 operating budget shortfall with a one-time \$2,940,000 transfer from the Corporate Rate Stabilization Reserve, resulting in a 0% property tax rate increase
- 2) Due to this one-time draw from the Corporate Rate Stabilization Reserve, \$2,940,000 will need to be recovered in a future year's budget, or phased in over multiple years.

Carried

#### **5. Next Steps**

Joel Lustig reviewed the remainder of 2021 Budget Schedule.

#### **6. Next Meeting Date**

The next meeting of the Budget Committee will be held on Friday, November 20, 2020.

#### **7. New Business**

There was no new business.

#### **8. ADJOURNMENT**

The Budget Committee Adjourned at 12:50 PM





Report to: General Committee

Meeting Date: December 7, 2020

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**SUBJECT:** Contract Extension for Water Meter Reading & Billing Services

**PREPARED BY:** Shane Manson, Senior Manager, Revenue & Property Tax

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**RECOMMENDATION:**

1. That the report entitled "Contract Extension for Water Meter Reading & Billing Services " be received; and,
2. That the contract for Water Meter Reading & Billing Services with Alectra Utilities be extended for an additional year (January 1, 2021 to December 31, 2021) increasing from \$1,508,427.44 to \$1,553,680.26 inclusive of HST for 2021, a 3% escalation over the 2020 rate; and,
3. That the 2021 Waterworks Operating budget be increased by \$45,252.82 in 2021 (\$1,553,680.26 – 1,508,427.44) and funded from account #760-998-5390 Water Billing/ Administration, subject to Council approval of the 2021 operating budget; and,
4. That the tender process be waived in accordance with Purchasing By-Law 2007-8 Part II, Section 11.1 (c) which states "when the extension of an existing contract would prove more cost effective or beneficial"; and Section 11.2 which states "Request for Tenders, Requests for Proposals and Requests for Quotations may not be required for goods and services to be provided by Utility Companies"; and,
5. That the Mayor and Clerk be authorized to execute the contract extension agreement between the City and Alectra Utilities, in a form satisfactory to the City Solicitor; and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

The purpose of this report is to seek Council approval for an extension of the Shared Services Agreement between Alectra Utilities and the City of Markham for a period of up to one year, while a new agreement is negotiated.

**BACKGROUND:**

In April 1996, Markham Council approved a shared services agreement between the City of Markham and the Markham Hydro Electric Commission ("Markham Hydro"), whereby the City's water meter reading & billing services, previously performed by City staff, were taken over by Markham Hydro. Since that time, Markham Hydro, and its successor entities, have performed these duties on behalf of the City. Markham Hydro became part of Power Stream Inc, which then became part of Alectra Utilities in early 2017.

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As a result of the merger, both the City and Alectra Utilities have attained financial benefits from the partnership that would not exist otherwise. This shared services arrangement between the City of Markham and Alectra Utilities continues today.

The main aspect of the shared services agreement include the following activities performed by Alectra Utilities:

- Water meter reading
- Billing of water/sewer services
- Customer Account Management (initial customer service point of contact)
- Monthly Reporting

The last shared services agreement executed with Alectra Utilities was for the two year period beginning in 2019 and is set to expire on December 31, 2020. The 2020 cost is \$1,508,427.44 inclusive of HST. This contract is paid entirely through the Waterworks Operating Budget (and correspondingly through the Water Rate), and does not impact the tax rate.

#### **OPTIONS/ DISCUSSION:**

The City of Markham is part of a recently formed working group, made up of the municipal partners of the City of Hamilton, City of Guelph and the City of Vaughan, which was established to seek consistency in the terms and conditions of a new shared services agreement currently being negotiated with Alectra Utilities.

Currently, Alectra Utilities performs similar services for the other municipal partners noted above and, as such, the general staff consensus was that it would benefit all parties to work together with the goal of achieving consistency within the new shared services agreement. The new agreement would be reflective of services currently required and offers continued opportunity for the municipal partners to benefit from leveraging Alectra Utilities' functional expertise.

In order to facilitate the negotiation process with the recently formed working group, the City of Markham requires Council approval of an extension to the current Shared Services Agreement between the City and Alectra Utilities that is set to expire on December 31<sup>st</sup>, 2020, for a period up to one year, while a new agreement is negotiated. Both City Staff & Alectra Utilities Staff are of the opinion that the negotiation will likely be completed by May 2021 and, as such, Staff will report back to Council with the final terms, details and recommendations related to the new agreement for Councils consideration.

#### **FINANCIAL CONSIDERATIONS**

The recoveries and costs associated with the shared services agreement extension were estimated and will be taken into consideration during the 2021 operating budget process. The impact will be limited to contractual term adjustments during the extension period which is tied to a flat fee increase of 3%. This will result in an increase to the Waterworks Operating budget from \$1,508,427.44 to \$1,553,680.26 inclusive of HST or \$45,252.82 over the 2020 Operating budget.

**HUMAN RESOURCES CONSIDERATIONS**

N/A

**BUSINESS UNITS CONSULTED AND AFFECTED:**

Environmental Services Department

Legal Services Department

**RECOMMENDED BY:**

Phoebe Fu

Joel Lustig

Trinela Cane

**ATTACHMENTS:**

[Insert attachment titles here]



Report to: General Committee

Meeting Date: December 7, 2020

**SUBJECT:** Recycling Depot Staffing Contract Extension  
**PREPARED BY:** Claudia Marsales, Senior Manager, Waste Management & Environmental Management, Ext. 3560  
 Tony Casale, Senior Construction Buyer, Ext. 3190

**RECOMMENDATION:**

1. THAT the report entitled “Recycling Depot Staffing Contract Extension” be received;
2. THAT the service Contract for Recycling Depot Staffing be awarded to The Recycle People Corporation, for two years from January 1, 2021 to December 31, 2022 at an estimated cost of \$378,145.24 inclusive of HST;
  - Year 1 (2021) \$187,510.04
  - Year 2 (2022) \$190,635.20
  - Total (2 years) \$378,145.24
3. THAT the 2021 Waste Management Recycling Depot Staffing Operating budget be increased from \$168,134.00 to \$187,510.04. The budget shortfall in the amount of \$19,376.04 (\$187,510.04 - \$168,134.00) be funded through reallocation of the existing Waste Management Operating budget, subject to Council approval of the 2021 Operating budget;
4. THAT the City’s tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1,(c), Non Competitive Procurement, “when the extension of an existing Contract would prove more cost-effective or beneficial; and
5. AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

To obtain Council approval to extend the contract for Recycling Depot Staffing for two years from January 1, 2021 to December 31, 2022.

**BACKGROUND:**

In 2017-18, Waste Management Staff conducted an extensive operational and customer service review of Markham’s four recycling depots located at Thornhill, Markham Village, Unionville and Milliken, which resulted in recommending a fully outsourced business model to improve cost efficiencies and customer service.

