



Electronic General Committee Meeting

Revised Agenda

Meeting No. 1
January 18, 2021, 9:30 AM
Live streamed

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

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

Members of the public may submit written deputations by email
to clerkspublic@markham.ca

Members of the public who wish to make virtual deputations must register by completing an online [***Request to Speak Form***](#) or e-mail clerkspublic@markham.ca providing full name, contact information and item they wish to speak to. Alternatively, you may connect via telephone by contacting the Clerk's office at 905-479-7760 on the day of the meeting.

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



Electronic General Committee Meeting

Revised Agenda

Revised Items are Italicized.

Meeting Number: 1
January 18, 2021, 9:30 AM - 1:00 PM
Live streamed

Please bring this General Committee Agenda to the Council meeting on January 26, 2021.

	Pages
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. APPROVAL OF PREVIOUS MINUTES	
3.1. MINUTES OF THE NOVEMBER 30, 2020, GENERAL COMMITTEE (16.0)	5
1. That the minutes of the November 30, 2020, General Committee meeting be confirmed.	
3.2. MINUTES OF THE DECEMBER 7, 2020, GENERAL COMMITTEE (16.0)	16
1. That the minutes of the December 7, 2020, General Committee meeting be confirmed.	
4. DEPUTATIONS	
5. COMMUNICATIONS	
5.1. YORK REGION COMMUNICATIONS (13.4)	26
Note: Questions regarding Regional correspondence should be directed to Chris Raynor, Regional Clerk.	
1. That the communication dated December 10, 2020 from York Region be received for information purposes:	
a. 2021 Water and Wastewater User Rates	

6. PETITIONS

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

7.1. STAFF AWARDED CONTRACTS FOR THE MONTHS OF NOVEMBER 2020 AND DECEMBER 2020 (7.12) 36

A. Moore, ext. 4711

1. That the report entitled “Staff Awarded Contracts for the Months of November and December 2020” be received; and further,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

8. PRESENTATIONS - COMMUNITY SERVICES ISSUES

8.1. TREES FOR TOMORROW PROGRAM - THREE YEAR PLAN 2019 - 2021 (6.3) 70

D. Plant, ext. 4893

Note: Morgan Jones, Director, Operations and David Plant, Senior Manager, Parks Horticulture and Forestry Division, will be in attendance to provide a presentation.

1. That the memorandum entitled “Trees for Tomorrow Program – 3 Year Plan (2019 – 2021)” dated January 18, 2021, be received; and further,
2. That staff be authorized and directed to do all things necessary to give effect to this resolution.

8.2. EMERALD ASH BORER NEXT STEPS PROGRAM - FINAL UPDATE (6.3) 83

D. Plant, ext. 4893

Note: Morgan Jones, Director, Operations and David Plant, Senior Manager, Parks Horticulture and Forestry Division, will be in attendance to provide a presentation.

1. That the memorandum entitled “Emerald Ash Borer (EAB) Program Completion Summary” dated January 18, 2021 be received; and,
2. That at project completion, the remaining funds in project #16165 – Emerald Ash Borer, in the amount of \$111,682 be returned to the Life Cycle Replacement and Capital Reserve; and further,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

9. MOTIONS

10. NOTICES OF MOTION

11. NEW/OTHER BUSINESS

*As per Section 2 of the Council Procedural By-Law, "New/Other Business would generally apply to an item that is to be added to the **Agenda** due to an urgent statutory time requirement, or an emergency, or time sensitivity".*

12. ANNOUNCEMENTS

13. ADJOURNMENT

14. **CONFIDENTIAL ITEMS**

14.1. **FINANCE & ADMINISTRATIVE ISSUES**

14.1.1. **GENERAL COMMITTEE CONFIDENTIAL MINUTES - NOVEMBER 16, 2020, NOVEMBER 30, 2020 AND DECEMBER 7, 2020 (16.0) [Section 239 (2) (a)(b)(e)(k)]**

14.1.2. **APPOINTMENTS AND RESIGNATIONS TO BOARDS/COMMITTEES (16.11) [SECTION 239 (2)(b)]**

14.2. **LAND, BUILDING & PARKS CONSTRUCTION ISSUES**

14.2.1. **A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE CITY OR LOCAL BOARD; PROPOSED ACQUISITION OF REAL PROPERTY (8.6) [SECTION 239 (2) (c)]**

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: 18
November 30, 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>Kimberley Kitteringham, City Clerk</p> <p>Martha Pettit, Deputy City Clerk</p> <p>Phoebe Fu, Director of Environmental Services</p> <p>Hristina Giantsopoulos, Election & Council/Committee Coordinator</p>	<p>Alida Tari, Manager, Access & Privacy</p> <p>John Wong, Technology Support Specialist II</p> <p>Graham Seaman, Director, Sustainability & Asset Management</p> <p>Grace Lombardi, Election & Committee Coordinator</p> <p>Meg West, Manager of Business Planning and Projects</p> <p>Mark Visser, Sr Manager Strategy Innovation & Investments</p> <p>Rob Cole, Manager, Applications</p> <p>Lisa Chen, Sr. Manager, Financial Planning & Reporting</p> <p>Claudia Marsales, Senior Manager Waste Management & Environment</p> <p>Michael DiPasquale, Supervisor, Waste Management</p>

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. The Committee resolved into confidential session at 11:05 AM, and reconvened into open session at 11:30 AM. The Committee resolved into confidential session once more at 2:50 PM.

The Committee recessed for lunch at 1:02 PM and reconvened at 1:40 PM.

Regional Councillor Joe Li left the meeting at 2:26 PM and returned at 2:44 PM

2. DISCLOSURE OF PECUNIARY INTEREST

There were none disclosed.

3. DEPUTATIONS

There were deputations on item 8.1 Markham Environmental Advisory Committee (MEAC) Minutes February 20, 2020. Please refer to the item for details.

Moved by Councillor Alan Ho
Seconded by Councillor Isa Lee

That the Committee consent to proceed to address item 8.1 Minutes of the Environmental Advisory Committee (MEAC) Minutes February 20, 2020 and the deputations.

Carried

4. COMMUNICATIONS

There were none.

5. PETITIONS

There were no petitions.

6. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES

6.1 AUDITOR GENERAL - UPDATE (7.0)

Trinela Cane, Commissioner, Corporate Services, addressed the Committee to introduce the City's Auditor General, Geoff Rodrigues, Partner, National Internal Audit Leader, MNP LLP and his team who delivered three presentations on audit work that was undertaken in the first four years of the Auditor General

mandate. The first presentation, Auditor General Update is an overview presentation that highlighted the work that has been completed as part of the four year audit plan and included respective follow up on the status of the recommendations for the HRIS Implementation and Development Charges audits. There were additional audit presentations on Information and Records Management and on Cyber Security, in confidential session. It was indicated that the plan for the next five-year audit cycle is being developed and will be presented to the Committee in the new year.

Geoff Rodrigues addressed the Committee to introduce his team Veronica Bila, Partner, Enterprise Risk Services, Chris Wu, Manager, Enterprise Risk Services, Eugene Ng, Partner, Cyber Security Services, and Adriano Bertoni, Manager, Cyber Security Services and delivered the first presentation, Auditor General Update. He noted that even within the current COVID-19 environment, the audit work and follow-up reporting was conducted remotely and without delays or cost impact.

The Committee inquired about the timing of the subsequent Audit Plan. Mr. Rodrigues indicated that that it will be presented to the Executive Leadership Team and General Committee in January 2021.

Moved by Councillor Alan Ho

Seconded by Councillor Khalid Usman

1. The Auditor General Update Presentation be received; and,
2. HRIS Implementation Audit – Follow Up Report be received; and,
3. The Development Charges Audit - Follow Up Report be received; and further,
4. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.2 AUDITOR GENERAL – INFORMATION AND RECORDS MANAGEMENT AUDIT (7.0)

Geoff Rodrigues, Partner, National Internal Audit Leader, MNP LLP, introduced the item and indicated that this is a final audit for Information and Records Management. Veronica Bila, Partner, Enterprise Risk Services, and Christopher Wu, Manager, Enterprise Risk Services delivered the presentation entitled Auditor General - Information and Records Management Audit. The Auditors

noted the City's progress with respect to the approval of a Corporate records retention by-law and the development of a corporate records management policy. It was also noted that there were no "high risk" items to report on.

The Committee made the following inquiries in relation to the presentation:

- The status of the recruitment for the recently approved Privacy & Records Analyst - to implement records management initiatives and clarification on the role;
- Timeline to implement the recommended programs and strategies;
- The difference between an official record and a transitory record;
- Ensuring records are kept according to the City's Record's Classification and Retention By-law;
- Concerns with data storage relative to electronic records;
- The various types of Freedom of Information (FOI) requests and the City's routine disclosure plan;
- Legislated fees that are associated with FOI requests;
- The importance of policy development and implementation of numerous new software programs throughout the Corporation; and,
- Consideration to providing an update on initiatives and their timing in the third quarter of 2021.

The Committee thanked MNP LLP for their presentation and findings and thanked staff for the implementation of the recommendations. They also requested an update report in the third quarter of 2021.

Staff responded to the inquiries posed by the Committee and indicated that Scott Chapman is the City's new Corporate Privacy and Records Coordinator and will work with Alida Tari, Manager, Access and Privacy to implement the audit recommendations. Staff indicated that as part of an ongoing review of routinely disclosed information, additional information will continue to be made available on the City's website. It was also noted that there is a MFIPPA request disclosure summary currently on the City's website that outlines the various FOI requests received by the City, and that the link will be forwarded to Members of the Committee.

Trinela Cane, Commissioner, Corporate Services, addressed the Committee and indicated that while there were no high risk items reported on, information

management is an important initiative and that under the leadership of the City Clerk, the City is moving in a positive direction and will provide a report back in the third quarter of 2021.

Moved by Councillor Amanda Collucci

Seconded by Councillor Andrew Keyes

1. The Information and Records Management Audit Presentation be received; and,
2. The Information and Records Management Audit Report be received; and further,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

6.3 2021 STORMWATER FEE UPDATE (7.0)

Joel Lustig, Treasurer, addressed the Committee to provide an update with respect to the reinstatement of the stormwater fee in 2021 for residential and non-residential properties. He advised Committee that the reinstatement of the stormwater fee is scheduled to commence in 2021. It was recommended that should Council consider extending relief into 2021 that an application based approach similar to property tax relief program should be implemented.

The Committee suggested that if property owners are able to pay their property taxes that they also pay the stormwater fee. There was discussion on the following:

- Implications of not reinstating the stormwater fee in 2021 and beyond;
- Consideration to implement the fee with the option to defer the payment;
- Consideration to an application process to defer the payment;
- Consideration to make the application process easy and consistent with that of property tax payment deferral;
- Impact on current cash flow;
- Inquiry into when would there be an increase in the peak borrowing;
- Inquiry into the net present value of the increased cost;

- Consideration to refer to 'postponed' versus 'deferred'; and,
- The inclusion of a timeframe for the deferral of the fee.

Staff provided information in response to the Committee's inquiries.

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Andrew Keyes

That the presentation entitled Stormwater Fee Update be received; and,

1. That the stormwater fee be reinstated in 2021; and,

That Council approve the implementation of an application based program for the **deferral of the 2021** stormwater fee for eligible taxpayers; and further,

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

Carried

7. CONSENT - COMMUNITY SERVICES ISSUES

7.1 UPDATED BLUE BOX TRANSITION TIMING AND UPDATE (5.1)

The Chair acknowledged staff for their work on the updated comments from the City to the Environmental Registry of Ontario (ERO).

There was a brief discussion in relation to the following:

- Waste Diversion Committee input to comment letter;
- Outline of potential differences between the information provided at the last General Committee meeting;
- Inquiry into the definition of service delivery options; and,
- The City's position related to Region transition timing.

Staff confirmed that there are no fundamental differences between the information provided at the last General Committee meeting versus the information provided today other than the updated comments that will be submitted on behalf of the City to the ERO Ministry registry with respect to holiday collection, schedule changes, and program review. It was further indicated that the City is requesting

to be placed on 2023 transition year, apart from the Region's transition date of 2025.

Moved by Mayor Frank Scarpitti

Seconded by Councillor Karen Rea

1. That the presentation entitled "New Provincial Blue Box Regulation 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 Regulation; and,
3. That the City of Markham requests 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; and,
4. That if an earlier transition date is not provided, the City of Markham requests 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 requests 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 including public-facing community 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 requests 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 ability to select the service delivery option, the City of Markham reserves 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

8. REGULAR REPORTS - ENVIRONMENT & SUSTAINABILITY ISSUES

8.1 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (MEAC) MINUTES – FEBRUARY 20, 2020 (16.34)

There were deputations in relation to this item as follows:

Martin Bush, Markham Environmental Advisory Committee (MEAC) representative and expressed his support for the Climate Emergency Declaration.

Ethan Ly, Team Program at Milliken Mills High School student representative addressed the Committee and expressed his support for the Climate Emergency Declaration.

Allen Small, Markham resident addressed the Committee and expressed his opposition for the Climate Emergency Declaration.

The Committee suggested that the Climate Emergency Declaration be received and referred to staff for analysis and discussion.

Graham Seaman, Director, Sustainability and Asset Management addressed the Committee to provide context on the declaration written by MEAC and will review the entire document and will report back on this matter in the second quarter of 2021.

Moved by Councillor Andrew Keyes

Seconded by Deputy Mayor Don Hamilton

That the minutes of the Markham Environmental Advisory Committee (MEAC) meetings held February 20, 2020 be received for information purposes.

Carried

Moved by Councillor Amanda Collucci
Seconded by Councillor Reid McAlpine

That the Climate Emergency Declaration be referred to staff for analysis and discussion.

Carried

9. MOTIONS

There were no motions.

10. NOTICES OF MOTION

There were no notices of motion.

11. NEW/OTHER BUSINESS

The following New Business Items were introduced by the Members of the Committee:

1. Councillor Rea addressed the Committee and requested a follow up on a previous motion with respect to backyard paving in the first quarter of 2021;
2. Councillor Rea inquired about the number of by-law officers that will address the recent enforcement blitz and what the potential budget impact may be;
3. Councillor Ho inquired about availability of outdoor community maintained ice-rinks; and,
4. Councillor Irish inquired about extending outdoor use of City amenities such as basket ball and tennis courts, and pathways.

