



Electronic General Committee Meeting

Revised Agenda

Meeting No. 4
March 1, 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.

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

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Electronic General Committee Meeting

Revised Agenda

Revised Items are Italicized.

Meeting Number: 4

March 1, 2021, 9:30 AM - 1:00 PM

Live streamed

Alternate formats for this document are available upon request.

General Committee meetings are live video and audio streamed on the City's website.

Closed captioning during the video stream may be turned on by clicking the [cc] icon located at the lower right corner of the video screen.

Please bring this General Committee Agenda to the Council meeting on March 9, 2021.

Pages

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF PREVIOUS MINUTES

3.1. MINUTES OF THE FEBRUARY 16, 2021 GENERAL COMMITTEE (16.0)

7

1. That the minutes of the February 16, 2021 General Committee meeting be confirmed.

4. DEPUTATIONS

5. COMMUNICATIONS

6. PETITIONS

7. *CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES*

7.1. *MINUTES OF THE NOVEMBER 18, 2020, DECEMBER 9, 2020 AND JANUARY 13, 2021 BOARD OF MANAGEMENT UNIONVILLE BUSINESS IMPROVEMENT AREA (16.0)*

17

1. That the minutes of the November 18, 2020, December 9, 2020 and January 13, 2021 Board of Management Unionville Business

Improvement Area Committee meetings be received for information purposes.

8. *CONSENT REPORTS - LAND, BUILDING & PARKS CONSTRUCTION ISSUES*

8.1. *BOX GROVE COMMUNITY PARK ADDITIONAL FUNDING REQUIRED (10.0)* 26

R. Fournier, ext. 2120

1. That the memorandum dated March 1, 2021 to General Committee, titled “Box Grove Community Park Additional Funding Required” be received.

9. *PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES*

9.1. *GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARDS (12.2.6)* 28

L. Chen, ext. 3880

Note: Joel Lustig, Treasurer, will provide a presentation on this matter.

1. That the report dated March 1, 2021 titled “Government Finance Officers Association Awards” (GFOA) be received; and,
2. That the formal presentation of the following Government Finance Officers Association awards be received:
 - a. Distinguished Budget Presentation Award for the annual budget for the fiscal year beginning January 1, 2020; and,
 - b. Canadian Award for Financial Reporting for the annual financial report for the year ended December 31, 2019

9.2. *2020 YEAR-END RESULTS OF OPERATIONS (7.0)* 30

L. Chen, ext. 3880 and J. Pak, ext. 2514

Note: Lisa Chen, Senior Manager, Financial Planning & Reporting, Financial Services, will provide a presentation.

1. That the report titled “2020 Year-End Review of Operations” be received; and,
2. That a COVID-19 Reserve be established from the Safe Restart Agreement funding to be used to offset COVID-19 operating impacts; and,
3. That the City’s 2020 COVID-19 net favourable variance of \$2.21M be allocated as follows:
 - a. \$1.30M COVID provision for future tax adjustments;

b. \$0.91M transfer to the COVID-19 Reserve;

4. That the City's 2020 net operations favourable variance of \$7.60M be transferred as follows, as per the approved Financial Planning and Budgeting Policy:

- a. \$3.60M one-time funding to replenish the Corporate Rate Stabilization Reserve;
- b. \$0.79M to the Corporate Rate Stabilization Reserve to achieve a balance equal to 15% of the local tax levy;
- c. \$3.21M to the Life Cycle Capital Replacement and Capital Reserve Fund; and further,

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

9.3. CANADA HEALTHY COMMUNITIES INITIATIVE (7.6)

69

M. West, ext. 3792 and S. Tam, ext. 7533

Note: Meg West, Manager of Business Planning and Projects, CAO's Office, will provide a presentation on this matter.

- 1. That the presentation titled "Canada Healthy Communities Initiative" be received for information.

10. PRESENTATIONS - COMMUNITY SERVICES ISSUES

10.1. RECREATION SERVICES FINANCIAL AND PROGRAMS UPDATE (6.0)

130

M. Creighton, ext. 7515

Note: Mary Creighton, Director, Recreation Services, will provide a presentation on this matter.

- 1. That the presentation titled "Recreation Services Financial and Programs Update" be received.

10.2. CULTURE SERVICES FINANCIAL AND PROGRAMS UPDATE (6.0)

142

C. Kakaflikas, ext. 6590

Note: Christina Kakaflikas, Director, Economic Growth, Culture & Entrepreneurship, will provide a presentation on this matter.

- 1. That the presentation titled "Culture Services Financial and Programs Update" be received for information.

11. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

11.1. DEVELOPMENT CHARGE DEFERRAL – ST. MARY AND ST. SAMUEL THE CONFESSOR COPTIC ORTHODOX CHURCH (7.11)

152

S. Neville, ext. 2659 and K. Ross, ext. 2126

1. That the report entitled, “”, dated March 1, 2021, be received;
2. That staff do not recommend the approval of a development charge deferral for construction at 9377 McCowan Road to convert a single detached dwelling unit owned by St. Mary and St. Samuel the Confessor Coptic Orthodox Church, to a daycare facility operated by Forever Blessed Child Care Inc.;
3. That in the event Council grants a development charge deferral, the Mayor and Clerk be authorized and directed to enter into an agreement with the applicant to secure the following terms of approval:
 - a. The development charges be deferred for a period not longer than three (3) years from the date of building permit issuance, following which the charges will become payable,
 - b. The development charges payable be calculated at the rate in effect at building permit issuance and be subject to annually accrued interest at The Bank of Canada Prime Business Rate,
 - c. In accordance with Section 32(1) of *The Development Charges Act, 1997 as amended*, should the development charges remain unpaid after the amount becomes payable, the amount unpaid shall be added to the tax roll and collected in the same manner as taxes,
 - d. That the fees applicable to a DC Deferral be charged,
4. That the recommendation of a deferral, if so granted, be forwarded to the Regional Clerk of York for consideration on the treatment of the Regional Development Charges; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

12. MOTIONS

13. NOTICES OF MOTION

14. 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".*

15. ANNOUNCEMENTS

16. CONFIDENTIAL ITEMS

16.1. FINANCE & ADMINISTRATIVE ISSUES

**16.1.1. GENERAL COMMITTEE CONFIDENTIAL MINUTES -
JANUARY 18, 2021 (16.0) [Section 239 (2) (b)(c)]**

16.2. LAND, BUILDING & PARKS CONSTRUCTION ISSUES

**16.2.1. ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT
PRIVILEGE, INCLUDING COMMUNICATIONS NECESSARY
FOR THAT PURPOSE; REPORTING OUT OF LEASE (8.2)
[SECTION 239 (2) (f)]**

17. ADJOURNMENT

Information Page

General Committee Members: All Members of Council

General Committee

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

Finance & Administrative Issues

Chair: Regional Councillor Jack Heath

Vice Chair: Councillor Khalid Usman

Community Services Issues

Chair: Councillor Karen Rea

Vice Chair: Councillor Isa Lee

Environment & Sustainability Issues

Chair: Regional Councillor Joe Li

Vice Chair: Councillor Reid McAlpine

Land, Building & Parks Construction Issues

Chair: Councillor Keith Irish

Vice Chair: Councillor Andrew Keyes

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

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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: 3

February 16, 2021, 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>Mary Creighton, Director, Recreation Services</p> <p>Graham Seaman, Director, Sustainability & Asset Management</p> <p>Alex Moore, Manager of Purchasing & Accounts Payable</p>	<p>Meg West, Manager of Business Planning and Projects</p> <p>Shane Manson, Senior Manager, Revenue & Property Taxation</p> <p>Hristina Giantsopoulos, Election/Council & Committee Coordinator</p> <p>Scott Chapman</p> <p>John Wong, Technology Support Specialist II</p> <p>Eddy Wu, Manager, Operations & Maintenance</p> <p>Sara Tam, Manager, Business Planning & Innovation</p> <p>Loy Cheah, Senior Manager, Transportation</p> <p>David Porretta, Manager, Traffic Engineering</p> <p>Claudia Marsales, Senior Manager Waste Management & Environment</p> <p>Rob Cole, Manager, Applications</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.

Mayor Scarpitti arrived at 10:24 AM.

2. DISCLOSURE OF PECUNIARY INTEREST

There were none disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE FEBRUARY 1, 2021 GENERAL COMMITTEE (16.0)

Moved by Councillor Alan Ho
Seconded by Councillor Isa Lee

1. That the minutes of the February 1, 2021 General Committee meeting be confirmed.

Carried

4. DEPUTATIONS

There were no deputations.

5. COMMUNICATIONS

5.1 YORK REGION COMMUNICATIONS (13.4)

The Committee discussed item 1a. Proposed Regulation to Transition Blue Box Program to Full Producer Responsibility, and noted that the City requested an early transition date in 2023 and that the Region requested a later transition date in 2025.

Moved by Councillor Andrew Keyes
Seconded by Deputy Mayor Don Hamilton

1. That the following communications dated February 2, 2021 and February 3, 2021, from York Region be received for information purposes:

- a. Proposed Regulation to Transition Blue Box Program to Full Producer Responsibility
- b. Rapid Housing Initiative - Projects Submitted for Funding and Authority for Agreements
- c. Submission to Ontario Long-Term Care COVID-19 Commission
- d. Whistle Cessation on Ninth Line - City of Markham
- e. Upper York Sewage Solutions Individual Environmental Assessment - Approval Status Update
- f. Regional Official Plan Update - Housing Challenges and Opportunities

Carried

6. PETITIONS

There were no petitions.

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

7.1 MINUTES OF THE OCTOBER 22, 2020 AND NOVEMBER 26, 2020 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0)

Moved by Councillor Keith Irish

Seconded by Councillor Karen Rea

- 1. That the minutes of the October 22, 2020 and November 26, 2020 Markham Environmental Advisory Committee meetings be received for information purposes.

Carried

7.2 MINUTES OF THE NOVEMBER 2, 2020, DECEMBER 7, 2020 AND JANUARY 12, 2021 RACE RELATIONS COMMITTEE (16.0)

Moved by Councillor Keith Irish

Seconded by Councillor Karen Rea

- 1. That the minutes of the November 2, 2020, December 7, 2020 and January 12, 2021 Race Relations Committee meetings be received for information purposes.

Carried

7.3 MINUTES OF THE NOVEMBER 23, 2020 MARKHAM PUBLIC LIBRARY BOARD (16.0)

Moved by Councillor Keith Irish
Seconded by Councillor Karen Rea

1. That the minutes of the November 23, 2020 Markham Public Library Board meeting be received for information purposes.

Carried

7.4 SCHOOL CROSSING GUARD PROGRAM CONTRACT EXTENSION (CITY WIDE) (7.4, 7.12)

Moved by Councillor Keith Irish
Seconded by Councillor Karen Rea

1. That the report entitled “ School Crossing Guard Program Contract Extension (City Wide)” be received; and
2. That the contract for school crossing guard services be extended for one (1) year with Staffing Services Inc. from September 2021 to June 2022 in the amount of \$718,753.65 (inclusive of HST); and
3. That the tendering process be waived in accordance with the City’s Purchasing By-law # 2017-8, Part II, Section 11.1(c), Non Competitive Procurement which states, “when the extension of an existing Contract would prove more cost-effective or beneficial”; and
4. That the award in the amount of \$718,753.65 inclusive of HST be funded from Operating Budget #740-998-5642 “School Crossing Guards”; and further
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

7.5 OPTIONAL SMALL BUSINESS SUBCLASS UPDATE (7.0)

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

- Whether the optional property subclass for small business can be implemented in 2021;
- The establishment of the definition of small business; and,
- Consideration to send the report to Regional Council and to express the City's disappointment that the regulations have not yet been decided on to provide relief to small businesses from this initiative.

Shane Manson, Senior Manager, Revenue & Property Taxation addressed the Committee and confirmed that it is unlikely that a new property subclass for small business can be implemented for the 2021 taxation year. He indicated that the Province has not yet issued the program regulations and that staff are not able to establish a process or evaluate the impact until they are. The Region will bring forward a report with input from the nine lower tiered municipalities on the definition of small business and recommended tax relief approach.

Moved by Councillor Keith Irish

Seconded by Councillor Isa Lee

1. That the report entitled Optional Small Business Subclass Update be received; and,
2. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

Moved by Councillor Keith Irish

Seconded by Councillor Isa Lee

1. That this report, Optional Small Business Subclass Update, February 16, 2021, be forwarded to the Region; and,
2. That the report express the City's disappointment that the Province has not yet provided the regulations for this initiative; and further,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried**8. PRESENTATIONS - FINANCE & ADMINISTRATIVE ISSUES****8.1 CANADA HEALTHY COMMUNITIES INITIATIVE (7.6)**

Meg West, Manager of Business Planning and Projects addressed the Committee to deliver a presentation entitled, Canada Healthy Communities Initiative, and provided an overview of this \$31 million federal investment program designed to transform public spaces in response to needs arising from COVID-19.

The Committee expressed their support of the program and inquired about the number of applications that the City can submit and the best way in which to proceed with project application submissions.

Staff reviewed the eligibility criteria and confirmed the process for project submissions. Members of Council may forward project ideas to the Chief Administrative Officer by Tuesday February 23, 2021, and the Executive Leadership Team will present options at the General Committee meeting on March 1, 2021. It was confirmed that the City may only submit one application to the program funder by March 9, 2021, for Round One and June 25, 2021, for Round Two.

Moved by Councillor Khalid Usman

Seconded by Councillor Andrew Keyes

1. That the presentation titled, “Canada Healthy Communities Initiative”, be received; and,
2. That staff be authorized to submit one project in Round One and one project in Round Two; and,
3. That Council members forward their project ideas to the Chief Administrative Officer for consideration by Tuesday, February 23, 2021; and,
4. That staff report back to General Committee on March 1st with the prioritized list of project options; 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 & ADMINISTRATION ISSUES**

9.1 STAFF AWARDED CONTRACTS FOR THE MONTH OF JANUARY 2021 (7.12)

The Committee made inquiries on the following staff awarded contracts:

- 257-T-20 Grass Cutting and Maintenance Services for Cemeteries;
- 268-Q-20 Rouge River Community Centre Building Automation System Replacement; and,
- 188-R-20 Consulting Engineering Services for a Municipal Class Environmental Assessment Study for Denison Street Extension.

Staff provided information in relation to the inquiries.

The Committee requested that staff provide a presentation on how part of the Rouge Valley Trail connection to the Rouge National Urban Park may be defined through the environmental assessment study for the Denison Street extension.

Moved by Councillor Khalid Usman

Seconded by Councillor Reid McAlpine

1. That the report entitled “Staff Awarded Contracts for the Month of January 2021” be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

9.2 AWARD OF PROPOSAL 102-R-20 CONSULTING SERVICES -SUPPLY, IMPLEMENTATION, AND ONGOING SUPPORT OF A PARKING ENFORCEMENT E-TICKETING AND PAYMENT SOLUTION (2.17)

The Committee made the following inquiries in relation to this award:

- The requirement of a ten month contract staff position that is in addition to the vendor contract;
- The cost of renewal options and the services included;
- Consideration of the potential Rouge National Urban Park joint parking system initiative; and,
- The current ticket volumes and the benefit this solution will provide.

Staff responded to the inquiries made by the Committee and indicated that a subject matter expert from the City's by-law enforcement team is critical to the success of the implementation of this program with the vendor and that their position would be temporarily backfilled for a ten month period. Staff also indicated that information on ticket volumes will be provided to Committee Members and that this solution will allow for administration of all penalties and improve current service levels.

Moved by Councillor Reid McAlpine

Seconded by Regional Councillor Jim Jones

1. That the report entitled “Award of Proposal 102-R-20 Consulting Services - Supply, Implementation, and Ongoing Support of a Parking Enforcement E-Ticketing and Payment Solution” be received; and,
2. That the contract 102-R-20 for Supply and Implementation of a Parking Enforcement E-Ticketing and Payment Solution (One time - hardware, implementation and training costs) (Recurring - software licenses, ongoing support and maintenance) be awarded to the highest ranked/lowest priced bidder, Groupe Techna Inc. in the amount of \$210,996.28 inclusive of HST; and,
3. That a contingency in the amount of \$21,099.63 inclusive of HST be established to cover any additional project costs be approved, and that authorization be granted to approve expenditures of this contingency amount up to the specified limit in accordance with the Expenditure Control Policy; and,
4. That staff be authorized to hire a Business Support project resource for 10 months at a cost of \$104,032.82 to support the project implementation; and,
5. That the capital costs be funded from capital project GL account 400-101-5399-20053 and GL account 049-6150-18316-005, with a combined available budget of \$623,745.00; and,
6. That the remaining budget in the amount of \$287,616.27 (\$623,745.00 - 336,128.73) be returned to the original funding source; and,
7. That the contract for software licenses, ongoing support and maintenance costs for 9 years be awarded to Groupe Techna Inc. in the amount of \$385,073.44, inclusive of HST (\$199,001.60 fee for 5 years + \$186,071.84 fee for the 4 renewal options) to be funded from 400-400-5361 with a current

annual budget of \$15,526.54, and subject to Council approval of the 2022-2030 operating budgets in the amounts of:

- a. Year 2 (2022) - \$ 39,800.32
- b. Year 3 (2023) - \$ 39,800.32
- c. Year 4 (2024) - \$ 39,800.32
- d. Year 5 (2025) - \$ 39,800.32
- e. Year 6 (2026) - \$ 39,800.32
- f. Year 7 (2027) - \$ 46,517.96 *
- g. Year 8 (2028) - \$ 46,517.96 *
- h. Year 9 (2029) - \$ 46,517.96 *
- i. Year 10 (2030) - \$ 46,517.96 *

Total - \$385,073.44

* Optional Year Renewal

- 8. That the Chief Administrative Officer and Commissioner, Corporate Services be authorized to approve the additional renewal years (Years 7 to 10) on behalf of the City (in its sole discretion), and execute any required documentation in a form satisfactory to the City Solicitor; and,
- 9. That Groupe Techna Inc. be designated as the preferred vendor for the City's Parking Enforcement E-Ticketing and Payment Solution service needs at the sole discretion of the City and for Groupe Techna Inc. software products for the term of this contract; and,
- 10. That the Chief Administrative Officer and Commissioner, Corporate Services be authorized to approve any new purchases related to this contract needed due to growth and/or future Parking Enforcement E-Ticketing and Payment Solution upgrades due to change in technology or system integration with other applications related to the project during the term of this contract, subject to the Expenditure Control Policy and budget approval, in a form satisfactory to the City Solicitor and at the sole discretion of the City; and further,
- 11. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

10. MOTIONS

There were no motions.

11. NOTICES OF MOTION

There were no notices of motion.

12. NEW/OTHER BUSINESS

There was no new or other business.

13. ANNOUNCEMENTS

There were no announcements.

14. ADJOURNMENT

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Khalid Usman

That the Electronic General Committee meeting adjourn at 10:26 AM.

Carried

**Zoom Meeting****Unionville BIA****Date: Wednesday November 18th, 2020**

BIA BOARD MEMBERS	In Attendance	Regrets
Deputy Mayor Don Hamilton		X
Councillor Reid McAlpine		X
Niina Felushko	Yes	
Natasha Usher		X
Shibani Sahney	Yes	
Rob Kadlovski	Yes	
Roger Kanda	Yes	
Tony Lamanna	Yes	
Sylvia Morris	Yes	
Sarah Illes	Yes	

Executive Director: Sara Sterling**Call to order** by Chair Niina Felushko at 10:06 am**Approval of Agenda**

Please note the December meeting is Dec 9th not Dec 10th

Motion by Rob Kadlovski

Seconded by Sylvia Morris

All in favour

Approval of October 2020 Meeting Minutes

Motion by Sara Illes

Seconded by Shibani Sahney

All in favour

Financial Update by Chair Niina Felushko

We are currently sitting with a generous surplus of \$126,000. We have not spent much on events, promotions and advertising. Our main expenses have been spent on the beautification



of the street in recovery spending. We will be getting money back from CCT as well. We are roughly going to have a surplus of \$80,000 by the end of this year after paying November and December expenses.

We should have a discussion with regards to the tax levies and whether we potentially reduce to alleviate financial COVID pressure, or save for recovery in 2021.

Sylvia Morris mentioned that the Markham BIA gave VISA cards worth \$500 to all tenants to help with business expenses. Niina suggested that we could potentially use our surplus funds towards increasing security on our street like street cameras.

Rob Kadlovski and Tony Lamanna recommended that we use the funds for the recovery of the street – events etc - as a whole and not Individuals.

Approval of October Financials

Motion by Sylvia Morris

Seconded by Sara Illes

All in favour

Disclosure of Pecuniary Interest

There was no disclosure of Pecuniary Interest

City Update by ED Sara Sterling

Sara brought up what she knows from City as Reid had sent regrets. The No Parking Bylaw will be extended indefinitely. The 30km an hour speed limit is now a law on our street. Patio expansions will go on until Dec 31st, 2021.

ED Update by Sara Sterling

Streetscape: The holiday chair has been installed. We decorated the gazebo and the lamp posts, with lights and garland. The Instagram Walls will also be put up today. One at the bandstand and the other in the open area outside the Chat Bar . Six Muskoka chairs have also been placed at the bandstand and four by the Chat Bar. Some of our decorations from the previous years have broken in the storage facility. Rob Kadlovski said to look at the agreement and the insurance for the broken Christmas decorations. **UPDATE:** Sara checked and the contract was only for 3 years from 2016 to 2019 and the UBIA does not have asset insurance.

Digital Main Street: We still have Christine and Shorian from our Digital Main Street Squad who have been working very hard to help businesses on the street. They will complete their work early December.



SETTLED IN 1794

Marketing/Advertising: We have spent some CCT funds on marketing and advertising, including some BlogTO Instagram ads and Snapd half page ads for November and December, highlighting our new streetscape.

Media: We have sent a press release about our streetscape to CBC, and their Cross Country Radio Show interviewed Joe from Il Postino last weekend.

Social media: We have a pet contest on social media where people can post pictures of their pets. It will be closing November 23rd. A gift guide for Instagram is being put together with retail businesses and restaurants participating in it.

St. Lawrence Market visit: Councillor McAlpine and ED Sara visited the Market to view their Market Street and its materials. This could be a great solution for our street's revitalization. They are going to take some of the key Operations staff to visit again.

New Items:

Watford: There was a discussion about the Watford Group and their buildings going into receivership. Various members have heard various things from Harshal, but it is clear that the buildings will be sold soon. The receivers would like to sell all to one buyer, but that is not confirmed yet if they will find one or sell them separately. We will keep a close eye on this.