In 2019, Staff awarded the contract for recycling depot staffing to The Recycle People Corporation for twenty (20) months from May 1, 2019 to December 31, 2020. Staff successfully negotiated a decrease of the proposed hourly rate provided by The Recycle People Corporation from \$25.44/hour to \$21.37/hour. The Recycle People Corporation

were retained as they had previously provided temporary staffing for the recycling depots, demonstrated a strong understanding of the City's requirements and were already familiar with the expected service levels. The Recycle People Corporation also exhibited full comprehension of the City's Health & Safety policies and procedures and continue to hold an exemplary safety record. At the time, Staff also conducted a cost benefit analysis, which supported the recommendation.

### **DISCUSSION:**

The recycling depots are extremely popular and offer services both during the week and on weekends. The scope of work provided by The Recycle People Corporation includes:

- Receiving recyclables, textiles and household goods from City residents;
- Selling and replacing green bins, blue bins, kitchen catchers and recycling bags;
- Reporting of all sales, visitor data, supply requests, equipment issues and any health & safety-related issues;
- Basic site maintenance e.g. shoveling, sweeping, salting, tidying, organizing, etc.;
- Scheduling, managing and payroll of Staff for the operation of the four recycling depots

Staffing the recycling depots is quite challenging, as work is often limited to part time hours (shift lengths during the Fall/Winter are 6-7 hours), facilities lack amenities and attendants are required to work days, evenings and on weekends.

The Recycle People Corporation have been providing excellent service and have demonstrated a thorough understanding of the City's requirements. The services under this contract are specific in nature and any alternative service providers would require additional time and resources to become fully acquainted with the prescribed work, which could potentially result in higher costs to the City.

Staff entered into negotiations with The Recycle People Corporation regarding a potential contract extension. The initial offer from the incumbent was an hourly rate of \$25.24 (Incl. of HST), which represented an increase of 15% over the current rate. Staff negotiated a proposed two-year contract extension as follows:

<b>Year</b>	<b>Hourly Rate (Incl. of HST)</b>	<b>Increase to 2020 Budget (%)</b>
Year 1 (2021)	\$24.42	11.5%
Year 2 (2022)	\$24.83	13.3%

It is difficult to compare rates with other City contracts, however, contracts which have a predominant labour component (security services and adult school crossing guards), range from \$22.95 to \$34.09 per hour respectively.

Staff believe the extension of the contract will provide value to the City, competitive rates, and continuity of excellent service for Markham residents. Moreover, a two-year contract extension aligns with the draft blue box program transition plan proposed by the Ministry of the Environment, Conservation and Parks, which will transfer responsibility to producers in 2023.

**FINANCIAL CONSIDERATIONS:**

<b>Account Name</b>	<b>Account #</b>	<b>Budget Amount</b>	<b>Cost of Award</b>	<b>Budget Remaining / (Shortfall)</b>
Markham Village Recycling Depot	770-470-5399	78,766.00	87,843.12	(9,077.12)
Unionville Recycling Depot	770-471-5399	37,587.00	41,918.59	(4,331.59)
Milliken Mills Recycling Depot	770-472-5399	6,834.00	7,621.56	(787.56)
Thornhill Recycling Depot	770-473-5399	44,947.00	50,126.77	(5,179.77)
<b>Totals:</b>		<b>\$168,134.00</b>	<b>\$187,510.04</b>	<b>*\$19,376.04</b>

\* The budget shortfall of \$19,376.04 will be funded through reallocation of the existing Waste Management Operating budget.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The 2020 Waste Management Recycling Depot Staffing Operating budget of \$168,134.00 will increase to \$187,510.04 in 2021. The Operating budget shortfall of \$19,376.04 (\$187,510.04 - \$168,134.00) will be funded through reallocation of the existing Waste Management Operating budget. The reallocation will be included as part of the 2021 Operating budget subject to Council approval of the 2021 Operating budget.

**HUMAN RESOURCES CONSIDERATIONS**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

N/A

**BUSINESS UNITS CONSULTED AND AFFECTED:**

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

**RECOMMENDED BY:**


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Claudia Marsales  
Senior Manager,  
Waste Management & Environmental  
Management

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Phoebe Fu  
Director, Environmental Services



## RACE RELATIONS COMMITTEE

### Zoom Meeting

Monday, September 14, 2020

6:00 p.m.

### MINUTES

<p><b><u>Attendance:</u></b></p> <p><u>Committee</u></p> <p>Andrew Yu, Chair</p> <p>Darius Sookrum</p> <p>Edward Choi</p> <p>Nayani Nandakumar</p> <p>Faiz Mohyuddin</p> <p>Mohamad Mtairek</p> <p>Sujane Kandasamy</p> <p>Suat Kenar</p> <p>Councillor Isa Lee</p> <p><u>Guests</u></p> <p>Mary Anne Chambers, Special Advisor on Anti-Black Racism</p> <p>Alicia Lauzon, York Regional Police</p> <p><u>Staff</u></p> <p>Laura Gold,, Committee Coordinator</p> <p>Mona Nazif, Staff Liaison (Senior Manager, Human Resources)</p>	<p><u>Regrets</u></p> <p>Devendra Mishra</p> <p>Surinder Razdan</p> <p>Hamza Sivanathan</p>
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The Race Relations Committee convened at 6:30 PM with Andrew Yu presiding as Chair.

#### **1. Chair's Opening Remarks**

Andrew Yu began the meeting by reading the City of Markham Indigenous Land Acknowledgement.

The Chair advised that Harmony Law and Sabat Ismail have resigned from the Race Relations Committee.

The Committee recognized Harmony Law and Sabat Ismail's contributions to the Committee, and thanked them for their service.

Race Relations Committee

September 14, 2020

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## **2. Adoption of Agenda**

Moved by Darrius Sookram

Seconded by Councillor Isa Lee

That the September 14, 2020 Race Relations Committee Agenda be approved as presented.

Carried

## **3. Approval of Minutes from June 6, 2020 Meeting**

Moved by Darius Sookram

Seconded by Sujane Kandasamy

That the Minutes of the June 29, 2020 Race Relations Committee meeting be approved as presented.

Carried

## **5. Business Referred from City Council – Correspondence from Marty Molengraaf**

Andrew Yu, Chair welcomed Minister Marty Molengraaf, Unionville Presbyterian Church to the Committee.

Minister Molengraaf spoke to the letter he sent on behalf of the Church to the Premiers of Ontario encouraging them to recognize that systemic racism in Canada exists. The letter was presented to Markham Council on July 14, 2020 and was referred to the Race Relations Committee for its consideration.

Committee thanked Minister Molengraaf for the letter, and supported the essence and sentiment of the letter. It encouraged the Unionville Presbyterian Church to participate in the City's public consultation on Markham's Diversity Action Plan, which was created in 2010 and is scheduled to be updated. Minister Molengraaf advised that the Church would be honoured to be part of the consultation.

There was a brief discussion on the importance of allowing racialized groups to speak on their own behalf rather than allowing others to speak for them. Also, on the need for measurable outcomes against systemic racism in Canada in addition to the recognition that it exists.