Staff provided information in relation to these these items and will provide additional updates as requested.

12. ANNOUNCEMENTS

The Mayor and Members of Committee acknowledged Councillor Andrew Keyes' birthday and extended their best wishes.

13. CONFIDENTIAL ITEMS

The Committee convened into closed session at 11:05 AM to address Item 13.1.1 and again at 2:50 PM to address Item 13.1.3.

Moved by Councillor Amanda Collucci
 Seconded by Mayor Frank Scarpitti

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

Carried

Moved by Regional Councillor Joe Li
 Seconded by Councillor Alan Ho

That, in accordance with Section 239 (2) of the Municipal Act, General Committee resolve into a confidential session a second time to discuss item 13.1.3 Labour Relations or Employee Negotiations: Personnel Matter (11.) [Section 239 (2) (d)]

Carried

13.1 FINANCE & ADMINISTRATIVE ISSUES

13.1.1 INFORMATION EXPLICITLY SUPPLIED IN CONFIDENCE TO THE MUNICIPALITY OR LOCAL BOARD BY CANADA, A PROVINCE OR TERRITORY OR A CROWN AGENCY OF ANY OF THEM; CYBER SECURITY (7.0) [SECTION 239 (2)(h)]

General Committee consented to place this matter on the December 9, 2020 confidential Council agenda for consideration.

13.1.2 INFORMATION EXPLICITLY SUPPLIED IN CONFIDENCE TO THE MUNICIPALITY OR LOCAL BOARD BY CANADA, A PROVINCE OR TERRITORY OR A CROWN AGENCY OF ANY OF THEM; INFORMATION MANAGEMENT AUDIT RESULTS (7.0) [SECTION 239 (2) (h)]

Note: This item has been moved to the open session.

13.1.3 LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS; PERSONNEL MATTER (11.0) [SECTION 239 (2) (d)]

The Committee consented to place this item on the December 7, 2020 General Committee confidential agenda for further consideration.

That the General Committee confidential meeting adjourn at 3:51 PM.

Moved By Councillor Reid McAlpine

Seconded By Councillor Amanda Collucci

Carried

14. ADJOURNMENT

General Committee adjourned at 2:47 PM and convened into closed session. The Committee did not return to open session and consented to place Item 13.1.1 on the December 9, 2020 confidential Council agenda for consideration. The Committee consented to place item 13.1.3 on the December 7, 2020 General Committee agenda for further consideration.

Moved by Councillor Reid McAlpine

Seconded by Councillor Amanda Collucci

That the General Committee meeting adjourn at 2:47 PM.

Carried



Electronic General Committee Meeting Minutes

Meeting Number: 19
December 7, 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>Martha Pettit, Deputy City Clerk</p> <p>Phoebe Fu, Director of Environmental Services</p> <p>Alex Moore, Manager of Purchasing & Accounts Payable</p> <p>Morgan Jones, Director, Operations</p>	<p>Hristina Giantsopoulos, Elections & Council/Committee Coordinator</p> <p>Laura Gold, Council/Committee Coordinator</p> <p>John Wong, Technology Support Specialist II</p> <p>Graham Seaman, Director, Sustainability & Asset Management</p> <p>Shane Manson, Senior Manager, Revenue & Property Taxation</p> <p>Adam Grant, Fire Chief</p> <p>Michael DiPasquale, Supervisor, Waste Management</p> <p>Meg West, Manager of Business Planning and Projects</p> <p>Christy Lehman, Licensing and Animal Services Coordinator</p>

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 9:35 AM with Regional Councillor Jack Heath presiding as Chair for all items on the agenda.

Mayor Frank Scarpitti arrived at 9:58 AM.

2. DISCLOSURE OF PECUNIARY INTEREST

There were none disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE NOVEMBER 16, 2020 GENERAL COMMITTEE (16.0)

Moved by Councillor Alan Ho

Seconded by Councillor Keith Irish

That the minutes of the November 16, 2020 General Committee meeting be confirmed.

Carried

4. DEPUTATIONS

There were no deputations.

5. COMMUNICATIONS

5.1 YORK REGION COMMUNICATIONS (13.4)

The Committee made inquiries on the following York Region Communications:

1. Lane Designation Bylaw Update E-Bikes and E-Scooters and concerns in relation to the maximum allowed speeds for these vehicles; and,

7. COVID-19 Related Enforcement Issues and concerns over the amount of money spent on communication/advertising.

The Committee requested that staff provide additional information on Item 1. listed above at the December 8, 2020 Development Services Meeting.

There was discussion in relation to funding allocated by the Region towards advertising and communication for COVID-19 education, awareness, safety

protocols and testing. The Committee inquired about the number of tickets issued by the City for Covid-19 related violations and their respective revenue.

Staff provided an update on the Covid-19 enforcement efforts. In addition to the earlier focus on education and awareness, the City, together with York Region Public Health and provincial ministries, have implemented an enhanced enforcement campaign to ensure compliance. Eleven orders have been issued since the campaign began. There is significant public and business support in this regard. It was clarified that all agencies who write tickets in the various communities, keep the revenue for the tickets they write.

Moved by Mayor Frank Scarpitti

Seconded by Deputy Mayor Don Hamilton

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

Carried

6. PETITIONS

There were no petitions.

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

7.1 MINUTES OF THE MARCH 10, 2020, SENIORS ADVISORY COMMITTEE (16.0)

The Committee made a brief inquiry with respect to business cards for advisory committees and requested staff provide a follow up in this regard.

Moved by Regional Councillor Joe Li
Seconded by Regional Councillor Jim Jones

That the minutes of the March 10, 2020 Seniors Advisory Committee meeting be received for information purposes.

Carried

7.2 MINUTES OF THE JUNE 17, 2020 WASTE DIVERSION COMMITTEE (16.0)

Moved by Regional Councillor Joe Li
Seconded by Regional Councillor Jim Jones

That the minutes of the June 17, 2020 Waste Diversion Committee meeting be received for information purposes.

Carried

7.3 MINUTES OF THE OCTOBER 22, 2020 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0)

Moved by Regional Councillor Joe Li
Seconded by Regional Councillor Jim Jones

That the minutes of the October 22, 2020 Markham Environmental Advisory Committee meeting be received for information purposes.

Carried

7.4 MINUTES OF THE OCTOBER 26, 2020 MARKHAM PUBLIC LIBRARY BOARD (16.0)

Moved by Regional Councillor Joe Li
Seconded by Regional Councillor Jim Jones

That the minutes of the October 26, 2020 Markham Public Library Board meeting be received for information purposes.

Carried

7.5 MINUTES OF THE NOVEMBER 3, 2020, NOVEMBER 6, 2020, NOVEMBER 10, 2020 AND NOVEMBER 17, 2020 BUDGET COMMITTEE (16.0)

Moved by Regional Councillor Joe Li
Seconded by Regional Councillor Jim Jones

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.

Carried

7.6 CONTRACT EXTENSION FOR WATER METER READING AND BILLING SERVICES (7.0, 5.3)

The Committee made inquiries on the current Alectra billing process, how anomalies are identified and how they are resolved.

Staff indicated that Alectra proactively contacts customers when irregularities occur. The residential water billing occurs every two months, if there are issues, the Alectra system would automatically alert and trigger a service request to contact the customer. City staff also work regularly with Alectra to resolve issues and may take an additional billing cycle to resolve.

The Committee requested that the Alectra contract be updated to ensure high water consumption bills are addressed in a timely manner.

Moved by Councillor Karen Rea
Seconded by Deputy Mayor Don Hamilton

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.

Carried

8. CONSENT REPORTS - COMMUNITY SERVICES ISSUES

8.1 RECYCLING DEPOT STAFFING CONTRACT EXTENSION (7.12)

Moved by Regional Councillor Joe Li

Seconded by Regional Councillor Jim Jones

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.

Carried

9. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

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

Mona Nazif, Senior Manager, Human Resources addressed the Committee to provide a brief update on the current Diversity Action Plan initiatives. Planning is underway in respect of consultation with Markham's Black communities, and the Human Resources Department is currently rolling out comprehensive anti-Black racism eLearning across the organization.

The Committee suggested that the recommendation be referred to staff and that a progress update with respect to the Diversity Action Plan be provided at a future General Committee meeting.

Moved by Mayor Frank Scarpitti

Seconded by Deputy Mayor Don Hamilton

1. That the minutes of the Race Relations Committee meeting held on September 14, 2020 be received for information purposes; and,
2. **That the Race Relations Committee recommendation be referred to staff to provide a progress update with respect to the Diversity Action Plan.**

Carried

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

There was discussion with respect to the following:

- The suggested appointment of a Regional Councillor to the Advisory Committee on Accessibility to provide broader representation of the group and improve efficiency;
- That Regional Councillors attend advisory meetings to address specific issues or when there is news from discussions at Region meetings as needed;
- That there is currently good representation at the City and the Region; and,
- Concerns that mobility issues on York Region Transit, wheel-trans, special needs and pedestrian safety, are not addressed efficiently between the City and Region.

Moved by Councillor Isa Lee

Seconded by Deputy Mayor Don Hamilton

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.

Carried

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

The Committee suggested that the Terms of Reference be generalized to indicate a staff members position rather than being named in the document.

Moved by Mayor Frank Scarpitti

Seconded by Councillor Isa Lee

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

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."

Carried

10. MOTIONS

There were no motions.

11. NOTICES OF MOTION

There were no notices of motion.

12. NEW/OTHER BUSINESS

The Committee discussed the following New/Other Business items:

- The Region meeting on Thursday, December 10, 2020 will discuss the 2.9% water rate increase;
- There are changes proposed by the provincial government which will have a significant impact on future Toronto Regional Conservation Authority (TRCA) operations such as wetland conversions and that David Crombie has resigned from the Greenbelt Council; and,
- That the City and the Region supported a pause in proceeding with schedule 6 of Bill 229.

13. ANNOUNCEMENTS

There were no announcements.

14. CONFIDENTIAL ITEMS

The Committee convened into closed session at 11:07 AM.

Moved by Regional Councillor Jim Jones

Seconded by Regional Councillor Joe Li

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

Carried

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)]**

This item will be placed on a future General Committee confidential agenda for consideration.

**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)]**

This item will be placed on a future Restricted and Confidential General Committee agenda for consideration.

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

The Committee consented to place this item on the December 9, 2020 confidential Council agenda for further consideration.

Moved by Regional Councillor Joe Li

Seconded by Councillor Amanda Collucci

That the General Committee confidential session adjourn at 12:10 PM.

Carried

15. ADJOURNMENT

General Committee adjourned at 11:00 AM and convened into closed session. The Committee did not return to open session and consented to place Item 14.1.3 on the December 9, 2020 confidential Council agenda for consideration. Items 14.1.1 and 14.1.2 will be placed on a future General Committee Confidential Agenda for consideration.

Moved by Regional Councillor Jim Jones

Seconded by Regional Councillor Joe Li

That the General Committee meeting adjourn at 11:00 AM.

Carried

From: Switzer, Barbara <Barbara.Switzer@york.ca> **On Behalf Of** Regional Clerk
Sent: December 17, 2020 4:16 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 - 2021 Water and Wastewater User Rates

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 December 10, 2020 Regional Council made the following decision:

1. Regional Council confirm a zero percent increase in the combined water and wastewater wholesale rate for the year beginning April 1, 2021, maintaining the rate at the existing \$3.07 per cubic meter.
2. Regional Clerk circulate this report to the local municipalities.

The original staff report is attached for your information.

Please contact Michelle Swan, Director, Business Planning & Operations Support at 1-877-464-9675 ext. 73040 or Kelly Strueby, Director, Office of the Budget at 1-877-464-9675 ext. 71611 if you have any questions with respect to this matter.

Regards,

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

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1
O: 1-877-464-9675 ext. 71300 | christopher.raynor@york.ca | 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
December 10, 2020

Joint report of the Commissioner of Environmental Services
and
Commissioner of Finance

2021 Water and Wastewater User Rates

1. Recommendations

1. Regional Council confirm the previously approved 2.9% increase in the combined water and wastewater wholesale rate for the year beginning April 1, 2021, increasing the rate from the existing \$3.07 per cubic meter to a rate of \$3.16 per cubic meter.
2. Regional Clerk circulate this report to the local municipalities.

2. Summary

In April 2020, in response to the COVID-19 pandemic, Council decided not to proceed with a planned water and wastewater rate increase for 2020, instead maintaining user rates at their 2019 level. Any operating shortfall due to changes against budget will be drawn from rate stabilization reserves. Using rate stabilization reserves to make up any 2020 shortfall would still allow for a one-year rate increase of 2.9% for 2021, which was previously approved in 2015. After the Region completes a User Rate Study in Q2 2021, Council will be asked to consider recommendations for a new multi-year plan for future rates.

Key Points:

- Rate stabilization reserves were established to cover unforeseen fluctuations in revenue and expenditures. A draw from these reserves will be used to cover any 2020 revenue shortfall
- The 2.9% rate increase proposed for 2021 strikes a balance between the shorter-term economic impacts of COVID-19 and the long-term need for the Region to achieve full cost recovery from water and wastewater rates. The proposed 2021 rate is expected to raise the annual household bill by \$18, on average, if local municipalities fully pass the increase on to households
- The 2021 User Rate Study will assess COVID-19 impacts and other pressures in more detail to recommend rates in 2022 and beyond that will ensure long-term financial sustainability for water and wastewater

3. Background

York Region and local municipalities are responsible for providing water and wastewater services under a two-tier structure

York Region and its nine local municipalities are responsible for providing and delivering drinking water and safely managing wastewater for more than one million residents. Almost all water and wastewater users depend on Regional and local municipal systems that are physically connected.

The Region sets a blended rate for water and wastewater that it charges local municipalities. Local municipalities in turn provide services directly to retail customers, and the rates they set ultimately determine customer billing. On average, over half of the revenue generated at the local level is paid to the Region.