AGM: Rob suggested that we we should set a date for our next AGM in our next meeting and also check from the City if we need any clearance in advance to host online.

Real Estate: Sylvia Morris updated on real estate - there are potential businesses such as a sushi restaurant, a bakery and a coffee shop that might open up on our street, in the Lou Lou's spot and 157 Main.

Washrooms: Tony Lamanna said that the public washrooms at the Crosby Arena should remain open throughout the year. Sara will check with the City on this.

Meeting adjourned: at 11:13 by Chair Niina Felushko

Next Meeting: Wednesday, December 9th, 2020
Time :10am-1130am on Zoom

**Zoom Meeting****Unionville BIA****Date: Wednesday December 9th, 2020**

BIA BOARD MEMBERS	In Attendance	Regrets
Deputy Mayor Don Hamilton	Yes	
Councillor Reid McAlpine	Yes	
Niina Felushko	Yes	
Natasha Usher	Yes	
Shibani Sahney	Yes	
Rob Kadlovski	Yes	
Roger Kanda	Yes	
Tony Lamanna	Yes	
Sylvia Morris	Yes	
Sarah Iles	Yes	

Executive Director: Sara Sterling**Call to order** by Chair Niina Felushko at 10:03 am**Approval of November 2020 Meeting Minutes**

Motion by Sylvia Morris

Seconded by Sarah Iles

All were in favour

Financial Updates for November, 2020 by Chair Niina Felushko

The streetscape costs for 2020 are approx. \$45,000. Our expenses so far are at \$145,680 and we have a surplus of approx. \$87,398. We will have just the regular expenses to take care of in December. We will be submitting reimbursements to CCT in January for marketing expenditures such as postcards and social media management. Sara and Niina have already started planning out the budget for next year. Councillor McAlpine suggested we may want to come up with 2 or 3 scenarios depending on lockdown, recovery, events, etc. He also suggested we should try to maintain the reserve we have year over year.



Approval of November 2020 Financials

Motion by Councillor Reid McAlpine

Seconded by Sylvia Morris

All were in favour

AGM

We have booked the date of Wednesday, February 17th, 2020 at 7pm on Zoom. Per City regulations, members will have to send in their proof of membership in order to get the Zoom link – this can be a simple email with business name. Niina would like to for each member to think about if they want to continue on the Board, we need everyone to be more involved and contribute more in 2021 as we come in to recovery. Subcommittees and new members with fresh ideas would be welcome next year.

We really need to promote the AGM. Reid suggested we invite a speaker, perhaps the Mayor. UPDATE: Sara has invited Mayor. Tony suggested we make an important announcement about the street redevelopment in order to get people's attention and attendance at the AGM.

Update by Councillor Reid McAlpine

Reid and Sara visited the St. Lawrence Market BIA for a tour of their streets and street designs, to get ideas regarding different materials for the new streetscape design implementation. Reid also mentioned there will be a 0% tax increase in 2021, and that storm water fees will be re-instated.

ED REPORT by Sara Sterling

Street Redevelopment & Retail Strategy – as Reid explained he and Sara have had meetings about redevelopment and are pleased to report the City staff are moving ahead and a large meeting has been scheduled for early January to get things going. They are also interviewing various potential retail strategy firms. The City's Economic Development team has indicated they may be able to assist a bit in this area and we can look to Destination Markham for potential funding.

Digital Main Street – is coming to a close next week, we have helped a fair amount of businesses getting online and setting up Shopify sites.

Advertising – with our CCT partnership, we have been able to buy more advertising with Snapd and BlogTO Instagram posts, which did very well. Well worth the funds.

Destination Markham – we continue to work with them on programs and promotions.



SETTLED IN 1794

Breakfast Television – came to Main Street on Mon Dec 7th, interview Firehall, Pretty Thingz and the Arms. Was a real boost for the street and all businesses saw a major uptick in sales that day and afterwards. Firehall's website crashed it was so busy!

2021 Events – the City has indicated (informally) that there will be no large-scale events like the Unionville Festival allowed in 2021. We will instead focus on smaller, crowd-controllable events to bring guests to the street.

New Items:

Instagram Live - Natasha Usher had an idea from watching Lou Lou's Instagram Live. She suggested that we could have a week of a virtual marketplace on Instagram Live everyday around Valentine's Day in 2021. Sara said she would follow up with Natasha and put it out to the members in the new year.

Watford Group – discussion around what is happening with the buildings that were previously owned by Harshal Dave and gone into receivership. There is much discussion on the street in this regard, we will try to get in touch with the receiver to get facts about the sale of the buildings, and what might happen in January.

Real Estate Update – Sylvia mentioned she is still trying to rent out Lou Lous. There is also word that Therese Taber (landlord of Starks building) is having a difficult time with her renters, not sure if they will be moving in or not come the new year.

Disclosure of Pecuniary Interest

There was no disclosure of Pecuniary Interest

Meeting adjourned: at 11:01 by Chair Niina Felushko

Next Meeting: Wednesday, January 13th, 2020

Time :10am

**Zoom Meeting****Unionville BIA****Date: Wednesday, January 13th 2021**

BIA BOARD MEMBERS	In Attendance	Regrets
Deputy Mayor Don Hamilton	Yes	
Councillor Reid McAlpine	Yes	
Niina Felushko	Yes	
Natasha Usher	Yes	
Shibani Sahney	Yes	
Rob Kadlovski	Yes	
Roger Kanda	Yes	
Tony Lamanna	Yes	
Sylvia Morris	Yes	
Sarah Iles	Yes	

Executive Director: Sara Sterling**Call to order** by Chair Niina Felushko at 10:06 am**Approval of Agenda**

Motion by Sarah Iles

Seconded by Tony Lamanna

All were in favour

Approval of December 2020 Meeting Minutes

Motion by Tony Lamanna

Seconded by Shibani Sahney

All were in favour

Financial Updates for December, 2020 by Chair Niina Felushko

We have not yet received the financials from the City so we will approve it next month.

However, we ended the year in a surplus of approximately \$80,000. Digital Main street finished their project with us on December 18th and we will be getting \$10,000 to cover that project. We



also still have \$7,200 coming from CCT from our 2020 Marketing Partnership with them. The Board took a look at the draft budget for this year, distributed by Niina. This is a draft, to be approved at the AGM then by Council in May. It is likely there will be various grants available to us in 2021 as well once we start a recovery period.

We have hired a coordinator for the Unionville Market and we are also applying to hire a student through the Canada Summer Jobs program. Reid suggested we include a reserve in the budget for future years.

AGM

The Annual General Meeting is to be held on February 17th, 2021 at 7pm on Zoom. We have approval the City Clerk's office to hold it on Zoom. We have invited the Mayor to attend but he has not accepted yet. Other potential suggested speakers include Mary Rowe, Lisa Hutchinson or Eric Larievère from Destination Markham (Sara has already invited).

We have one open seat on the Board. Sara has sent information out to the members to invite them to the meeting and see if anyone is interested. UPDATE: Two members have indicated an interest – Kash Mahmood from JW Cosmetics and Debbie Smrz from Naturopathic Living.

We have invited the UVA and URA to attend, they will spread the word of the AGM as well.

City update : By Councillor Reid MCAlpine

No parking on the street is now permanent along with traffic calming measures. The speed limit has been reduced to 30km/hr. There was discussion about implementing the lower speed limit all the way south of Hwy 7.

ED Update : By Sara Sterling

Watford Group Update: Sara spoke with the Receiver and shared the information with the Board via email.

Street Redevelopment & Retail Strategy: There will be a meeting this Friday with essential members of City staff to discuss next steps, and timing. Communications-wise it will be important to get the messaging right during construction and assist our businesses as much as we can to get through it.

Retail Strategy-wise, Reid and Sara have been talking with a lot of different possible consultants. Rob suggested we also connect with Chuck Thibeault from CCT. Destination Markham would likely assist with the cost of this.

Streetscape: The holiday chair has been removed. The other lamp post and gazebo lights will stay on until March. The Instagram walls will get new vinyls by mid February. The City's budget



for flowers has been approved for the Spring and it will be similar to the amount we had in 2019. There will also be additional flowers at the bandstand this year.

Main Street Spotlights: Sixteen different businesses are participating in this program. Every Tuesday we will be giving the spotlight to a different business and promoting them via email, website and social media platforms.

Sponsorships: There was a request for sponsorship from Bill Dawson for Thursday nights at the Bandstand. He has already partnered with the Markham Arts Council. The Board agreed to wait until Bill approaches with a more detailed ask – we would prefer to sponsor one singular event that can highlight Main Street. The same would go for the Jazz Festival.

New Items:

193 Main Street has been leased to Lemonwood Luxury Inc. which will be opening when they complete renovations and lockdown is over. There is another new business JW Cosmetics at 155 Main Street, who are hoping to open once lockdown is over.

Rob suggested stores share and help each other with success stories. The Main Street Spotlights are being shared with all businesses and will hopefully provide inspiration. We could also get testimonials from those who benefitted from Digital Main Street.

Disclosure of Pecuniary Interest

There was no disclosure of Pecuniary Interest

Rob Kadlovski left at 11:34 am

Sylvia Morris left at 11:47 am

Meeting adjourned: at 11:57 am by Chair Niina Felushko

Next Meeting: Wednesday, February 10th ,2021

Time :10am

Location: Zoom

NOTE UBIA VIRTUAL AGM is Wednesday February 17th at 7pm via Zoom



MEMORANDUM

To: Mayor and Members of Council

From: Commissioner, Arvin Prasad

Prepared by: Richard Fournier, Manager, Planning & Urban Design – Parks Development

Date: March 1, 2021

Re: Box Grove Community Park Additional Funding Required

RECOMMENDATION:

1. THAT the memorandum dated March 1, 2021 to General Committee, titled “Box Grove Community Park Additional Funding Required” be received;

BACKGROUND:

Box Grove Community Park is a high priority project that has been identified since 2013. Staff is trying to ensure that this community park is delivered by the end of 2021. Staff has completed consultant and contractor pre-qualifications, awarded a consultant and a contractor and has mobilized and began construction of this park. The current schedule is to achieve the completion of this park by Q4 2021.

In late March 2020, City staff released a tender for construction of the Box Grove Community Park project to three (3) prequalified contractors. The lowest bidder was Rutherford Contracting who provided a bid of \$6,799,896.08 (inclusive of contingency, HST impact, internal management fees and TRCA allowance). Initially approved funding for this project was \$12,773,296.50 and \$5,973,400 was returned to its original funding source following the award of the tender.

Over the past months, during construction, a number of challenges have been identified which required additional funding in a time-sensitive manner to ensure this project remained mobilized without delay claims and that it remain on schedule for the proposed Q4 2021 completion.

The three drivers requiring additional funding of \$1,470,954 are: a) unanticipated costs related to a Toronto Regional Conservation Authority (TRCA) Permit (\$780,521); b) Costs Related to an error in consulting estimate regarding earthworks (\$645,399) and; c) York Region Road Access Permit consultant design fees (\$45,034).

UNANTICIPATED TRCA COSTS

The unanticipated costs for the works required to obtain the TRCA Permit result from a request by the TRCA for additional Storm Water Management (SWM) features that were not identified in pre-application reviews prior to tendering. Upon receiving these unexpected comments, many meetings were held between Parks Development, Engineering and the TRCA to understand, reduce and minimize the requested SWM features and to ensure that the requests were within the jurisdiction of the TRCA. Through further consultation with Environmental Engineering staff, it has been confirmed that the requirements identified by the TRCA are appropriate and required.

CONSULTING ESTIMATE ERROR

NAK Design Strategies were awarded as the prime Landscape Architect consultant in November 2019 with the full understanding that a compressed timeline was required to achieve the delivery of this park project by end of 2021. Expedited project timelines pose a risk during the design development and tendering of a project. The resulting error was an incorrect cost estimate that was provided as an allowance for the removal of fill materials off site. The value that NAK provided the City was \$200,000, however, the final amount was significantly more despite retaining as much of the fill on site as possible.

YORK REGION ROAD ACCESS PERMIT CONSULTING FEES

Following the award of tender, Rutherford Contracting submitted a permit application to York Region for a road access off of the Box Grove By-Pass, which was to form part of the construction of this park project. Park Development staff had initially engaged York Region in 2016 and considered the latest design for road access to be acceptable by York Region. Once the contractor submitted the permit application, York Region rejected the design and requested additional comments be addressed through updated surveys, drawings, details and specifications. These additional comments were not expected and were not initially part of the fees for NAK Design Strategies nor WSP, the consulting Traffic Management consultant. This work is required to ensure that a road entrance is available to the parking lot planned off of Box Grove By-Pass.

CONCLUSION:

The additional funding request was approved by the CAO on February 16, 2021, to be temporarily coded to the Design Capital Contingency Account in the amount of \$1,470,954, to avoid delay claims and maintain the project schedule.

As part of the June 2021 Capital Status Update Report to General Committee, staff will recommend that additional funding in the amount of \$1,470,954 be transferred to the Box Grove Community Park project, to be funded as follows: \$1,323,858.60 or 90% from the DC Reserves and \$147,095.40 or 10% from Parks Cash-in-Lieu.



Report to: General Committee

Meeting Date: March 1, 2021

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

RECOMMENDATION:

1. That the report dated March 1, 2021 titled “Government Finance Officers Association Awards” (GFOA) be received; and,
2. That the formal presentation of the following Government Finance Officers Association awards be received:
 - a. Distinguished Budget Presentation Award for the annual budget for the fiscal year beginning January 1, 2020; and,
 - b. Canadian Award for Financial Reporting for the annual financial report for the year ended December 31, 2019

PURPOSE:

This report is to inform Council of the receipt of the GFOA’s “Distinguished Budget Presentation Award” for the City’s 2020 budget and the “Canadian Award for Financial Reporting” for the annual financial report for the year ended December 31, 2019.

BACKGROUND:

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

DISCUSSION:

The City is honoured to receive the Distinguished Budget Presentation Award for the twentieth consecutive year and the Canadian Award for Financial Reporting for the nineteenth consecutive year. The City has an established reputation for prudent fiscal management, continuing to maintain or enhance service levels, while ensuring residents receive value for their tax dollars. Receipt of these two prestigious awards from the GFOA reflects the City’s achievement of the highest principles of government budgeting and reporting. This significant accomplishment further acknowledges the City’s ongoing commitment to organizational and financial excellence, and the dedication of Staff associated with the publications.

Distinguished Budget Presentation Award

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

The City received the Distinguished Budget Presentation Award for the annual budget for the fiscal year beginning January 1, 2020. This award is the highest form of recognition in governmental budgeting. The award affirms that the City's budget document met the nationally recognized guidelines for effective budget presentation and the City's commitment to meet the highest principles of municipal government budgeting.

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

Canadian Award for Financial Reporting

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

The City received the Canadian Award for Financial Reporting for the annual financial report for the year ended December 31, 2019 in recognition of excellence in governmental accounting and financial reporting. The award signifies that the City delivered a comprehensive financial report that demonstrated full transparency and disclosure over and above the minimum requirements of generally accepted accounting principles, as set by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

2020 Year-End Review of Operations

General Committee
March 1st, 2021

2020 Year-End Review of Operations

Primary Operating Budget

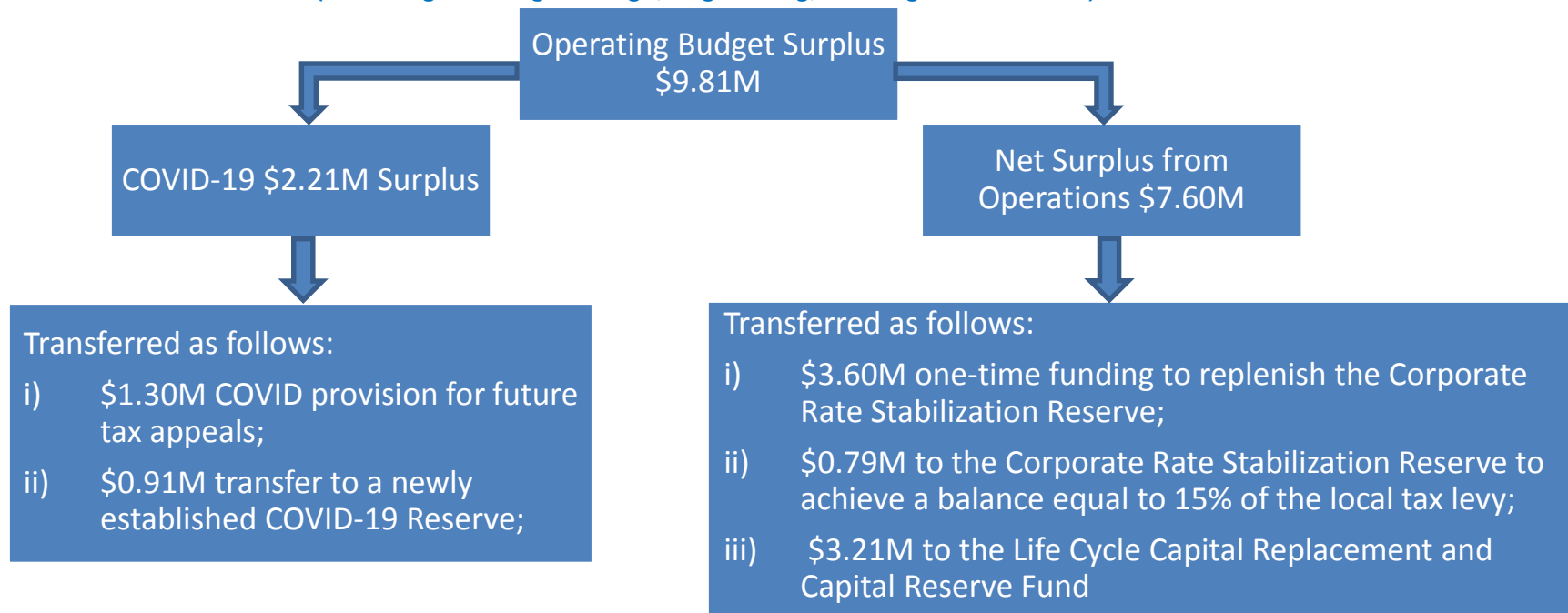
(excluding Planning & Design, Engineering, Building & Waterworks)

	Actual	Budget	Variance Fav./(Unfav.)	
Revenues (A)	\$224.08M	\$240.83M	(\$16.75M)	93.0%
Personnel (B)	\$123.93M	\$140.00M	\$16.07M	88.2%
Non-Personnel (C)	<u>\$ 77.71M</u>	<u>\$ 88.56M</u>	<u>\$10.85M</u>	
Surplus excluding winter maintenance (D) = A-(B+C)	\$ 22.43M	\$ 12.27M	\$10.17M	
Year-End Accounting Accruals & Other Adjustments (E)	<u>\$3.00M</u>	<u>\$1.94M</u>	<u>(\$1.06M)</u>	
Subtotal (F) = D-E	\$19.44M	\$10.33M	\$9.11M	
Winter Maintenance (G)	<u>\$9.63M</u>	<u>\$10.33M</u>	<u>\$0.70M</u>	
Net Surplus including winter maintenance (H) = F-G	\$9.81M	\$0.0M	\$9.81M	

2020 Year-End Review of Operations

Primary Operating Budget Surplus Allocation

(excluding Planning & Design, Engineering, Building & Waterworks)



2020 Year-End Review of Operations – Planning & Urban Design (\$ in millions)

	Actual	Budget	Variance Fav/(Unfav)	% of YTD Budget
Revenues (A)	\$16.03M	\$10.57M	\$5.46M	151.7%
Personnel (B)	\$4.86M	\$6.03M	\$1.17M	87.4%
Non-Personnel (C)	<u>\$3.84M</u>	<u>\$3.92M</u>	<u>\$0.08M</u>	
Surplus (D) = A-(B+C)	\$7.33M	\$0.62M	\$6.71M	

A contribution of \$9.87M (Planning \$7.33M and Engineering \$2.54M) will be made to the Planning & Engineering Development Fee Reserve improving the balance from (\$10.74M) to (\$1.12M)

2020 Year-End Review of Operations – Engineering

(\$ in millions)

	Actual	Budget	Variance Fav/(Unfav)	% of YTD Budget
Revenues (A)	\$10.32M	\$8.79M	\$1.53M	117.4%
Personnel (B)	\$4.95M	\$5.70M	\$0.75M	90.1%
Non-Personnel (C)	<u>\$2.83M</u>	<u>\$2.95M</u>	<u>\$0.12M</u>	
Surplus/(Deficit) (D) = A-(B+C)	\$2.54M	\$0.14M	\$2.40M	

A contribution of \$9.87M (Planning \$7.33M and Engineering \$2.54M) will be made to the Planning & Engineering Development Fee Reserve improving the balance from (\$10.74M) to (\$1.12M)

2020 Year-End Review of Operations – Building

(\$ in millions)

	Actual	Budget	Variance Fav/(Unfav)	% of YTD Budget
Revenues (A)	\$5.41M	\$7.14M	(\$1.73M)	75.8%
Personnel (B)	\$5.95M	\$6.28M	\$0.33M	95.3%
Non-Personnel (C)	<u>\$3.13M</u>	<u>\$3.25M</u>	<u>\$0.12M</u>	
(Deficit)/Surplus (D) = A-(B+C)	(\$3.67M)	(\$2.39M)	(\$1.28M)	

A draw from the Building Reserve of \$3.67M results in a decrease in the reserve balance from \$10.36M to \$6.37M

2020 Year-End Review of Operations – Waterworks

(\$ in millions)

	Actual	Budget	Variance Fav/(Unfav)	% of YTD Budget
Water & Sewer Billing (A)	\$137.10M	\$139.26M	(\$2.16M)	
Contracted Municipal Services (B)	<u>\$103.94M</u>	<u>\$109.35M</u>	<u>\$5.41M</u>	
Net Sales & Purchases of Water (C) = A-B	\$33.16M	\$29.90M	\$3.26M	110.9%
Other Revenues (D)	\$1.10M	\$1.41M	(\$0.32M)	77.5%
Personnel (E)	\$7.76M	\$8.02M	\$0.26M	89.6%
Non-Personnel (F)	<u>\$6.31M</u>	<u>\$7.68M</u>	<u>\$1.37M</u>	
Surplus (G) = C+D -(E+F)	\$20.19M	\$15.62M	\$4.57M	

A contribution to the reserve of \$20.19M (budget of \$15.62M plus an additional contribution of \$4.57M) will be made to the Waterworks Reserve increasing the balance from \$61.85M to \$69.67M

Next Steps

- The 2020 draft consolidated financial statements will be presented to General Committee in April 2020. The year-end results presented in this report are subject to change based on the results of the external audit.