Race Relations Committee

September 14, 2020

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In response to the letter, Committee provided Council with the following direction:

Moved by Darius Sookram

Seconded by Edward Choi

- 1) Whereas the Race Relations Committee acknowledges systemic racism in Markham and in Canada, as described by Minister Marty Molengraaf on behalf of the Unionville Prebystarian Church; and,
- 2) That the Race Relations Committee encourages Council to:
  - Move forward to survey and solicit the opinion of Markham's communities on measures to dismantle systemic racism; and,
  - Update the Diversity Action Plan towards furthering inclusion in Markham.

Carried

#### **4. Guest: Mary Anne Chambers, Special Advisor on Anti Black Racism**

Committee congratulated Mary Anne Chambers on being appointed as the City's Special Advisor on Anti-Black Racism.

Mary Anne Chambers spoke briefly about her background, and experience living in Markham.

Ms. Chambers discussed the following with the Committee:

- The Terms of Reference of the Committee;
- The process undertaken to appoint new members to the Committee;
- How the Committee consults stakeholders and who it consults;
- The Committee's recommendations to Council and how they are handled;
- Ensuring that actions taken to combat systemic racism in Markham, and in Canada continue to lead to outcomes;
- The role of City Staff versus the role of the Committee in regards to combating systemic racism in Markham;
- The amount of autonomy the City provides the Committee in its activities (i.e. are they permitted to make a statement);
- Considering having a representative from the Markham African Caribbean Canadian Association serve on the Committee;
- The importance of listening to the views and experiences of both new and long-term immigrants living in Markham when consulting the public on the City's Diversity Action Plan;

## Race Relations Committee

September 14, 2020

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- The need to update some of the terminology in the Diversity Action Plan (i.e. “visible minorities” is a term that is no longer used, and the term new immigrants is used too frequently);
- Events the Committee has run: the Many Faces of Markham Event and Human Rights Day.

Mary Anne Chambers requested a copy of the Race Relation Committee’s Terms of Reference with the understanding that it is in the process of being updated.

## 7. City or Markham Human Resources Update

Mona Nazif provided the following Human Resources Update:

### Diversity Action Plan

The City will be updating its Diversity Action Plan. The plan was created 10 years ago and is due to be updated (the plan was intended to be a 10-year plan), as the context with respect to diversity has changed over time. The plan will be updated to reflect Markham’s current environment. The public will be engaged in this process, including Markham’s Black Community. A project plan with timelines will be created. Consultation with the Black community will be one of the first priorities of the refresh of the plan. The City’s senior management is committed to this project, and have requested that it be completed in a timely manner.

### Training

Human Resources Staff have received permission to proceed with training on Anti-Black Racism for City Staff this fall. The City is currently working with the vendor to replace the American content with Canadian content. The City will also be providing City Staff with training on unconscious bias.

### Equity Audit

Vendors have been approached in regards to conducting an Equity Audit for the City of Markham.

The Committee was asked to forward Mona Nazif the contact information of any vendors or groups that have knowledge of Black Communities that could help with the community consultation.

## 8. New Business

There was no new business.

## 9. Next Meeting Date

The next meeting of the Race Relations Committee will be held on a date to be determined.

## 10. Adjournment

The Race Relations Committee adjourned at 8:00 PM.

### Advisory Committee on Accessibility Minutes

July 6, 2020

5:00 PM - 7:00 PM

Zoom Video Conference

**Attendance:** Barry Martin, Chair, Councillor Isa Lee, Robert Hunn, Vice-Chair, Laura Meffen, Jewell Lofsky, Rita Lam, Anna Giallonardo, Nahid Verma, Meenu Khanna, George George, Mona Nazif, Senior Manager HR Client Services, Laura Gold, Council/Committee Coordinator, and Grace Lombardi, Legislative Coordinator

**Regrets:**

Brian Lynch, Kaushi Ragunathan, Valerie Kitazaki, and Elaine Vollett

Item	Discussion	Action
<b>1. Call to Order</b>	The Advisory Committee on Accessibility convened at 5:14 PM with Barry Martin in the Chair.	
<b>2. Approval of the Minutes</b>	Moved by Councillor Isa Lee Seconded by Laura Meffen  That the June 29, 2020 Advisory Committee on Accessibility Minutes be approved as presented.  Carried	
<b>3. Markham Accessibility Award</b>	The Committee Members reviewed the nomination form and provided their recommendations. Due to COVID19, the Committee Members agreed to extend the nomination deadline to October 16, 2020, and to create a sub-committee at the September meeting to select the winners and provide the Committee with their recommendations. Committee Members discussed acknowledging the nominees with congratulatory letters if an Accessibility Award ceremony is unable to take place this year.  The Committee requested the City's Corporate Communications department review the nomination form to confirm it is accessible and to assist with the promotion of the award through the City's social media channels.	Laura Gold to update the Nomination Form with Committee member's recommendations and the new date.  Mona, Grace & Laura to communicate with the City's Corporate Communications department on the promotion of the Accessibility Award.
<b>4. New Business</b>	Committee Members expressed their disappointment that they were unable to provide advice to the City on accessibility matters during the COVID-19 Pandemic.  It was suggested that Committee Members may find it useful to find ways to check in and provide support to each other during COVID.	Grace to send email to Committee Members to confirm best way of communication and consent to share

## Advisory Committee on Accessibility

July 6, 2020

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Item	Discussion	Action
		information with other members.
<b>5. Adjournment</b>	The Advisory Committee on Accessibility adjourned at 6:18 PM.	

### Advisory Committee on Accessibility Minutes

**September 21, 2020**

**5:00 PM - 7:00 PM**

**Zoom Video Conference**

**Attendance:** Barry Martin, Chair, Councillor Isa Lee, Robert Hunn, Vice-Chair, Brian Lynch, Jewell Lofsky, Rita Lam, Anna Giallonardo, Nahid Verma, Kaushi Ragunathan, Meenu Khanna, George George, Valerie Kitazaki, Mona Nazif, Senior Manager HR Client Services, Laura Gold, Council/Committee Coordinator, and Grace Lombardi, Acting Election and Committee Coordinator