Without direct access to Lake Ontario, more than 90% of the Region's drinking water needs are met through long-term service agreements with Peel Region and the City of Toronto. Groundwater wells and surface-water treatment plants in the Region provide the balance of water and wastewater needs.

Roughly 85% of the Region's wastewater is conveyed to Duffin Creek plant in Pickering, which the Region owns jointly with Durham Region, while 10% goes to Peel Region and the remainder is treated at Region owned facilities.

The Region has committed to full cost recovery through user rates

Although water and wastewater rates in Ontario are not formally regulated, provincial statutes and guidance underscore the importance of financial sustainability for water utilities. One of the recommendations from the Walkerton Inquiry in 2002 was that the municipal sector raise adequate revenue for their water systems locally, without reliance on other levels of government. Since then, York Region Council has prioritized the financial sustainability of its water and wastewater systems by phasing in full cost recovery pricing.

In October 2015, Regional Council approved a plan that would see user rates cover the cost of providing the Region's water and wastewater services by 2021, including long-term asset management needs. Development charges pay for most of the initial construction costs to meet the needs of growth. The plan was based on a model that forecasts annual consumption and costs and reflects the principle of fairness to users over time, also called intergenerational equity.

The plan included annual rate increases of 9.0% for each of the first five years, including 2020. In 2021, the year in which full cost recovery would be achieved, the increase would be 2.9%.

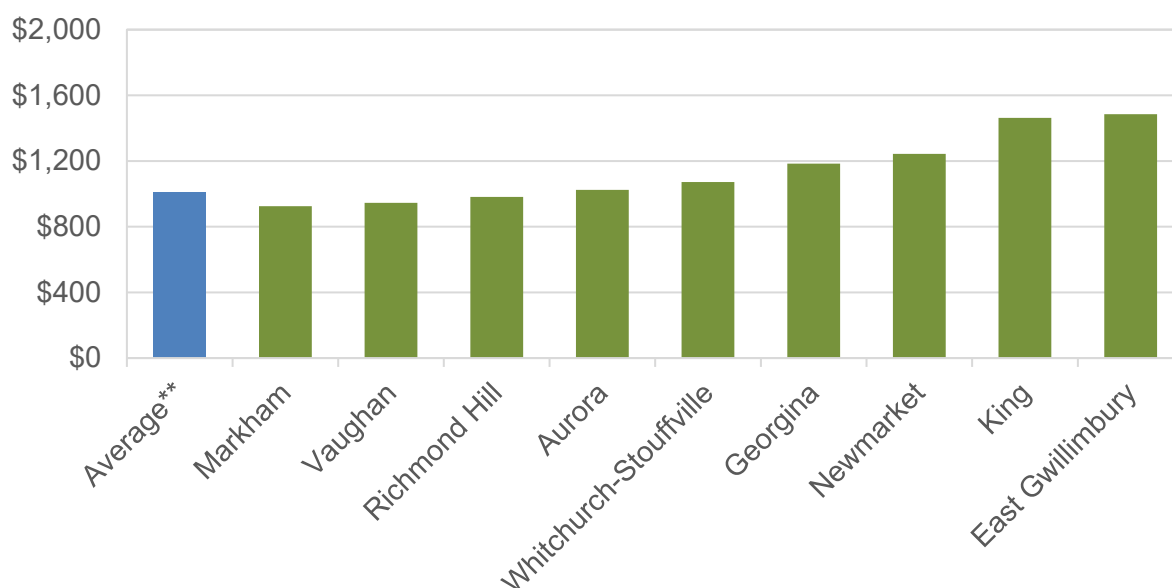
For prudence, the plan required an annual review of results against forecast, created a rate stabilization reserve to cover short-term fluctuations, and allowed rates to be adjusted if longer-term trends appeared to differ significantly from forecasts.

From 2016 to 2019, the rate model that informed the 2015 approvals was reasonably accurate in predicting underlying trends, including a general downward trend in per-capita flows of both water and wastewater. Contributions have been made to stabilization reserves in years of surplus, and a draw was made in 2017 to mitigate a revenue shortfall.

Average bills vary across the nine local municipalities but are consistent with those of Ontario comparators

The average household bill across the Region is estimated to be \$1,010, and ranges from \$925 in Markham to \$1,485 in East Gwillimbury (Figure 1). Average bills in the Region are in line with those in nearby jurisdictions, assuming residents' consumption is similar (Figure 2). The Region's average bill is lower than average bills in the Niagara and Waterloo regions which, like the Region, deliver water and wastewater services through a two-tier system.

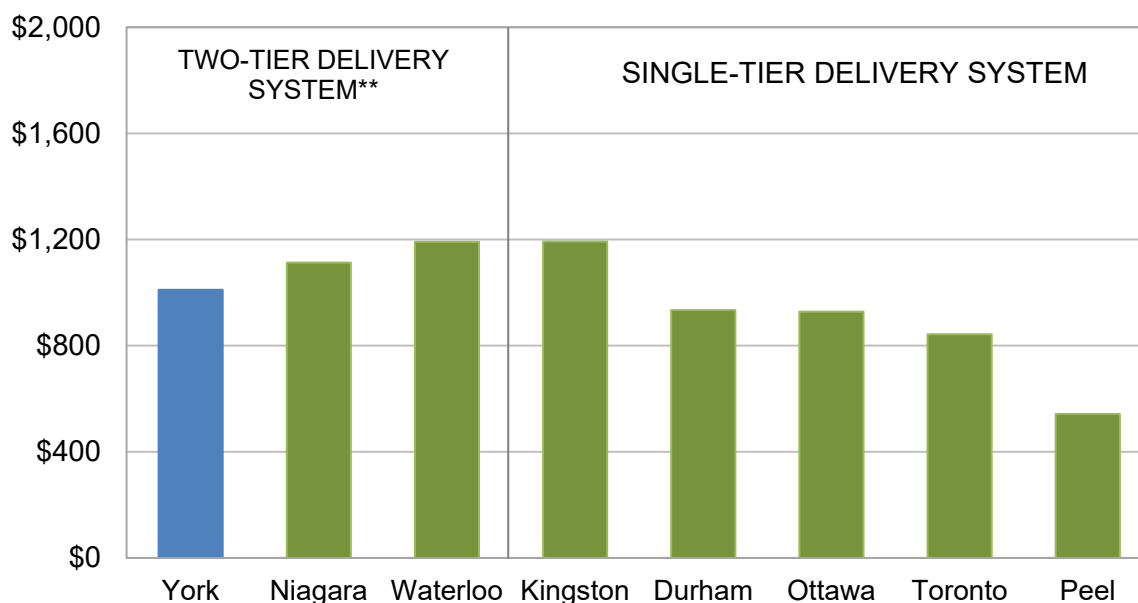
Figure 1
Average 2020 Household Bill in York Region*



* Bill based on published 2020 rates as at October 2020 and average household water consumption of 207m³ per year

** Weighted average across local municipalities by population

Figure 2
Average 2020 Household Bill in selected Ontario jurisdictions*



* Bill based on published 2020 rates as at October 2020, and average household water consumption of 207m³ per year

** Weighted average bill across lower-tier municipalities by population

COVID-19 financial concerns triggered relief measures for 2020

On March 11, 2020, the World Health Organization declared a pandemic as numerous countries reported cases of COVID-19. In line with measures taken by other jurisdictions to prevent the spread of COVID-19, Ontario closed all public schools the next day, and many workplaces were subsequently required to close or curtail their operations. By the beginning of April, more than two million Canadians, or about 10% of the labour force, had applied for employment insurance.

On April 2, 2020, a [report](#) entitled “Partnering with Local Municipalities to Support Residents and Businesses Impacted by COVID-19” was brought to Council. The report outlined the economic impact of COVID-19, described relief measures that local municipalities were considering or had already taken, and recommended measures at the Regional level. Council approved Clause 2 of the report, which kept the Region’s water and wastewater rates at their 2019 levels for 2020, foregoing the previously approved 9% increase, and required staff to report back on the financial implications. This report outlines financial impacts and recommends ways to address them.

2021 User Rate Study will inform rates starting in 2022

The 2015 rate plan assumed that a new User Rate Study would be undertaken to inform user rates after 2021. Work on this new study is underway and in Q2 2021 staff will bring multi-year options forward to Council for implementation in 2022 and beyond.

The 2015 study and related plan focused on achieving full cost recovery by the end of the six-year rate approval in 2021. Now that the Region is about to achieve that goal, the focus will shift toward maintaining full cost recovery, including monitoring future risks to the plan.

4. Analysis

Foregoing the 9% 2020 rate increase translates to a \$32.5 million revenue shortfall based on budgeted flows

User rate revenue in the Region's Budget for 2020 and 2021 was based on originally approved increases of 9.0% in 2020 and 2.9% in 2021.

Rates normally change on April 1st each year. Based on budgeted flows, the decision not to increase the rate on April 1, 2020, translates into a total shortfall in expected revenue of \$32.5 million over 12 months. For the period April 1 to December 31, 2020, the revenue shortfall was forecast to be \$25 million based solely on the rate deferral, with projected revenue for the year going from \$385 million to \$360 million. In fiscal 2021, the impact amounts to \$7.5 million for the period January 1 to March 31.

The actual year end shortfall compared to budget will be determined once actual flows and COVID-19 related impacts are known.

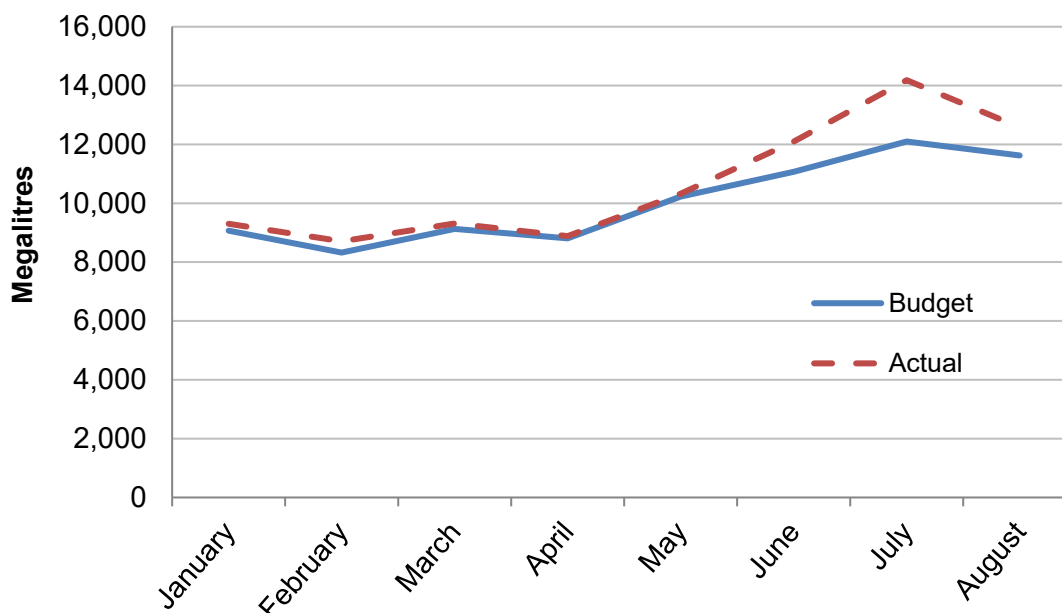
Impact of lower rates in 2020 could be partially offset by higher total consumption and lower expenditures

Water supplied to local municipalities from January to August 2020 was up 6% from budgeted flows, with most of the increase occurring over June to August. Figure 3 shows York Region's bulk water supply to local municipalities, which is largely consumed by residents, and industrial, commercial and institutional (ICI) users.

While the recent uptick in flows is in line with usual fluctuations related to summer weather usage, changes to residential and business activity as a result of COVID-19 may have also affected consumption. Complete information on 2020 flows and the impact on revenue will become available in 2021.

The Region is encouraging local municipalities to analyze their retail data to better determine the impact of COVID-19 on residential and ICI consumption.

Figure 3
York Region Water Supplied to Local Municipalities in 2020



COVID-19 has also affected the Region's operating expenditures. Water and wastewater expenditures in 2020 so far have been below budget mainly due to recruitment slowdowns and operating efficiencies.

Regional Council's decision to hold rates at 2019 levels was intended to support residents

Seven of the nine local municipalities made a decision to provide direct rate relief to water and wastewater customers in 2020 in response to COVID-19, with five returning user rates to 2019 levels and two reducing their previously planned increases.

On average, relief measures are expected to provide households in these seven municipalities with about \$15 to \$30 in quarterly savings.

User rate revenue in these municipalities could be up to 10% less than was budgeted in 2020. For municipalities in which information is available, Regional Council's decision to maintain wholesale rates in 2020 is estimated to offset more than half of the fall in revenues collected.

The previously approved 2.9% rate increase for 2021 aims to balance the shorter-term economic impacts from COVID-19 and the long-term need to achieve full cost recovery

In 2015, Council approved a 2.9% rate increase for April 1, 2021 which was expected to lead to a combined rate of \$3.45 per cubic metre. Because of the deferral of the 2020 increase, reaching this level would now require a 12.2% increase in the current rate.

In spring 2020 the water and wastewater rate model was updated to reflect more current estimates, including for inflation, interest rates, population and future asset management needs. Based on preliminary analysis using the updated model, it was estimated that a rate increase of about 6% for 2021 would achieve full cost recovery while keeping future rate increases at about 2.9% annually.

Uncertainty about the ongoing financial impacts of COVID-19 on ratepayers continues to be an important consideration in setting the 2021 rate. While forecasters are cautiously optimistic about the Canadian and Ontario economy in the medium and longer term, the short-term global impact of COVID-19 is unprecedented in modern times. It is still highly uncertain when residents and businesses in the Region will fully recover financially.

It is recommended that Council continue with a 2.9% increase, leading to a combined rate for April 1, 2021 of \$3.16 per cubic meter. The recommended rate increase is in line with or lower than planned 2021 rate increases to date by most neighbouring jurisdictions.

Full cost recovery could still be achieved in 2021 with the recommended rate increase but maintaining full cost recovery in the future may require annual increases slightly above 2.9%. Staff are updating the rate model through the 2021 User Rate Study and will evaluate options for lowering rate pressure in the near term while ensuring the long-term financial sustainability of the water and wastewater systems.

