



Revised General Committee Meeting Agenda

Revised items are identified by an asterisk ()*

Meeting No. 1 | December 6, 2022 | 1:00PM | Live streamed

Members of the public have the option to attend either remotely via Zoom or in-person in the Council Chamber at the Civic Centre.

Members of the public can participate by:

1. VIEWING THE ONLINE LIVESTREAM:

Council meetings are video and audio streamed at: <https://pub-markham.escribemeetings.com/>

2. EMAILING A WRITTEN SUBMISSION:

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

Written submissions must be received by 5:00 PM the day before the meeting.

If the deadline for written submission has passed, you may:

Email your written submission directly to [Members of Council](#); or

Make a deputation at the meeting by completing and submitting an online [Request to Speak Form](#)

If the deadline for written submission has passed **and** Council has finished debate on the item at the meeting, you may email your written submission directly to [Members of Council](#).

3. REQUEST TO SPEAK / DEPUTATION:

Members of the public who wish to make a live deputation, please register prior to the start of the meeting 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, or,

If you do not have access to email, contact the Clerk's office at **905-479-7760** on the day of the meeting.

*If Council or Committee has finished debate at the meeting on the item, you may email your written submission directly to [Members of Council](#).

The list of [Members of Council is available online at this link](#).

Alternate formats for this document are available upon request.

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.

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

General Committee Meeting

Revised Agenda

Revised items are identified by an asterisk (*)

Meeting Number: 1

December 6, 2022, 1:00 PM - 5:00 PM

Live streamed

Please bring this General Committee Agenda to the Council meeting on December 13, 2022.

Pages

1. CALL TO ORDER

INDIGENOUS LAND ACKNOWLEDGEMENT

We begin today by acknowledging the traditional territories of Indigenous peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, and Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa, and the Mississaugas of the Credit peoples. We share the responsibility with the caretakers of this land to ensure the dish is never empty and to restore relationships that are based on peace, friendship, and trust. We are committed to reconciliation, partnership and enhanced understanding.

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE SEPTEMBER 6, 2022 GENERAL COMMITTEE MEETING (16.0)

11

1. That the minutes of the September 6, 2022 General Committee meeting be confirmed.

4. DEPUTATIONS

5. COMMUNICATIONS

5.1 YORK REGION COMMUNICATIONS (13.4)

21

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

1. That the communication dated November 10, 2022 from York Region regarding Bill 23 More Homes Built Faster Act 2022, be received for information purposes.

6. PETITIONS

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

- | | | |
|-----|---|-----|
| 7.1 | MINUTES OF THE JUNE 27, SEPTEMBER 27, 2022 AND OCTOBER 25, 2022 MARKHAM PUBLIC LIBRARY BOARD MEETING (16.0) | 63 |
| | <ol style="list-style-type: none"> 1. That the minutes of the June 27, September 26, and October 25, 2022 Markham Public Library Board meeting be received for information purposes. | |
| 7.2 | MINUTES OF THE JUNE 6, SEPTEMBER 12 AND OCTOBER 3, 2022 RACE RELATIONS COMMITTEE MEETING (16.0) | 85 |
| | <ol style="list-style-type: none"> 1. That the minutes of the June 6, September 12 and October 3, 2022 Race Relations Committee meeting be received for information purposes. | |
| 7.3 | MINUTES OF THE NOVEMBER 7, 2019, SEPTEMBER 6 AND OCTOBER 6, 2022 MARKHAM SANTA CLAUS PARADE COMMITTEE MEETING (16.0) | 96 |
| | <ol style="list-style-type: none"> 1. That the minutes of the November 7, 2019, September 6 and October 6, 2022 Markham Santa Claus Parade Committee meeting be received for information purposes. | |
| 7.4 | MINUTES OF THE MAY 18 AND JUNE 15, 2022 ANIMAL CARE COMMITTEE MEETING (16.0) | 107 |
| | <ol style="list-style-type: none"> 1. That the minutes of the May 18, and June 15, 2022 Animal Care Committee meeting be received for information purposes. | |
| 7.5 | MINUTES OF THE APRIL 25, MAY 16, JUNE 20, SEPTEMBER 19, AND OCTOBER 17, 2022 ACCESSIBILITY ADVISORY COMMITTEE MEETING (16.0) | 119 |
| | <ol style="list-style-type: none"> 1. That the minutes of the April 25, May 16, June 20, September 19, and October 17, 2022 Accessibility Advisory Committee meeting be received for information purposes. | |
| 7.6 | MINUTES OF THE AUGUST 29, 2022 GERMAN MILLS COMMUNITY CENTRE BOARD MEETING (16.0) | 146 |
| | <ol style="list-style-type: none"> 1. That the minutes of the August 29, 2022 German Mills Community | |

Centre Board meeting be received for information purposes.