**Regrets:**

Laura Meffen, and Elaine Vollett

Item	Discussion	Action
<b>1. Call to Order</b>	The Advisory Committee on Accessibility convened at 5:02 PM with Barry Martin in the Chair.	
<b>2. Approval of the Minutes</b>	Moved by Robert Hunn Seconded by George George  That the July 6, 2020 Advisory Committee on Accessibility Minutes be approved as presented.  Carried	
<b>3. Accessible Private Transportation</b>	Michael Killingsworth, Deputy Clerk, By-law Enforcement, Licensing and Regulatory Services provided an update on the status of the City's Report on taxi, Uber and limousine regulations in Markham. He provided a high-level review on the City's approach on improving accessible private transportation in Markham. Michael explained the City is trying to make a requirement for how many accessible private transportations vehicles (i.e. UBER) are on the road at all times. Michael explained he is looking at mirroring Toronto's accessible customer service drivers training. Michael advised the report is scheduled to be presented to Council in November. Once the report is completed, an update will be provided to the committee.	
<b>4. Markham Accessibility Award</b>	Committee Members agreed to postpone the Accessibility Awards to 2021 as a result of COVID, and support keeping a nomination form posted on the portal without a nomination deadline in order to encourage ongoing submissions.	
<b>5. Accessibility Plan</b>	Committee Members requested that staff provide a review of the Advisory Committee on Accessibility Terms of Reference, roles and responsibilities of members, meeting procedure, and the Committee's Work/Business Plan at the next couple of meetings.	
<b>6. New Business</b>	Mona Nazif, Senior Manager HR Client Services provided a social media presentation to the Committee Members on creating Accessibility	

## Advisory Committee on Accessibility

September 21, 2020

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Item	Discussion	Action
	Awareness. She has been in contact with the City's Corporate Communications department regarding accessibility messaging to the public. It was suggested that the "Did You Know" package the Committee Members created be sent out once per month. Committee Members expressed their concerns with the accessibility features on the City's website, specifically in regards to residents with visual impairment being able to read the website. The Committee decided to defer the "Did You Know" campaign in place of other priorities.	
<b>7. Adjournment</b>	The Advisory Committee on Accessibility adjourned at 7:03 PM.	

**Advisory Committee on Accessibility**  
**October 19, 2020**  
**ZOOM MEETING**  
**5:00 PM**

**Attendance:**

**Members:** Barry Martin, Chair, Robert Hunn, Vice-Chair, Jewell Lofsky, Rita Lam, Anna Giallonardo, Nahid Verma, Kaushi Ragunathan, Meenu Khanna, George George, Laura Meffen and Valerie Kitazaki

**Staff:** Mona Nazif, Senior Manager of Human Resources and Client Services, Grace Lombardi, Acting Elections and Committee Coordinator, and Laura Gold, Council/Committee Coordinator

**Regrets:** Elaine Vollett

Agenda Item	Discussion	Action
<b>1. Call to Order</b>	The Advisory Committee on Accessibility convened at 5:03 PM.	
<b>2. Terms of Reference</b>	<p>Mona Nazif, Senior Manager of Human Resources and Client Services presented the Advisory Committee on Accessibility Terms of Reference to the Committee.</p> <p>The Committee discussed the following:</p> <p><u>Markham's Accessibility Plan</u></p> <ul style="list-style-type: none"> <li>• The Committee reviewing the City's Accessibility Plan;</li> <li>• The process for updating the Accessibility Plan;</li> <li>• The Committee's linkage to the Accessibility Plan.</li> </ul> <p><u>Legislative Requirement</u></p> <ul style="list-style-type: none"> <li>• Ensuring the Terms of Reference is consistent with the current <i>Accessibility for Ontario's with Disabilities Act (AODA)</i>.</li> </ul> <p><u>City By-Laws, Policies, and Sub-Division Plans</u></p> <ul style="list-style-type: none"> <li>• How is it determined which policies and by-laws are brought to the Committee</li> </ul>	

Agenda Item	Discussion	Action
	<p>for its feedback from an accessibility perspective.</p> <p><u>Councillor Membership</u></p> <ul style="list-style-type: none"> <li>• Having an additional Councillor appointed to the Committee.</li> </ul> <p><u>Evaluation and Review</u></p> <ul style="list-style-type: none"> <li>• Reviewing the Committee's goals and objectives on an annual basis to evaluate if it is achieving its objectives.</li> </ul> <p><u>Sub-Committee</u></p> <ul style="list-style-type: none"> <li>• Committee asked if it could review its Sub-Committees, including their membership, and Chairs at the next meeting.</li> </ul> <p><u>Audits</u></p> <ul style="list-style-type: none"> <li>• Committee noted that it conducted two private audits (COSMO Music Festival, and Markham Fair), and one public audit (Markham Civic Centre).</li> </ul> <p>In response to inquiries from the Committee, staff advised that Council or staff may ask for the Committee to provide feedback from an accessibility perspective on a City policy, site plan, by-law, or staff report.</p> <p>In the recent years, the Committee has been asked to provide feedback from an accessibility perspective on site plans of plazas, medical buildings, and on major renovations or on new construction of City Community Centres. It has also been asked to provide feedback from accessibility perspective on staff reports related to accessible transportation in Markham.</p>	<p>Review Sub-Committees, including their membership, and Chairs at the next meeting – Laura Gold</p>
<p><b>3. Orientation Package</b></p>	<p>Laura Gold, Council/Committee Coordinator delivered a PowerPoint presentation on "Roles and Responsibilities of Members", and responded to inquiries from the Committee.</p> <p>The following feedback was provided:</p> <ul style="list-style-type: none"> <li>• Provide script for Chair;</li> </ul>	



Agenda Item	Discussion	Action
	<ul style="list-style-type: none"> <li>• Add Disclosure of Pecuniary Interest to the Agenda;</li> <li>• Circulate minutes prior to the circulation of the agenda;</li> <li>• Having a Regional Councillor on the Committee to provide a regional perspective.</li> </ul>	
<b>4. Website Update</b>	<p>Mona Nazif advised that the City is in the process of reviewing and updating its website to ensure that all of its web content is accessible, and compliant with the Web Content Accessibility Guidelines under the <i>Accessibility for Ontarians with Disabilities Act (AODA)</i> by the January 1, 2021 deadline.</p> <p>To assist with this project, Essential Accessibility was contracted by the City to review the accessibility of the City's website. Part of its review includes having individuals with various disabilities test the website and report any accessibility concerns. Through this process, approximately 325 accessibility issues with the City's website were identified. The majority of the issues have been resolved.</p> <p>The City has also reached out to the third party vendors of its independent websites (like the Flato Markham Theatre Website) to ensure that they will be compliant with the guidelines. Most third party vendors have already responded that they will be in compliance.</p> <p>Once all the accessibility issues are resolved, the accessibility of the City's website will be tested again and if compliance requirements are met, a certificate of compliance will be provided</p> <p>If the City cannot meet the January 1, 2021 deadline, the City can apply for an extension, but it will need to provide a workplan for resolving any outstanding accessibility issue(s), and the date the issue(s) be resolved.</p>	