Known pressures include the need to build reserves for renewal of ageing assets. The Region spent an average of \$75 million per year on water and wastewater rehabilitation projects from 2015 to 2019 and is forecast to spend \$91 million in 2020. This is expected to rise to \$107 million each year, on average, over the remainder of the 10 year plan and continue to increase over the foreseeable future. These reserves can only be maintained at an adequate level after full cost recovery rates are in place.

Rise in the average household bill attributable to the Region's increase is expected to be \$18 in 2021, which is less than estimated 2020 savings

The average annual water and wastewater bill in the Region is expected to rise by \$18 in 2021 (or less than 2.9%), as a result of the recommended increase. Although the wholesale rate that the Region charges is a major component of local water and wastewater budgets, the full impact on household bills will largely depend on the retail rates that are implemented by each local municipality.

Council's decision to not increase the rate in 2020 resulted in about \$57 in average annual savings per household. Overall these 2020 savings are higher than the forecasted \$18 rise in an average household bill, resulting from the Region's recommended increase in 2021. More generally, the average combined water and wastewater bill will remain broadly in line with what households pay for other utilities including electricity and gas.

The 2021 User Rate Study, which will inform Council's decision on rates for 2022 and beyond, will look in more detail at any continued impacts of COVID-19 and the Region's cost pressures. More clarity about the economic picture is likely to emerge as the study is finalized in Q2 2021.

Rate stabilization reserves are available to mitigate the revenue impact in 2020

The Region's rate stabilization reserves are used to manage year-end variances between actuals and the budget. As such, these reserves will be used to offset any revenue shortfall in 2020 driven by the rate deferral. As noted, the estimated \$25 million impact in 2020 from deferring the 9% rate increase assumes flows as per the 2020 Budget. However, the shutdown of businesses and shift to working from home have altered consumption patterns. Summer weather also has an impact on water use, and recruitment slowdowns and operational efficiencies have affected the Region's expenses for 2020. Both of these factors will help to make the final year-end impact less than the \$25 million estimate, which was based on the rate impact alone. Complete information on the impact of these factors will be available in 2021.

Revenue losses in 2021 resulting from the 2020 deferral and other factors may require additional draws from the rate stabilization reserves. This will be considered through the 2021 Budget process.

Establishing 2021 water and wastewater rates supports strategic goals of Vision 2051 and 2019-2023 Strategic Plan

Establishing Regional water and wastewater rates for 2021 supports the Vision 2051 goal of Open and Responsive Governance and the Good Government priority of the 2019-2023 Strategic Plan, particularly the objective of managing the Region's assets for current and future generations.

5. Financial

Use of rate stabilization reserves will minimize 2020 budget impacts

Drawing on rate stabilization reserves to offset lost revenue will minimize the impacts on the budget plan of Council's decision to defer the 2020 rate increase. These reserves were established to mitigate effects of short-term shocks to rates or consumption.

A 2.9% rate increase for 2021 adds pressure on achieving long-term financial sustainability of water and wastewater

As part of the 2021 Budget process, the Region will consider ways to manage any financial pressure that may be created from staying with the planned 2.9% rate increase, including how much to draw from rate stabilization reserves in 2021 to mitigate any shortfalls. Long-term financial sustainability, however, depends on maintaining user rates at a level that builds capital reserves so future asset management needs are met while achieving intergenerational equity and avoiding new user rate debt. The current user rate study will consider this as part of the user rates that it will recommend to Council for 2022 and beyond.

6. Local Impact

Reaffirming the planned water and wastewater user rate increase for the year starting April 1, 2021, would give local municipalities more certainty as they develop their 2021 budgets.

Staff continue to engage with local municipalities to better understand and collaborate on issues of concern to them. Successful roll-out of the previous 2015 rate study was due in large part to educational and promotional materials targeted at ratepayers that explained the benefits of full cost recovery. A similar initiative is being developed for the new study and plan.

7. Conclusion

It is proposed that the Region draw funds from user rate stabilization reserves to offset any revenue shortfall in 2020 associated with deferring the planned 9% increase to the 2020 wholesale rate. Increasing the combined water and wastewater wholesale rate by the previously approved 2.9% for 2021 strikes a balance between the potential ongoing financial impacts of COVID-19 on ratepayers and the Region's goal of full cost recovery.

For more information on this report, please contact Michelle Swan, Director, Business Planning & Operations Support at 1-877-464-9675 ext. 73040 or Kelly Strueby, Director, Office of the Budget at 1-877-464-9675 ext. 71611. Accessible formats or communication supports are available upon request.

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

Laura Mirabella, FCPA, FCA
Commissioner of Finance and Regional Treasurer

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

November 27, 2020
eDocs # 11044411



Report to: General Committee

Meeting Date: January 18, 2021

SUBJECT: Staff awarded contracts for November and December 2020
PREPARED BY: Alex Moore Ext, 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Months of November and December 2020” be received; and
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

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

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

BACKGROUND:

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

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

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

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

There is no disqualified Bidder (which disqualified Bidder is also the lowest priced or highest ranked Bidder (as applicable) pursuant to the Quotation process) at the time of Contract Award.

Number	BMFT Objective	Description	Award Details	Commission
1	Safe & Sustainable Community	148-T-20 Supply and Delivery of Two (2) 3.5 Yard Articulating Wheel Loaders	Lowest Priced Bidder	C&FS
2	Safe & Sustainable Community	181-Q-20 Roof Replacement at Markham Train Station & Old Unionville Library	Lowest Compliant Bidder	CS
3	Safe & Sustainable Community	198-T-20 Flato Markham Theatre HVAC & BAS Replacement	Lowest Priced Bidder	CS
4	Safe & Sustainable Community	202-T-20 City Owned Entrance Features Rehabilitation and Replacement	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	206-Q-20 Consulting Engineering Services for Dye Testing in Carlton Pumping	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	209-Q-20 Supply and Delivery of Unshrinkable Fill	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	212-T-20 Landscape Maintenance Activities	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	214-T-20 Load, Haul (Off-site) and Disposal of Soils	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	224-T-20 Supply and Delivery of Streetscape Planting Materials and Bedding Plants	Lowest Priced Bidder	C&FS
10	Safe & Sustainable Community	232-T-20 Block Tree Pruning Program – Year 2	Lowest Priced Bidder	C&FS
11	Safe & Sustainable Community	235-Q-20 Supply of Traffic Control Services	Lowest Priced Bidder	C&FS
12	Safe & Sustainable Community	236-S-20 Supply and Delivery of Footwear for Fire Services	Non-Competitive Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
13	Stewardship of Money and Resources	155-T-20 - Supply, Delivery, Installation Temporary Fuel Storage System, East Markham Works Yard	Lowest Priced Bidder	CS
14	Stewardship of Money and Resources	186-Q-20 Aldergrove Park Playground Curbs and Resurfacing	Lowest Priced Bidder	C&FS
15	Stewardship of Money and Resources	Corporate Automated Vehicle Location (AVL) System - Contract Extension	Non-Competitive Bidder	CS
16	Stewardship of Money and Resources	Audio Visual Support and Maintenance - Contract Extension	Non-Competitive Bidder	CS
17	Stewardship of Money and Resources	219-S-20 Consulting Services, Finance – Tax System (TXM) Upgrade	Non-Competitive Bidder	CS

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

#1

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

To:	Andy Taylor, Chief Administrative Officer
Re:	148-T-20 Supply and Delivery of Two 3.5 Yard Articulating Wheel Loaders
Date:	November 11, 2020
Commission / Department:	Community & Fire Services / Operations

BACKGROUND

To obtain approval to award the contract for the supply and delivery of two (2), 3.5 yard articulating loaders (John Deere brand, model 544L).

One unit is for the new East Yard and one unit is to replace existing unit #1421 located at Miller Yard. These units will be utilized for loading aggregate materials into trucks throughout the year, and for loading sand and/or salt in support of winter maintenance crews through winter storm events.

The unit being replaced (#1421) will be sold upon delivery of the new unit in accordance with Purchasing By-Law 2017-8, Part V, Disposal of Personal Property. Proceeds will be posted to account 890 890 9305 (Proceeds from the Sale of Other Fixed Assets).

It is anticipated that vehicles will be delivered by January 2021. Even though the East Yard will not be open until later in 2021, staff recommend receiving both units in January. Operations will be separating their winter maintenance crews due to COVID into two locations (Miller Yard and Central Yard). The Central Yard will use the new unit for the 2020/21 winter season.

RECOMMENDATION

Recommended bidder	Brandt Tractor Ltd. (Lowest Priced Bidder)	
Current budget available	\$560,604.00	See Financial Considerations
Less cost of award	<u>\$524,878.08</u>	Total cost of award (Incl. of HST)
Sub-total	\$ 35,725.92	
Less cost of Markhamizing	<u>\$ 11,200.00</u>	
Budget remaining after this award	\$ 24,525.92	*

* The remaining balance in the amount of \$24,525.92 will be returned to the original funding sources.

OPTIONS/DISCUSSION

There are multiple manufacturers who produce articulating wheel loaders, which include, but are not limited to, John Deere, Volvo, Caterpillar and Case. Some of these manufacturers sell their products through distributors, which serve a specific territory. Brandt Tractor Ltd. is the distributor for such vehicles for John Deere in Ontario.

148-T-20 Supply and Delivery of One (1) 3.5 Yard Articulating Wheel Loader **Page 2 of 2****BID INFORMATION**

Distributor Name	Company Name	Model	Unit Price (incl. of HST impact)	Sourcwell Vendor* (yes / no)
Brandt Tractors	John Deere Construction	John Deere 544 L	\$262,439.04	Yes
Strongco	Case Construction	Case 721 G	\$264,932.16	No
Strongco	Volvo Construction Equipment	Volvo L70H	\$266,226.55	Yes
Toromont CAT	Caterpillar Inc.	Caterpillar 930M	\$288,646.31	Yes

* Procurement requested quotations (utilizing the Sourcwell pricing discounts) for comparable models of the articulated wheel loader. Sourcwell (NJPA – formerly the National Joint Powers Alliance) conducts cooperative purchasing on behalf of its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty US states, Canada, and internationally.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating budget will be increased by \$23,400 for fuel costs, parts and external vehicle maintenance relating to this new fleet addition, subject to Council approval of the 2021 operating budget. The vehicle will be added to the next Life Cycle Reserve Study update.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Allocated for this Award (A)	Cost of the Award (B)	Markhamizing Cost (C)	Budget Remaining/ (Shortfall) (D) = (A) - (B) - (C)
New Fleet - Roads	057-5350-20226-005	\$ 274,752.00	\$262,439.04	\$ 5,600.00	\$ 6,712.96
Corporate Fleet Replacement - Non-Fire	057-6150-21140-005	\$ 285,852.00	\$262,439.04	\$ 5,600.00	\$ 17,812.96
Totals:		\$ 560,604.00	\$ 524,878.08	\$ 11,200.00	\$ 24,525.92

The remaining balance in the amount of \$24,525.92 will be returned to the original funding sources.

ENVIRONMENTAL CONSIDERATIONS

N/A

#2

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Re:	181-Q-20 Roof Replacement at Markham Train Station & Old Unionville Library
Date:	November 16, 2020
Commission / Department:	Corporate Services / Asset Management

BID INFORMATION

Bids closed on	November 3, 2020
Number picking up bid documents	16
Number responding to bid	12

BACKGROUND

The scope of work includes roof replacement of cedar shingles and accessories at Markham Train Station & Old Unionville Library. The cedar shingles have deteriorated over time and replacement is warranted based on condition assessment.

The work will be completed by May 31, 2021.

RECOMMENDATION

Recommended bidder	Sproule Specialty Roofing (lowest compliant bidder)	
Current budget available	\$103,118.00	270-101-5699-20083 – Roofing Replacement
Less cost of award	\$80,136.00	Cost of award (Incl. of HST)*
	<u>\$8,013.60</u>	Contingency (10%)
	\$88,149.60	Total cost of award (Incl. of HST)
Budget remaining after this award	\$14,968.40	**

*Award includes a cash allowance of \$4,070.40 for structural testing as necessary.

**Remaining budget of \$14,968.40 will be utilized for permits required by Metrolinx when working close to the railway line. The cost for the application is \$1,800 for the permit and \$1,500 per day for a flag person for approximately 8 days totaling \$14,000 as an upset limit.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will not be adjusted due to the consistent pricing. Staff will monitor and update accordingly.

ENVIRONMENTAL CONSIDERATIONS

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

#3

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

To:	Andy Taylor, Chief Administrative Officer
Re:	198-T-20 Flato Markham Theatre HVAC & BAS Replacement
Date:	October 26, 2020
Commission/ Department:	Corporate Services/ Sustainability & Asset Management

BID INFORMATION

Bids closed on	October 16, 2020
Number picking up bid documents	5*
Number responding to bid	5

*This Request for Tender was by invitation only. Only the 5 contractors who were pre-qualified under Request for Pre-qualification #006-P-20 were eligible to submit a Bid.

BACKGROUND

To obtain approval to award the contract for HVAC & Building Automation System (BAS) replacement at the Flato Markham Theatre. The project is expected to be completed in September 30, 2021. The theatre will be temporarily closed during construction and commissioning from July to mid- September 2021 to accommodate the work. The Flato Markham Theatre will continue to have heating and cooling supplied by Markham District Energy via Unionville High School, this project is expected to reduce those costs.