- 7.7 MINUTES OF THE JUNE 15, JULY 20, SEPTEMBER 21 AND OCTOBER 19, 2022 UNIONVILLE BUSINESS IMPROVEMENT AREA COMMITTEE MEETING (16.0)** 151
1. That the minutes of the June 15, July 20, September 21 and October 21, 2022 Unionville Business Improvement Area Committee meeting be received for information purposes.
- 7.8 MINUTES OF THE JUNE 27, 2022 BOX GROVE COMMUNITY CENTRE BOARD MEETING (16.0)** 167
1. That the minutes of the June 27, 2022 Box Grove Community Centre Board meeting be received for information purposes.
- 7.9 CONTRACTS #197-SS-22 SUPPLY, DELIVERY, INSTALLATION AND STORAGE OF OFFICE FURNITURE THROUGH THE GOVERNMENT OF ONTARIO VOR ARRANGEMENT (TENDER# 13685) AND #198-S-22 SUPPLY AND DELIVERY OF SEATING FURNITURE (7.12)** 170
- I. Hyat, ext. 2568 / F. Chan, ext. 3189
1. That the report entitled “Contracts 197-S-22 Supply, Delivery, Installation and Storage of Office Furniture through the Government of Ontario VOR arrangement (Tender 13685) and #198-S-22 Supply and Delivery of Seating Furniture”, be received; and,
 2. That the Supply, Delivery Installation and Storage of Office Furniture through the Government of Ontario VOR arrangement (Tender 13685) be awarded to POI Business Interiors (“POI”), the local authorized dealer of Steelcase furniture, for an initial term of 14 months (December 1, 2022 – January 31, 2024) in the amount of \$87,500.00 inclusive of HST impact, and for up to two (2) additional one-year optional terms (February 1, 2024 – January 31, 2026) in the amount of \$150,000.00 (\$75,000 annual upset limit); and,
 3. That pricing for POI be fixed in the initial term and adjustments for each optional year be based on the Consumer Price Index (CPI) Ontario All-Items (July to July); and,
 4. That the Supply and Delivery of Seating Furniture be awarded to NUA Office Inc. (“NUA”), the local authorized dealer of Allsteel furniture, to an annual upset limit of \$50,000 inclusive of HST impact, for an initial term of one (1) year and up to four (4) additional one-year optional terms, totaling \$250,000 inclusive of HST impact; and,
 5. That pricing for NUA be adjusted, based on manufacturer’s price

increase for products and Consumer Price Index (CPI) Ontario All-Items (July to July) for services, subject to City's approval and,

6. That the initial terms awarded to POI and NUA be funded from capital project Corporate Accommodation, GL account 750-101-5399-22074; and,
7. That the amount to fund the additional optional terms be requested as part of the annual capital budget process, subject to Council approval; and,
8. That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (g) & (h), which state "where it is in the City's best interest not to solicit a competitive Bid" and "where it is in the best interests of the City to acquire non-standard items or Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service"; and,
9. That the CAO be authorized to execute agreements with POI and NUA in forms satisfactory to the City Solicitor; and,
10. That the CAO be authorized to extend the contract with POI for up to two (2) additional one-year terms and with NUA for up to four (4) additional one-year terms; and further,
11. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.10 STATUS OF CAPITAL PROJECTS AS OF SEPTEMBER 30, 2022 (7.5)

175

J. Pak, ext. 2514 | K. Lee, ext. 2963 | G. DSilva, ext. 2964

1. That the report dated December 6, 2022 titled "Status of Capital Projects as of September 30, 2022" be received; and,
2. That the Projects Completed within Scope with Surplus Funds and the Projects Completed within Scope without Surplus Funds, as identified on Exhibit B, be approved for closure and funds in the amount of \$751,973 be transferred to the original sources of funding as identified on Exhibit B; and,
3. That the Projects Closed and Not or Partially Initiated, as identified on Exhibit C, be approved for closure and funds in the amount of \$66,100 be transferred to the original sources of funding as identified in Exhibit C; and,
4. That the Non-Development Charge Capital Contingency Project be topped up from the Life Cycle Replacement and Capital Reserve Fund by \$1,751,105 to the approved amount of \$250,000; and,
5. That the Engineering Capital Contingency Project be topped up from the Development Charges - City-Wide Hard Reserve by \$56,316 to the

approved amount of \$100,000; and,

6. That the Design Capital Contingency Project be topped up from the Development Charges – Parks Development Reserve by \$46,220 to the approved amount of \$100,000; and,
7. That the Waterworks Capital Contingency Project be topped up from the Waterworks Stabilization/Capital Reserve by \$9,616 to the approved amount of \$100,000; and,
8. That the following new capital projects, initiated subsequent to the approval of the 2022 capital budget, be received:
 1. Project 22343 – John Street Bridge Expansion Joint Replacement – Budget of \$50,371 to be funded from the Non-DC Capital Contingency.
 2. Project 22345 – High Frequency Rail Project - Markham Station – Budget of \$87,396 to be funded 50% by DCA and 50% by York Region.
 3. Project 22352 – Thornhill Fitness Spa Dectron Unit – Budget of \$66,000 to be funded from the Non-DC Capital Contingency.
 4. Project 22353 – South Unionville Underground Storage Tank - Design – Budget of \$102,040 to be funded from Gas Tax; and further,
9. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