Agenda Item	Discussion	Action
	<p><b>Discussion</b></p> <p>The Committee advised that it would have liked to have been consulted on the updating of the website to ensure that it meets the Web Content Accessibility Guidelines.</p> <p>Staff advised that the City will continue to make accessibility improvements to the City’s website once this project is complete.</p>	
<p><b>5. Social Media Update</b></p>	<p>Mona Nazif advised that the City will start pushing out the “Did you knows” to educate residents on accessibility matters once directed by the Committee.</p>	
<p><b>6. Accessibility Award</b></p>	<p>Mona Nazif advised that the nomination deadline was removed from the Accessibility Award Nomination Form, and has been uploaded to the City’s website, as requested by the Committee. Laura Gold was requested to circulate the updated nomination form to the Committee in both a PDF fillable, and Word format. Members can then start seeking nominations.</p> <p>Committee felt it was nice to nominate residents during the pandemic.</p>	<p>Circulate the updated Accessibility Award Nomination Form – Laura Gold</p>
<p><b>7. Business Plan</b></p>	<p>Laura Gold, Council/Committee Coordinator reviewed the Committee’s 2019 Business Plan. Committee Members updated the status of each business plan item. The revised business plan with the Committee’s feedback was circulated to the Committee.</p> <p>The Committee agreed to start working on its 2021 Business Plan at the next meeting.</p> <p>Committee decided to ask Council to consider appointing a Regional Councillor to the Committee to provide a regional perspective on accessibility matters.</p> <p>Moved by Bob Hunn Seconded by George George</p>	

## Advisory Committee on Accessibility

October 19, 2020

5 | Page

Agenda Item	Discussion	Action
	<p>That the Advisory Committee on Accessibility recommend to Markham Council that a Regional Councillor be appointed to the Committee.</p> <p>Carried</p>	
<b>8. New Business</b>	<p>Jewell Lofsky reported that she reached out to a lawyer regarding disabled minors rights, and indicated they would require a fee to speak to the Committee on this matter.</p> <p>Further discussion on this item was deferred to the next meeting.</p>	
<b>9. Next Meeting Date</b>	<p>The next meeting of the Advisory Committee on Accessibility will be held on November 16, 2020, at 5:00 PM.</p>	
<b>10. Adjournment</b>	<p>The Advisory Committee on Accessibility adjourned at 7:06 PM.</p>	



## Animal Care Committee

### MINUTES

**March 9, 2020  
Canada Room  
5:30 PM – 7:30 PM**

<b><u>Members Present</u></b> Denielle Duncan, Chair Valerie Burke, Vice-Chair Janet Andrews Dr. Esther Attard Aviva Harari Sherry Klein Vikrum Pain Judy Postello Areez Remtulla June Ziola	<b><u>Regrets</u></b> Sharon Deutsh Bernice Royce Shirley Lesch
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<b><u>Staff</u></b> Christy Lehman, Licensing & Animal Services Coordinator John Britto, Committee Secretary (PT)
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<b><u>Guests and Members of the Public</u></b> Terri Daniels
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Item	Discussion	Action
<b>1. Call to Order:</b>	The Animal Care Committee convened at 5:35 p.m. with Denielle Duncan presiding as Chair.	
<b>2. Approval of the February 19, 2020 Animal Care Committee meeting minutes</b>	<b>Moved by: Janet Andrews</b> <b>Seconded by: Areez Remtulla</b>  That the minutes of the February 19, 2020 Animal Care Committee meeting be approved, as presented. <b>CARRIED</b>	

<p><b>3. Business arising from the Minutes</b></p>	<p>Christy Lehman, Licensing &amp; Animal Services Coordinator advised that she was away from work due to illness and was unable to follow up on her Action Items from the February meeting. She further advised that she will report back at the next meeting.</p> <p>Denielle Duncan, Chair advised that the sub-committee tasked with revising the ACC Terms of Reference met a few weeks ago and are continuing with this task via email. Denielle further advised that she emailed the first draft document to the Committee members for their review/comments. This matter will be further considered at the April meeting.</p> <p>Christy Lehman, Licensing &amp; Animal Services Coordinator reminded the Committee that any revisions to the Terms of Reference will need to be first approved by the City Clerk before they are sent to Council for approval. Denielle Duncan, Chair advised that the Committee is aware of this.</p> <p>Janet Andrews advised that revisions to the Terms of Reference mainly involved deleting duplicates, rather than adding new text to the document.</p> <p>Christy Lehman, Licensing &amp; Animal Services Coordinator advised that she and Michael Killingsworth, Deputy City Clerk, By-law Enforcement, Licensing and Regulatory Services should be included in the Terms of Reference as staff liaison.</p> <p>June Ziola agreed to email the final version of the Terms of Reference to the Committee. Areez Remtulla agreed to assist June with this task.</p>	<p>Christy to report back at the April meeting on her Action Items from the February meeting.</p> <p>Clerks (Laura Gold) to include Terms of Reference as an Agenda Item for the April meeting.</p> <p>June to email final ToR to members. Areez to assist June.</p>
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<p><b>4. Animal Services Program Update</b></p>	<p>a. <u>Cat Adoption &amp; Education Centre</u></p> <p>The following update was provided by Christy Lehman, Licensing &amp; Animal Services Coordinator:</p> <ul style="list-style-type: none"> <li>• 22 adoptions to date, total of 828 adoptions since the opening;</li> <li>• The CAEC Cupcake Day was a huge success.</li> <li>• Valerie Burke, Vice Chair advised that people planning on adopting guinea pigs need to be informed that guinea pigs entail a lot of work, and they should be adopted as pairs.</li> <li>• Responding to a question, Christy Lehman, Licensing &amp; Animal Services Coordinator advised that she will confirm whether the guinea pigs have been spayed.</li> </ul>	<p>Christy to confirm if guinea pigs are spayed.</p>
<p><b>5. Events</b></p>	<p>a) <u>Fund Raising</u></p> <p>The Committee decided to consider this item after the main meeting was adjourned, as it would be too time-consuming for City staff.</p> <p>b) <u>Events</u></p> <p>A date has yet to be determined for the Markham Earth Day event in April.</p> <p>Denielle Duncan, Chair advised that Covid-19 is likely to affect various events scheduled to be held in the City, although no events have yet been cancelled.</p> <p>Denielle further advised that a 2-hour cleanup of the Toogood Pond has been organized on the 25<sup>th</sup>.</p> <p>Areez Remtulla provided an update on the Markham Music Festival scheduled to be held on March 28<sup>th</sup> and the Unionville Festival in June. Areez further advised that he has done an online registration for both events. With respect to tents for the</p>	<p>Areez to provide John and Laura with the 2020 event dates.</p>

	<p>events, Janet Andrews advised that the BIAs and store owners get preference for tents when they request them. Areez advised that he will make a request for a tent.</p> <p>Denielle Duncan, Chair advised that Trinela Cane, Commissioner of Corporate Services confirmed that there were no petting zoos at last year's events. The City is getting away from petting zoos.</p> <p>Responding to a question, Denielle Duncan, Chair advised that the Markham-Milliken Children's Festival Committee has not yet met, so there may not be a need for a deputation. Denielle further advised that she has emailed staff to find out if any other events have petting zoos. If more education and awareness is needed, she and Valerie Burke, Vice Chair will make a deputation.</p>	
<b>6. New Business</b>	<p>a. Denielle Duncan, Chair advised that Sharon Deutsh has resigned from the Committee. Janet Andrews suggested that Laura Gold should be asked if a replacement will be appointed.</p> <p>b. Denielle Duncan, Chair advised that staff are working on organizing tours to Shades of Hope and the CAEC. Christy Lehman, Licensing &amp; Animal Services Coordinator advised that she will coordinate with staff. Christy suggested that Saturday mornings would be the most convenient time for the tours.</p> <p>c. Denielle Duncan, Chair requested Judy to get a financial statement from Laura Gold.</p> <p>d. Denielle Duncan, Chair suggested that a one-page document containing information on wildlife that can be used at</p>	<p>Christy to coordinate with staff in organizing tours to Shades of Hope and CAEC.</p> <p>Judy to request Laura Gold for a financial statement.</p>