RECOMMENDATION

Recommended bidder	Kelson Mechanical Inc. (lowest priced bidder)	
Budget available	\$1,750,000.00	056-6150-21063-005
Less cost of award	\$ 967,483.20	Cost of award*
	\$ 145,122.48	Contingency @ 15%**
	\$1,112,605.68	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 637,394.32	***

*The cost of award also includes the following:

1. Cash allowance for temporary heating or cooling that may be required as necessary to prevent damage to the facility from weather conditions while the HVAC is shutdown during the Work - \$30,528.00
2. Separately priced work scope to remove the existing housekeeping pads, patch, level and re-instate the concrete to match existing floors in 4 mechanical rooms - \$23,150.40

**The standardized contingency of 10% is recommended to be increased to 15% due to:

1. Higher than typical risk of managing unforeseen designated substances during the Work of this project, due to the era of the facility's original construction.
2. Additional HVAC features to be added to reduce the risk of airborne disease transmission

***The remaining budget of \$637,394.32 will be returned to the original funding source. The favourable variance can be attributable to the following:

198-T-20 Flato Markham Theatre HVAC & BAS Replacement**Page 2 of 2****RECOMMENDATION (Continued)**

1. Original budget anticipated the need for some overtime/non-regular hours, but instead all work can be done during regular hours due to the closure of the facility.
2. Original budget anticipated the need for storage of the fabricated equipment, but instead installation can be done immediately following delivery due to the closure of the facility.
3. There are fewer projects available of this magnitude during COVID-19 pandemic, thereby increasing the supply vs. demand ratio in the marketplace and allowing for reduced prices.
4. The Flato Theatre has significant iconic status, thereby encouraging the bidders to bid for the Work aggressively, in an effort to add this project to their portfolio.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The new HVAC system is estimated to save \$24,400 in annual utilities cost (\$17,300 electricity and some cooling, \$7,100 heating). The maintenance of the system is covered under the Citywide Building Mechanical and HVAC Systems Maintenance contract and the cost is expected to remain unchanged.

The Life Cycle Reserve Study will be updated upon project completion.

ENVIRONMENTAL CONSIDERATIONS

The construction materials will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations.

#4

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	202-T-20 City Owned Entrance Features Rehabilitation and Replacement
Date:	November 16, 2020
Commission / Department:	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	November 10, 2020
Number picking up bid document	14
Number responding to bid	8

BACKGROUND

To obtain approval to award the contract for the City owned entrance features rehabilitation and replacement as follows:

- Barristers Court / Bayview Avenue – reconstruction of north and south corners
- Carlton Road / Mansfield – reconstruction of walls (south east and south west corner) and repair of pillars; and
- Canning Court / 14th Avenue – reconstruction of north-east and north west corners.

It is anticipated that construction will commence following contract award (weather permitting) and be completed by June 30, 2021.

RECOMMENDATION

Recommended bidder	Top Contracting Services Inc. (lowest priced bidder)	
Current budget available	\$280,800.00	050-6150-20182-005 City Owned Entrance Features*
Less cost of award	\$117,654.91	Award (Incl. of HST)
	\$ 11,765.49	Contingency @ 10%
	\$129,420.40	Total cost of award (Incl. of HST)
Budget remaining after this award	\$151,379.60	**

*The original project scope for 2020 included locations at Markham Road & Bur Oak, Kennedy & Angus Glen and Major Mackenzie & Jennings Gate. Following the internal staff review, it was determined that these locations did not require repairs. As well, only minor repairs/reconstruction such as replacement of external cladding are required at all other locations, and not a full rebuild as included in budget.

**The remaining budget of \$151,379.60 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be updated to reflect the deferral of the three sites.

ENVIRONMENTAL CONSIDERATIONS

N/A

#5

**STAFF AWARD REPORT**

To:	Phoebe Fu, Director of Environmental Services
Re:	206-Q-20 Consulting Engineering Services for Dye Testing in Carlton Pumping Station Catchment Area
Date:	October 21, 2020
Commission/ Department:	Community and Fire Services / Environmental Services

BID INFORMATION

Bids closed on	October 14, 2020
Number picking up bid documents	2
Number responding to bid	2

BACKGROUND

To obtain approval to award the contract for dye testing to confirm downspouts connection status at 222 residential properties within the Carlton pumping station catchment area. The work will commence upon award and be completed by June 30, 2021.

RECOMMENDATION

Recommended Bidder	Civica Infrastructure Inc. (lowest price bidder)	
Current budget available	\$101,800.00	750-101-5699-20260 I/I Investigation - Carlton Pump Station Catchment Area
Less cost of award	\$ 67,512.67 \$ 6,751.27 \$ 74,263.94	Award (incl. HST impact) Contingency 10% Total Award (incl. HST impact)
Budget remaining after award	\$ 27,536.06	*

*The remaining budget of \$27,536.06 will be returned to original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. There is no impact to the life cycle reserve study as this is a one-time project.

ENVIRONMENTAL CONSIDERATIONS

Not applicable.

#6

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

To:	Andy Taylor, Chief Administrative Officer
Re:	209-Q-20 Supply and Delivery of Unshrinkable Fill
Date:	October 27, 2020
Commission / Department:	Community & Fire Services / Waterworks

BID INFORMATION

Bid closed on	October 15, 2020
Number picking up bid document	3
Number responding to bid	3

BACKGROUND

To obtain approval to award the contract for the supply and delivery of unshrinkable fill. The supplied unshrinkable fill must be available 24 hours per day, 7 days per week to cover waterworks repairs and delivered to the job site within two (2) hours from the time of request.

The contract commences January 1, 2021, expires on December 31, 2023, and includes the following three (3) components:

1. Material (Unshrinkable Fill) – 450 tonnes/year
2. Winter Handling Fee (Nov 1 - April 15) – 200 tonnes/year
3. After hours / Plant Opening – 20 occurrences/year

RECOMMENDATION

Recommended bidder	Pick-A-Mix Concrete Limited (lowest priced bidder)	
Current budget available	\$ 54,136.00	760-100-5300 Watermain Breaks
Less cost of award	\$ 78,100.80	2021 Cost of Award (Incl. of HST)*
	\$ 78,100.80	2022 Cost of Award (Incl. of HST)*
	<u>\$ 78,100.80</u>	2023 Cost of Award (Incl. of HST)*
	\$162,408.96	Total
Budget remaining after this award	(\$ 23,964.80)	*

*Subject to Council approval of the 2021-23 operating budget. The budget shortfall will be included as part of the 2021 waterworks operating budget, subject to Council approval.

PRICE SUMMARY (Incl. of HST)

Bidder	Bid Price (Incl. of HST)
Pick-A-Mix Concrete Limited	\$ 78,100.00*
Ontario RediMix	\$109,900.80
Cemix Concrete Limited	\$198,024.96

209-Q-20 Supply and Delivery of Unshrinkable Fill**Page 2 of 2**

PRICE SUMMARY (Continued)

Note: The prices for all three components identified above have increased since the previous (2018-2020) contract. The material (Unshrinkable Fill) is the largest component of this contract and has increased by 21%. However, this is the first increase the City have received since 2012 and the price will be maintained until 2023. The cost increase can be attributed to shortages in raw material production (i.e. cement).

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2021 operating budget will be increased by \$23,964.80 from \$54,136.00 to \$78,100.80 in 2021, subject to Council approval.

There is no incremental Life Cycle Impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

#7

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

To:	Andy Taylor, Chief Administrative Officer
Re:	212-T-20 Landscape Maintenance Activities
Date:	November 10, 2020
Commission / Department:	Community & Fire Services / Operations

BACKGROUND

To obtain approval to reimburse York Region for the costs associated with the 2020 - 2024 landscape maintenance work located at South Town Centre Boulevard between Cedarland Drive and Highway 7.

In November 2009, an agreement was made between York Region, York Region Rapid Transit Corporation and the City of Markham to construct the VIVA Next Rapid Transit ways along South Town Centre Boulevard and Cedarland Drive. As part of this agreement, the landscape maintenance work including the following: watering of various planters, weed removal in planters, contour pruning of shrubs and yearly care of ornamental grasses and perennials within the landscaped centre medians and planting beds.

A competitive bid was issued and awarded to the lowest priced bidder by York Region on behalf of the City of Markham, the City of Richmond Hill and the Town of Whitchurch-Stouffville. Under the agreement, the Region pays the vendor directly and invoices each municipality for their expense in Q4 of each year.

RECOMMENDATION

Recommended bidder	York Region (Lowest Priced Bidder)	
Current budget available	\$35,362.00	730-745-5399 York Reg VIVA Landscape Mtce – Contracted Service
Less cost of award	\$ 32,043.73 \$ 32,043.73 \$ 32,043.73 \$ 32,043.73 \$ 32,043.73 \$160,218.65	Year 1 - 2020 Award (Incl. of HST) Year 2 - 2021 Award (Incl. of HST) Year 3 - 2022 Award (Incl. of HST) Year 4 - 2023 Award (Incl. of HST) Year 5 - 2024 Award (Incl. of HST) Total Cost of Award (Incl. of HST)
Budget remaining after this award	\$ 3,318.27	**

* The remaining balance of \$3,318.27 will be reported as part of the 2020-year end results. The 2021 operating budget will be adjusted accordingly as part of the 2021 budget process, subject to Council approval.

The term of the Contract is for one (1) year, with an option to renew for four (4) additional years. Years 2 – 5 are subject to Council approval of the 2021-2024 budgets. The renewal years are subject to a price escalation based on the lesser of 2.5% or the Consumer Price Index (CPI).

212-T-20: Landscape Maintenance Activities**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE IMPACT**

Since the planters have a useful life of 35 years, the impact to the Life Cycle Reserve will be addressed outside the 25-year period.

The 2021 operating budget will be adjusted accordingly, subject to Council approval of the 2021 operating budget.

ENVIRONMENTAL CONSIDERATIONS

All organic materials removed from this site with respect to weed removal or contour pruning is recycled as organic materials in keeping with The Regional Municipality of York's specifications. Litter and waste are separated and disposed of in the appropriate manner in keeping with The Regional Municipality of York's specifications.

#8

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	214-T-20 Load, Haul (Off-site) and Disposal of Soils
Date:	October 28, 2020
Commission / Department:	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	October 16, 2020
Number picking up bid document	23
Number responding to bid	18

BACKGROUND

To obtain approval to award the contract for the load, haul and disposal of approximately 3,000 tonnes of soil at 555 Miller Avenue. The City accumulates excavated soil/granular material from sources that include the annual ditching program and from various repair works made to linear infrastructure within the City's Right of Way. This quantity is based on survey and is an estimate only. It should be noted that precipitation can also increase tonnages and for this reason the project will be completed within two (2) weeks following contract award.

RECOMMENDATION

Recommended bidder	GFL Environmental Inc. (lowest priced bidder)	
Current budget available	\$ 0.00	700 507 5760 Operations Tipping Fees*
Less cost of award	\$ 80,772.00	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ (80,772.00)	*

*The annual budget for Operations – Tipping Fees is \$85,000 and has already been spent due to an earlier occurrence of soil load and haul delayed from 2019 (Staff Award 242-T-19).

This award is for the second occurrence of soil load and haul in 2020. The operating budget is based on one occurrence per year. The 2020-year end operating forecast included an estimate for this second occurrence. The unfavourable variance will be reported as part of the year end results of operations.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

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

#9

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

To:	Andy Taylor, Chief Administrative Officer
Re:	224-T-20 Supply and Delivery of Streetscape Planting Materials and Bedding Plants
Date:	November 20, 2020
Commission / Department:	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	November 19, 2020
Number picking up bid document	6
Number responding to bid	2

BACKGROUND

To obtain approval to award the contract for the supply and delivery of streetscape planting materials and bedding plants for a period of one (1) year from January 1 to December 31, 2021 with an option to renew for two (2) additional years at one (1) year increments.

RECOMMENDATION

Recommended bidder	Valleyview Gardens (lowest priced bidder)	
Current budget available	\$ 43,000.00	See Financial Considerations
Less cost of award	\$ 42,299.60	Year 1 – 2021 award (Incl. of HST)*
	\$ 42,299.60	Year 2 – 2022 award (Incl. of HST)*
	\$ 42,299.60	Year 3 – 2023 award (Incl. of HST)*
	\$126,898.80	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 700.40	**

*Subject to Council approvals of the 2021-2023 operating budgets.

**The remaining budget of \$700.40 will be utilized for other horticulture and streetscape requirements as budgeted within these GL account codes in the Parks operating budget, subject to Council approval of the 2021 operating budget.

The renewal terms (2022 and 2023) are subject to annual price increases based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending October 31 in the applicable year and shall not exceed 2.5%.

Compared to 2018-2020 firm contract pricing, this contract represents an increase of 12.6%. This is due to pricing being 3 years old and increase in costs related to seed, soil, fertilizer and minimum wage.

224-T-20 Supply and Delivery of Streetscape Planting Material and Bedding Plants Page 2 of 2**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Amount Allocated for this Purchase	Cost of Award	Budget Remaining/ (Shortfall)
Horticultural Materials	730-735-4400	\$ 20,000.00	\$ 19,149.20	\$ 850.80
Steetscapes	730-735-4431	\$ 23,000.00	\$ 23,150.40	\$ (150.40)
Total		\$ 43,000.00	\$ 42,299.60	\$ 700.40

The remaining budget of \$700.40 will be utilized for other horticulture and streetscape requirements as budgeted within these GL accounts in the Parks operating budget, subject to Council approval of the 2021 operating budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#10

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

To:	Andy Taylor, Chief Administrative Officer
Re:	232-T-20 Block Tree Pruning Program – Year 2 of 3
Date:	December 9, 2020
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	November 30, 2020
Number picking up bid document	6
Number responding to bid	5

BACKGROUND

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

Year 1 was completed in 2020 with the pruning of 24,059 street trees in seven (7) grid areas. Under this report, Staff are awarding Year 2 with the pruning of 24,840 street trees in six (6) grid areas. It is anticipated that year 2 work will commence upon contract award with the majority of the work to be completed by June 1, 2021 with the remainder of the work to be completed by December 1, 2021.

RECOMMENDATION

Recommended bidder	W.M. Weller Tree Service Ltd. (6 grid areas) (lowest priced bidder)	
Current budget available	\$1,017,600.00	700-101-5399-21119 Block Pruning – Year 2 of 3
Less cost of award	\$ 459,190.15	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 558,409.85	

The remaining budget of \$558,409.85 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating budget will be increased by \$50,000 per year for 3 years, starting in 2020. This phase-in of the \$150,000 provides the budget required by 2023, in the Parks operating budget, to address the remaining 30,000 trees identified in the background section above. There is no incremental impact to the Life Cycle Reserve Study.