Report to: General Committee

Report Date: March 1, 2021

SUBJECT: 2020 Year-End Results of Operations
PREPARED BY: Lisa Chen, Senior Manager, Financial Planning and Reporting
Jay Pak, Senior Business Analyst

RECOMMENDATION:

- 1) THAT the report titled “2020 Year-End Review of Operations” be received;
- 2) THAT a COVID-19 Reserve be established from the Safe Restart Agreement funding to be used to offset COVID-19 operating impacts;
- 3) THAT the City’s 2020 COVID-19 net favourable variance of \$2.21M be allocated as follows:
 - a. \$1.30M COVID provision for future tax adjustments;
 - b. \$0.91M transfer to the COVID-19 Reserve;
- 4) THAT the City’s 2020 net operations favourable variance of \$7.60M be transferred as follows, as per the approved Financial Planning and Budgeting Policy:
 - a. \$3.60M one-time funding to replenish the Corporate Rate Stabilization Reserve;
 - b. \$0.79M to the Corporate Rate Stabilization Reserve to achieve a balance equal to 15% of the local tax levy;
 - c. \$3.21M to the Life Cycle Capital Replacement and Capital Reserve Fund; and further,
- 5) THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Council approved the 2020 annual operating budget of \$410.52M on December 10, 2020 which includes the City's primary operating budget, Planning & Design operating budget, Engineering operating budget, Building Standards operating budget and Waterworks operating budget.

This report provides an overview of the 2020 year-end operating results comparing actuals to the annual operating budget including impacts related to the ongoing COVID-19 pandemic.

a) Primary Operating Budget (Appendix 1)

(Excludes Planning & Design, Engineering, Building Standards and Waterworks)

The 2020 variance is summarized below:

(\$ in millions)	<u>2020</u>		<u>Variance</u>	<u>% of</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>	<u>Budget</u>
Revenues	\$224.08	\$240.83	(\$16.75)	93.0%
Expenses	<u>201.64</u>	<u>228.56</u>	<u>26.92</u>	88.2%
Subtotal	\$22.43	\$12.27	\$10.17	
Year-End Accounting Accruals & Other Adjustments	<u>3.00</u>	<u>1.94</u>	<u>(1.06)</u>	
Surplus excluding winter maintenance	19.44	10.33	9.11	
Winter Maintenance	<u>\$9.63</u>	<u>\$10.33</u>	<u>\$0.70</u>	
Net surplus including winter maintenance	\$9.81	(\$0.00)	\$9.81	

The major variances are outlined in the chart below:

Revenues	Fav. / (Unfav.)	
Recreation Services revenue	(\$17.90)	M
Theatre, Art Centre and Museum revenue	(\$3.50)	M
Property Tax Penalty & Interest	(\$2.84)	M
Fines, licence and permits	(\$1.81)	M
Library Programs & Fines	(\$0.76)	M
Supplemental Taxes	(\$0.73)	M
Property taxes & Payments in Lieu (PILs)	\$0.62	M
Investment income	\$3.03	M
Safe Restart Funding - Phase 1	\$6.66	M
Other	\$0.48	M
Total	(\$16.75)	M

Expenditures	Fav. / (Unfav.)	
Salaries & benefits	\$16.07	M
Utilities and Streetlight hydro	\$3.78	M
Professional services/office supplies/training/travel	\$1.63	M
Maintenance, repairs, materials & supplies	\$1.98	M
Corporate contingency	\$2.66	M
Contract service agreements	\$1.40	M
Communications, promotion & advertising	\$0.83	M
Property Tax adjustments	\$0.57	M
COVID Expenses	(\$1.22)	M
Other	(\$0.78)	M
Total	\$26.92	M

Due to the impact of the COVID-19 pandemic, the results projected throughout the year were split into two categories: COVID-19 related impacts and Business as Usual (BAU).

The 2020 Primary Operating Budget surplus is comprised of the following components:

(\$ in millions)		Variance fav./ (unfav.)
COVID-19 Surplus Net of Safe Restart Phase 1 Funding		\$2.21
Business as usual	\$7.96	
Year-end accounting accruals & other adjustments	(1.06)	
Winter maintenance	<u>0.70</u>	
Net Surplus from Operations		<u>\$7.60</u>
Net surplus - Primary Operating Budget		<u>\$9.81</u>

COVID-19 including Safe Restart Phase 1 funding = Favourable variance \$2.21M
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The year-end surplus includes COVID-19 related impacts due to cancelled programs, closed facilities, foregone property tax late payment charges, reduced user fees, fines and licence collection and additional COVID related expenses.

The impact of the strategic actions implemented by senior management and staff reduced the COVID-19 related shortfall. When combining the impact of COVID, the mitigating actions of senior management and staff, Phase 1 safe-restart funding of \$6.66M, the COVID-19 surplus is \$2.21M.

The COVID-19 pandemic has resulted in a slowdown of the Canadian economy and has created significant financial pressures to most business sectors. This unprecedented environment of economic uncertainty has directly and immediately impacted various business throughout the City of Markham. The current property assessment values of many non-residential properties may not represent the negative financial impact of COVID-19 and the substantial decrease in revenue or business closures, which could result in inaccurate property assessments and tax levies moving forward into the 2021 taxation year and beyond.

As a result, Staff anticipate a number of non-residential property owners will seek to reduce their tax burden through the assessment appeal process. In order to fund the potential future impact of reductions, staff recommend a provision amount be set in the amount of \$1.3M, which is equivalent to the 2020 tax adjustment annual budget. The remaining \$0.91M is recommended to be transferred to the new COVID-19 Reserve to mitigate future COVID-19 impacts. Together with the \$2.81M Phase 2 funding received in January 2021, the reserve balance will be \$3.72M.

Business as Usual = Favourable variance \$7.96M

In addition to COVID-19 related impacts, the year-end operations includes several recurring non-COVID related items, which potentially generate a surplus at year-end. These items included corporate contingency, salary gapping and investment income.

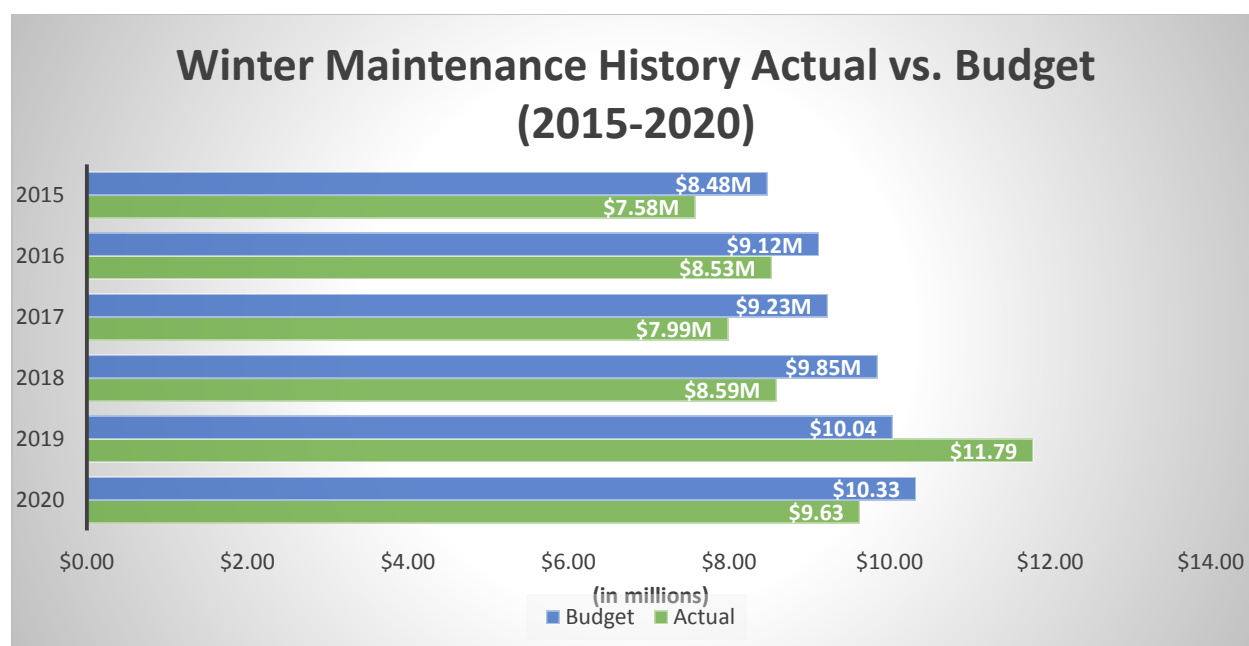
Year-end accounting accruals and other adjustments = Unfavourable variance (\$1.06M)

The 2020 year-end accounting accruals and other adjustments totaled \$3.00M against a budget of \$1.94M resulting in an unfavourable variance of (\$1.06M), (\$0.93M) of which is due to the vacation accrual, and other employee related accruals (\$0.13M). The year-end accounting accruals and other adjustments include severance, salary continuance payments, firefighter sick leave payouts, post-employment benefits and salary accruals.

Winter maintenance = Favourable variance \$0.70M

The 2020 actual winter maintenance expenditures totaled \$9.63M against a budget of \$10.33M, resulting in a favourable variance of \$0.70M.

The exhibit below compares the 6 year historical actuals vs. budget for winter maintenance expenses from 2015-2020.



As the exhibit above shows, the actuals compared to budget have fluctuated over the past 6 years. In 2020 the actual costs were \$9.63M compared to a budget of \$10.33M. Actual costs were higher than in the period 2015-2018 but lower than 2020 and is impacted by a range of

external factors including, but not limited to, the amount of snowfall and the number of snow events which require City roads to be cleared or salted.

The chart below shows the number of salting events per calendar year for the past 6 years. Note that these do not include plowing or sidewalk clearing events.

Year	Primary Roads	Local Roads	Total
2016	37	10	47
2017	49	9	58
2018	44	8	42
2019	51	17	52
2020	38	13	68
6 Year Average	43	10	53

The City's winter maintenance budget includes personnel expenditures, salt and sand purchases as well as five service contracts:

1. Supply and operation of tandem/single combination plow to sand and plow the City's primary road network;
2. Supply and operation of loaders to assist in the snow removal in cul-de-sacs, wide corners and rear lanes;
3. Grader rentals to remove snow on the City's local road networks;
4. Sidewalk snow removal; and
5. Windrow snow clearing services for eligible applicants

The following chart provides details of the \$0.70M favourable variance:

<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance Fav./(Unfav.)</u>	
			<u>Hours</u>	<u>\$M</u>
Sidewalk (per unit of equipment)	257 hrs	334 hrs	78 hrs	0.35
Tandem (per unit of equipment)	236 hrs	282 hrs	46 hrs	0.21
Graders and windrows (per unit of equipment)	140 hrs	108 hrs	(32) hrs	(0.26)
Loader (per unit of equipment)	105 hrs	154 hrs	49 hrs	0.26
Salt & Sand	23,823 tonnes	20,710 tonnes	(3,113) tonnes	0.12
Part-time & overtime costs				(0.08)
Other winter maintenance costs				0.10
Winter maintenance favourable variance				0.70

As costs continue to increase based on growth and contract escalations, Staff will continue to monitor the trends to determine whether future adjustments to the winter maintenance budget are necessary.

b) Planning & Design (Appendix 2)

Actual \$7.33M – Budget \$0.62M = Favourable variance \$6.71M

Planning & Design incurred a surplus of \$7.33M against a budgeted surplus of \$0.62M. The favourable variance of \$6.71M was mainly due to a higher volume of application volumes and favourable personnel variances from an average of seven temporary net vacancies.

c) Engineering (Appendix 3)

Actual \$2.54M – Budget \$0.14M = Favourable variance \$2.40M

Engineering incurred a surplus of \$2.54M against a budgeted surplus of \$0.14M. The favourable variance of \$2.40M was primarily due to higher engineering fees than budgeted.

d) Planning & Engineering Development Fee Reserve (Appendix 4)

The 2020 budget anticipated a surplus of \$0.62M for Planning and a surplus of \$0.14M for Engineering totaling \$0.76M.

The Planning & Design and Engineering departments ended the year with a surplus of \$6.71M and a surplus of \$2.40M respectively. A transfer to the Reserve of \$9.87M will improve the balance from a negative \$10.74M to a negative \$1.12M. The year-end balance includes in-year interest adjustments and capital project funding transfers.

e) Building Standards (Appendix 5)

Actual (\$3.67M) – Budget (\$2.39M) = Unfavourable variance (\$1.28M)

The Building Standards department incurred a deficit of (\$3.67M) against a budgeted deficit of (\$2.39M). The unfavourable variance of \$1.28M was mainly due to a delay in application volumes resulting in lower Building permit fees than budgeted.

A draw from the Reserve of \$3.67M will be made decreasing the balance from \$10.36M to \$6.37M (see Appendix 6). The year-end balance includes in-year interest adjustments and capital project funding transfers.

f) Waterworks (Appendix 7)

Actual \$20.19M – Budget \$15.62M = Favourable variance \$4.57M

The Waterworks department incurred a surplus of \$20.19M against a budgeted surplus of \$15.62M. The main drivers for the favourable variance of \$4.57M were as follows:

- Higher than budgeted consumption and lower non-revenue water (9.5% actual consumption vs 11% budgeted) resulted in a net favourable variance of \$3.43M. The City and Region also came to an agreement regarding additional rebates for water only accounts resulting in a favourable variance of \$0.73M (includes a rebate for prior years in the amount of \$0.33M). The favourable variance was partially offset by (\$0.90M) from the decision by both the City and Region to not increase the sales and purchase price as planned on April 1. The net water sales and purchase variance is \$3.26M favourable.

-
- Lower revenues resulting in an unfavourable variance of (\$0.32M) due primarily to lower water meter installation fees and hydrant water sales
 - Lower non-personnel costs resulting in a favourable variance of \$1.37M due to lower operating and water, sewer and roadwork materials and supplies cost from few watermain breaks
 - Lower personnel costs resulting in a favourable variance of \$0.26M due to temporary vacancies

A transfer of \$20.19M will be made to the Reserve increasing the balance from \$61.85M to \$69.67M (see Appendix 8).

The 2020 draft consolidated financial statements will be presented to General Committee in April 2021. The year-end results presented in this report are subject to change based on the results of the external audit.

PURPOSE:

The purpose of this report is to provide the 2020 year-end actual results of operations versus the 2020 operating budget.

BACKGROUND:

Operating Budget Controls and Monitoring Process

On a monthly basis, Finance Staff distribute operating statements to all department Directors. As well, Finance Staff review the results of operations department by department. Based on pre-established variance thresholds, departments are contacted for explanations and to determine mitigating strategies, if required. As well, Finance Staff meet with Directors every quarter to review the department operating results. Finance Staff will advise the Executive Leadership Team (ELT) immediately should significant variances arise

Due to the impact of the COVID-19 pandemic, the results projected throughout the year were split into two distinctive categories: COVID-19 related impacts and Business as Usual (BAU).

The 2020 Primary Operating Budget surplus is comprised of the following components:

(\$ in millions)	Variance fav./unfav.)
COVID-19 Surplus Net of Safe Restart Phase 1 Funding	\$2.21
Business as usual	\$7.96
Year-end accounting accruals & other adjustments	(1.06)
Winter maintenance	<u>0.70</u>
Net Surplus from Operations	<u>\$7.60</u>
Net surplus - Primary Operating Budget	<u>\$9.81</u>

COVID-19 related impacts were to be mitigated by the Safe Restart Funding – Phase 1 for \$6.66M. Based on the year-end results from COVID related items including the closure of Recreation, Culture and Library facilities, late payment charges on Penalty & Interest, forgone supplemental taxes and reduced finance user fees, reduced collection of parking fines and licences & permits, and additional COVID related expenses, the impact of COVID-19 related impacts was \$4.45M resulting in a \$2.21M COVID impact surplus.

From the \$2.21 surplus, staff recommend \$1.30M be set aside as a provision to offset future tax adjustments, and the remaining \$0.91M be allocated to a new COVID-19 reserve to mitigate future pandemic related impacts.

In the BAU category, the net surplus from operations was favourable to budget by a total of \$7.60M mainly due to higher investment income \$3.03M, Corporate Contingency \$2.66M, higher than budgeted salary gapping \$1.75M, as well as other smaller one-time items totaling \$0.16M.

The combination of the COVID-19 surplus of \$2.11M and net operations surplus of \$7.60M, the year-end result of operations is a \$9.81M surplus.

The next section of the report provides a variance analysis by:

1. City's primary operating budget by Commission/Department; and
2. City's primary operating budget by major accounts

DISCUSSION:

1. CITY'S PRIMARY OPERATING BUDGET BY COMMISSION/DEPARTMENT

Net results (revenues less expenses) for the twelve months ended December 31, 2020 by each Commission and Department, summarized by personnel expenditures, non-personnel expenditures and revenues, are provided in Appendices 9 to 14.

The following table is a summary of all commissions' year-end December results excluding year-end accounting accruals and other adjustments and winter maintenance:

<u>Commission</u>	<u>YTD Dec 2020</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
CAO's Office, Human Resources and Legal	\$ 4.93	\$ 6.02	\$ 1.09
Community & Fire Services (excl. winter maintenance)	\$ 99.98	\$ 100.70	\$ 0.72
Corporate Services	\$ 22.12	\$ 22.32	\$ 0.20
Development Services	\$ 7.23	\$ 7.18	\$ (0.05)
Mayor & Council	\$ 2.75	\$ 2.98	\$ 0.23
Corporate Items	\$(156.46)	\$(149.54)	\$ 6.92
Net Expense/ (Revenue)	\$ (19.44)	\$ (10.33)	\$ 9.11

Explanations for variances greater than \$0.10M by each Commission and Department are provided below.

CAO's Office, Human Resources, Legal and Sustainability Office (Appendix 9)

<u>Department</u>	<u>YTD Dec 2020</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
CAO's Office	0.61	0.79	\$ 0.18
Human Resources	2.56	3.20	\$ 0.64
Legal	1.76	2.03	\$ 0.27
Net Expense	\$ 4.93	\$ 6.02	\$ 1.09

CAO's Office (Actual \$0.61M – Budget \$0.79M = Variance \$0.18M)

Favourable variance of \$0.18M is mainly due to a year-to-date average of one temporary net vacancy and lower professional fees incurred.

Human Resources (Actual \$2.56M – Budget \$3.20M = Variance \$0.64M)

Favourable variance of \$0.64M is mainly due to a year-to-date average of two temporary net vacancies \$0.24M and delay of expenses related to recruitment hiring including advertising and health and safety training and legal fees for union bargaining \$0.40M.

Legal (Actual \$1.76M – Budget \$2.03M = Variance \$0.27M)

Favourable variance of \$0.27M is mainly due to an increase in revenues from site plan and subdivision agreements.

Community and Fire Services – excluding winter maintenance (Appendix 10)

<u>Department</u>	<u>YTD Dec 2020</u>		Variance
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Operations	24.37	26.11	\$ 1.74
Fire Services	40.01	39.30	\$ (0.71)
Library	10.25	13.54	\$ 3.29
Recreation Services	15.38	10.91	\$ (4.47)
Environmental Services	0.87	0.95	\$ 0.08
Waste	8.68	9.22	\$ 0.54
Commissioner's Office	0.42	0.67	\$ 0.25
Net Expense	\$ 99.98	\$ 100.70	\$ 0.72

Operations (Actual \$24.37M – Budget \$26.11M = Variance \$1.74M)

Favourable variance mainly due to part-time savings of \$1.28M (partially offset by redeployments from Recreation of \$0.68M), contracted services in Parks \$0.23M, utility locates \$0.19M, vehicle fuel and parts \$0.16M, and sportsfield maintenance \$0.16M partially offset by streetlight hydro (\$0.20M) and tipping fees (\$0.10M). These variances are primarily driven by reduced activity from the COVID-19 pandemic.

Fire Services (Actual \$40.01M – Budget \$39.30M = Variance (\$0.71M))

Unfavourable variance mainly due to YTD overcomplement of 4 net positions (\$0.23M) and overtime & shift premiums (\$0.38M).

Library (Actual \$10.25M – Budget \$13.54M = Variance \$3.29M)

Favourable variance mainly due to part-time savings \$3.30M, year-to-date average of six temporary net vacancies, program expenses and materials \$0.08M, maintenance and cleaning costs \$0.08M, and courier/delivery \$0.06M, partially offset by lost revenue of (\$0.76M) related to the closure of facilities and cancellation of programs from the COVID-19 pandemic.

Recreation (Actual \$15.38M – Budget \$10.91M = Variance (\$4.47M))

Unfavourable variance due to cancellation of program registration fees and membership revenues (\$12.47M) and facility rentals (\$5.26M), partially offset by part-time savings \$7.06M, year-to-date average of five temporary net vacancies and savings from redeployments \$1.27M, utilities \$1.97M, operating materials and supplies \$0.82M, contract service agreements \$0.65M and facility maintenance \$0.67M. These variances are due to the closure of facilities and cancellation of programs from the COVID-19 pandemic. Of note, an additional \$0.68M of part time savings from redeployments were captured in the Operations results above.

Waste (Actual \$8.68M – Budget \$9.22M = Variance \$0.54M)

Favourable variance mainly due to lower municipal facility, garbage and recycling collection charges \$0.13M and lower blue box and green bins for resale \$0.11M due to the COVID-19 pandemic, and a high than budgeted recovery from York Region \$0.31M.

Commissioner's Office (Actual \$0.42M – Budget \$0.67M = Variance \$0.25M)

Favourable variance mainly due to vacant commissioner position starting in July 2020.

Corporate Services (Appendix 11)

<u>Department</u>	<u>YTD Dec 2020</u>		<u>Variance</u>	
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>	
Legislative Services & Corporate				
Communications	5.95	4.67	\$	(1.28)
Financial Services	4.22	4.41	\$	0.19
ITS	8.07	8.99	\$	0.92
Sustainability & Asset Management	3.49	3.83	\$	0.34
Commissioner's Office	0.39	0.42	\$	0.03
<u>Net Expense</u>	\$ 22.12	\$ 22.32	\$	0.20

Legislative Services & Corporate Communications (Actual \$5.95M – Budget \$4.67M = Variance (\$1.28M))

Unfavourable variance mainly due to lower volume of parking fines (\$1.06M) and business licenses (\$0.60M) as a result of school and business closures from the COVID-19 pandemic,

partially offset by a year-to-date average of seven temporary net vacancies and savings from redeployments \$0.47M.