	<p>the various events. June Ziola volunteered to help out with this.</p> <ul style="list-style-type: none"> <li>e. Denielle Duncan, Chair sought a volunteer to work on the Markham Animal Services brochure that the Committee started working on over the past couple of years. Janet Andrews and Vikrum Pain volunteered for this.</li> <li>f. Areez Remtulla volunteered to help with an information brochure on Reptile As A Pet.</li> <li>g. Denielle Duncan, Chair sought volunteers to send information to the City to post on social media platforms.</li> <li>h. Janet Andrews advised that she will work on the Committee's Business Plan.</li> </ul>	
<b>7. Date of next meeting</b>	5:30 p.m., Wednesday, April 15, 2020.	
<b>8. Adjournment</b>	The Animal Care Committee adjourned at 6:30 p.m. to continue informal discussions on Fund Raising.	





## Electronic Animal Care Committee MINUTES

**October 28, 2020  
ZOOM  
5:30 PM – 7:30 PM**

<b><u>Members Present</u></b> Valerie Burke, Vice-Chair Janet Andrews Dr. Esther Attard Aviva Harari Sherry Klein Judy Postello Areez Remtulla June Ziola Bernice Royce	<b><u>Regrets</u></b> Denielle Duncan, Chair Vikrum Pain
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<b><u>Staff</u></b> Christy Lehman, Licensing & Animal Services Coordinator Laura Gold, Council/Committee Coordinator
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Item	Discussion	Action
<b>1. Call to Order</b>	The Animal Care Committee convened at 5:30 PM with Valerie Burke in the Chair.	
<b>2. Approval of the Minutes</b>	Moved by Sherry Klein Seconded by Bernice Royce  That the Minutes from the March 9, 2020, Animal Care Committee be approved as presented. <div style="text-align: right;">Carried</div>	
<b>3. Business Arising from the Minutes</b>	The Committee reviewed the action items from the previous meeting. The following items are outstanding; <ul style="list-style-type: none"> <li>Christy to confirm if guinea pigs at the Cat Adoption &amp; Education Centre are spayed;</li> </ul>	

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>• Areez to provide Laura Gold with the 2020 event dates to include on the next meeting agenda;</li> <li>• The Shades of Hope and CAEC.tour will be put on hold until it is safe to hold the tour;</li> <li>• Laura Gold to forward financial statements to Judy Postello.</li> </ul> <p>The following update was provided on action items:</p> <ul style="list-style-type: none"> <li>• The OSPCA was concerned with promoting the Cat Adoption &amp; Education Centre on television, as it was concerned about having their officers on television;</li> <li>• June Zhiola provided Christy Lehman with some suggested edits to the City's Animal Services website, which included removing content regarding the Leash Free Markham Committee, as it has been disbanded;</li> <li>• Revisions to the Terms of Reference to be recommended at tonight's meeting.</li> </ul>	<p><b>Complete outstanding Action Items – Various People</b></p>
<p><b>4. Terms of Reference</b></p>	<p>Valerie Burke presented a revised consolidated Animal Care Committee Terms of Reference, which was prepared by a Sub-Committee of Members, which worked on it during the pandemic. The majority of the changes involved eliminating duplication to consolidate the document.</p> <p>Christy Lehman, Licensing &amp; Animal Services Coordinator indicated that she had reviewed the changes to the Terms of Reference and was in support of the revisions.</p> <p>The Committee requested that the mission statement be placed prior to the mandate.</p> <p>Moved by Areez Remtulla          Seconded by Aviva Harari</p> <p>That the Committee endorse the revised Animal Care Committee Terms of Reference as amended (see Appendix "A"); and,</p>	

Item	Discussion	Action
	<p>That the Animal Care Committee request that Markham Council endorse the changes to the Animal Care Committee Terms of Reference.</p> <p style="text-align: right;">Carried</p>	
<p><b>5. Animal Services Program Update</b></p>	<p>A. Cat Adoption &amp; Education Centre</p> <p>Christy Lehman advised that the Cat Adoption &amp; Education Centre is temporarily closed due to the pandemic. The City is looking at creating virtual education programs for pet owners.</p> <p>B. Animal Services Update</p> <p>Christy Lehman advised that the City is looking at three options for providing its animal services, as the OSPCA's contract ends this March, and it no longer legally permitted to enforce the City's Animal Control By-Law. The three options the City is considering include:</p> <ol style="list-style-type: none"> <li>1) Hiring a private company to both enforce the City's Animal Control By-Law, and to provide animal shelter services;</li> <li>2) Partner with another municipality to enforce the City's Animal Control By-Law, and to provide animal shelter services;</li> <li>3) Enforce the City's Animal Control By-Law in-house, and contract out the shelter services.</li> </ol> <p>It was noted that Wildlife Services will continue to be managed by Shades of Hope.</p> <p>After some discussion, Committee supported option 3 - having the City's Animal Control By-Law enforced in-house, and contracting out the shelter services. This option was selected, as it was felt that Markham would maintain the most control over its Animal Services under this option. It was also suggested that the Shelter Services be provided by the OSPCA, as they have veterinarians on staff, and they provide quality animal care.</p>	

Item	Discussion	Action
<b>6. Events</b>	<p>A. Fundraising</p> <p><u>Homemade Jam</u></p> <p>Janet Andrews advised that Denielle Duncan has continued to raise funds for the City's Animal service by selling homemade jam, but the total funds raised from fundraising are down considerably from last year.</p> <p><u>Cookbook</u></p> <p>The Committee discussed creating a cookbook to raise funds for the City's Animal Services. The following was discussed:</p> <ul style="list-style-type: none"> <li>• Creating a virtual versus a printed cookbook;</li> <li>• Producing and selling the cookbook over several years;</li> <li>• That it is a good item to sell at events;</li> <li>• The cost of printing the cookbook in-house versus externally;</li> <li>• Selling advertising space in the cookbook;</li> <li>• Asking local pet stores to sell the cookbook;</li> <li>• Including recipes for pet treats in the cookbook;</li> <li>• Conducting research on creating a fundraising cookbook.</li> </ul> <p>Judy Postello, and June Ziola were asked to put together a proposal for the cookbook that the Committee can consider at its next meeting.</p> <p>The Committee Clerk was requested to add the "cookbook" to the next agenda.</p> <p>B. Discuss events scheduled for the remainder of the year</p> <p>There was no discussion on this item.</p>	<p><b>Put together Cookbook proposal for the next meeting –, and other Sub-Committee Members</b></p>
<b>7. Next Meeting Date</b>	<p>The next meeting of the Animal Care Committee will be held on November 18, 2020 at 5:30 PM.</p>	
<b>8. Adjournment</b>	<p>The Animal Care Committee adjourned at 6:43 PM</p>	