Project Financial Overview

Year	Tender #	Number of Trees	Budget	Actual	Variance
1	216-T-19	24,059	\$1,017,600.00	\$1,244,395.71	(\$226,795.71)
2	232-T-20	24,840	\$1,017,600.00	\$459,190.15	\$558,409.85
Total		48,899	\$2,035,200.00	\$1,703,585.86	\$331,614.14

232-T-20 Block Tree Pruning Program – Year 2 of 3**Page 2 of 2****Project Financial Overview (Continued)****Year 1**

Trees selected for pruning were based on the high priority areas within the City based on ACR backlog, resulting in a \$226,795.71 budget shortfall due to size distribution of selected trees.

Year 2

Trees selected for pruning were based again on ACR volume in the City, however the 2021 segment has notably smaller tree sizes. Therefore, there is a budget surplus of \$558,409.85 (\$1,017,600.00 - \$459,190.15) for this award.

After year 2, the City is \$331,614.14 favourable compared to the anticipated project costs.

Year 3

Due to the new grant program called “Investing in Canada Infrastructure Program (ICIP)” the year 3 funding as part of the 2022 budget in the amount of \$1,017,600 will not be required. Staff will be issuing a tender to the market for year 3 (remaining trees) in Q1 2021 utilizing the funding from ICIP.

ENVIRONMENTAL CONSIDERATIONS

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

#11

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

To:	Andy Taylor, Chief Administrative Officer
Re:	235-Q-20 Supply of Traffic Control Services
Date:	December 7, 2020
Commission / Department:	Environmental Services / Waterworks

BID INFORMATION

Bid closed on	Nov. 26, 2020
Number picking up bid document	11
Number responding to bid	9

BACKGROUND

To obtain approval to award the contract for the supply of traffic control services on an 'as required' basis for one (1) year with an option to extend the contract for two (2) additional years at the same itemized pricing. The requirement of traffic control services is for general maintenance and emergency repairs required by Operations and Waterworks. This contract will commence immediately following award.

RECOMMENDATION

Recommended Bidder(s)	Aceis Group Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$ 48,641.00	Various (see Financial Considerations)
Less cost of award	\$ 47,066.04	2021 Inclusive of HST*
	\$ 47,066.04	2022 Inclusive of HST*
	<u>\$ 47,066.04</u>	2023 Inclusive of HST*
	\$141,198.11	Total Cost of Award
Budget Remaining after this award	\$ 1,574.96	**

*Subject to Council approval of the 2021-2023 operating budgets.

**The remaining budget will be used for other operating requirements as budgeted for in the respective accounts

Note: In comparing pricing against the 2018-2020 contract, the award under this contract is 17% higher compared to the low bidder and awarded contractor. However, the previous contract was terminated in late 2020 due the contractor failing to provide emergency services as required. The contractor advised they could not provide services at the agreed unit prices.

As a result of termination, Staff believe the pricing from the 2nd low bidder under the previous contract is a more accurate reflection of the costs associated with traffic control services. In comparing the 2nd low bidders price from the previous contract, the price under this contract is 7% higher, however, the pricing under this contract will remain fixed for three (3) years.

235-Q-20 Supply of Traffic Control Services**Page 2 of 2****FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Allocated for this Award	Cost of Award	Budget Remaining
Watermain Breaks	760-100-5300	16,641	15,066	1,575
T&D Residential Services	760-111-5300	2,000	2,000	-
T&D ICI Services	760-112-5300	4,000	4,000	-
T&D Valves	760-113-5300	2,000	2,000	-
T&D Hydrants	760-115-5300	2,000	2,000	-
T&D Main Line	760-510-5300	6,000	6,000	-
T&D Residential Services	760-511-5300	4,000	4,000	-
T&D ICI Services	760-512-5300	2,000	2,000	-
Special Events	700-995-4290	6,000	6,000	-
ROW - Contracted Services	700-501-5501	4,000	4,000	-
Totals		48,641	47,066	1,575

The remaining budget will be used for other operating requirements as budgeted for in this account.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the Operating Budget and Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#12

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

To:	Andy Taylor, Chief Administrative Officer
Re:	236-S-20 Supply and Delivery of Footwear for Fire Services
Date:	November 5, 2020
Commission / Department:	Community & Fire Services / Fire Services

BACKGROUND

To obtain approval to extend the contract for the supply and delivery of footwear for Markham Fire and Emergency Services (MFES) for a period of three (3) years (June 1, 2021 to May 31, 2024) at the same itemized pricing for 16 of the 20 styles and a 2% increase for the remaining 4 styles. The award includes various types of women's and men's steel toe work boots and shoes for the Fire Department personnel.

RECOMMENDATION

Recommended bidder	Work Authority (non-competitive procurement)	
Current budget available	\$ 23,100.00	420-599-4260 Uniforms*
Less cost of award	\$ 13,475.00	Jun 1 – Dec 31, 2021**
	\$ 23,100.00	Jan 1 – Dec 31, 2022**
	\$ 23,100.00	Jan 1 – Dec 31, 2023**
	\$ 9,625.00	Jan 1 – May 31, 2024**
	\$ 69,300.00	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 9,625.00	***

*The total budget in account 420-599-4260 is \$139,264 of which \$23,100 is allocated for the purchase of footwear.

**Subject to Council approvals of 2021-2024 operating budgets.

***The remaining budget of \$9,625 will be utilized for footwear purchases from January 1, 2021 to May 31, 2021.

Staff further recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11. Non Competitive Procurement, item 1 (c) which states, "When the extension of an existing Contract would prove more cost-effective or beneficial."

OPTIONS/DISCUSSION

After a competitive market bid process in 2018, Work Authority was the low bidder (12% lower) and selected as the vendor to provide footwear for personnel across all divisions of MFES from June 1, 2018 to May 31, 2021. Only two companies were able to meet the criteria of in store and mobile service. While some employees visit stores located through the GTA, most receive footwear through the mobile service while on duty.

Work Authority has proven to be a dependable and adaptive vendor. Work Authority have worked closely with Fire Administrative staff to implement better data collection and has been very responsive to market changes. MFES Admin can now generate in house reports resulting in better product tracking. The mobile service has been very responsive, which is highly important on a 24 hour shift schedule.

236-S-20 Supply and Delivery of Footwear for Fire Services**Page 2 of 2****OPTIONS/DISCUSSION (Continued)**

The current three- year footwear contract expires on May 31st, 2021. Through ongoing communication, there is an opportunity to extend Work Authority for an additional three years with minimal changes to the existing contract terms. Across 6 Divisions, 20 styles of footwear are offered to staff. Work Authority has agreed to a 0% increase for an additional 3 years on 16 of the 20 styles that are priced in the range from \$82 to \$104/pair. A 2% annual increase over three years would be offered on the Swat style boot that is currently priced at \$135/pair.

An analysis of the footwear styles purchased from the current contract (035-Q-18) for the period of June 1, 2018 to October 25, 2020 has been provided in the table below. The table shows a decreasing trend of staff ordering the Swat styles over any other style of footwear.

Footwear Style Purchased	Jun 1, 2018 to May 31, 2019	Jun 1, 2019 to May 31, 2020	Jun 1, 2020 to Oct 25, 2020
Swat styles*	40.8%	29.7%	14.5%
Other styles**	59.2%	70.3%	85.5%

*SWAT styles are to be increased by 2% annually over an additional three years.

**Other styles are to be maintained at the same price provided in the current contract (0% increase) for an additional three years.

Staff believe it's fiscally prudent to lock down the down the pricing and supply of footwear for an additional three (3) years.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#13

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

To:	Trinela Cane, Commissioner, Corporate Services
Re:	155-T-20 - Supply, Delivery, Installation Temporary Fuel Storage System, East Markham Works Yard
Date:	October 22, 2020
Commission / Department:	Corporate Services / Sustainability & Asset Management

BID INFORMATION

Bids closed on	October 1, 2020
Number picking up bid documents	4
Number responding to bid	4

BACKGROUND

To obtain approval to award the contract for Supply, Delivery, Installation of a Fuel Storage System at the new East Markham Works Yard (located at 10192 9th Line Markham ON). The award will include the supply, delivery and installation of a 10,000L Gasoline Fuel Storage System and Pump System, a 10,000L Diesel Fuel Storage System and Pump System, and all costs associated with the administration of this work, and any required coordination meetings with City staff and the General Contractor (as awarded via separate procurement process).

The facility will be used for the winter road season (Oct. – April) each year by approximately 1/3 of the Roads fleet. Operations will maintain the fuel storage system utilizing the annual maintenance budget that will be established as part of overall budget for East Markham Works Yard (EMWY) facility.

Work to be completed and permitted by December 15, 2020

RECOMMENDATION

Recommended bidder	Claybar Contracting Inc (lowest priced bidder)	
Current budget available	\$ 250,000.00	056-5350-19288-005- 10192 - 9th Line - East Works Yard - Fuel Storage System
Less cost of award	\$ 200,060.16	Bid Price (Incl. of HST)*
	\$ 20,006.02	Contingency (10%)
	\$ 220,066.18	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 29,933.82	**

* Award includes a cash allowance of \$10,684.80 for inspections and testing as necessary.

** Remaining budget of \$29,933.82 will be retained to fund any additional costs associated with the construction work for the EMWY.

155-T-20 - Supply, Delivery, Installation Temporary Fuel Storage System, Markham Works Yard (located at 10192 9th Line Markham ON)

Page 2 of 2**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The two main pieces of equipment are the tanks and the pumps. The tanks have an expected life of 25-30 years, while the pumps have an expected life of 15 years. There is a standard 1 year warranty on the entire installation by the mechanical contractor upon substantial performance. The fuel storage system will be added to the Life Cycle Reserve Study of the EMWY which will be created for the entire yard in 2021.

The operating budget impact will be paid by Operations as part of operating the EMWY facility. As there is currently no maintenance contract or program for the existing Operations fuel systems, the operating impact of this award is estimated per a quotation from Western Oil, which is \$1800 pre-tax per fuel site per year for annual preventative maintenance. This would cover general inspection of dispensers, hanging hardware, emergency shut downs and fuel monitoring systems. Only parts included would be a fuel filter change and nozzle change. The final operating impact will be determined through Operation's review and procurement of a maintenance contract that will be added to the ramp up budget for the EMWY. These costs will be included in the 2022 operating budget of the EMWY.

ENVIRONMENTAL CONSIDERATIONS

During construction, the consultants have specified the codes and regulations the contractor must follow for installation, testing, and inspection. The fuel storage tanks are above ground tanks with double-wall construction, and protected by a jersey barriers and bollards.

- The contractor is required to provide startup test reports of the systems and assist The Mitchell Partnership (TMP) with commissioning of the system as described in our spec.
- We have had the contractors include cash allowances for permit, TSSA inspection, and OBT1 inspection
- As noted in our spec, the contractors are required to meet the fuel handling code and obtain TSSA (AHJ) approval

Operations will operate and maintain the system as part of their ongoing protocols given the tanks are above ground outdoor tanks, there is no above-ground testing required by code. The fuel station will be connected to the back up generator in case of power failure.

#14

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

To:	Morgan Jones, Director Operations
Re:	186-Q-20 Aldergrove Park Playground Curbs and Resurfacing
Date:	December 14, 2020
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	November 16, 2020
Number picking up bid document	23
Number responding to bid	19

BACKGROUND

To obtain approval to award the contract for the playground resurfacing and various works at Aldergrove Park playground. The scope of work includes:

- Supply and installation of concrete curbs around the play area;
- Supply and installation of two (2) accessible poured concrete ramps;
- Supply and installation of two (2) asphalt pathways to access the playground;
- Replacement of playground surface from sand to certified playground engineered wood fibre mulch; and
- Supply and installation of a sand table to the playground equipment.

It is anticipated that work will be completed by June 30, 2021.

RECOMMENDATION

Recommended bidder	Wyndale Paving Co. Ltd. (lowest priced bidder)	
Current budget available	\$76,373.00	See Financial Considerations
Less cost of award	\$71,501.66	Award (Incl. of HST)
	\$ 4,290.10	Contingency @ 6%
	\$75,791.76	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 581.24	

Bids received in response to this Request for Tender exceeded the City's budget. Consequently, Procurement staff entered into negotiations with the low bidder (Wyndale Paving Co. Ltd.) to reduce price in order to meet the City's approved budget. Procurement staff were able to negotiate a price reduction, which resulted in a savings of \$1,526.40 (\$73,028.06 - \$71,501.66).

The remaining budget of \$581.24 will be returned to the original funding source.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Allocated for this Award	Cost of Award	Contingency	Budget Remaining/ (Shortfall)
Public Realm - Markha's Shared Places Our Spaces	059-5350-17158-005	\$ 16,500.00	\$ 15,566.04	\$ 933.96	\$ -
Growth Related Park Improvements	055-5350-20231-005	\$ 19,800.00	\$ 18,679.25	\$ 1,120.75	\$ -
Growth Related Park Improvements	700-101-5399-16170	\$ 40,073.00	\$ 37,256.37	\$ 2,235.38	\$ 581.24
Totals:		\$ 76,373.00	\$ 71,501.66	\$ 4,290.10	\$ 581.24

The budget surplus of \$581.24 will be returned to the original funding source

186-Q-20 Aldergrove Park Playground Curbs and Resurfacing**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be updated accordingly as part of the next update to reflect this award.

ENVIRONMENTAL CONSIDERATIONS

N/A

#15

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

To:	Andy Taylor, Chief Administrative Officer
Re:	Corporate Automated Vehicle Location (AVL) System - Contract Extension
Date:	November 26, 2020
Commission / Department:	Corporate Services/ Information Technology Services

BACKGROUND

To obtain approval to extend the contract for the Corporate Automated Vehicle Location (AVL) System for three (3) additional one (1) year terms (January 01, 2021 to December 31, 2023), at the same 2020 itemized pricing for the three renewal years (2021-2023).

The Waterworks, Operations, By-Laws and Markham Fire Emergency Services department utilize the AVL system, installed on 240 City owned vehicles and 45 City rentals. In addition, the City has existing winter maintenance vehicles contracts with Crupi, VTA and De Ferrari; and, contracts with Donaldson, MPS, Wilson, Clifford, Larkin, Defina, Griffith and Curtis, which include an additional 173 vehicles that also utilize AVL services. Data is hosted by AAT, and City staff use these systems by logging into a web account setup up by the vendor.