Financial Services (Actual \$4.22M – Budget \$4.41M = Variance \$0.19M)

Favourable variance mainly due to an average of three temporary net vacancies \$0.23M and savings in other contract services \$0.15M, partially offset by property tax overdue notice fees (\$0.25M) based on Council decision to waive penalty and interest charges on property taxes in 2020 in response to the COVID-19 pandemic and full year salary gapping (\$0.03M).

ITS (Actual \$8.07M – Budget \$8.99M = Variance \$0.92M)

Favourable variance mainly due to an average of six temporary net vacancies \$0.79M, and lower training seminar expenses \$0.06M.

Sustainability & Asset Management (Actual \$3.49M – Budget \$3.83M = Variance \$0.34M)

Favourable variance mainly due to a year-to-date average of three temporary net vacancies \$0.30M.

Development Services (Appendix 12)

<u>Department</u>	<u>YTD Dec 2020</u>		<u>Variance</u>	
	<u>Actual</u>	<u>Budget</u>	<u>fav./ (unfav.)</u>	
Culture & Economic Development	4.06	3.73	\$	(0.33)
Traffic Operations	1.37	1.70	\$	0.33
Commissioner's Office	1.80	1.75	\$	(0.05)
Net Expense	\$ 7.23	\$ 7.18	\$	(0.05)

Culture & Economic Development (Actual \$4.06M – Budget \$3.73M = Variance (\$0.33M))

Unfavourable variance mainly due to Theatre ticket sales, charges and rentals (\$2.42M), and Art Centre and Museum program fees (\$1.08M), partially offset by part time salaries \$0.86M, an average of three temporary net vacancies and savings from redeployments \$0.62M, professional services (eg. artist fees) \$0.63M, discretionary advertising \$0.43M, operating materials and supplies \$0.16M, utilities \$0.13M, printing and office supplies \$0.08M and travel \$0.06M. The primary reason for the variances is due to the closure of facilities and cancellation of programs from the COVID-19 pandemic.

Traffic Operations (Actual \$1.37M – Budget \$1.70M = Variance \$0.33M)

Favourable variance mainly due to professional services (school crossing guards) \$0.27M related to the closure of schools from the COVID-19 pandemic.

Mayor and Council (Appendix 13)

<u>Department</u>	<u>YTD Dec 2020</u>		<u>Variance</u>	
	<u>Actual</u>	<u>Budget</u>	<u>fav./ (unfav.)</u>	
Mayor & Council	\$ 2.75	\$ 2.98	\$	0.23
Net Expense	\$ 2.75	\$ 2.98	\$	0.23

Mayor and Council includes personnel costs for all Members of Council and Councillor assistants, non-personnel and Councillor discretionary budgets. The year end favourable variance is mainly driven by unspent discretionary budgets.

Corporate Items (Appendix 14)

<u>Department</u>	<u>YTD Dec 2020</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>
Corporate Items	\$ (156.46)	\$ (149.54)	\$ 6.92
Net Revenue	\$ (156.46)	\$ (149.54)	\$ 6.92

Favourable variance mainly due to Phase 1 Safe Restart Funding \$6.66M, higher investment income totaling \$3.03M from a higher interest rate \$1.67M and portfolio balance \$1.36M, lower than budgeted corporate contingency of \$2.66M, utilities and streetlight hydro budgeted savings \$0.84M and property tax adjustments \$0.57M. These are partially offset by property tax penalty and interest (\$2.84M), COVID related expenses (\$1.22M), year-end accounting adjustments (\$1.06M), insurance premiums (\$0.52M) and financial administrative fees (\$0.34M).

2. CITY'S PRIMARY OPERATING BUDGET BY MAJOR ACCOUNTS

(excl. year-end accounting accruals and other adjustments and winter maintenance)

<u>(\$ in millions)</u>	<u>2020</u>		<u>Variance</u>	<u>% of Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>fav./(unfav.)</u>	
Revenues	\$224.08	\$240.83	(\$16.75)	93.0%
Expenses	<u>201.64</u>	<u>228.56</u>	<u>26.92</u>	88.2%
Surplus excluding winter maintenance	\$22.43	\$12.27	\$10.16	

The 2020 actual operating results, excluding year-end accounting accruals and other adjustments and winter maintenance, against budget netted a favourable variance of \$10.16M (revenue of (\$16.75M) unfavourable + expenses favourable of \$26.92M) and the breakdown is as follows:

a) REVENUES

At the end of 2020, revenues totalled \$224.08M against a budget of \$240.83M resulting in an unfavourable variance of (\$16.75M) (93.0% of budget).

<u>Revenues</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./(Unfav.)</u>
Property Taxation Revenues	\$ 166.56 M	\$ 166.67 M	(\$ 0.11 M)
General Revenues	\$ 33.57 M	\$ 34.56 M	(\$ 0.99 M)
User Fees & Service Charges	\$ 9.69 M	\$ 32.14 M	(\$ 22.45 M)
Grant & Subsidy Revenues	\$ 9.01 M	\$ 1.94 M	\$ 7.07 M
Other Income	\$ 5.25 M	\$ 5.52 M	(\$ 0.27 M)
Net Variance	\$ 224.08 M	\$ 240.83 M	(\$ 16.75 M)

Property Taxation Revenues (Actual \$166.56M – Budget \$166.67M = Variance (\$0.11M))
 Property taxation revenues were unfavourable by \$0.11M mainly due to supplemental taxes (\$0.73M) partially offset by tax levies \$0.44M and payments-in-lieu \$0.18M.

For 2020, the total outstanding tax receivable for all years as of December 31st, 2020 was \$35.7 million or 5.0% of total taxes levied, meaning the City collected 95% of all taxes levied. For comparison, prior year collections were 2020: 96.4%, 2018: 96.4%, 2017: 96.1%, 2016: 95.7%.

General Revenues (Actual \$33.57M – Budget \$34.56M = Variance (\$0.99M))
 The general revenues budget includes investment income (budget \$24.69M), interest and penalties on property taxes (budget \$4.28M), parking fines (budget \$3.40M), and business, taxi, marriage and other licenses (budget \$2.19M).

General revenues also include Alectra interest and dividends (budget of \$13.66M) with a corresponding transfer in expenditures to the Life Cycle Replacement and Capital Reserve Fund. At year-end, a net \$1.00M is retained in the Operating Budget from Alectra interest and dividends.

General revenues totaled \$33.57M at the end of December against a budget of \$34.56M. The main drivers for the unfavourable variance of \$0.99M are interest and penalties on property taxes (\$2.84M), parking fines (\$1.00M), and tow truck, marriage and taxi licenses (\$0.81M) partially offset by investment income totaling \$3.03M from a higher interest rate \$1.67M and portfolio balance \$1.36M.

User Fees and Service Charges (Actual \$9.69M – Budget \$32.14M = Variance (\$22.45M))
 The user fees and services charges budget of \$32.14M includes revenues from programs offered by Recreation, Culture and Library departments and service fees such as new property tax account set-up fees, ownership change administrative fees and utility permit fees (budget \$21.33M), and facility rentals for arenas, pools, gym and halls (budget \$10.16M).

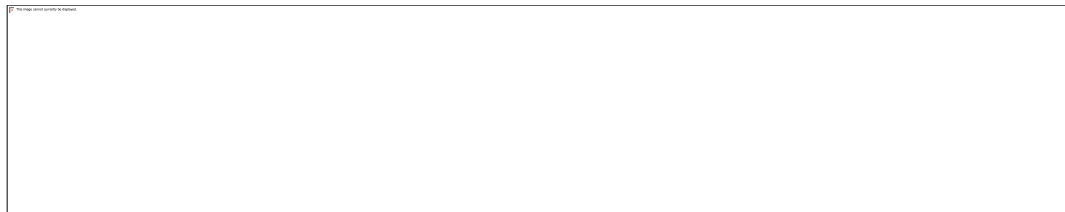
User fees and service charges were unfavourable by (\$22.45M), the main drivers of which were unfavourable Recreation user fees and rentals (\$17.90M), Theatre, Museum and Arts Centres user fees and rentals (\$3.50M) and Library programs and fines (\$0.76M) due to the closure of facilities and cancellation of programs from the COVID-19 pandemic.

Grants & Subsidy Revenues (Actual \$9.01M – Budget \$1.94M = Variance \$7.07M)
 The budget includes provincial and federal grants of \$1.94M. The favourable variance of \$7.07M resulted primarily from Safe Restart Funding - Phase 1 of \$6.66M, and from the receipt of one-time federal and provincial grants offset by corresponding expenses.

Other Income (Actual \$5.25M – Budget \$5.52M = Variance (\$0.27M))
 The unfavourable variance of (\$0.27M) is mainly due to miscellaneous department recoveries.

b) PERSONNEL EXPENDITURES

In 2020, personnel expenditures were favourable by \$16.07M or 88.5% of the year end budget.



In 2020, there was an average of 53 net temporary vacancies resulting in a favourable variance of \$2.78M. There were also part-time savings of \$14.00M. This was partially offset by full year budgeted salary gapping of (\$0.45M) netting a favourable variance of \$16.33M.

Overtime and other personnel costs were unfavourable by (\$0.26M).

c) NON-PERSONNEL EXPENDITURES

In 2020, non-personnel expenditures were favourable by \$10.85M (95.16% of budget).

<u>Non Personnel Items</u>	<u>Actual</u>	<u>Budget</u>	<u>Fav./(Unfav.)</u>
Materials & Supplies	\$ 4.29 M	\$ 5.83 M	\$ 1.54 M
Procured Services	\$ 32.27 M	\$ 40.07 M	\$ 7.80 M
Transfers to Reserves	\$ 39.03 M	\$ 37.30 M	(\$ 1.73 M)
Other Expenditures	\$ 2.12 M	\$ 5.36 M	\$ 3.24 M
Total	\$ 77.71 M	\$ 88.56 M	\$ 10.85 M

Materials & Supplies (Actual \$4.29M – Budget \$5.83M = Variance \$1.54M)

Materials & supplies budget of \$5.83M includes facility maintenance supplies, uniforms, recreation and other program supplies (budget \$2.76M), vehicle supplies such as fuel and repair parts (budget \$1.78M), and printing and office supplies (budget \$0.44M).

The favourable variance of \$1.54M is primarily due to operating materials and supplies \$1.31M (eg. uniforms, equipment and program expenses), vehicle fuel (gas and diesel) and parts \$0.19M and printing and office supplies \$0.18M.

Purchased Services (Actual \$32.27M – Budget \$40.07M = Variance \$7.80M)

Purchased services budget of \$40.07M includes utilities and streetlight hydro (budget \$11.30M), waste collection (budget \$12.01M), maintenance & repairs (\$5.72M), professional services such as Theatre artist/entertainer fees, school crossing guards and external legal services (budget \$3.04M), insurance (\$2.71M), communications (\$1.45M) and promotion and advertising (budget \$1.37M).

Purchased Services were favourable \$7.80M mainly due to:

- \$2.91M favourable in utilities and streetlight hydro primarily due to lower than budgeted usage related to the closure of facilities from the COVID-19 pandemic
- \$2.20M favourable in professional fees, communications, training, and travel related expenses (excl. office supplies of \$0.44M which is included under materials & supplies)
- \$1.33M contract service agreements (facility maintenance contracts)
- \$0.91M favourable in maintenance and repairs (streetlight and facility maintenance)
- \$0.61M promotion and advertising

Transfers to Reserves (Actual \$39.03M – Budget \$37.30M = Variance (\$1.73M)

The majority of funds transferred are directed to the Life Cycle and Capital Reserve Fund.

Other Expenditures (Actual \$2.12M – Budget \$5.36M = Variance \$3.24M)

Other expenditures budget of \$5.36M includes contingency expense and non-personnel ramp ups \$2.68M and property tax adjustments \$1.27M. Variance of \$3.24M is mainly due to lower corporate contingency expenditures of \$2.66M and property tax adjustments \$0.57M.

Year-End Accounting Accruals and Other Adjustments

Year-end accounting accruals and other adjustments = Unfavourable variance (\$1.06M)

The 2020 year-end accounting accruals and other adjustments totaled \$3.00M against a budget of \$1.94M resulting in an unfavourable variance of (\$1.06M), (\$0.93M) of which is due to the vacation accrual, and other employee related accruals (\$0.13M). The year-end accounting accruals and other adjustments include severance, salary continuance payments, firefighter sick leave payouts, post-employment benefits and salary accruals.

Winter Maintenance

The 2020 actual winter maintenance expenditures totaled \$9.63M against a budget of \$10.33M, resulting in a favourable variance of \$0.70M.

The City's winter maintenance budget includes personnel expenditures, salt and sand purchases as well as five service contracts:

1. Supply and operation of tandem/single combination plow to sand and plow the City's primary road network;
2. Supply and operation of loaders to assist in the snow removal in cul-de-sacs, wide corners and rear lanes;
3. Grader rentals to remove snow on the City's local road networks;
4. Sidewalk snow removal; and
5. Windrow snow clearing services for eligible applicants

FINANCIAL CONSIDERATIONS:

The Council approved Financial Planning and Budgeting Policy states any year-end operating surplus will first be transferred to the Corporate Rate Stabilization Reserve to achieve a level equivalent to 15% of local tax revenues, secondly to replenish the expenditures in the Environmental Land Reserve Fund and finally transferred to the Life Cycle Replacement and Capital Reserve Fund. Due to the circumstances surrounding COVID-19 in 2020, there are several additional transfers to be considered.

The 2020 operating surplus is separated into two components:

1. The 2020 COVID-19 net favourable variance of \$2.21M be allocated as follows:
 - a. \$1.30M provision for future tax appeals;
 - b. \$0.91M transfer to the COVID Reserve
2. The City's 2020 business as usual operating net favourable variance of \$7.60M be transferred as follows:
 - a. \$3.60M one-time funding to replenish the Corporate Rate Stabilization Reserve;
 - b. \$0.79M to the Corporate Rate Stabilization Reserve to achieve a balance equal to 15% of the local tax levy;
 - c. \$3.21M to the Life Cycle Capital Replacement and Capital Reserve Fund; and further,

The audited 2020 draft consolidated financial statements will be presented to General Committee in April 2021. The year-end results presented in this report are subject to change based on the results of the external audit.

RECOMMENDED

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:**[Appendices 1 to 14](#)**

Appendix 1 – Primary Operating Budget - Financial Results for the Twelve Months Ended December 31, 2020

Appendix 2 – Planning & Design Operating Budget - Financial Results for the Twelve Months Ended December 31, 2020

Appendix 3 – Engineering Operating Budget - Financial Results for the Twelve Months Ended December 31, 2020

Appendix 4 – Planning and Engineering Development Fee Reserve Balance for the Twelve Months Ended December 31, 2020

Appendix 5 – Building Standards Operating Budget - Financial Results for the Twelve Months Ended December 31, 2020

Appendix 6 – Building Fee Reserve Balance for the Twelve Months Ended December 31, 2020

Appendix 7 – Waterworks Operating Budget - Financial Results for the Twelve Months Ended December 31, 2020

Appendix 8 – Waterworks Reserve Balance at December 31, 2020

Appendix 9 – Variances by Commission and Department for the Twelve Months Ended December 31, 2020 – CAO's Office, Human Resources and Legal

Appendix 10 – Variances by Commission and Department for the Twelve Months Ended December 31, 2020 – Community and Fire Services

Appendix 11 – Variances by Commission and Department for the Twelve Months Ended December 31, 2020 – Corporate Services

Appendix 12 – Variances by Commission and Department for the Twelve Months Ended December 31, 2020 – Development Services

Appendix 13 – Variances by Commission and Department for the Twelve Months Ended December 31, 2020 – Mayor and Council

Appendix 14 – Variances by Commission and Department for the Twelve Months Ended December 31, 2020 – Corporate Items

APPENDIX 1

CITY OF MARKHAM
Operating Budget
(Including Library, excluding Planning & Design, Engineering, Waterworks and Building Standards)
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./ (unfav.)	Annual Budget	% of YTD Budget
Revenues					
Property Taxation Revenues	166.56	166.67	(0.11)	166.67	
General Revenues	33.57	34.56	(0.99)	34.56	
User Fees & Service Charges	9.69	32.14	(22.45)	32.14	
Grant & Subsidy Revenues	9.01	1.94	7.07	1.94	
Other Income	5.25	5.52	(0.27)	5.52	
Revenues Total	224.08	240.83	(16.75)	240.83	93.0%
Expenditures					
Salaries & Benefits	123.93	140.00	16.07	141.27	
Material & Supplies	4.29	5.83	1.54	5.83	
Procured Services	32.27	40.07	7.80	40.15	
Transfers to Reserves	39.03	37.30	(1.73)	39.23	
Other Expenditures	2.12	5.36	3.24	4.02	
Expenditures Total	201.64	228.56	26.92	230.50	88.2%
Year-End Accounting Accruals & Other Adjustments	3.00	1.94	(1.06)		
Surplus not including winter maintenance	19.44	10.33	9.11	10.33	
Winter Maintenance	9.63	10.33	0.70	10.33	
Surplus including winter maintenance	9.81	(0.00)	9.81	(0.00)	

APPENDIX 3

CITY OF MARKHAM
Planning & Design Operating Budget
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./(unfav.)	Annual Budget	% of YTD Budget
Revenues					
Planning & Design Fees	16.03	10.57	5.46	10.57	
Revenues Total	16.03	10.57	5.46	10.57	151.7%
Expenditures					
Salaries & Benefits	4.86	6.03	1.17	6.03	
Material & Supplies	0.01	0.04	0.03	0.04	
Procured Services	3.83	3.88	0.05	3.88	
Expenditures Total	8.70	9.95	1.25	9.95	87.4%
Surplus/(Deficit) Before Transfer to/Draw (from) Reserve	7.33	0.62	6.71	0.62	
Transfer to Reserve	7.33	0.62	6.71	0.62	
Surplus After Transfer to Reserve	0.00	0.00	0.00	0.00	

APPENDIX 4

CITY OF MARKHAM
Engineering Operating Budget
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020	2020	Variance	Annual	% of
	Actual	Budget	fav./((unfav.))	Budget	YTD Budget
Revenues					
Engineering Fees	10.32	8.79	1.53	8.79	
Revenues Total	10.32	8.79	1.53	8.79	117.4%
Expenditures					
Salaries & Benefits	4.95	5.70	0.75	5.70	
Material & Supplies	0.00	0.03	0.03	0.03	
Procured Services	2.83	2.92	0.09	2.92	
Expenditures Total	7.79	8.65	0.87	8.65	90.1%
Surplus/(Deficit) Before Transfer to/Draw (from) Reserve	2.54	0.14	2.40	0.14	
Transfer to Reserve	2.54	0.14	2.40	0.14	
Surplus After Transfer to Reserve	0.00	0.00	0.00	0.00	

APPENDIX 5

CITY OF MARKHAM
Planning & Engineering Development Fee Reserve Balance
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020 Budget	2020 Actual
Opening Balance at January 1, 2020	(10.74)	(10.74)
Transfer to Capital and Interest Charges	(0.70)	(0.25)
Transfer to/Draw (from) Reserves		
Planning & Design	0.62	7.33
Engineering	0.14	2.54
Planning & Engineering Reserve Ending Balance	(10.68)	(1.12)

APPENDIX 6

CITY OF MARKHAM
Building Standards Operating Budget
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./((unfav.))	Annual Budget	% of YTD Budget
Revenues					
Building Permits	5.25	7.07	(1.82)	7.07	
Other Revenues	0.16	0.07	0.09	0.07	
Revenues Total	5.41	7.14	(1.73)	7.14	75.8%
Expenditures					
Salaries & Benefits	5.95	6.28	0.33	6.28	
Material & Supplies	0.02	0.07	0.05	0.07	
Procured Services	3.11	3.18	0.07	3.18	
Expenditures Total	9.08	9.53	0.45	9.53	95.3%
Surplus/(Deficit) Before Tr	(3.67)	(2.39)	(1.28)	(2.39)	
Transfer to Reserve	(3.67)	(2.39)	(1.28)	(2.39)	
Surplus After Transfer to I	0.00	0.00	0.00	0.00	

APPENDIX 7

CITY OF MARKHAM
Building Fee Reserve Balance
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020 Budget	2020 Actual
Opening Balance at January 1, 2020	10.36	10.36
Transfer to Capital and Interest Income	(0.32)	(0.32)
Projected Transfer to/Draw (from) Reserves	(2.39)	(3.67)
Building Reserve Ending Balance	7.65	6.37

APPENDIX 8

CITY OF MARKHAM
Waterworks Operating Budget
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020 Actual	2020 Budget	Variance fav./ (unfav.)	Annual Budget	% of YTD Budget
Sales & Purchases of Water					
Water Revenue					
Water & Sewer Billing	137.10	139.26	(2.16)	139.26	
Water Expenditure					
Contracted Municipal Services	103.94	109.35	5.41	109.35	
Net Sales & Purchases of Water	33.16	29.90	3.26	29.90	110.9%
Other Revenues Total	1.10	1.41	(0.32)	1.41	77.5%
Other Expenditures					
Salaries & Benefits	7.76	8.02	0.26	8.02	
Non Personnel Expenditures	6.31	7.68	1.37	7.68	
Expenditures Total	14.07	15.70	1.63	15.70	89.6%
Surplus Before Transfer to Reserve	20.19	15.62	4.57	15.62	
Transfer to Reserve	20.19	15.62	(4.57)	15.62	
Surplus After Transfer to Reserve	0.00	0.00	0.00	0.00	

APPENDIX 9

CITY OF MARKHAM
Waterworks Reserve Balance

Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

	2020 Budget	2020 Actual
Opening Balance - January 1, 2020	61.85	61.85
Transfer to 2020 Capital	(12.68)	(13.69)
Interest Income	0.70	0.60
Transfer from Closed Capital Projects	0.00	0.72
Transfer to Reserve	15.62	20.19
Waterworks Reserve Ending Balance	65.49	69.67

APPENDIX 10

CITY OF MARKHAM
Variances by Commission and Department
CAO'S Office, Human Resources and Legal Department
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CAO'S OFFICE	0.10	0.08	0.00	0.18
HUMAN RESOURCES	0.24	0.40	0.00	0.64
LEGAL DEPT.	0.05	0.06	0.16	0.27
Total	0.39	0.54	0.16	1.09

APPENDIX 11

CITY OF MARKHAM
Variances by Commission and Department
Community and Fire Services
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
OPERATIONS	1.34	0.66	(0.26)	1.74
FIRE SERVICES	(0.59)	0.02	(0.14)	(0.71)
LIBRARY	3.69	0.36	(0.76)	3.29
RECREATION SERVICES	8.53	4.90	(17.90)	(4.47)
ENVIRONMENTAL SERVICES	0.07	0.01	-	0.08
WASTE	0.04	0.20	0.30	0.54
COMMISSIONER'S OFFICE	0.18	0.07	-	0.25
Total Excl. Winter Maintenance	13.26	6.22	(18.76)	0.72
WINTER MAINTENANCE	(0.08)	0.87	(0.09)	0.70
Total	13.18	7.09	(18.85)	1.42

APPENDIX 12

CITY OF MARKHAM
Variances by Commission and Department
Corporate Services
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
LEGISLATIVE SERVICES & CORPORATE COMMUNICATIONS	0.39	0.71	(2.38)	(1.28)
FINANCIAL SERVICES	0.23	0.30	(0.34)	0.19
ITS DEPARTMENT	0.79	0.13	-	0.92
SUSTAINABILITY & ASSET MANAGEMENT	0.30	(0.66)	0.70	0.34
COMMISSIONER'S OFFICE	0.01	0.02	-	0.03
Total	1.72	0.50	(2.02)	0.20

APPENDIX 13

CITY OF MARKHAM
Variances by Commission and Department
Development Services
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CULTURE & ECONOMIC DEVELOPMENT	1.47	1.67	(3.47)	(0.33)
TRAFFIC OPERATIONS	0.10	0.23	-	0.33
COMMISSIONER'S OFFICE	(0.09)	0.04	-	(0.05)
Total	1.48	1.94	(3.47)	(0.05)

APPENDIX 14

CITY OF MARKHAM
Variances by Commission and Department
Mayor & Council
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
MAYOR & COUNCIL	0.13	0.10	-	0.23
Total	0.13	0.10	-	0.23

APPENDIX 14

CITY OF MARKHAM
Variances by Commission and Department
Corporate Items
Financial Results for the Twelve Months December 31, 2020
(in millions of dollars)

Department	Fav./ (Unfav.)			
	Personnel	Non-Personnel	Revenue	Total
CORPORATE ITEMS	(0.91)	0.48	7.34	6.92
Total	(0.91)	0.48	7.34	6.92



Canada Healthy Communities Initiative Proposed Markham Projects

**General Committee Meeting
March 1, 2021**



Overview of Program

- Healthy Communities Initiative is a \$31 million federal investment program designed to transform public spaces in response to COVID-19.
- The initiative supports communities as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs arising from COVID-19 over the next two years.
- The initiative will fund small-scale physical, social, and digital infrastructure projects to create safer, more vibrant and inclusive communities.
- Community Foundations of Canada (CFC) and its network are working alongside the Canadian Urban Institute (CUI) and other partners to evaluate and approve projects for funding.