### **ACTION ITEMS**

<b>Action Item</b>	<b>Meeting Date</b>	<b>Person Responsible</b>	<b>Status</b>
Contact the Volunteer Manager regarding the automated response to the volunteer application, as some volunteers said they did not get the response.	February 19, 2020	Christy Lehman	
Update the Animal Services page on the City's Website	February 19, 2020	Christy Lehman June Heather Ziola	June provided Christy Lehman with suggested update to the City's website.
Confirm if the Guinea pigs are spayed.	March 9, 2020	Christy Lehman	
Coordinate tour of Shade of Hope and CAEC	March 9, 2020	Christy Lehman	On hold due to the pandemic
Put together Cookbook proposal for the next meeting.	October 28, 2020	Judy Postello, June Ziola, and other Sub-Committee Members	
Provide Laura Gold with the 2020 event dates.	October 28, 2020	Areez Remtulla	

### **APPENDIX A**

### **ANIMAL CARE COMMITTEE**

#### **TERMS OF REFERENCE**

#### **BACKGROUND**

The purpose of the City's animal services program is to provide excellent service to help ensure the wellbeing and protection of domestic pets and wildlife. In 2006, Markham established an Animal Care Committee to support and act as a resource to Council and City staff for the efficient and compassionate care of animals.

## **MISSION STATEMENT**

To promote and ensure excellence and professionalism in animal care through continuing education, public outreach, staff support and the enhancement of Markham's ability to provide quality, cost effective services to our residents and care to the animals in our municipality.

## **COMMITTEE MANDATE**

The Animal Care Committee's mandate is to develop a community-driven model for improving animal welfare in Markham and report its findings back to the General Committee.

The primary focus of the Committee will be on the welfare of domestic pets and wildlife in the City of Markham. Within this category, the Committee will primarily focus on cats, dogs and other pets, including rabbits and rodents. The key goals of the Committee include:

1. Educate residents regarding responsible pet ownership.
2. Provide advice on maximizing adoption services in partnership with the City's animal care provider, the Markham Cat Adoption and Education Centre as well as local rescue organizations.
3. Provide advice and guidance regarding best practices for the habitat and care of sick/injured/orphaned wildlife in partnership with the City's wildlife services provider.
4. Provide advice and guidance regarding best practices to assist residents to live harmoniously with wildlife and prevent and resolve conflicts.
5. Provide input on the City's animal services programs.
6. Support the City's animal services and initiatives.
7. Fundraise whenever possible for the above items.
8. Prepare and implement an annual business plan to achieve the above.

Issues, concerns and opportunities relating to animal care include, but are not limited to, community engagement; animal licensing; public education; pet adoption programs; pet overpopulation and available funding. Team work will be the foundation of a community-driven animal care model.

## **COMPOSITION\***

The Animal Care Committee shall be comprised of the following:

- up to ten (10) members of the public
- one (1) member of Council
- up to four (4) representatives from local animal advocacy groups

The following resources shall be assigned to the Committee:

- the City Clerk (or alternate)
- Senior Animal Services Officer (or alternate)
- a volunteer veterinarian

The Committee may form sub-committees and working groups as may be necessary to address specific issues. Legislative Services does not provide secretariat support to sub-committees and working groups - these bodies shall draw upon members of the Committee as well as other external resources as deemed necessary.

## **QUALITIES**

Candidates will have:

- a keen interest in animal care within the City of Markham;
- regard for the interests of all citizens;
- the ability to maintain and promote an appropriate atmosphere within Committee and sub-committee meetings;
- an understanding of the by-laws related to animals within the City;
- the ability to commit the required time, and
- demonstrated integrity.

## **DURATION OF APPOINTMENT**

Committee members will be appointed at the discretion of Markham Council.

## **CHAIR AND VICE CHAIR**

The Committee will appoint a Chair and Vice Chair amongst its members as part of the first official Committee meeting. These individuals will serve in this capacity for one year.

## **MEETINGS AND LOCATION**

Meetings are generally held once a month in the evening at the Markham Civic Centre. Additional meetings will be at the call of the Chair.

## **DUTIES AND DELIVERABLES**

The Animal Care Committee reports to City of Markham Council through the General Committee.

Animal Care Committee  
October 28, 2020  
Page 8 of 9

Typical duties of Committee members include:

- Advising on issues concerning animals within the City of Markham.
- Advising on opportunities that have been identified within the community to improve animal care in Markham.
- Advising, consulting and reporting current findings, best practices, and recommendations on matters concerning the City of Markham and other jurisdictions that are directly related to the mandate of the Committee.
- Supporting, encouraging and being an ongoing resource to the Council, staff, residents, agencies and the business community regarding measures for improving animal care in Markham.
- Becoming familiar with City of Markham's animal services, by-laws, policies, and procedures.
- Participating in workshops and public events related to the proposed animal care related issues.
- Providing feedback received from residents to the Committee regarding issues and options relating to animal care.

Individual members do not make recommendations; they participate in Committee meetings.

## **REMUNERATION**

No remuneration is paid to Committee members.

## **CONTACTS**

Name: Christy Lehman, Licensing & Animal Services Coordinator

Phone: (905) 477-7000; ext. 2131

Fax: (905) 475-4708

E-mail: [clehman@markham.ca](mailto:clehman@markham.ca)



Animal Care Committee  
October 28, 2020  
Page **9** of **9**

Originally Adopted by Council – October 10, 2006

\*Amended by Council at its meetings on September 23, 2008 (Composition, and Meetings and Locations) and June 26, 2012.

## **ANIMAL CARE COMMITTEE** **"(PROPOSED)" (ADOPTED BY COUNCIL 2012 2020)**

### **BACKGROUND** **TERMS OF REFERENCE**

#### **BACKGROUND**

The **purpose of the** City's animal ~~care and control services~~ program **is to provide excellent service to help ensure the wellbeing and protection of domestic pets and wildlife.** ~~has a primary focus on animal control for the purpose of protecting the public.~~ In 2006, ~~the City of~~ Markham established an Animal Care Committee to support and act as a resource to ~~Legislative Services Council and City~~ staff for the efficient and compassionate care of animals.

#### **MISSION STATEMENT**

To promote and ensure excellence and professionalism in animal care through continuing ~~education, public outreach, staff support and the enhancement of Markham's ability to provide quality, cost effective services to our residents and care to the animals in our municipality.~~

#### **COMMITTEE MANDATE**

The Animal Care Committee's mandate is to develop a community-driven model for improving animal welfare in Markham and report its findings back to the General Committee.