The recommended vendor will continue to provide the following services with the contract extension: a full warranty and support model with a local and dedicated customer service assigned to our account with phone and email access; all parts & labour; Software Customization, Setup & Programming; remote software updates, and an articulated service level agreement (SLA) relating to customer service timing solutions; and special discounting being presented as part of this award.

RECOMMENDATION

Recommended Bidder(s)	Air Automotive Tracking Inc. (AAT) (non-competitive procurement)	
Current budget available	\$ 87,065.86	400-404-5460 Maintenance for Communication Equipment
Less cost of award	\$ 87,065.86	Jan.2021 – Dec.2021 (Warranty and Support) *
	\$ 87,065.86	Jan.2022 – Dec 2022 (Warranty and Support) *
	\$ 87,065.86	Jan.2023 – Dec 2023 (Warranty and Support) *
	\$261,197.57	Total Award (Inclusive of HST)
Budget remaining after this award	\$ 0.00	*

*Subject to Council approval of the 2021-2023 operating budgets.

Staff further recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (c) "When the extension of an existing contract would prove more cost-effective or beneficial;" and, (h) "Where it is necessary or in the best interests of the City to acquire non-standard items and Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service".

Corporate Automated Vehicle Location (AVL) System - Contract Extension Page 2 of 2**OPTIONS / DISCUSSIONS**

In 2013, Staff awarded the contract to Air Automotive Tracking Inc. ("AAT") for the hardware/software, warranty, support and maintenance of the Corporate Automated Vehicle Location ("AVL") System for a period of 7 years (2013-2020).

With a minimum of 3 years life remaining in the current AVL system (based on a 10 year life cycle), staff do not recommend a change in the support and maintenance provider at this time as it may disrupt the service level received by the City. Additionally, the City would have to expend capital dollars to procure new hardware (AVL's), installation and commissioning at an estimated cost of \$100 per AVL (458 AVL's x \$100 = \$45,000).

AAT has provided satisfactory AVL support services which meets City requirements. Through recent negotiations, AAT has maintained the 2013 airtime unit pricing (\$20/month pre-tax); and, have agreed to upgrade the system to reflect real time tracking (from near real timing) at no additional charge to the City. Therefore, to ensure the systems are maintained, Staff recommended extending the contract with AAT for a further 3 years.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Starting in 2021, the total warranty, support and maintenance fees will increase by \$4,334.98 inclusive of HST (or 5.24%), from \$82,730.88 to \$87,065.86, mainly due to the addition of 32 vehicles that require AVL system, from 426 units to 458 units. The additional 32 vehicles comprises of: 15 units of apparatus based vehicles from the City's Fire and Emergency Services, 5 units from growth of the City's own fleet and 12 units based on growth from City contractors for winter maintenance operations.

The increase will be funded by the transfer of existing operating budget from Operations to ITS. The budget transfer will be effective for the 2021 operating budget, subject to Council approval of the 2021 operating budget.

There is no incremental impact to the Life Cycle Reserve Study; the AVL units are not currently included within the Fleet Life Cycle. For City owned fleet, the AVL units are transferred from the old vehicle to the new one upon a new vehicle purchase. The approximate cost of a new unit is \$100 per unit. The extension of this current contract will result in a significant cost saving relating to the hardware and software costs of the AVL units. Depending upon the terms of the individual winter maintenance contracts, the cost of the unit may be the responsibility of the City.

ENVIRONMENTAL CONSIDERATIONS

N/A

#16

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

To:	Andy Taylor, Chief Administrative Officer
Re:	Audio Visual Support and Maintenance - Contract Extension
Date:	November 25, 2020
Commission / Department:	Corporate Services/ Information Technology Services

BACKGROUND

To obtain approval to extend the contract for the audio visual equipment support and maintenance in the Canada Room, Council Chamber and the Great Hall for two (2) additional one (1) year terms (January 01, 2020 to December 31, 2022).

The recommended vendor will provide the following services: Warranty and support model which includes a dedicated customer service representative; remote virtual private network (VPN) support; all parts and labour; software and programming; loaner equipment; mission critical spare inventory; 24 hours x 7 days on-site replacements or repair and all related shipping and logistics costs, and an articulated service level agreement (SLA) ensuring quick service turnaround time, local and dedicated support teams; and special price discount.

Even though meetings are undertaken remotely, the audio visual (AV) setup is currently in use for all committee meetings. The Zoom solution is integrated with the AV system and eScribe for public Audio/Video Streaming.

RECOMMENDATION

Recommended Bidder(s)	MacLean Media Systems Inc. (Non-Competitive Procurement)	
Current Budget Available	\$35,744.22	400-404-5460 Computer Hardware Mtce.
Less cost of award	\$ 38,617.92 <u>\$ 42,094.04</u> \$ 80,711.96	Jan.2021 – Dec.2021 (Warranty and Support) * Jan.2022 – Dec 2022 (Warranty and Support) * Total Award (Inclusive of HST)
Budget Remaining after this award	(\$2,873.70)	**

* Subject to Council approval of the 2021 and 2022 Operating Budgets

** Comparing to current budget, the shortfall in 2021 and 2022 operating budgets will be \$2,873.70 and \$3,476.12, respectively.

Note: The increase in maintenance cost is due to the age of the equipment (8 years).

Staff further recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (c) "When the extension of an existing contract would prove more cost-effective or beneficial;" and, (h) where it is necessary or in the best interests of the City to acquire non-standard items from a supplier who has a proven track record with the City in terms of pricing, quality and service.

Audio Visual Support and Maintenance - Contract Extension**Page 2 of 2****OPTIONS / DISCUSSIONS**

In 2012, Staff awarded the contract to MacLean Media Systems Inc (“MacLean”) for the hardware/software, warranty, support and maintenance of the audio visual (“AV”) systems in the Canada Room, Council Chambers and the Great Hall for a period of 6 years (2013-2018) and last extended in 2019 for an additional 2 years (2019-2020).

Based on the condition assessment and low usages, staff are recommending extending the AudioVisual hardware replacement by two years. The capital cost to replace this type of equipment would exceed \$500,000.

Staff do not recommend a change in the support and maintenance provider at this time as it may disrupt the service level received by the City. Additionally, Maclean has proven track record with the City, and has provided satisfactory Audio Visual support services that exceeds the City requirements. Therefore, to ensure the systems are maintained, Staff recommended extending the contract with Maclean for a further 2 years.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The incremental operating impact is (\$2,873.70) and (\$3,476.12) for 2021 and 2022, respectively. Subject to Council approval, the 2021 and 2022 operating budget will be adjusted accordingly. There is no impact to Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A.

#17

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

To:	Andy Taylor, Chief Administrative Officer
Re:	219-S-20 Consulting Services, Finance – Tax System (TXM) Upgrade
Date:	November 30, 2020
Commission / Department:	Corporate Services / Information Technology Services

BACKGROUND

The City currently uses a system called TXM developed by the City of Mississauga to manage and administer all commercial and residential property taxes. Major enhancements to the property tax system have been made by the City of Mississauga, bringing the system up to date with an upgrade to the software; and, an upgrade to the database from Oracle 12C to 19C.

The maintenance agreement for the TXM system stipulates that system upgrades must be implemented within six months of release. In order to receive continued support from the City of Mississauga's IT Support team, all participating municipalities using their software shall commence the upgrade no later than December 2020.

RECOMMENDATION

Recommended bidder	DesTech Canada (non-competitive procurement)	
Current budget available	\$95,613.70	See financial considerations
Less cost of award	\$95,613.70	Award (Incl. of HST)
Budget remaining after this award	\$0.00	

Staff further recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (b) which states "Where there is only one source of supply for the goods to be purchased;"

DISCUSSION

An upgrade to the TXM system is a complex and time-consuming effort. It will take longer than six months to complete the upgrade if we do not retain a consultant to assist with the upgrade due to internal resource constraints.

DesTech Canada (Destech) has been authorized by the City of Mississauga as the sole provider to perform the upgrades for all participating Municipalities that utilize the TXM Software. The upgrade will include the migration from the old system to the new, with the following activities:

- Setup new test environment
- Install new Software and databases
- Migrate all data to the new test environment
- Data clean up and verification
- Application verification
- Support of Acceptance testing
- Updates as necessary to Minitaxⁱ refresh process (incl. multiple rounds of testing)
- All required documentation
- Support Markham ITS staff in the production implementation
- Warranty Support

219-S-20 Consulting Services, Finance – Tax System (TXM) Upgrade**Page 2 of 2****DISCUSSION (Continued)**

The new version is compatible with Windows 10 Operating system and also has enhanced security features that will be an additional benefit to the City of Markham. The upgrade will not impact the existing annual maintenance fee.

The recommended upgrade of the TXM system also aligns with the current ITS strategy: software to be no more than two major versions behind the current production release. This will ensure that the security of the software continues to be maintained at current levels. The implications of not moving forward with this recommended award will result in no support for the migration from the old system to the new; and, security concerns related to out of date java version.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The upgrade will not impact the existing annual maintenance fee. There is no impact to the Life Cycle Reserve Study.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available for this item	Cost of Award	Budget Remaining
Finance – Tax System Upgrade	19053 – Finance Tax System Upgrade	\$50,900.00	\$50,900.00	\$0.00
IT System Consulting	400-998-5652	\$44,713.70	\$44,713.70	\$0.00
TOTAL		\$95,613.70	\$95,613.70	\$0.00

Staff are seeking \$95,613.70 inclusive of HST as the upset limit fee. This will ensure any additional data refresh cycles required to complete the necessary testing are covered with the recommended award. If the project effort is less than expected, any remaining funds will be returned to the original funding source upon completion of the project.

The upgrade was initially planned to commence prior to September 2020 with an estimated placeholder cost of \$50,900. However, due to unforeseen issues experienced by DesTech Canada while carrying out similar upgrades for the City of Mississauga and City of Brampton, they were able to better determine the exact work required to ensure the success of the upgrade. This resulted in an increase in the total estimated placeholder cost of the work from \$50,900 to \$95,613.70 – an increase of \$44,713.70 or 88%. Staff recommend that the incremental cost be funded from the existing ITS operating budget.

ENVIRONMENTAL CONSIDERATIONS

N/A

ⁱ Minitax is a process developed to move production data to test, for loading the test environment for tax billing testing and verification, prior to running the billing in the production environment. This is a verification step that is run prior to every tax billing cycle.



Trees for Tomorrow Program Three Year Plan 2019 - 2021





Trees For Tomorrow Program Goals

- 1. Increase Markham's tree canopy to realize 30% tree canopy goal**
 - Restore forest cover in natural areas of parks and open spaces with community volunteers and NGO partners (10,000 Trees for the Rouge, Friends of the Rouge Watershed, Tree Canada, Forests Ontario and others), strategic planting of caliper trees in other park areas
 - Interdepartmental collaboration with Urban Design to plant trees in natural park areas with compensation funds
- 2. Foster existing and create new partnership opportunities to plant and care for trees**
 - Continue building existing planting partnerships such as Tree Canada, NGO Partners to maximize annual planting capacity
 - Maintain and increase existing volunteer roster to focus on post planting stewardship activity to optimize planting success
- 3. Educate and engage public to plant and care for trees on private property**
 - Promote LEAF's Backyard Tree Planting Program and other community engagement opportunities (e.g. Neighbourhoods) through increased presence and program profile at community events, park openings, etc.



Large Scale NGO Events





Our Mission - 30% Canopy Cover

- Since launch in 2007, the program has helped to see more than 460,000 trees planted in Markham
- Majority of trees planted in natural areas to restore forest cover and habitat for wildlife
- Between 2009 and 2015, Markham's woodland cover has increased from 6.2% to 7.3%, representing an increase of more than 240 hectares of woodland cover
- The Region of York expects to update municipal canopy cover stats by Q1 of 2021.





Success Through Our Partnerships

Partnerships

- Effective partnerships have increased program capacity, efficiency and profile with an expanding the network of volunteer participants, corporate sponsors and social media platforms
- Partner support has made some fall infill planting possible to enhance program resiliency

Community Engagement

- In 2019, more than 750 volunteers performed in excess of 1700 hours of stewardship work, such as mulching young trees and removing invasive plant species





Public Education and Engagement

Planting Trees on Private Property

- Canopy goals cannot be met without planting more trees on residential properties
- Outside of agricultural lands, low density residential property represents the largest area of potential additional tree canopy in the City
- Program presence at community events to promote public awareness of the importance and of planting trees and how to care for them, increasing uptake in LEAF' Backyard Tree Planting Program, a subsidized, full service planting program for all residents





Looking Forward: Challenges and Opportunities

- Although the programs plans for 2020 were largely derailed by the pandemic, COVID-19 also reminds us of how essential trees and our natural areas are to our own health and well being
- The network of partners and community volunteers that have come together to support the Trees for Tomorrow Program will help to ensure a quick return to planting more trees in Markham in order to enhance the health and extent of our Urban Forest
- At the local level, Markham's Trees for Tomorrow Program has and will continue to help mitigate some of the impacts of the twin threats of Climate Change and Biodiversity Loss that we continue to work towards offsetting in order to ensure a greener, healthier and sustainable future for the City and its residents



Thank you



Questions



MEMORANDUM

To: Mayor and Members of Council

From: Morgan Jones, Director of Operations

Prepared by: David Plant, Sr. Manager, Parks, Horticulture and Forestry, Operations

Date: January 18, 2021

Re: **Trees for Tomorrow Program – 3 Year Plan (2019 – 2021)**

RECOMMENDATIONS:

1. That the memorandum entitled “Trees for Tomorrow Program – 3 Year Plan (2019 – 2021)” dated January 18, 2021, be received; and,
2. That staff be authorized and directed to do all things necessary to give effect to this resolution.

BACKGROUND:

This memorandum provides an update and overview of the 3 Year Plan for the Trees for Tomorrow (TFT) program outlining goals, key objectives and overall program focus.

At the time of this update the 2020 program was greatly impacted by COVID19 and the Provincial limits for gatherings. All activities outlined in this memo will be coordinated and implemented or cancelled in accordance with guidelines for physical distancing and the safety of all participants.