Overview of Program

- The Healthy Communities Initiative will provide funding to a broad range of organizations:
 - Municipalities and municipally-owned corporations
 - Charities
 - Indigenous communities
 - Non-profits
- Healthy Communities Initiative Themes:
 - Create and adapt safe and vibrant public spaces
 - Improve mobility options
 - Provide innovative digital solutions to connect people and improve health



Overview of Program

- Healthy Communities Initiative projects will:
 - respond to identified needs arising from impacts of COVID-19;
 - create and adapt public spaces, and programming and services for public spaces in the public interest;
 - demonstrate consideration of and connections with the community;
 - serve the general public or a community disproportionately impacted by COVID-19; and,
 - fall within the three Healthy Communities Initiative theme areas.



Overview of Program

- **Project Timeline – Round One** - Apply by March 9, 2021. All applicants will receive results by April 30, 2021. Applicants that did not receive funding in Round One can apply to Round Two but no guaranteed funding.
- **Round Two** – Apply between May 14, 2021 and June 25, 2021. Applicants will receive results by August 13, 2021.
- **Funding Range:** \$5,000 and \$250,000
- **Approved Expenses:** Incurred prior to June 30, 2022
- **Number of Submissions** – There will be two rounds of funding. Markham can submit one application per round.
- **Evaluation:** Criteria includes the project rationale, community engagement, outcomes and project implementation and readiness



Markham's Approach

1. Promote funding opportunity to various community groups, charities, and non-profits to maximize funding for potential projects
 - Results:
 - A number of community organizations plan to apply
 - Some groups have reached out to Markham staff for advice/support
2. City of Markham engaged Markham Council and Staff for projects
 - Results:
 - A list of projects generated that may be submitted by the city, its municipally-owned corporations, and associated charities/non-profits
 - March 1 General Committee will provide direction to staff to proceed



Summary of Projects

Name	Theme	Budget
Franklin Carmichael Park – Multi Purpose Outdoor Hard Surface	Digital Solutions and Safe and vibrant public spaces	\$250,000
Kirkham Community Allotment Garden Expansion & Pilot Food Forest in South Markham	Safe and vibrant Public Space	\$250,000
CN Railroad Bridge Public Art Project	Safe and vibrant Public Space	\$40,000
Pop up Park Program	Safe and vibrant Public Space	\$178,000
Install PXOs (ladder crosswalks and signage)	Improved Mobility Options	\$75,000
Sunday street closures from June to September	Improved Mobility Options	\$75,000



Discussion

Canada Healthy Communities Initiative Summary of Proposed Markham Projects

Project: Franklin Carmichael Park – Multi Purpose Outdoor Hard Surface

Attachment: See detailed proposal attached separately

Construct a multi-purpose outdoor hard surface court to accommodate sports, including basketball, ball hockey and four square-- spring through fall -- with the ability to easily convert the space and/or a portion of it to a large outdoor ice rink in winter.

Thornhill's Franklin Carmichael Park, located at 277 Green Lane, is a 2.02 hectare (5 acre) grassed residential area park with a soccer field, small playground and parking lot. It serves a community of approximately 1,500 single family homes with 4,350 residents* in the eastern part of Ward 1.

Support this Thornhill community by making better use of this public park by adapting a small portion of it as a means of responding to the ongoing needs of residents arising from COVID-19. Increase use of this park and create a safer, more vibrant and inclusive community that brings people together in a meaningful way for physical exercise while building community spirit, collaboration and well-being.

Project: Kirkham Community Allotment Garden Expansion & Pilot Food Forest for South Markham

Attachment: See Community Group Proposal on Food Forest attached separately

Some facts about food security:

Prior to the Pandemic

- 1 / 8 Canadian households experienced food security issues
- In York Region = 24,700 households (7%) affected
- Food insecurity disproportionately affects black & indigenous households

In 2021 Canadians will pay an extra \$695 (3-5% increase) for food on average
Research indicates that the pandemic & climate change are key factors

The current form of Kirkham is essentially a pilot project that began in 2014 with minor enhancements. Markham has yet to move ahead with the original concept for a larger scale garden program built out on this property. There is an ongoing waitlist each season (4-8 names), but over 2020/21 the waiting list for garden plots has significantly increased (currently at 30 households). Phase 1 expansion of Kirkham Garden: 25 additional plots, with fence and a composting area.

This proposal also makes the case for a public, accessible, and local food forest on City property in partnership with a youth-led, volunteer-run residents' group.

Food insecurity is a growing concern facing our communities, and it is incumbent on us as a community to institute solutions to ensure no resident is left behind. The food forest is an effective garden solution that offers a return on investment in different fields like food access, environmental benefits, social equity and community engagement. We are proposing to partner with the City of Markham to plant the South Markham Food Forest and to see it come into fruition.

Project: CN Railroad Bridge Public Art Project

Attachment: See detailed community proposal attached separately

The beautification for the two rail bridges located at Hwy. 48 and 14th Ave. Visual Art students from UHS (nearest public arts school) and Middlefield Collegiate Institute (nearest public high school) will participate in the design process working with their teachers, Shane Clodd and Sandra Liau, and a diverse group of professional guest artists.

Project: Pop Up Park Program

Staff Proposed Project

This successful program provided much-needed outdoor activities to Markham residents last year. The project proposes a program that would offer 1.5 – 2 hours Recreation based programs in local parks across Markham for children ages 5 -12. There would be 20 Pop Park programs per day (10 each morning and afternoon). The teams would consist of part time summer students who would travel throughout the city to designated park locations. The program would be pre-registered and there would be a nominal fee (\$2 per day) for registration, last year's program was free but we had a lot of no shows.

Project: Pedestrian cross-overs (PXO)

Staff Proposed Project

Level 2 Type D pedestrian cross-overs will be installed at 25 elementary school locations with adjacent community amenities, such as playground, parks, and sports fields. These permanent installations create safer road crossing conditions for families and their children to access the school and adjacent amenities.

Project: Sunday Street Closure

Staff Proposed Project

Sunday closures on a street to support local community active lifestyle programming during Summer months. It will help showcase local talent and amenities. Building upon the Enterprise Blvd road closures in 2020, this project is planned to become an annual event. Example - Unionville Main Street slow street - this project consists of traffic calming measures and expansion of the street boulevards to create a calmer and safer condition for pedestrians and cyclists during Summer. This Main Street is a busy tourist attraction during the Summer months. This builds upon similar measures applied in 2020 and is to become an annual occurrence.

Summary Table

Project Name	Funder's Requirements						Project Budget*
	Needs arising from COVID	Public space or programming in public spaces	Community engaged in project	General public or groups impacted by COVID-19	Complete budget	Funders Theme	
Franklin Carmichael Park – Multi Purpose Outdoor Hard Surface	Yes	Public Space	Yes	General Public	Yes	Safe and vibrant Public Space	\$250,000*
Kirkham Community Allotment Garden Expansion & Pilot Food Forest in South Markham	Yes	Public Space	Yes	General Public	Yes	Safe and vibrant Public Space	\$250,000*
CN Railroad Bridge Public Art Project	Yes	Public Space	Yes	General Public	Yes	Safe and vibrant Public Space	\$40,000*
Pop up Park Program	Yes	Programming in public space	Yes	Groups – youth	Yes	Safe and vibrant Public Space	\$178,000
Install PXOs (ladder crosswalks and signage)	Yes	Programming in public space	Yes	General Public	Yes	Improved Mobility Options	\$75,000
Sunday street closures from June to September	Yes	Programming in public space	Yes	General Public	Yes	Improved Mobility Options	\$75,000

*Budget: One time construction cost – but does not include lifecycle impacts and annualize operating and maintenance costs.



Canada Healthy Communities Initiative

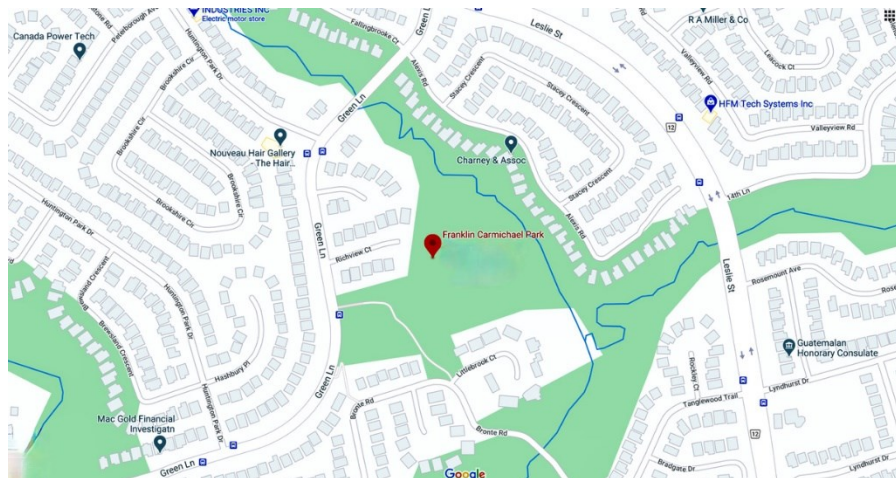
Proposal for Ward 1 Thornhill



Canada Healthy Communities Proposal for Ward 1 Thornhill

- **Situation:**

- Thornhill's **Franklin Carmichael Park**, located at 277 Green Lane, is a 2.02 hectare (5 acre) grassed residential area park with a soccer field, small playground and parking lot.
- It serves a community of approximately 4,103 residences, within a one-kilometre radius, representing 11,900 residents* in the eastern part of Ward 1.
- From the viewpoint of structured recreation and other public amenities, the neighbourhood is deficient relative to its population.



*Average Ontario family size, 2018: 2.9



Canada Healthy Communities Proposal for Ward 1 Thornhill

- **Target:**
 - Support this Thornhill community by making better use of this public park by adapting a small portion of it as a means of responding to the ongoing needs of residents arising from COVID-19.
 - Increase use of this park and create a safer, more vibrant and inclusive community that brings people together in a meaningful way for physical exercise while building community spirit, collaboration and well-being.



Canada Healthy Communities Proposal for Ward 1 Thornhill

- **Proposal:**

- Construct a multi-purpose outdoor hard surface court to accommodate sports such as basketball, ball hockey, and four square - *spring through fall* -- with the ability to easily convert the space to a large outdoor ice rink in winter.
- Note: this area of the park already has City of Markham supplied water service to facilitate an ice rink; installation of a light standard to illuminate the playing surface year-round



A Food Forest for South Markham

**A Youth-Led Initiative for the South Markham Community
Our Proposal to Plant a Food Forest in a Public Park**



JANUARY 2021

Written by:

The South Markham Food Security Initiative (Shannon Cabrio, Michael Chen, Sarphina Chui, Shivi Darubra, Jessica Jansz, Manav Kainth, and Vikash Nanthakumar)

Executive Summary

During July-August 2020, a group of 7 university graduates and young working professionals connected virtually to address the issue of food access within South Markham. The Markham residents had initial conversations about creating community gardens, which led to the vision of re-imagined public parks with food forests. The COVID-19 pandemic showed Canadians that the issues of isolation, food access, rising costs of living and racial inequities were real and unignorable. These issues also affected Markham residents. With the support of the “South Markham Connects” pilot program (funded through United Way), the youth called themselves the “South Markham Food Security Initiative” and wrote the proposal that you are reading now. Through our research and consultation with community agencies and residents, we also learned that a food forest can also connect to the Markham’s [Food Charter](#) and the [Greenprint Sustainability Plan](#). This proposal includes a backgrounder on South Markham, youth-led community consultations and support letters written by local community agencies. This proposal makes the case for a public, accessible and local food forest on a park jointly created by the City of Markham and our youth-led, volunteer-run residents’ group.

We thank South Markham Connects for providing support to us to be able to write this proposal and conduct community consultations. We thank SMC’s Paul Newton for his support and his mentorship throughout our group’s development. In addition, we thank the residents who participated in our consultations. Finally, we would also like to thank the community non-profits organizations who gave their time and provided feedback on our idea. Their feedback has been invaluable to our members who wrote this proposal.

Our Roles and Responsibilities

We see ourselves working in partnership and to be consulted by the City on the design and implementation of the South Markham Food Forest. As a volunteer-run community residents’ group, we would be responsible for the maintenance of the food forest in partnership with local service groups and community agencies.

About the South Markham Food Security Initiative:

Launched in July 2020, the SMFSI is a youth-led residents’ group seeking to work in partnership with the Markham municipality to create a public and accessible food forest where people from all walks of life can access food and engage with their local South Markham community. A barrier-free food forest brings benefits to residents’ mental health, well-being, and food access. The food forest space would provide opportunities to form intergenerational connections. The food forest would enhance the local biodiversity, draw down carbon emissions and improve the environment in South Markham.

Critical Information and Background of South Markham

For the purpose of this food forest proposal, South Markham is defined within the boundaries of Warden Avenue (West) to Markham Road (East) and 14th Avenue (North) to Steeles Avenue (South). It includes the neighbourhoods of Milliken Mills West, Milliken Mills East and Middlefield. It is located above the City of Toronto, north of Scarborough.

Based on a Needs Assessment and Asset Analysis conducted in South Markham (2020), the stakeholders at the time identified community strengths and challenges that they faced. The top 5 community strengths and assets include the existence of:

- Community services, cultural groups and recreational spaces.
- Active community members who care, support and are interested in community building.
- Community centres and libraries as hubs for youth, seniors and families.
- Coordination of services and partnership development.
- A diverse community made of various cultures, religions, languages and lived experiences.

Some identified community challenges include the need for:

- Accessible, affordable and reliable transportation.
- Decent work, skills-building and training opportunities.
- Accessible space for events, community discussions and gatherings.
- Better communication in multiple languages, accessible signage and various mediums.
- Better access to mental health services.
- Community building through a robust racial equity lens.

History of South Markham

Since the 1980s, South Markham has been home to diverse immigrant communities. According to Statistics Canada (2016), 92% of the population identified as a visible minority, with 42% identifying as Chinese and 35% as South Asian. Two-thirds of the population were immigrants, and 85% of these immigrants were born in Asia.

Food Security Statistics

Food insecurity is defined as ‘all people, at all times, have physical and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life.’² Every two years, the Canadian Community Health Survey (CCHS) uses the Household Food Security Survey Module (HFSSM) to evaluate income-related household food security in Canada¹, focusing on the household’s ability to afford the food it needs. According to the York Region’s food bank, there has been a 26% spike in food bank demands in 2019.³ This shows the increased food insecurity we witness within our community. Food banks

have been facing higher demand during the COVID-19 pandemic, which suggests food insecurity has worsened in 2020.

Benefits

A food forest provides local residents with economic, social, environmental, community and health benefits. Here are some examples of what trees can do for residents and the environment.

Economic Benefits

- **Energy conservation** through natural cooling and sheltering.
- **Increased property value** in close proximity to improved green spaces.
- **Reduced healthcare costs** as a result of inclusive green areas.

Social Benefits

- **Reduction in crime** in urban areas with presence of vegetation.
- The presence of trees **creates a system of informal surveillance and security**.
- Provides residents with a **sense of ownership** of their local areas.
- Encourages neighbours out of their homes and into public and open spaces, creating opportunities for **informal social contact**.
- When youth view green spaces, they perform significantly better on tests, experience reduced physiological stress levels, and **enhanced psychological well-being**.

Environmental Benefits

- Supports pollinator and wildlife habitats
- The trees drawdown carbon emissions and produces fresh air
- Trees intercept and absorb stormwater runoff, preventing flooding and erosion
- The tree canopies provides shade
- Native plants support biodiversity
- A food forest provides an additional feature for residents to engage in their parks.

Community Benefits

- **More inclusive neighbourhoods** by providing a chance for people to connect and bond. A food forest provides an inclusive gathering place for people of all ages and cultural backgrounds. This is especially valuable to a diverse city like Markham.
- Opportunities to learn from others and share knowledge on gardening and cooking.
- Healthier diets due to eating locally grown fresh fruits and vegetables.
- Opportunities to grow cultural-specific fruits and vegetables to meet the needs of a multicultural audience.

- **Easy access to affordable food.** Especially valuable to lower-income residents.
- Food skill development through sharing ideas from various cultures. Valuable to a culturally and ethnically diverse city with residents from South Asian, Southeast Asian and East Asian diasporas.
- Enhanced environmental awareness; people learn that growing food locally means less use of fossil fuels compared to importing food.

General Health and Physical Wellbeing

- **Hospital patients who can view trees recover quicker** than patients with no exposure to trees and natural activities.
- **Seniors experienced improved physical health** when they spent time outside engaging in gardening activities.
- **People are more productive and less stressed** with the presence of plants in their homes.
- **Trees protect us from urban air pollution**, reducing the severity of respiratory illnesses like asthma & combat heart disease.

Mental Health

- **Trees combat depression!** Garden walking is used to help treat depression in adults and has been shown to increase memory span, reduce pain and stress, improve self-esteem, improve attention and other emotional and behavioural benefits.
 - **Veterans with PTSD treated with rehabilitation involving nature experiences** have an **improved** emotional and social quality of life, giving more positive mood effects.
 - Reduces the effects of dementia.
 - Natural landscapes (forests and parks) and the availability of public spaces used for general entertainment **aid in treating attention deficit disorders** including ADD/ADHD.
 - Correlations between the use of open spaces and reduced stress, **reduced psychological distress, depression symptoms, clinical anxiety, and mood disorders in adults.**
 - **These all lead to greater happiness and life satisfaction.**
-

Case Study

There are numerous food forests (also referred to as “edible food gardens”) throughout Canada, and plenty in the province of Ontario. Here, we would like to highlight a few case studies to further state the needs for one. But it is to also state that we are not trying to start a new movement, but joining and reinforcing a movement that is already started in other municipalities, yet to be joined by Markham.

Sudbury Food Forest [Source: Keown, M. K]

Managed by the Sudbury Shared Harvest organization, they created their first food forest in 2017, housing 40 varieties of fruits and vegetables in about 8,000 square feet of cultivated land.



- **Sudbury Shared Harvest is planning on establishing at least one food forest in each ward and each would be small to sustain the city as a whole.**

The land is open to the public. Food is being harvested whenever a volunteer or worker is there to supervise.

Some of the products being grown include apple, cherry, and plum trees; saskatoon berries; strawberries; gooseberries; asparagus; rhubarb; currants; three varieties of raspberries.

- Everything in the forest is drought-resistant
- The food forest is designed not to require watering after the first two years
- All of the plants can survive the harsh colds

Kitchener Community Gardens

The City of Kitchener currently has 35 community gardens. These gardens are maintained by volunteers and are strictly for public – not commercial – use. These operate on city-owned land and guides are available for residents to start their own community garden project. These are great for neighbourhood bonding and helps to build safe, inclusive communities.

Waterloo Community Gardens

Similar to Kitchener, the region of Waterloo has a number of community gardens available to residents. Additionally, Waterloo also has community school gardens, which also help to promote positive well-being, healthy food education, outdoor education opportunities and academic success.

Community Engagement Framework

First, we would like to point out that there is a widespread excitement from all of the consultations to the idea of a food forest added to Markham. All of the participants in the consultations are excited to use the products that will be grown. There is also a shared understanding, knowledge, and appreciation of Markham's need for more access to nutritious food. This food forest can directly benefit residents who can not access it themselves due to socioeconomic, physical limitations, or financial restrictions. But it is not without benefits that will extend to the rest of the Markham community.

Community Feedback

The community <i>agencies</i> we consulted	The community <i>groups</i> we consulted
<ul style="list-style-type: none"> - The York Region Food Network - Cornerstone Church's Food Pantry - Centre for Immigrant & Community Services 	<ul style="list-style-type: none"> - Wilclay Women's Group - Island Breeze Seniors Group - CICS Immigrant Youth Centre

Every group gave us a consensus of further acknowledgment that food security needs to be addressed in Markham. If they did not know about it, we provided them with knowledge and resources on the statistics of food insecurity in South Markham for an agreement that something needs to be done in addition to the relief programs already offered by local government and community agencies. Below are summarized notes from the consultations and meetings.