The primary focus of the Committee will be on the welfare of ~~animals within the Town~~ **domestic pets and wildlife in the City** of Markham. Within this category, the Committee will primarily focus on: cats, dogs and, ~~some~~ other pets, including rabbits and rodents. The ~~eight~~ key goals of the Committee include:

~~Prepare and implement an annual business plan~~

- ~~1. Education of~~ residents regarding responsible pet ownership
- ~~2. Provide advice on maximizing adoption services in partnership with the City's animal care provider, the Markham Cat Adoption and Education Centre as well as local rescue organizations.~~
- ~~3. Provide advice and guidance regarding best practices for the habitat and care of sick/injured/orphaned wildlife in partnership with the City's wildlife services provider.~~

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**Commented [JZ1]:** Please note that the original version of the Mission Statement is below Committee Mandate. The decision was made to put statement above.

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4. Provide advice and guidance regarding best practices to assist residents to live harmoniously with wildlife, and prevent and resolve conflicts.

5. Provide input on the City's animal services programs.

6. Support the City's animal services and initiatives.

7. Fundraise whenever possible for the above items.

8. Prepare and implement an annual business plan to achieve the above.

~~1.~~

~~2. — Education regarding the importance of sterilization to prevent pet overpopulation and unwanted pets, animal care, and the appropriate veterinary services;~~

~~3. — Provide advice and recommendations regarding convenient, affordable spay neuter clinics;~~

~~4. — Provide advice on maximizing adoption services in partnership with the Town's animal care provider, and local rescue organizations.~~

~~5. — Provide advice and guidance regarding the best practices for the habitat and care of sick/injured/orphaned wildlife;~~

~~6. — Provide input on animal care programs for the Town of Markham; Fundraising for all of the above items.~~

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Issues, concerns and opportunities relating to animal care include, but are not limited to: ~~engaging the community~~ **engagement**; animal licensing; ~~and other fees~~; public education; ~~and awareness programs~~; pet adoption programs; ~~controlling~~ pet overpopulation; and ~~limited~~ available funding.

Team work will be the foundation of a community-driven animal care model.

~~Team work will be the foundation of a community-driven Animal Care model.~~

#### **MISSION STATEMENT**

~~"To promote and ensure excellence and professionalism in animal care through continuing education, effective networking, mutual support and the enhancement of the ability to provide quality, cost effective services to our residents and care to the animals in our municipality."~~

**Commented [JZ2]:** Please note that the mission statement has been moved ahead of the committee mandate section. In moving, WORD would not allow the original to stay visible so it has been repeated here so one can see what the mission statement read before.

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#### **\*COMPOSITION\***

The Animal Care Committee shall be comprised of the following:

- up to ten (10) members of the public
- one (1) member of Council
- up to four (4) representatives from local animal advocacy groups

The following resources shall be assigned to the Committee:

- ~~The the Town~~ **City** Clerk (or alternate)
- Senior Animal ~~Control~~ **Services** Officer (or alternate)

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- ~~A~~a volunt~~eerary~~ veterinarian

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The Committee may form sub-committees and working groups as may be necessary to address specific issues. Legislative Services does not provide secretariat support to sub-committees and working groups – these bodies shall draw upon members of the Committee as well as other external resources as deemed necessary.

**QUALITIES**

**QUALITIES**

~~Interested~~

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~~C~~eandidates will have:

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- a keen interest in animal care within the ~~Town~~City of Markham;
- regard for the interest of all citizens;
- the ability to maintain and promote an appropriate atmosphere within Committee and sub-committee meetings;
- an understanding of the by-laws related to animals within the ~~Town~~City;
- the ability to commit the required time~~re~~; and
- demonstrated integrity.

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**DURATION OF APPOINTMENT**

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Committee members will be appointed at the discretion of Markham Council.

**CHAIR AND VICE CHAIR**

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The Committee will appoint a Chair and Vice Chair amongst its members as part of the first official Committee meeting. These individuals will serve in this capacity for one year.

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**MEETINGS AND LOCATION**

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Meetings are generally held once a month in the evening at the Markham Civic Centre. Additional meetings will be at the call of the Chair.

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**DUTIES AND DELIVERABLES**

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The Animal Care Committee ~~will~~ reports to ~~Town~~City of Markham Council through the General ~~Services~~ Committee.

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Typical duties of Committee members include:

- Advising on issues ~~and concerns faced by~~concerning animals within the ~~Town~~City of Markham;
- Advising on opportunities that have been identified within the community to improve animal care in Markham;
- Advising, consulting and reporting ~~the current~~ findings, best practices, and recommendations on matters from within the ~~Town~~City of Markham

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and other jurisdictions that are directly related to the mandate of the Committee;

- ~~• Providing advice on solutions on how to improve animal care in Markham;~~
- Supporting, encouraging and being an ongoing resource to the ~~Committee~~**Council**, ~~individuals~~**staff, residents**, agencies and the business community ~~by educating and building community awareness about~~**regarding** measures for improving animal care in Markham;
- ~~• Becoming familiar with and working towards improving animal care issues and veterinary practices in Markham, and the impacts on community character;~~
- ~~• Participating in fund raising events designed to resource improved animal services care, including reasonable veterinary services;~~
- Becoming familiar with the **City of Markham’s animal services**, by-laws, ~~and policies/ and~~ procedures ~~related to animals within Markham;~~
- ~~• Becoming familiar with public views and concerns regarding animal care in Markham;~~
- Participating in workshops and public events related to the proposed animal care related issues;
- Providing feedback received from residents to the Committee regarding issues and options relating to animal care.

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~~**Individual members do not make recommendations; they participate in Committee meetings.**~~

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~~**DURATION OF APPOINTMENT**~~

~~Committee members will be appointed at the discretion of Markham Council.~~

~~**CHAIRPERSON**~~

~~The Committee will appoint a chairperson amongst its members as part of the first official Committee meeting. This individual will serve in this capacity for one year.~~

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~~**REMUNERATION**~~

~~No remuneration is paid to Committee members.~~

~~**CONTACTS**~~

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Name: ~~Christopher Alexander~~**Christy Lehman**, Supervisor, Licensing & Animal  
Services **Coordinator**  
Phone: (905)-477-7000 ext. ~~2128~~**2131**  
Fax : (905) ~~305-5980~~**475-4708**  
Email: ~~calexander@markham.ca~~**clehman@markham.ca**

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or

Name: ~~Bill Wiles~~, Manager of Enforcement  
Phone: (905) 477-7000, ext. ~~4851~~  
Fax: (905) 305-5980  
E-mail: ~~bwiles@markham.ca~~

Originally Adopted by Council – October 10, 2006

\*Amended by Council at its meeting on September 23, 2008 (Composition, and Meetings  
and Locations) **and**,

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~~\*Amended by Council on~~ June 26, 2012.

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