7.11 APPOINTMENT OF MEMBERS TO THE MARKHAM MAYORS YOUTH COUNCIL (16.24)

188

M. Creighton, ext. 7515

1. That the Report "Appointment of Members to the Markham Mayor's Youth Council" for the period of September 7, 2022 to June 30, 2023 be received; and,
2. That the following Appointments of Members to the Markham Mayor's Youth Council be confirmed for the term September 7, 2022 to June 30, 2023; and further,

Name	School	Grade	Ward
Sabine Cuesta	St. Robert Catholic High School	9	1
Silken Cheung-Ege	St. Brother Andre Catholic High School	9	4
Christian Matros	St. Robert Catholic High School	9	1
Varna Venkatesh	Markville Secondary School	9	6
Benjamin Kim	Huron Heights Secondary School	9	8
Zoe Chakraborty	St. Robert Catholic High School	10	1
Jin Zhou	Thornhill Secondary School	10	1
Melody Cao	Bayview Secondary School	10	2

Mehrava Afshani	Bayview Secondary School	10	2
Hadia Rasool	Markham District High School	10	7
Arya Waza	Father Michael McGivney Catholic High School	10	7
Aiden Ma	St. Robert Catholic High School	11	1
Elyssa Qi	St. Augustine Catholic High School	11	2
Anjani Sharma	St. Augustine Catholic High School	11	3
Tom Zheng	Crescent School	11	3
Jiabei He	Bill Hogarth Secondary School	11	5
Callista Chan	St. Augustine Catholic High School	11	6
Karina Florea	Thornhill Secondary School	12	1
Stephanie Sheng	Bayview Secondary School	12	2
Eric Gao	Unionville High School	12	3
Allen Wang	Unionville High School	12	3
Enya Law	Bill Hogarth Secondary School	12	5
Gloria Huang	Bill Hogarth Secondary School	12	5
Isabelle Cai	Unionville High School	12	5
Rachel Zhang	Pierre Elliott Trudeau High School	12	5

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

7.12 AWARD OF PROPOSAL 031-R-22 CITY OF MARKHAM GROUP BENEFITS PROVIDER (YORK COOP CRFP2021-02) (7.0)

192

B. Mok, ext 2337 / R. Patano, ext 2990

1. That the report “Award of Proposal 031-R-22 City of Markham Group Benefits Provider (York Coop #CRFP2021-02)” be received; and,
2. That Award of Proposal 031-R-22 City of Markham Services Group Benefits Provider (York Coop # CRFP2021-02)”, Part A - Group Benefits – Accidental Death and Dismemberment be awarded to Industrial Alliance for a five (5) year contract term (January 1, 2023 – December 31, 2027) with an option for five additional one (1) year terms, in the estimated 2023 amount of \$30,411 exclusive of tax, to be funded from account 030 220 0034 Accidental Death and Dismemberment; and,
3. That Award of Proposal 031-R-22 City of Markham Group Benefits Provider (York Coop #CRFP2021-02)”, Part B - Group Benefits – Health, Dental, Life and Long Term Disability) be awarded to Sun Life Financial of Canada for a five (5) year contract term, (January 1, 2023 – December 31, 2027), with an option for five additional one (1) year terms, in the estimated 2023 amount of \$627,688 exclusive of tax (excluding the cost of ASO funded Extended Health and Dental claims of approximately \$6M), to be funded from various benefit accounts as described in the report; and,
4. That the Chief Administrative Officer (CAO) and City Solicitor and Director of People Services be authorized to execute an agreement with Industrial Alliance for the provision of the Group Benefits – Accidental Death and Dismemberment), in a form satisfactory to the City Solicitor

and Director of People Services; and,

5. That the Chief Administrative Officer (CAO) and City Solicitor and Director of People Services be authorized to execute an agreement with Sun Life Financial of Canada for the provision of the Group Benefits – Health, Dental, Life and Long Term Disability), in a form satisfactory to the City Solicitor and Director of People Services; and,
6. That Staff be authorized to amend the award amounts in years 2028-2032 to reflect changes to the budget accounts approved by Council during the annual budget process; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