Reasons to Approve a Food Forest:

- The inclusion of available fruits and vegetables for those who need it will provide an improved diet for those who can not afford adequate food and are now missing that necessary part of their diet.
 - It allows more people to have access to locally-grown and healthy food.
 - They would not need to worry about waiting in long lines at grocery stores nor additional costs to live a healthier lifestyle.
 - It is an alternative to the bulk of non-perishable food donations from food banks.
- Low maintenance, as the food forest plants, will keep growing and self-sustains itself.
- The more food forests we have, the better it is for the community.
 - It will add many benefits to the community that holds the food forest.
 - As some consultants who said they would not need to take food, they stated that they would still go to admire its beauty and, therefore, add to Markham's community aesthetics and social capital.
 - Residents said they would make an event of going with their family to make a special meal together.
 - There was also interest in the youth to volunteer there.
 - Residents said it would bring a fresh start and addition to the growth of Markham.
- It would benefit the mental health of those around the food forest greatly.
- Environmental Drawdown and Environmental Education
- It is a cultural piece of the community's needs that would include the city's involvement, producing societal benefits.
 - It is about more than just feeding people in need; while that is a great benefit, other benefits are included in the proposal's *benefits* tab.
- Even in the winter, it can be accessible and harvestable (including kale, leeks, and garlic, which can all be harvested in the winter). With the inclusion of an expert, there can be even more activities and food-related programming during the winter months. There can even be a fire pit included in the winter.
- It is crucial to be connected with the land and connect with local seasonality, knowing what food groups can grow in York Region.
- It encourages a conversation on food access, and food security, resulting in increased knowledge on the subject and more efforts to solve it.
- There is an opportunity for diverse cultures and multiple generations of families to come and gather together.
- Importance of community engagement through:
 - Foraging, walking, cooking classes, discussions on the benefits of some weeds, tasting, and a list of more engagement that can happen in the partnership with York Region Food Network

Community Suggestions

- Adjustment to the garden for the wintertime –
 - (1) Adding winter activities, including winter foraging, harvesting winter plants, *(this will require the experience of an expert)*, and the inclusion of a fire pit.
 - (2) Possible idea: Creating an adjacent greenhouse during the winter
 - (3) Storing some of the preservable vegetables during the winter
- We would need these areas to be wheel-chair accessible and volunteers available to assist those who can not harvest the fruit themselves.
- Potential partnerships with nearby schools; bundling garden activities with school students to spread awareness of the program's existence.
- There were complaints about the lack of diversity in the available plants.
 - *We acknowledge that a food forest will not grow every root, vegetable, or fruit, (such as tropical fruits or foods that cannot grow in Ontario) but more people say that more benefits outweigh these critiques.*
- It will require maintenance and accessibility provided by the city and volunteers.
 - It would need to be plowed in the winter
 - A resident said that it would need to be promoted (like other City programs and services) so they can benefit the people they are meant to help.

Forming Community Partnerships

We foresee working with the support of the non-profit agencies that we consulted for their expertise and with service groups to maintain the food forest. For example, York Region Food Network can provide education and training for maintenance of an edible food garden. Another agency like the Centre for Immigrant & Community Services can also assist with gathering youth and seniors to work on the maintenance of the food forest. Additionally, we will also reach out to service groups such as the Scouts and Girl Guides and nearby schools to assist with the maintenance of the food forest once it is planted.

Budget Planning

Funding Sources

The South Markham Food Security Initiative would like to work in partnership with the City of Markham to start a food forest on underutilized city parks in South Markham. As a community group, we are eligible to apply for several grants. However, we would like to work with the city to establish permissions to plant on city property.

Once permission is granted, we are eligible to apply for grants including: Nature's Path (Gardens For Good), Ontario Trillium Foundation, Canada Post Community Foundation, EcoAction Community Funding Program (Government of Canada), Community Conservation Action Program (Wildlife Habitat Canada) and the Trillium ROOTS Community Support Fund.

Municipalities can apply for: the TD Friends of the Environment Foundation Grant, Municipalities for Climate Innovation Program (Federation of Canadian Municipalities).

As much as and wherever possible, the SMFSI would seek in-kind donations from local community agencies and apply for grants to offset the cost of the food forest planting.

City Costs

Below is a list of possible city costs that we have identified that we would ask the City to contribute to this project because our vision is to plant a food forest on public park lands. This is not an exhaustive list.

- Land and maintenance
- Building permits and locates
- Water supply
- Soil testing
- Site preparation
- Shed and other storage
- Fencing or other delineation like shrubs
- Tools, hoses, hand tools, wheelbarrows
- Plot construction and/or raised beds for additional vegetables

SWOT Analysis

<p>Strengths</p> <ul style="list-style-type: none"> - Convenient food access to residents - Enhanced psychological well-being - More inclusive neighbourhoods that encourage social contact and bonding - Protection from air pollution - Healthier diets due to eating locally grown fresh fruits and vegetables - Benefits to Markham's reputation as an innovative, forward-looking city - After 2 years, food forest is self sustaining and requires less maintenance 	<p>Weaknesses</p> <ul style="list-style-type: none"> - High initial costs to create food forest for resident groups - Challenge of finding location that is accessible to many residents - Challenge of maintaining food forest throughout year, without volunteers - Increased cost to city's parks department - Challenge of sharing food supply with animals - Less space for public gathering
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Threats <ul style="list-style-type: none"> - Food forests exist in other Ontario and Canadian municipalities - Increasing cost of city-owned land - Effects of changing climate to biodiversity of food forest - Some varieties of fruit trees could be susceptible to insects and diseases 	Opportunities <ul style="list-style-type: none"> - Partnering with schools, community centres, service groups and places of worship for shared tree maintenance - Expanding food forests to other parks in Markham - Establishing a formal network of volunteers across the city - Greater awareness and education on sustainable food production - Creation of volunteer opportunities for local high school students and youth - Meeting the Greenprint Sustainability Plan of reaching 30% tree canopy and vegetation coverage
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Letters of Support

We asked for and received letters from community organizations and local residents voicing their support for our youth-led, public food forest. Please refer to the Appendix for the attached support letters.

Markham Council Priorities

The South Markham Food Forest connects to the following sustainability priorities found in the Greenprint Sustainability Plan (2011).

Greenprint Sustainability Priorities	South Markham Food Forest Connections
1 - Social Equity <ul style="list-style-type: none"> ● Objective: Greater resident involvement in community stewardship ● Objective: Promote greater youth involvement in decision making and participation 	<ul style="list-style-type: none"> ● Local service and resident groups can volunteer to maintain the food forest located within their neighbourhood park. ● The South Markham Food Forest initiative is spearheaded by the young professionals of the South Markham Food Security Initiative and supported by an agency with youth involvement.
2 - Identity and Culture <ul style="list-style-type: none"> ● Objective: Promote and celebrate all that makes Markham great 	<ul style="list-style-type: none"> ● Markham can demonstrate that it continues to start innovative solutions that solve environmental, food security and energy issues.
3 - Individual Health <ul style="list-style-type: none"> ● Objective: Promote and support the 	<ul style="list-style-type: none"> ● Markham citizens can rediscover their local neighbourhood park. They can

physical and mental health of Markham citizens	harvest their own food and spend time in nature.
<p>5 - Food Security</p> <ul style="list-style-type: none"> • Objective: Support education and engagement in the local food system • Objective: Significantly increase food production opportunities 	<ul style="list-style-type: none"> • Through partnerships with agencies like the York Region Food Network and the Centre for Immigrant & Community Services, the proposed food forest can meet the objective for education and engagement in the local food system. “Individuals and community groups can coordinate the sharing of knowledge and resources among gardeners and small-scale food growers through networking opportunities and workshop events” (Page 63). • “Individuals and community groups can help to plan and establish community gardens and other food-growing opportunities wherever possible on vacant municipal and private land” (Page 64).
<p>6 - Access and Mobility</p> <ul style="list-style-type: none"> • Objective: Connect communities 	<ul style="list-style-type: none"> • The food forest is a food garden within a park that meets this objective. “Individuals and community groups can steward greenways, public lands, and power line right-of-ways by patrolling for litter and path obstructions, planting native plants, and partnering to establish food gardens” (Page 73).
<p>7 - Education and Skills</p> <ul style="list-style-type: none"> • Objective: Facilitate lifelong learning and skills development 	<ul style="list-style-type: none"> • Growing food is a topic under the sustainability curriculum listed on Page 81. • The food forest within a park can also be an “outdoor classroom” as mentioned under Systems Thinking and Ecosystems Integrity on page 82.
<p>11 - Ecosystem Integrity</p> <ul style="list-style-type: none"> • Objective: Increase biodiversity • Objective: Reach 30% tree canopy and vegetation coverage Town-wide • Objective: Develop and support wildlife habitat 	<ul style="list-style-type: none"> • Planting native fruit and nut trees ensures that the forest is self-sustaining and provides habitat for pollinators. • Planting native fruit and nut trees achieves Markham’s goal of reaching

- tree canopy and vegetation coverage.
- Planting native flowers, fruit trees and vegetation ensures that there is additional habitat for pollinators and wildlife.

Our Vision for an Accessible Food Forest

Re-imagined Park Locations

Our team looked at possible locations for the South Markham Food Forest by re-imagining current public parks as possible sites for urban municipal nut and fruit trees. We looked at accessibility and benefits to the surrounding community. At the same time, we acknowledge that the City's internal Public Realm, Parks and Forestry departments may already have long-term plans for these parks. We hope that our input will go into these decisions.

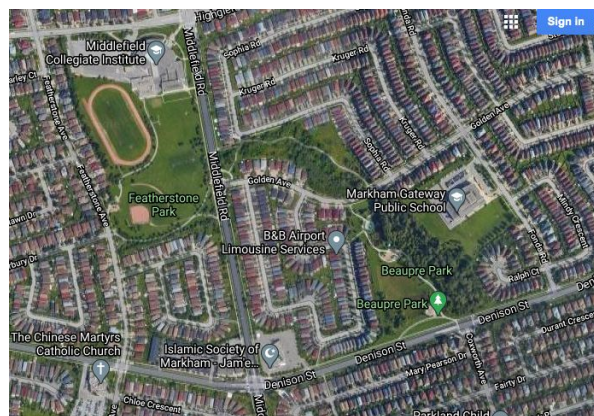
Middlefield Corners

Our team chose Middlefield Corners because there are no other current recreational uses than as a walkthrough. It is located in the middle of a residential area. This can be an optimal place to plant fruit and nut trees for the surrounding community. There are potential opportunities for the local schools and service groups to take care of the food forest.



Beaupre Park

Our team chose this park because it is located in a residential area with adjacent schools and places of worship. There would be an opportunity for local residents and students to access this food forest. This food forest would add to the existing children's play areas. There are potential opportunities for the local schools and service groups to take care of the food forest.



Armada Park

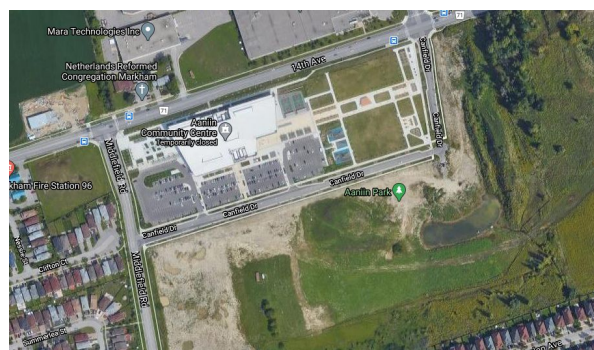
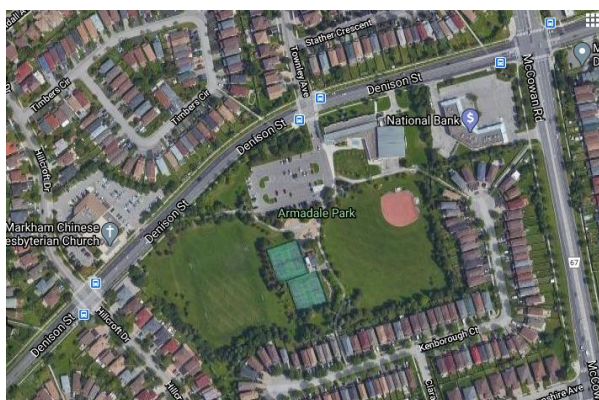
Our team chose this park because it is in the centre of the South Markham boundaries and is accessible by local transit and car.

Aaniin Park

This was chosen because it was located near a major community centre and high schools. It is located at a major intersection (14th

Armada Park is close to Armada Community Centre, which also houses a community kitchen. The food forest could benefit the seniors and young families living in the area and using the community centre programs and services. There are potential opportunities for the seniors and service groups to take care of the food forest.

Avenue and Middlefield Road.) There is also an open space. It would benefit the community because the adjacent community centre is already a community hub. This food forest could provide food that could be cooked in the Aaniin Community Centre's teaching kitchen. There are potential opportunities for local schools and service groups to take care of the food forest.



Possible Native Trees, Shrubs and Plants

Based on the Sudbury Shared Harvest's Delki Dozzi Food Forest Plant Guide, this is a list of native trees, shrubs and plants that they included in their food forest. We would plan for these trees, shrubs and plants to be included in our vision of the food forest including cultural specific vegetables that can be grown in our climate.

Edible Fruit and Vegetation	Pollinator Plant (* denotes that it is NOT edible)
Apple (<i>Malus pumila</i>)	*Baptisia - Blue False Indigo (<i>Baptisia australis</i>) and Yellow Wild Indigo (<i>Baptisia sphaerocarpa</i>)
Asparagus (<i>Asparagus officinalis</i>)	Bee Balm, also known as wild bergamot (<i>Monarda didyma</i>)
Black Chokeberry, not to be confused with Chokecherry. (<i>Photinia melanocarpa</i> , also known as <i>Aronia melanocarpa</i>)	Blue Vervain, also known as Wild Hyssop. (<i>Verbena hastata</i>)
Buffaloberry, also known as Soapberry, Foam berry, Soppolallie (<i>Shepherdia</i>)	*Butterflyweed, also known as Milkweed (<i>Asclepias tuberosa</i>)

canadensis)	
Catnip, also known as Catmint (Nepata cataria)	*Comfrey (Symphytum species)
Cherry (Saskatchewan dwarf sour cherry) (Prunus x kerrasis)	Echinacea or Purple Coneflower (Echinacea purpurea)
Cherry Plum (Prunus cerasifera)	*Lupine, perennial (Lupinus perennis)
Chives (Allium schoenoprasum)	*Prairie Coneflower (Ratibida columnifera)
Currant, Red, Pink (a variety of red currant) and Black(Ribes rubrum ; Ribes nigrum)	*Purple Prairie clover (Dalea purpurea)
Garlic Chives (Allium tuberosum)	Silver Sage, also known as Prairie Sage (Artemesia ludoviciana)
Good King Henry (Chenopodium bonus-henricus)	*Wild Columbine (Aquilegia canadensis)
Gooseberry (Ribes hirtellum)	
Haskap, also known as Honeyberry (Lonicera caerulea)	
High bush cranberry (Viburnum trilobum)	
Hosta (Hosta species)	
Oregano (Origanum species)	
Pear (Pyrus species)	
Plum (Prunus salicina)	
Raspberry (Rubus species)	
Rhubarb (Rheum rhabarbarum)	
Saskatoon berry, also known as Serviceberry (Amelanchier alnifolia)	
Sea Buckthorn, also known as Seaberry (Hippophae rhamnoides)	
Strawberry, everbearing/day-neutral	
Sunchoke, also known as Jerusalem Artichoke (Helianthus tuberosus)	
Sweet cicely (Myrrhis odorata)	

Thyme (<i>Thymus serpyllum</i>)	
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Sustainability

Maintenance of a food forest is specially required within the first 1-3 years of planting the trees and shrubs. Our group is composed of local youth and community members and we would take on the maintenance of the trees. We would enter in partnerships with local non-profit agencies (e.g. Centre for Immigrant & Community Services, York Region Food Network) and service groups (e.g. Scouts groups, Knights of Columbus, Guide groups) to assist with the planned and future maintenance for the food forest. This is so that the burden and costs of maintenance do not fall onto the City's Parks and Forestry departments.

Next Steps

Our next steps include submitting this proposal to our Ward 7 and 8 councillors and the Markham Environmental Advisory Council for review. We wish to work with the city council to start the process of planting and creating a food forest in a public park in South Markham.

Conclusion

Food insecurity is a growing concern facing our communities, and it is incumbent on us as a community to institute solutions to ensure no resident is left behind. The food forest is an effective garden solution that offers a return on investment in different fields like food access, environmental benefits, social equity and community engagement. During this COVID-19 pandemic period, it is an ideal time to set this plan in motion. We are a passionate youth-led group with community and resident support. The quarantine time presented us with a unique opportunity where we wanted to plan for a better and unified South Markham. We are proposing to partner with the City of Markham to plant the South Markham Food Forest and to see it come into fruition.

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Appendix

Please see the attached support letters we received in support of this food forest initiative.

Letter of Support from the York Region Food Network

Letter of Support from the Centre for Immigrant & Community Services

Letter of Support from the Cornerstone Food Pantry

Letter of Support from interested resident, Jill Kelly



Food for Health – Food for All

November 23, 2020

To Whom It May Concern:

I am writing on behalf of York Region Food Network (YRFN) in support of the South Markham Food Security Initiative's food forest project.

YRFN is a respected regional hub for food security, working towards the vision of Food for Health – Food for All. YRFN drives change through education and advocacy, and we connect and empower people to access healthy food. We operate community food programs as a way to build food skills, social networks and connect residents to local food. YRFN is also the home of the York Region Food Council, a multi-disciplinary collaboration of food system actors that work together to create and support initiatives that foster food sovereignty and community development.

YRFN believes it is crucial to have community spaces where people can come together to learn about food and food sovereignty, and engage in practices that build community. Launched in July 2020, the South Markham Food Security Initiative (SMFSI) is a youth-led group that seeks partnership with the municipality in order to create an accessible food forest in South Markham. As an organization that has coordinated and managed urban agriculture projects in York Region since the mid-1990s, YRFN supports SMFSI's proposal to develop a food forest. Based on consultations that YRFN has conducted, community members want more community gardens and urban agriculture spaces in their communities to learn about food growing, to form social connections within their neighbourhoods and to gain the physical and mental health benefits that come with being outdoors. SMFSI's proposed food forest would benefit residents' mental health, create opportunities for people to better connect with the environment and encourage people to form social and intergenerational connections within their own neighbourhood. SMFSI is committed to addressing climate change and championing sustainable practices. This project offers countless opportunities to the residents of Markham and it align with the City of Markham's Greenprint Sustainability Plan and the Markham Food Charter.

YRFN would love to see SMFSI's proposed food forest become a reality. We would be happy to offer SMFSI in-kind support for this project in the form of consultation and materials.

Please feel free to reach out to me with any questions.

Sincerely,

Kate Greavette
Executive Director

**Head Office**

2330 Midland Avenue,
Toronto, ON M1S 5G5
Tel: 416-292-7510
Fax: 416-292-9120

Toronto Integrated Service Centre

402-3850 Finch Avenue
East, Toronto
ON M1T 3T6
Tel: 416-293-4565

LINC Centre

501-4002 Sheppard
Avenue East, Toronto
ON M1S 4R5
Tel: 416-299-8118

North York Centre

1761 Sheppard Ave.
East, Ground Floor,
Toronto, ON M2J 0A5
Tel: 416-493-7510

Woodside Square LINC Centre

202-1571 Sandhurst
Circle, Toronto
ON M1V 1V2
Tel: 416-292-6558

Immigrant Youth Centre

2-5284 Highway 7 East
Markham, ON L3P 1B9
Tel: 905-294-8868

Markham South Welcome Centre

Unit 8, 7220 Kennedy
Road, Markham
ON L3R 7P2
Tel: 905-479-7926
Fax: 905-479-2603

Immigrant Women Resource Centre

Unit 5, 7220 Kennedy
Road, Markham
ON L3R 7P2
Tel: 905-415-9763

Email:

info@cicscanada.com

Website:

www.cicscanada.com

Markham City Council
101 Town Centre Blvd
Markham, ON L3R 9W3

January 11th, 2021

Dear Markham City Council,

I am writing on behalf of the Centre for Immigrant and Community Services (CICS) in support of the South Markham Food Security Initiative's (SMFSI) food forest project.

CICS is a multi-service agency serving and helping newcomers integrate into all spheres of Canadian society. We provide diverse, professional and innovative services to help accomplish this vision. Within York Region and Toronto, CICS provides services including Early Year, Children and Youth, Family, Senior, Employment, Language and Training, Settlement as well as Community and Volunteer Engagement programs. We also manage a Community Garden at our Scarborough head office to produce organic community-grown food, volunteer projects, as well as workshops for the community.

As a result of COVID-19, CICS continues to support and empower newcomers, recent immigrants, and low-income families experiencing social and economic hardship in these challenging times. We responded quickly to emerging COVID-19 needs in our community by, for example, starting a Food Pantry. Due to the loss of income, household food insecurities have emerged as a critical and deepen need. It has been reported that one in four people (25%) are not eating for an entire day. As the numbers continue to increase, our weekly pantry food demands now exceed weekly food supplies.

To gain a comprehensive understanding of resident needs, CICS has been active in studying the South Markham demographics through our involvement in numerous community research projects. As per our findings, it is crucial to address the issues of food insecurity and inequities in the immediate and foreseeable future. To address this issue, we believe a sustainable solution would be to plant a public food forest. There are food forests in Toronto and Ottawa, Sudbury, Guelph and Kingston. It may be time for Markham to consider having a food forest as well.

CICS believes in SMFSI's public food forest initiative. Not only does this address the needs for local food production, it has environmental benefits such as increasing biodiversity and sustainability. A food forest also acts as a gathering place for marginalized groups such as immigrants, youth and seniors to interact with one another without the stigma that often comes with receiving social benefits. We foresee this benefitting residents' physical and mental health, creating opportunities for people to connect with the environment, and encouraging residents to form social and intergenerational connections within their own neighborhoods within the City of Markham.

We would love to see SMFSI's proposed food forest become a reality in South Markham and are happy to provide SMFSI with continued support of consultation and mentorship.

Please feel free to reach out to me with any questions.

Sincerely,

A handwritten signature in dark ink that reads 'Ally Lui'.

Ally Lui
Program Director, Youth and Family Services
Centre for Immigrant and Community Services
7220 Kennedy Road, Unit 8, Markham, ON L3R 7P2
905-479-7926 ext. 3222 | Direct: 905-305-4124



9680 Ninth Line, Markham, ON L6B 1A8
905-294-3554 ext 3663
pantry@cornerstonechurch.ca
<https://cornerstonechurch.ca/food>

November 27, 2020

To the City of Markham,

Cornerstone Pantry is a food bank running out of Cornerstone Christian Community Church supporting Markham Stouffville residents in need. Since we started in 2015, we have seen a steady increase of food requests from families every year. However with the COVID-19 pandemic, requests have increased at least **6-fold** and the year is not even over yet!