The goals for the TFT program fall into three major categories which capture the key elements with deliverables identified for each one. The following plan has been formulated and will operate within the Council approved budgets on a yearly basis. The goals of the Trees for Tomorrow program are as follows.

1. **Increase Markham’s tree canopy to realize our goal of 30% total tree canopy.**
2. **Foster existing and create new partnership opportunities to plant and care for trees.**
3. **Educate and engage the public to properly plant and care for trees on private property.**

INCREASE TREE CANOPY:

Since its inception in 2007, Markham's Trees for Tomorrow Program has helped to significantly increase the number of trees planted annually across the City. The 10,000 Trees for the Rouge 30th Annual Habitat Restoration planting event on April 28, 2019 served as a milestone event for the Trees for Tomorrow Program as the total number of trees planted surpassed 400,000 trees since the program's launch. The large scale plantings along with other restoration projects undertaken by the City and its partners constitute the primary means of reaching tree canopy and woodland cover goals on City and other publically owned land. From 2007 to 2016 Markham's woodland cover has increased by more than 235 hectares which represents an increase of 1.1% in total woodland cover.

Habitat restoration projects include:

- i. NGO Planting/Corporate Plantings – medium to large scale plantings with 10,000 Trees for the Rouge in single day events. Large scale plantings of 4,500 native trees and shrubs planted in partnership with Tree Canada and Forests Ontario and their corporate donors. Since 2015, 10 small to medium scale planting events have also been completed. Corporate donors pay for the trees and planting events are conducted jointly by Operations and Tree Canada/Forests Ontario staff. To date one spring and one fall planting have been scheduled for 2021.
- ii. Friends of the Rouge Watershed (FRW) – FRW focuses on multiple plantings with school groups and other community organizations. These smaller scale plantings build upon and connect existing nodes of trees in previous planting sites. FRW works with Markham staff to finalize planting plans and schedule for the upcoming year.
- iii. Operations Department Community Planting Events – small to medium scale community planting events coordinated and tailored to the number of participants and supported in advance through site preparations to focus the event on education and promoting stewardship all based on available funding.
- iv. Operations Department Park Plantings – recognizing the opportunity to provide shade near playgrounds in established parks the program of “cooling center” plantings will continue in all eight wards as a green alternative to shade structures, annual planting plans include 7 to 10 planting events per year as above with annual planting numbers in the range of 6,000 to 8,000 trees.

FOSTER EXISTING AND CREATE NEW PARTNERSHIP OPPORTUNITIES TO PLANT AND CARE FOR TREES:

In 2019 more than 715 volunteers contributed a conservatively estimated 1,787 hours of post planting maintenance and after care work on recently planted young trees at restoration planting sites in 7 different park locations. This stewardship work can play a critical role in the survival rates and early establishment of these young trees.

Annual supporting corporate partners with at least 3 years' continuous involvement includes:

- Nielsen Canada Inc.
- General Electric
- Stantec Engineering
- IBM Canada
- Johnson and Johnson
- AMD
- Shiseido
- Sephora

Of the many volunteer participants from schools, two in particular deserve special mention having supported the program for more than eight years.

1. Father Michael McGivney Catholic High School
2. Milliken Mills High School

Retaining volunteer participation takes a great deal of work to organize a meaningful event and provide the tools and instructions to the group. Starting in 2019 a number of initiatives were taken to improve the volunteer experience.

1. Hired a seasonal employee to assist with the event logistics
2. Produced signage for the event complete with the sponsor logo to remain after completion
3. Engaged Corporate Communication to recognize the events and sponsors via social media
4. Created long-term participation recognition award as part of community volunteer awards
5. Explored planting opportunities to signify a longer term legacy for stakeholders such as native wild flowers, shrubs and trees.

ENGAGE AND EDUCATE THE PUBLIC:

Outreach, Engagement and Promotion to enhance program profile, public awareness and increase level of community engagement, especially with younger demographic groups with refreshed TFT branding was geared largely to engage youth as the benefactors of the trees for tomorrow. Brand promotion and private tree education will be achieved through an active presence at City events through the following initiatives.

- (a) Trees for Tomorrow updated branding signage to support the program and event
- (b) Children's Picture Tree to engage youth and promote social media
- (c) Banners and signage for planting sites including partner names and logos
- (d) Information boards at strategic locations Citywide with TFT branding to promote events such as 10,000 Trees
- (e) Signage installed at past projects to acknowledge partners and increase awareness
- (f) Tree giveaways at key events and Citizenship Ceremony
- (g) Trees for Tomorrow presence at a minimum of ten City events/festivals
- (h) Simple, concise information for resident on how and where to plant trees with a list of suitable trees based on location
- (i) Social media campaign coordinated through Corporate Communications
#Markham/trees; #treesfortomorrow; www.markham.ca/trees

Additional and ongoing efforts to promote the TFT program and recognition will be achieved but not limited to the following initiatives once social gatherings are permitted.

- (a) In recognition of Markham veterans, Trees for Tomorrow will continue with an annual donation of trees along the Highway for Heroes for recognition at Remembrance Day.
- (b) For the Mayor to formally acknowledge the significance of the program throughout the City, one caliper tree will be planted for official park openings along with signage to commemorate the event. Plantings for the year will take place in the spring.
- (c) Development of the City portal to simplify resident's access to *All Things Trees* with the TFT program and its information as part of this.
- (d) Continue to develop opportunities for education within Recreation (pollinator camps) and the local schools to plant and care for trees on the school property.



Emerald Ash Borer

Program Completion Summary

Presented by David Plant, Operations Sr. Manager – Parks, Forestry & Horticulture
January 18, 2021



EAB Next Steps - Background

- Council approved as a risk management strategy for 17,000 new trees
- Funded by favorable variance from EAB program (2014-2017)
- Program Goal: achieve optimal survival rate of newly planted replacement trees and maintain up-to-date GIS inventory





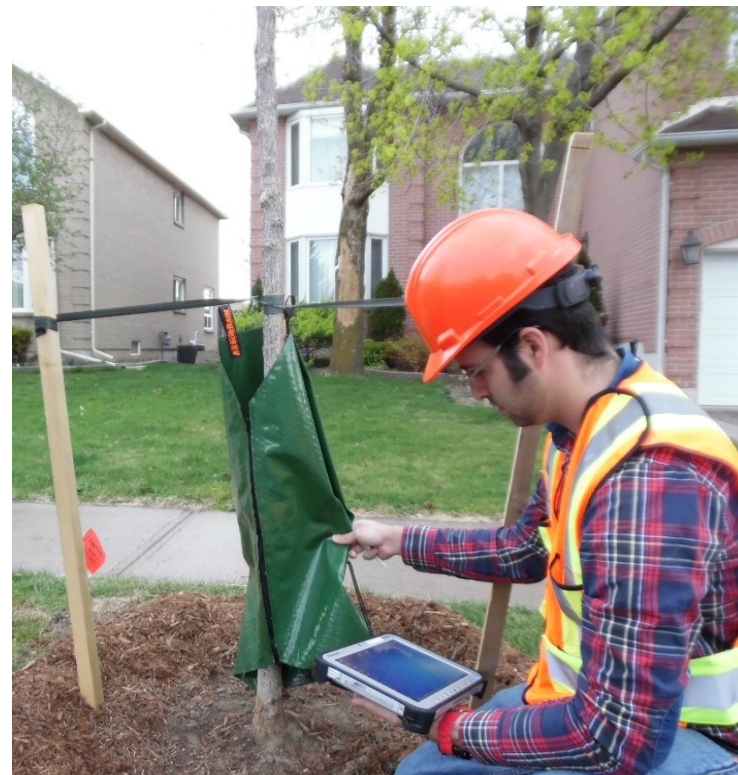
Program Deliverables

- **Tree Warranty Inspections** - Inspect all trees planted including warranty replacements to ensure that they meet acceptable standards and will grow to be healthy and well-formed trees.
- **Tree Watering/Monitoring** – Following 2 year warranty period for new trees supplemental watering if required
- **Ash Injections (TreeAzin)/Removals** – Ash trees monitored for viability of continued treatment and removed/replaced as needed



Tree Warranty Inspections: 2018 - 2020

Year	# of Inspections	# of Warranty Replacements
2018	10,919	278
2019	4,866	408
2020	4,476	226





Tree Watering

- **2018-2019**
 - Precipitation monitored and trees inspected, no supplemental watering required
- **2020**
 - 10,000 Trees watered
 - Public Education Campaign launched to engage residents in tree watering efforts





Ash Injections – Tree Azin

- **2018 – 2019** no injections
- **2020** – 130 Ash Trees Injected with TreeAzin
- Remaining budget redirected to removal of 160 Ash Trees
- Continued treatment for remaining Ash trees in the long-term is not viable.





Financial Outcomes

	EAB Next Steps Budget	2018 Actuals	2019 Actuals	2020 Actuals	Total Actuals	Variance
Warranty Inspections	\$489,732	\$164,186	\$127,650	\$127,831	\$419,667	\$70,065
Watering	\$50,800	\$0	\$0	\$22,424	\$22,424	\$28,376
Injections/Removals	\$58,275	\$0	\$0	\$45,034	\$45,034	\$13,241
Total	\$598,807	\$164,186	\$127,650	\$195,289	\$487,125	\$111,682

Budget surplus of \$112k will be returned to the Life Cycle Replacement and Capital Reserve



Markham's Young Trees – Our Future Canopy

- Monitor newly planted trees following warranty periods to ensure optimum results
- Timely replacements combined with commitment to grow the urban forest
- Investing in our young trees during the first 5 years is essential to reach our 30% canopy target and ensure a healthy urban forest for future generations





Questions



MEMORANDUM

To: Mayor and Members of Council

From: Morgan Jones, Director of Operations

Prepared by: David Plant, Sr. Manager, Parks, Horticulture and Forestry, Operations Department

Date: January 18, 2021

Re: Emerald Ash Borer (EAB) Program Completion Summary

RECOMMENDATIONS:

1. That the memorandum entitled “Emerald Ash Borer (EAB) Program Completion Summary” dated January 18, 2021 be received; and,
2. That at project completion, the remaining funds in project #16165 – Emerald Ash Borer, in the amount of \$111,682 be returned to the Life Cycle Replacement and Capital Reserve; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

BACKGROUND:

The City of Markham EAB Program completed the removal and replacement of 17,000 Ash trees City-wide from 2014 to 2017. Following the completion of the 5-year EAB capital project, a portion of the remaining budget was allocated to the **EAB Next Steps Program** to provide for the inspection, warranty administration and watering of newly planted trees in the years 2018 to 2020. The purpose of this memorandum is to provide an overview of the EAB Next Steps Program.

PROGRAM BUDGET ALLOCATED AND EXPENDED:

Operations staff were effective in delivering the desired outcomes of the program. Following the completion of the EAB Program in February 2018, the \$1,569,036 remaining budget from the capital project (16165 – Emerald Ash Borer Project) was approved by Council to be utilized for the EAB Next Steps Program as follows:

- \$970,229 (62%) – returned to the Life Cycle Replacement and Capital Reserve Fund
- EAB Next Steps Program
 - \$489,732 (31%) – inspection, monitoring, and warranty administration work from 2018 to 2020
 - \$50,800 (3%) – tree watering resources
 - \$58,275 (4%) – treatment of remaining ash trees in the City’s inventory

The table below provides a summary of expenditures following the completion of this program in December 2020:

	EAB Next Steps Budget (A)	2018 Actuals (B)	2019 Actuals (C)	2020 Actuals (D)	Total 2018-2020 (E) = (B) + (C) + (D)	Variance (F) = (A) - (E)
Warranty Inspections	\$ 489,732	\$ 127,650	\$ 164,186	\$ 127,831	\$ 419,667	\$ 70,065
Watering	\$ 50,800	\$ -	\$ -	\$ 22,424	\$ 22,424	\$ 28,376
Injections/Removals	\$ 58,275	\$ -	\$ -	\$ 45,034	\$ 45,034	\$ 13,241
Total	\$ 598,807	\$ 127,650	\$ 164,186	\$ 195,289	\$ 487,125	\$ 111,682

The **EAB Next Steps** program concluded with a budget surplus of \$111,682, which staff recommend be returned back to the Life Cycle Replacement and Capital Reserve.

KEY PROGRAM ACCOMPLISHMENTS:

2018: 10,919 site inspections completed and 278 warranty replacements identified

2019: 4,866 site inspections completed and 408 warranty replacements identified

2020: 4,476 site inspections completed. The number of warranty replacements not currently available.

Due to relatively high precipitation in 2018 and 2019, provisional watering was not required. EAB injections of remaining ash trees were deferred until 2020 following a review of the program. Approximately 130 trees are scheduled for treatment in 2020. The remaining funds from this budget line are to be used for the removal of Ash trees identified by staff as being in poor condition.

FUTURE CONSIDERATIONS – BEYOND EAB:

Markham lost 17,000 mature trees during the period 2014-2017 due to the EAB infestation and replaced them with 17,000 infant trees. Staff recommend the following maintenance strategy for future years:

- Approximately 130 Ash Trees to receive final EAB injection in 2020
- Approximately 330 remaining Ash trees to be removed (*unfit candidates for injections)

- Monitor the 17,000 off-warranty young trees for pruning, mulching, and watering to protect \$6.1 million in investment **
- Maintain the GIS-based Tree Inventory; optimal planning for a proactive strategy to develop an Urban Forest Plan
- Integrate young trees into the newly created Neighborhood Tree Maintenance Program
- Maintain the level of records and work requirements

Notes: * Re-allocating remaining injection budget
 ** Cost of trees planted

The EAB and EAB Next Step Programs have been a resounding success in the City of Markham. Operations staff are proud to have developed and implemented these programs on time and within budget. The EAB Next Steps program will conclude at the end of 2020 having utilized funds from the original EAB capital project with no future budget required at this time.

RECOMMENDATION:

Staff recommend that as at project completion, the remaining funds in project #16165 – Emerald Ash Borer, in the amount of \$111,682 be returned to the Life Cycle Replacement and Capital Reserve.