I am writing this as a testament that we need to find more ways to address the issue of food insecurity, which is why we are excited to hear about the South Markham Food Security Initiative proposal for a community garden. We fully support this initiative as it would offer great health benefits to families in our community.

Kindest regards,

A handwritten signature in black ink, appearing to read "Tina Li".

Tina Li
Cornerstone Food Pantry Committee Member

December 1, 2020

South Markham Food Security Initiative

Attn: Michael Chen

Dear Michael,

I'm writing in support of your group's initiative to establish a community food forest in south Markham.

Having experience facilitating a number of community greening projects across the City, I know first hand both the social and environmental benefits this type of project will enable.

This initiative will provide the community with publicly accessible food and a place to socialize and gather, while also providing viable habitat for a diversity of wildlife.

I fully support this project and look forward to watching it grow.

Sincerely,
Jill Kelly
Markham resident

Rail Bridge Artwork Proposal



- 3. Project Overview**
- 4. CN Bridge Stakeholders**
- 5. Material and Media Option 1**
- 6. Material and Media Option 2**
- 7 - 8. Material and Media Option 3**
- 9. Material and Media Option 4**
- 10. Material and Media Option 5**
- 11. Proposed Process - Community Engagement - Overview**
- 12. Proposed Process - Community Engagement - Artist Team**
- 13. Proposed Process - Alignment to Markham's Key Values**
- 14. Proposed Process - Alignment to Markham's Public Art Policy**
- 15. Proposed Process - Themes**
- 16. Conclusion - Key Objectives**
- 17. Conclusion - Statement**



On October 19, 2020, Councilor Usman contacted Unionville High School's Visual Art Department to discuss possible beautification options for the two rail bridges located at Hwy. 48 and 14th Ave. The CN quote for a new paint job for the bridges was considered high. If monies are spent to beautify the existing structure it was thought an artwork could be created for the same or lower cost that both beautifies and reflects the community and Markham's values.

This presentation outlines our initial research into the feasibility and possible directions for such a project.

Visual Arts Students from Unionville High School have a recognized history of producing beautiful community artworks. The artistry of the students are present in various locations through Markham. [Click here to learn about our program.](#)

- Bridges' advertising space is leased from CN to RCC Media
- Fabrication and installation cost via RCC Media is \$3,000 per banner
- Rental of North facing rail bridge is \$3,000 to \$ 5,000 per month
- South facing rail bridge advertising spaces are leased from RCC Media to the city of Markham

Materials - Option 1: Temporary Vinyl Wrap

Vinyl wrap design adhered to concrete walls using [3M rough surface / concrete vinyl](#)

Duration: Approximately one to two years.



Vinyl wrap on wood hoarding substrate created by UHS students.



Vinyl wrap on wooden frame created by UHS students

Materials - Option 2: Vinyl Wrap on Metal Substrate

Vinyl wrap design adhered to metal substrate.

Metal substrate would be connected to concrete wall.

Metal substrate can be cut into any shape with matching vinyl wrap overlay.

Duration: Five years +



Vinyl graphic wraps on metal traffic boxes by UHS students

Materials - Option 2: Vinyl Wrap on Metal Substrate



Vinyl wrap sample on metal substrate. Artistry, created by UHS students, to illustrate material concept.

Materials - Option 2: Vinyl Wrap on Metal Substrate

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Vinyl wrap sample on metal substrate. Artistry created by UHS students, to illustrate material concept.





Light boxes of various sizes and shape, ranging in depth from 2" to 12" can be a fixed to the concrete walls.

RGB LED lights can be inserted into each box and programmed.

Laser cut metal shapes can be inserted within each light box creating dynamic designs illustrating the illusion of space and depth.



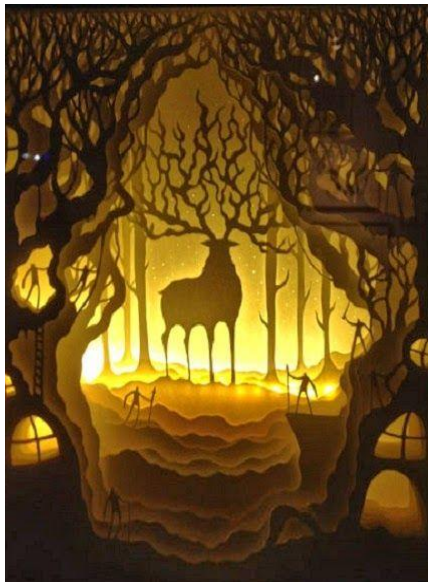
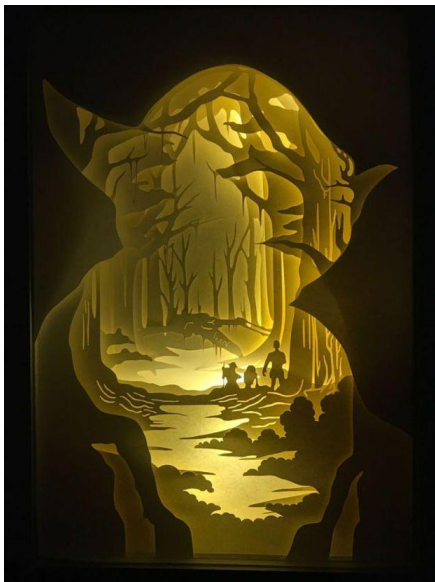
Inserts can include vinyl wraps of various transparency and or etched plexiglass. Anything can in inserted into these forms.

Light boxes can be a fixed to the underside of the bridge for a surround effect.

Duration: Permanent

Materials - Option 3: Examples

These examples of shadow boxes are of paper cutouts, but illustrate the proposed concept.



RGB LED lights provide a variety of colours and moods. Colours can be changed according to season as well as celebrate or commemorate an event.

Materials - Option 3: Light Box with Metal Inserts



Light box sample with metal inserts. Artistry, created by UHS students, to illustrate material concept.

Materials - Option 3: Light Box with Metal Inserts



Light box sample with metal inserts. Artistry, created by UHS students, to illustrate material concept.

Materials - Option 3: Light Box with Metal Inserts



Light box sample with metal inserts. Artistry, created by UHS students, to illustrate material concept.

Materials - Option 4: Etched Plexiglass or Tempered Glass

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An example of etched clear plexiglass designs with LED lit edge.

Materials - Option 4: Etched Plexiglass or Tempered Glass



Etched plexiglass or tempered glass sample.
Artistry, created by UHS students, to illustrate
material concept.

Materials - Option 4: Etched Plexiglass or Tempered Glass



Etched plexiglass or tempered glass sample. Artistry, created by UHS students, to illustrate material concept.



Etched glass can be edge lit using RGB LEDs creating a variety of colour

Materials - Option 5: Mural Painting

Similar to the Henderson Bridge mural by James Ruddle, a mural painter or team of muralists would paint directly on the concrete, provided the walls have not been coated with anti-graffiti sealant. Although students can design the mural they will not be allowed to participate in its painting due to health and safety restrictions. The Henderson Bridge commission was approximately \$20,000 and required one week of painting.



Visual Art students from UHS (nearest public arts school) and Middlefield Collegiate Institute (nearest public high school) will participate in the design process working with their teachers, Shane Clodd and Sandra Liau, and a diverse group of professional guest artists.

Artists representing Ward 7's demographic would be hired to work virtually with students to ensure the community and the city of Markham's values are reflected within the artwork's narrative and corresponding visuals. The ethnicity of the guest artists and teachers would be as follows: Indigenous (Shawnee, Lakota, Potawatomi, Ojibwe and Algonquin) Anishinaabe, Black / Trans / LGBTQ +, European, East Asian and South Asian.

Proposed Process - Community Engagement

Suggested Community Artist Team:

[Syrus Marcus Wade](#) (Black / Trans, Artist, Social Advocate & Educator)

[Donald Chretien](#) (Anishinaabe Artists & Educator)

[Philip Cote](#) (Anishinaabe Artist)

[Ann Yu-Kyung Choi](#) (East Asian) Published Author & Educator

Proposed Process - Alignment to Markham's Values

City of Markham's Key Values

Mission Statement: “Markham is Canada’s most diverse community, with a rich cultural heritage, outstanding community planning services, and vibrant local environment.”

Accessibility and Diversity: “Everyone is welcome at the City of Markham! That’s why we’re committed to being an accessible and diverse city.”

Economic Development: “Markham is at the center of the 2nd largest tech cluster in Canada. Markham is York Region’s innovation hub and a key player in Ontario’s innovation corridor. Markham drives technology, innovation and talent.”

Descriptors: Sustainability, Innovation, Technology, Diversity, Accessibility, Inclusivity, Talent, Community, Vibrance, and Livability

Proposed Process - Alignment to Public Art Policy

Public Art: In the City Council-approved Markham Public Art Master Plan 2020-2024, Public Art is defined as an original work in any medium that meets all the following criteria:

Created by one or more Professional Artists; is relevant to its site and context; has been planned and executed with the specific intention of being sited or staged in a public space.

Each public art project will meet at least two of the following objectives:

- 1) Inspire people to live in, work in, visit and invest in Markham
- 2) Celebrate the diverse cultures and heritage in Markham from multiple points of view
- 3) Connect residents to Markham's built and natural environment.

Possible Themes:

Potential (where individual and collective potential is achieved)

- The power of self-expression and collaboration
- The importance of a supporting and nurturing environment/community

Community Transformation (change makers)

- Diversity, increased advocacy/recognition of minority groups, a high importance placed on equity and equality

Connections (human and technological)

- Increased connectedness during a time of separation
- A transformation in the digital/tech world

Light and Energy (power and passion)

- A dynamic, inspirational artwork that uplift spirits and convey a relevant message unique to Markham's community

Identity and Culture (the individual & collective)

- Personal and collective values, beliefs, heritage, language, lived experiences, etc, and its effects on the community (and vice versa)

Conclusion - Project's Objectives

Alignment with Public Art Criteria:

1) Inspire people to live in, work in, visit and invest in Markham

How: Similar to the Chicago “BEAN” and the Toronto sign, the artwork will be an identifiable landmark and gateway feature unique to Markham. Artwork becomes a symbol visually displaying our collective values that serve as an affirmation and a vision of a future Markham. Technologies used within the artwork (possible lights and sensors) in addition to the artwork’s design and fabrication processes highlight Markham as a high tech capital. Designed by high school students, the work highlights our region’s amazing public education system.

2) Celebrate the diverse cultures and heritage in Markham from multiple points of view

How: Develop and implement an authentic co-creation process representative of individuals who call Markham home. Celebrate our human collective capital (intellectual, creative, lived experiences and cultural) harnessed and focused through a lens of diversity and equity.

3) Connect residents to Markham’s built and natural environment.

How: Beautify the existing structure. The finished rail bridge artwork would bring a sense of energy and beauty to this corner of Markham. The transformation of old into new.

Conclusion - Statement

The rail bridge artwork will channel and celebrate energy and life engaging people both locally and abroad. Similar to the Chicago Bean or the Toronto sign, the artwork will be a gateway landmark, an identifiable feature representing Markham. A symbol embodying our values as a community of students, leaders, learners, and innovators, it will serve as an affirmation of Markham's vision of limitless potential.

Using a diversity and equity lens, an authentic co-creation process will be applied. Underrepresented voices will be heard and understood by leveraging our human collective capital. Technologies such as RGB LED lighting, cutting edge design, and fabrication processes highlight Markham's tech capital status.

The artwork embodies Markham's vibrancy as represented through an inclusive process, depicted in the brilliant artistry of our young innovative and talented artists. Markham's maturation in synthesizing the best ideas and practices that the world has to offer is rendered as a magical experience.

Thank You

Recreation Services Financial and Programs Update

**General Committee
March 1, 2021**

Agenda

- Purpose
- COVID Roadmap
- Current Facilities and Amenities Status
- Recreation Budget – 2020 year end results
- Recreation Budget – 2021 forecast
- Levels of Participation (Fall,2020)

Purpose

- To provide details on:
 - Recreation Service's 2020 year-end financials;
 - Recreation Service's 2020 Fall participation levels;
- Discuss COVID19's impact on operating budget and how Recreation responded;
- Provide information on the 2021 budget forecast.

COVID Road Map

March

ALL facilities closed – March 14

Fitness memberships put on hold – Commit to Fit You Tube launched
Spring programs and permits cancelled

April

All permits cancelled until May 31

1407 Part time staff laid off

48 FT Operators redeployed to Operations

May

Stage 1 Cancelled programs and permits up to June 30

Council presentation on year end status

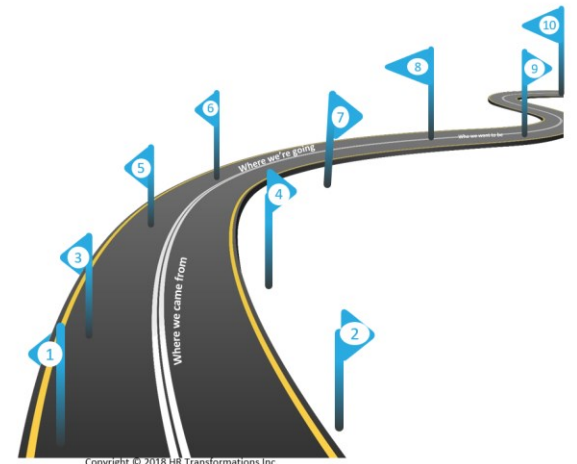
Reopening of outdoor tennis clubs and courts

June

Stage 2 Pop-up park programs registration started

Pan Am opens for Sport team rental

Virtual program and fitness



July

Stage 3 Outdoor sportsfield permits commenced
Pop-up park program started
Virtual Fitness program launched

August

Lane, Rec Swim and Aquafit at Morgan Pool, Lane Swim at Pan Am
Aquatics Leadership and Home Pool Safety program registration started
Angus Glen Arena reopened for rentals

Sept

18 additional staff redeployed - Total of 66 staff from Recreation redeployed
Return to Fit membership launched
Angus Glen Tennis Centre, Pan Am Fitness Centre, Thornhill East Arena reopened

Oct

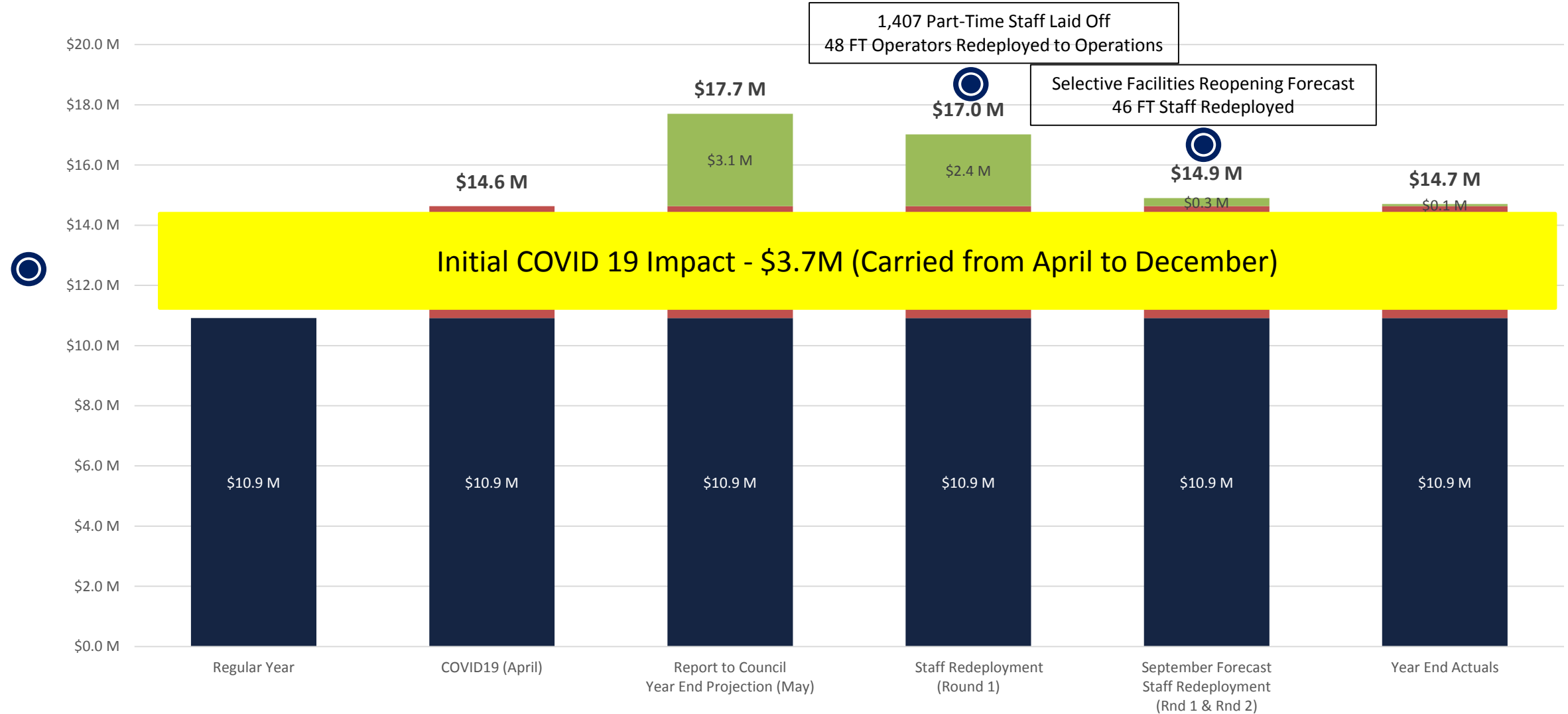
Modified Stage 2 Additional arenas open, Aaniin pool, Sport Domes, Angus Glen and Thornhill CC
Offered 30% subsidy to rental fees for the duration of modified stage 2
Virtual Personal Training launched

Nov

November 9 – Orange Zone
November 16 – Red Zone
December 14 – Grey Zone

Recreation Services - 2020 COVID19 Impact

■ Subsidy ■ COVID19 Variance ■ Projection & Mitigation



Fall 2020 - Facilities/Amenities Status

Open Facilities/Amenities		Closed Facilities/Amenities	
Angus Glen CC Arenas/Gym/Library	Thornhill CC Arenas/Gym/Library	Armada CC	Cornell CC
Aaniin CC Pool Only	Pan Am Centre Pool/Gym	Angus Glen Pool	Clatworthy Arena
Angus Glen Tennis Centre	Markham Village Arena	Milliken Mills CC	Thornlea Pool/Gym
Centennial CC Arena Only	Rouge River CC	Markham Senior Centre	Thornhill Senior Centre
Crosby Arena	Mount Joy CC Arena/ Indoor Soccer	All Fitness Centres	Centennial CC Pool/Gym/Bocce
Milliken Mills Soccer Dome	St. Roberts Soccer Dome		
Heintzman House	Civic Centre Ice Rink		



2020 Fall Rental Participation Levels

<u>Includes:</u> Recreation Rentals	2020 Fall Rental Hours (Actuals)	Prime Time Hours Available	2020 Total Fill Rate (%)	2020 Fall # of Participants (Estimate)
Arenas	6,335	7,288	86%	~89,000
Pool	1,824	2,676	70%	~37,000
Gymnasium	925	1,400	66%	~2,600

- Participation levels reflect Community Centres & Amenities that were open.
- Rate of participation by community sport groups remained relatively high even with the drastic restrictions of 10 players, and practice only for ice and gym, and reduced capacity of 25% in pools



Programs 2020 Fall - Limited Service Levels September 1st to December 31st

	2019 Fall – BAU (Actuals)*	2020 Fall - Actuals (Stage 3 / Modified Stage 2/ Orange / Red / Grey)	% served based on restrictions
Capacity	No Restrictions	10 Persons Indoor/ Virtual	
Recreation Services*	~22,000	13,500	61.3%

- Based on 4 months of participation.
- Participation comparison utilize current community centres and amenities that are opened.
- Participation numbers include Registered In Person and Virtual Program, Drop Ins and Fitness Membership

2021 Recreation Budget Projection

Recreation Services Budget		2020 Budget - BAU	2021 – Full Year Closure All Facilities Closed Minimum Staff	2021 Budget – Projections Reduced Facilities Operating (*)
PERSONNEL	FIXED	\$10.0M	\$3.8M	\$6.7M
	VARIABLE	\$13.3M	\$0.0M	\$3.2M
NON- PERSONNEL	FIXED	\$10.3M	\$5.6M	\$6.2M
	VARIABLE	\$2.3M	\$0.0M	\$0.7M
REVENUE	TOTAL	-\$25.0M	\$0.0M	-\$5.9M
	NET	\$10.9M	\$9.5M	\$10.9M

- Assumption - that Recreation operates with similar guidelines and restrictions established between September to December 2020.
- (*) 2021 Budget Projection extrapolates an average of 2020 Actuals between September to December 2020 which includes various COVID19 reopening restrictions (Stage 3, Stage 2 Mod, Orange Zone, Red Zone, Grey Zone)

2021 Facility/Amenities Recommendation

Annual Budgeted Subsidy \$10.9M

2021 Full Year Closure (minimal staff) Subsidy Impact \$9.5M

Incremental \$1.4M

2021 Reduced facilities operating projected subsidy \$10.9M

All Facilities/Amenities CLOSED

Open Facilities/Amenities

Angus Glen CC
Arenas/Gym/Library

Thornhill CC Arenas/Gym/Library

Aaniin CC
Pool Only

Pan Am Centre
Pool/Gym

Angus Glen Tennis Centre

Markham Village Arena

Centennial CC
Arena Only

Rouge River CC

Crosby Arena

Mount Joy CC
Arena/ Indoor Soccer

Milliken Mills Soccer Dome

St. Roberts Soccer Dome

Heintzman House

Civic Centre Ice Rink

Questions

Economic Growth, Culture & Entrepreneurship

Culture Services Financial and Programs Update

General Committee

Agenda

- Purpose
- COVID 2020 Roadmap
- Facilities and Amenities Status - 2020
- Culture Amenities - 2020 COVID19 Impact
- 2021 Roadmap

Purpose

- To provide members of Council an update on the status of Culture financial and programs update
- The presentation will discuss the impact COVID-19 has had on operating budget and the services provided in 2020
- To provide update on planning for 2021

COVID Roadmap

March

ALL facilities closed – March 14

Gallery and Museum memberships put on hold

Spring programs and rental contracts cancelled or postponed

April

All rental contracts cancelled or postponed to May 31

177 part time staff laid off

4 full time staff redeployed to Operations/By Laws

1 full time contract staff redeployed to Markham Small Business

May

Stage 1 Cancelled programs and rental contracts up to June 30

2084 surveys sent, 255 responses received for COVID-19 Program Survey distributed to: theatre patrons, culture camp/ program participants, Museum and Gallery members

Markham Creates competition launched

Gallery Isolation Packs Program launched (May to June) - 320 kits distributed

Varley Business Case Challenge

Collaboration with Gallery and Varley-McKay Art Foundation to maintain annual Wallace Joyce Award

June

Stage 2 Virtual camp registration started

457 participants in the Online: Homework webinar series (3 parts)

110 participants in Delimit: online competition for speculative public art (2 sessions)

COVID Roadmap cont'd

July

Stage 3 Virtual camps commenced

200 submissions received for Markham Creates virtual competition and community engagement

August

425 participants registered for virtual camps for summer 2020

Gallery workshop in collaboration with Monarch Nation/TRCA : Monarch Nation Arts + Science

Sept

13 full time staff redeployed

3 full time contract staff laid off

201 participants served through by-appointment tours at Gallery and Museum

31 participants served at the weekend drop-in at the Gallery

Oct

Modified Stage 2

269 participants served through by-appointment tours at Gallery and Museum

66 participants served at the weekend drop-in at the Gallery

1446 participants Virtual Public Art Summit October to December

Nov

November 9 – Orange Zone

November 16 – Red Zone

283 participants served through by-appointment tours at Gallery and Museum

66 participants served at the weekend drop-in at the Gallery

Fall 2020 - Facilities/Amenities Status

Open

Gallery: pre booked weekday tours,
weekend drop in tours

Museum: pre booked tours

Theatre: virtual programming

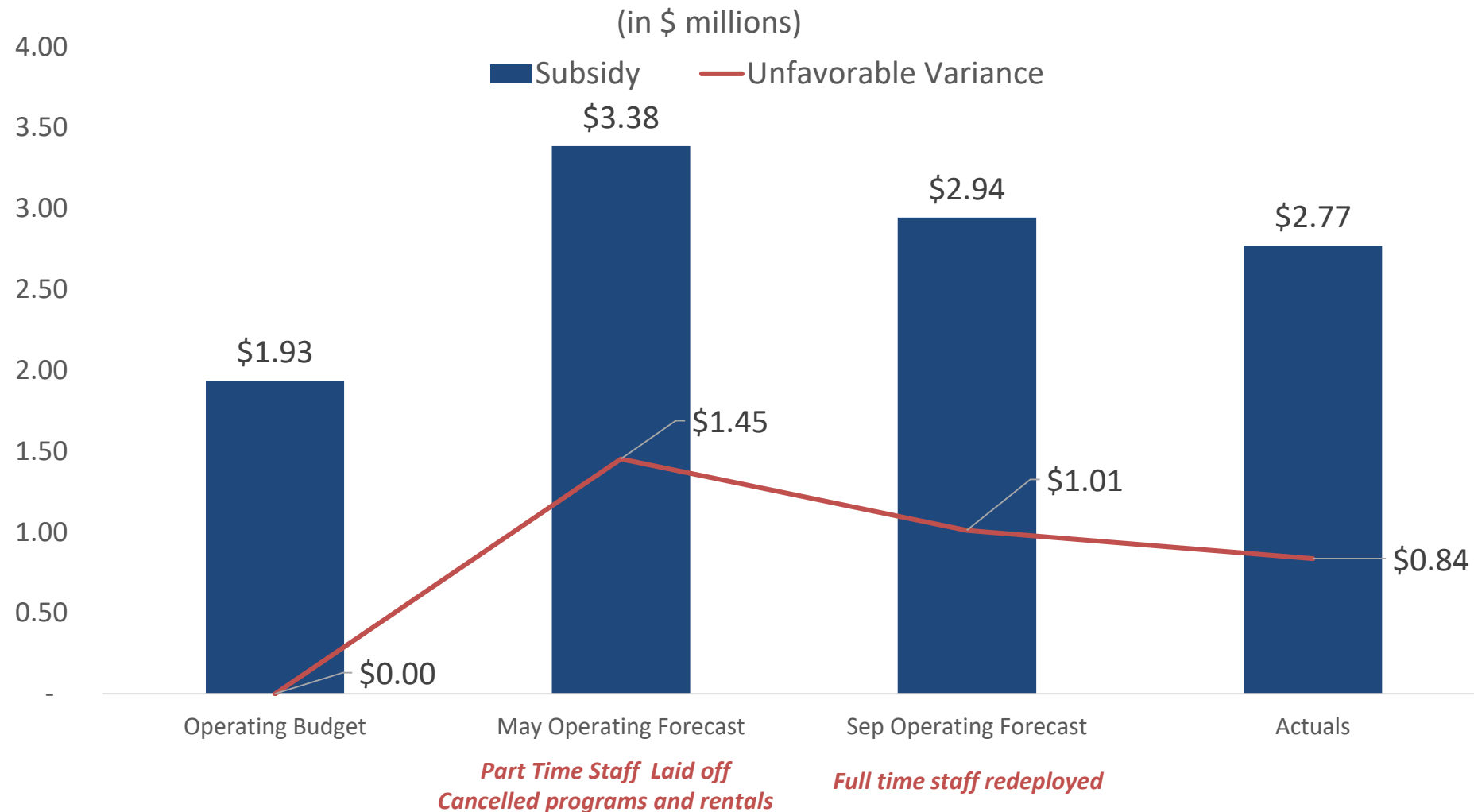
Closed

Gallery: rentals and programs

Museum: rentals and programs

Theatre: rentals and performances

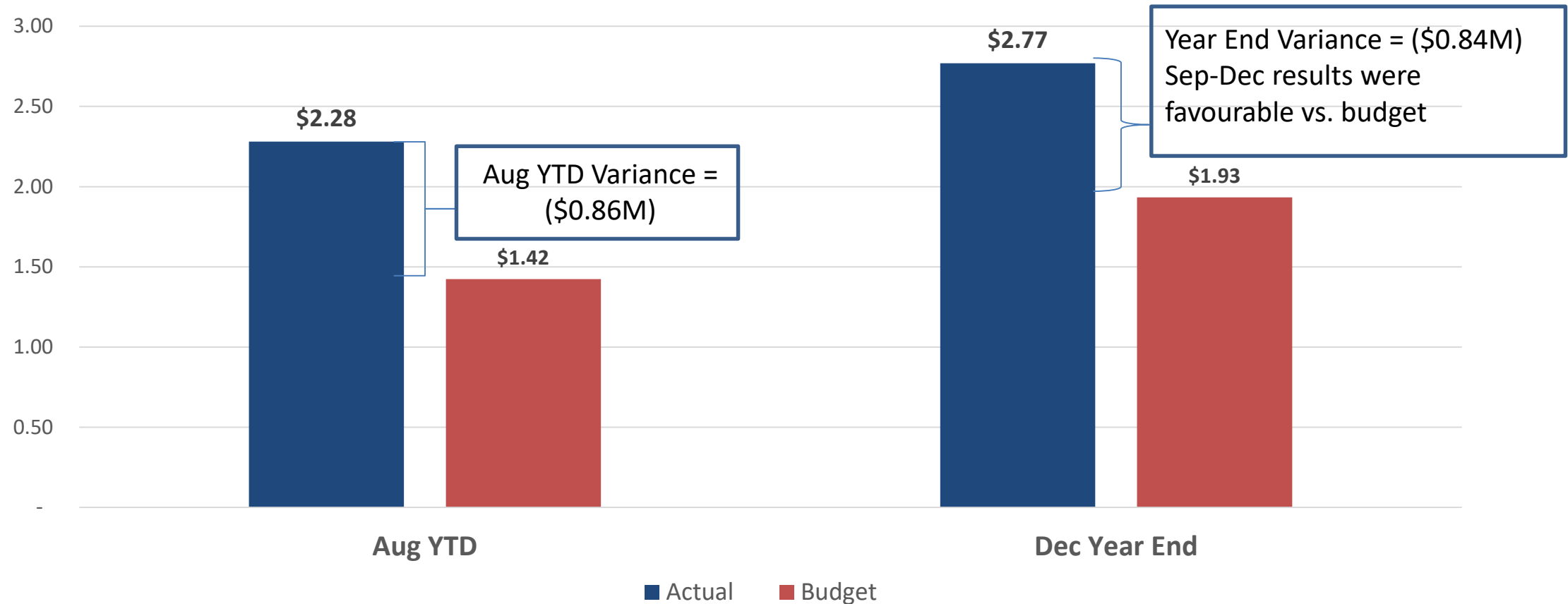
Culture Venues (Art Centre, Museum, Theatre) – 2020 COVID19 Impact



Mitigating strategies included PT staff layoffs and FT Redeployments reducing the projected unfavourability from (\$1.45M) to (\$0.84M) by year-end

Impact of Mitigating Strategies

Aug 2020 YTD vs. Dec Year End Variance (in millions \$)



Staff was directed to remain within budget from Sep-Dec 2020 for the culture venues and managed to contain the unfavourability from Aug YTD



2021 Road Map

- Staff currently working on scenario planning including:
 - Gradual reopening of amenities which could include small scale rentals and in person programs with restrictions
 - Phased recalling of permanent full time staff back to their home positions within the department
 - Recalling laid off contract full time staff, as needed
 - Recalling and hiring of part time staff, as needed
- Grant applications have been submitted for partially funded part time staff to help support summer services
- Actions taken in 2021 will be within the current approved subsidy

Questions



Report to: Council

Meeting Date: March 1, 2021

SUBJECT: Development Charge Deferral – St. Mary and St. Samuel the Confessor Coptic Orthodox Church

PREPARED BY: Shannon Neville, Financial Analyst, Development Finance (ext. 2659)
Kevin Ross, Manager, Development Finance & Payroll (ext. 2126)

RECOMMENDATION:

1. That the report entitled, “*Development Charge Deferral – St. Mary and St. Samuel the Confessor Coptic Orthodox Church*”, dated March 1, 2021, be received;
2. That staff do not recommend the approval of a development charge deferral for construction at 9377 McCowan Road to convert a single detached dwelling unit owned by St. Mary and St. Samuel the Confessor Coptic Orthodox Church, to a daycare facility operated by Forever Blessed Child Care Inc.;
3. That in the event Council grants a development charge deferral, the Mayor and Clerk be authorized and directed to enter into an agreement with the applicant to secure the following terms of approval:
 - a. The development charges be deferred for a period not longer than three (3) years from the date of building permit issuance, following which the charges will become payable,
 - b. The development charges payable be calculated at the rate in effect at building permit issuance and be subject to annually accrued interest at The Bank of Canada Prime Business Rate,
 - c. In accordance with Section 32(1) of *The Development Charges Act, 1997 as amended*, should the development charges remain unpaid after the amount becomes payable, the amount unpaid shall be added to the tax roll and collected in the same manner as taxes,
 - d. That the fees applicable to a DC Deferral be charged,
4. That the recommendation of a deferral, if so granted, be forwarded to the Regional Clerk of York for consideration on the treatment of the Regional Development Charges; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to present a request for financial relief by way of a deferral of the City Wide Hard Development Charges to St. Mary and St. Samuel the Confessor Coptic Orthodox Church, in respect to the conversion of a single detached dwelling unit to a daycare facility to be operated by Forever Blessed Child Care Inc.

BACKGROUND:

St. Mary and St. Samuel the Confessor Coptic Orthodox Church (“the Church”) received a building permit for the construction of the Church in 2013. At that time, a single detached dwelling, also owned by the Church, was located on the same property (Appendix A). In April 2020, the City’s Building Department accepted an application to convert the dwelling to a daycare facility (“the Facility”). The application was made by Forever Blessed Child Care Inc.; a not-for-profit organization that will be operating the Facility.

Staff assessed the proposed conversion in accordance with the Development Charge (DC) By-laws and provided credits commensurate with the residence being converted into a non-residential use. The DC credits reduced the soft services charge to zero and the hard services charge to \$11,144.27, which is the total City DC for the proposed conversion. The Regional DC, after application of the appropriate credits, resulted in a charge of \$89,309.51 for a total development charge of \$100,453.78. The school boards levied no DCs for the proposed conversion on the basis of a new exemption in their Provincial Regulations for licensed child care facilities.

After receiving the DC statement, the Church approached the City expressing concern over the amount levied due to current financial constraints, and requested an exemption of development charges. As an exemption cannot be applied under the *Development Charges Act, 1997 as amended* (“DCA”), staff considered a deferral of DCs to assist the Church with current cash flow limitations.

The City is permitted to enter into a deferral agreement pursuant to section 27(1) of the DCA, which states:

“a municipality may enter into an agreement with a person who is required to pay a development charge providing for all or any part of a development charge to be paid before or after it would otherwise be payable”.

The authority for deferral of development charges are included in the City’s Community Use Policy and the DC Deferral Policy.

Staff reviewed the Community Use Policy which allows for an indefinite deferral of DCs (so long as the use doesn’t change), if a proposed development can reduce future capital and/or operating costs to the municipality or Region, by providing a community use to residents/businesses. In this case, a daycare is not considered a community use, as it is not a service provided by the City or Region. As such, staff are not in a position to recommend a “community use” deferral.

Staff then assessed whether the development met the criteria as specified in the DC Deferral Policy. The policy contemplates deferral if a development meets the following criteria:

- 1) Affordable & Special Needs Housing – defined as housing that is eligible to receive applicable Federal, Provincial, and Regional affordable and special needs housing program funding; or
- 2) Servicing Constraints – development unable to be completed due to servicing constraints that are outside of the applicant’s control; or

- 3) Multi-phased construction (for land based DCs) – development will be built in phases and future phases have no executed agreement (i.e. site plan) or building permit applications; or
- 4) Developments that require more than one Building Permit – development that will utilize more than one building permit during construction; or
- 5) Purpose-Built (High Density) Rental Buildings – development must be a minimum of four (4) storeys, and should also be eligible for a similar deferral from the Region.

The proposed daycare facility does not meet any of the above criteria, and therefore staff are also not in a position to offer a deferral of development charges under the DC Deferral Policy. The Church's request for assistance is based on limited cash flow, which is consistent with a deferral approved by Council for St. Barsaumo Syriac Orthodox Church in September 2010, and Mon Sheong Foundation in May 2014. In both cases, staff did not recommend a deferral of DCs, however Council deemed it appropriate at the time to offer a deferral to the applicant.

OPTIONS/ DISCUSSION:

Applicable Charges

The Church or applicant is required to pay development charges to the City and Region prior to the issuance of the building permit to construct the Facility. The current development charges, levied at prevailing rates, total \$100,453.78 as detailed in the chart below. Note O. Reg 371/19 exempts licensed child care facilities from Educational DCs (EDCs), therefore EDCs were not levied.

Jurisdiction	Type of Charge	Rate (A)	GFA (m ²) (B)	Total DCs (C) [(A) x (B)]	Credits (D)	Total DC's Due (E) [(C) - (D)]
City of Markham	Hard	\$ 108.56	604.18	\$ 65,589.78	\$ 54,445.51	\$ 11,144.27
	Soft	\$ 12.77	604.18	\$ 7,715.38	\$ 7,715.38	\$ -
Total City of Markham Charges						\$ 11,144.27
Region of York		\$ 253.71	604.18	\$ 153,286.51	\$ 63,977.00	\$ 89,309.51
York Region District School Board						\$ -
York Catholic District School Board						\$ -
Total School Board Charges						\$ -
TOTAL DEVELOPMENT CHARGES DUE						\$ 100,453.78

As seen in the chart above, the Regional development charges account for approximately 90% of the applicable charges, with the City making up the remainder.

Deferral

The Church has requested relief from both the City and Regional DCs to assist with cash flow. As an exemption is not allowed under the *DCA*, a deferral is the only option that could provide some relief to the Church's current financial limitations. If Council

favourably considers a deferral of DCs, the Region may be better equipped to reciprocate and provide a similar deferral.

Below are two options available for the payment of the Church's DCs.

Option 1 – Payment at Permit Issuance

As the proposed conversion to a child care facility does not qualify for a DC deferral under the policies in force, the Church will be required to pay the development charges at the issuance of the building permit. Under this option the Region will not contemplate a deferral of their charges as the City has not provided one.

Option 2 – Grant a DC Deferral

In the event that Council deems it appropriate to approve a DC deferral, staff propose the following terms be included in the agreement to be entered into between the Church and the City:

1. The DCs be deferred to a period not longer than three (3) years from the date the building permit is issued, following which the charges will become payable
2. The DCs payable be calculated at the rate in effect at building permit issuance, and be subject to annually accrued interest at The Bank of Canada Prime Business Rate Interest, and
3. In accordance with Section 32(1) of the *DCA*, should the development charge remain unpaid after the amount becomes payable, the amount unpaid shall be added to the tax roll of the Church and collected in the same manner as taxes.

If Council approves a deferral of DCs, the Region will be in a better position to provide a similar payment option.

FINANCIAL CONSIDERATIONS:

The deferral of development charges is essentially a cash flow issue which results in a delay in the receipt of the funds by the City. If Council agrees to defer the DCs, instead of \$11,144.27 being collected at building permit issuance, the charges will be collected three years from the date of permit issuance, plus accrued interest.

It is worth noting that the City will be updating its DC by-laws by December 2022. Should Council grant a deferral as per Option 2 above, DCs will be collected once the new by-laws are in place (i.e. 2024); however the amount levied will be based on the rates in effect under the current DC by-laws so the Church will be insulated from any increase instituted under the new by-laws.

Consistent with the DC Deferral Policy, if a deferral is approved for the Church, they will be required to pay an administration fee for the Legal and Finance Department's costs incurred relating to the review, preparation and administration of the development charge deferral agreement. The fee will be structured in the following manner:

- An application fee of \$1,085.50 plus HST to review the development charge deferral request;

-
- A fee equivalent to 1.0% of the value of the deferral request, to a maximum of \$10,856.00 plus HST payable upon execution of the deferral agreement. 1.0% of the Church's deferral request is \$111.44, therefore this fee will be applied plus HST.
 - A Legal fee for the preparation of the DC deferral agreement in the amount of \$2,500.00 plus HST

HUMAN RESOURCES CONSIDERATIONS

Not Applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not Applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Not Applicable.

RECOMMENDED BY:

Joel Lustig
Treasurer

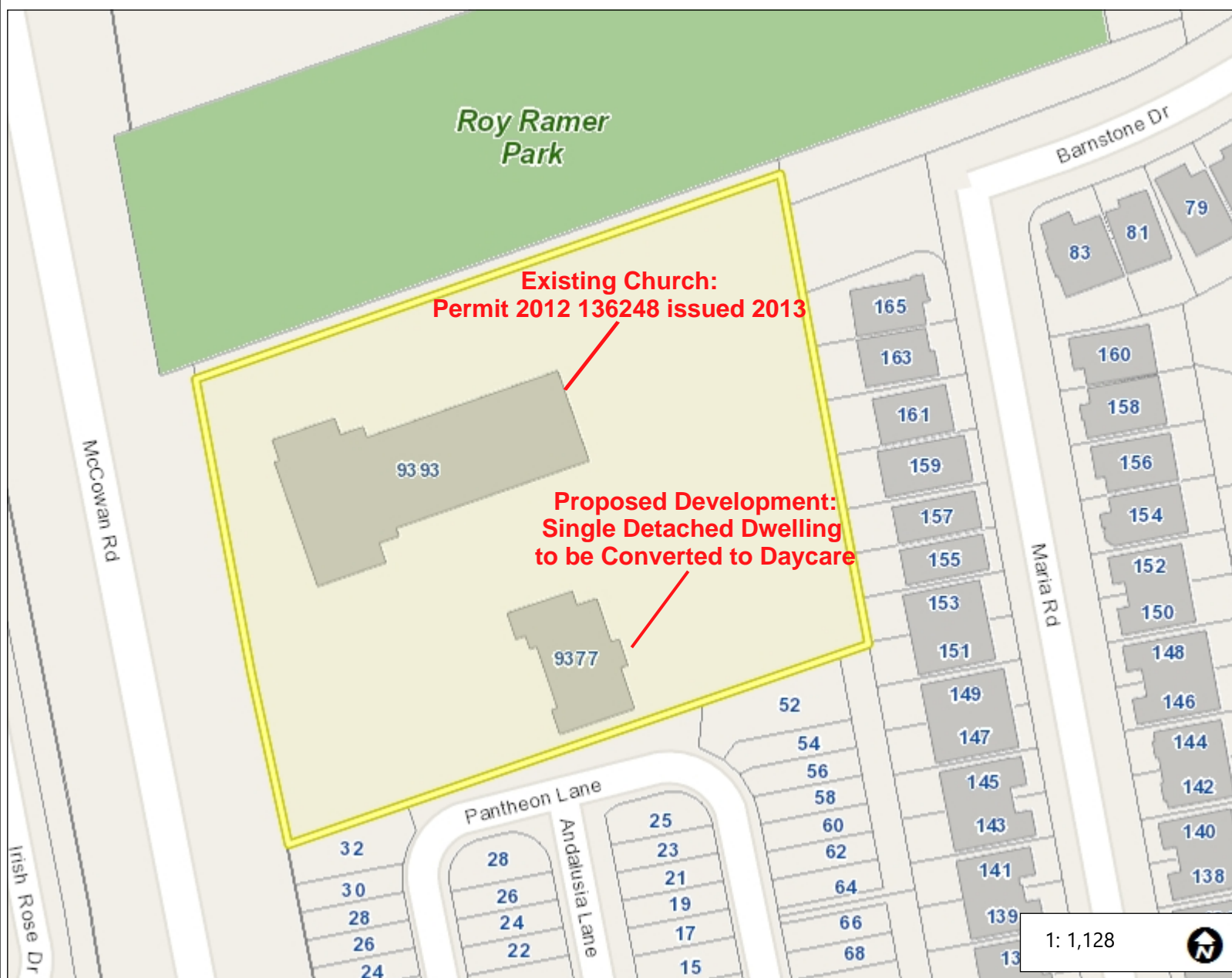
Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Appendix A – Site Map of St. Mary & St. Samuel the Confessor Coptic Orthodox Church



St. Mary & St. Samuel Coptic Orthodox Church



Legend

- LANDMARKS_6000
- SLRN_6000
- PARKS_6000
- Building Footprints
- Ponds
- Creeks
- Rivers
- Parcel (MPAC)
- Park Facilities
- Parks
- <all other values>
- Under Development

1: 1,128



57.3 0 28.65 57.3 Meters

NAD_1983_UTM_Zone_17N
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

9377 McCowan Road