8. CONSENT REPORTS - COMMUNITY SERVICES ISSUES

8.1 CITYWIDE MULTI-PHASE SANITARY SYSTEM DOWNSPOUT DISCONNECTION PROGRAM - ANNUAL PROGRESS UPDATE (5.3)

198

S. Gao, ext. 6230 / J. Zi, ext. 5881

1. That the report entitled “Citywide Multi-Phase Sanitary System Downspout Disconnection Program – Wrap-up Report” be received; and,
2. That the Citywide Multi-Phase Sanitary System Downspout Disconnection Program (DDP) has been successfully completed by investigating and disconnecting downspouts that connected to the sanitary sewer system within the high risk of basement flooding area in Thornhill, Unionville and Markham Village; and,
3. That the staff recommends to conclude the current DDP for the already identified high risk of basement flooding area in Thornhill, Unionville and Markham Village; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

***9. CONSENT REPORTS - ENVIRONMENT & SUSTAINABILITY ISSUES**

***9.1 INDEPENDENT ELECTRICITY SYSTEM OPERATOR EXPEDITED LONG-TERM RELIABILITY REQUEST FOR PROPOSALS (“E-LT1 RDP”) MUNICIPAL SUPPORT RESOLUTION (5.0)**

209

J. Wong, ext. 2368

1. That the report “Independent Electricity System Operator Expedited Long-Term Reliability Request for Proposals (“E-LT1 RFP”) Municipal Support Resolution” be received; and,
2. That Markham City Council support the Alectra/Convergent proposed Battery Energy Storage Systems at 7970 Markham Road (Ward 7) and 3430 14th Ave (Ward 8) by issuing a Municipal Support Resolutions

for the E-LT1-RFP in the form shown in Appendix A; and,

3. That the Director of Sustainability & Asset Management be delegated the signing authority for any additional Municipal Support Resolutions requested for the E-LT1-RFP or similar on behalf of the City of Markham; and further,
4. That staff be authorized to do all things necessary to give effect to this resolution.

10. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

10.1 QUALITY MANAGEMENT SYSTEM MANAGEMENT REVIEW (5.3) 231

V. Feng, ext. 2737

1. That the report titled “Quality Management System Management Review” be received; and,
2. That Council, as the Owner of the City’s drinking water system, acknowledge and support the outcome and action items identified from the Management Review; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

10.2 REQUEST FOR PROPOSAL 188-R-22 THORNLEA POOL MAINTENANCE (3.0) 235

D. Chung, ext. 2025 / M. Barrow, ext. 3788

1. That the report entitled “Request for Proposal 188-R-22 Thornlea Pool Maintenance” be received; and,
2. That the contract for Services be awarded to the sole bidder, PPL Aquatic, Fitness & Spa Group Inc. for a term of two (2) years in the total amount of \$425,336.44 inclusive of HST as per the following; and,
 - January 1, 2023- December 31, 2023 - \$212,668.22
 - January 1, 2024- December 31, 2024 - \$212,668.22
 - **Total: \$425,336.44**
3. That the contract include an option for the City (in its sole discretion) to extend the contract for up to three (3) additional one (1) year terms. Pricing will be firm for the first two years of the contract and prices in years three, four and five will be subject to Consumer Price Index (CPI) increase (All-Items Ontario March) to a maximum of 4%; and,
4. That the Director of Recreation and Senior Manager of Procurement & Accounts Payable be authorized to extend the contract for an additional three (3) one year periods subject to Council’s approval of the annual operating budget, vendor performance, and an increase

based on the CPI (All-Items Ontario March) to a maximum of 4%; and,

5. That the award be funded from the Recreation Service facility maintenance account 501-911-5314, subject to Council approval of the 2023-2027 operating budgets; and,
6. The annual shortfall of \$25,668.22 be captured as part of the 2023 contract escalations and adjusted accordingly, subject to Council approval of the 2023-2027 operating budgets; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

10.3 CONSULTING SERVICES TO SECURE ACCESS TO COMMUNITY DATA INSIGHTS AND ANALYSIS (7.12)

240

C. Rickett, ext. 4871

1. That the report entitled “Consulting Services to Secure Access to Community Data Insights and Analysis” be received; and,
2. That the tendering process for consulting services to secure access to community data insights and analysis” be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 Non Competitive Procurement, item (b) which states, “Where there is only one source of supply for the goods to be purchased”; and,
3. That the contract for consulting services be awarded to Environics Analytics for a five (5) year term in the amount of \$387,507.00 inclusive of HST; and,
 - \$74,862 Year 1 (2023)
 - \$76,155 Year 2 (2024)
 - \$77,475 Year 3 (2025)
 - \$78,821 Year 4 (2026)
 - \$80,194 Year 5 (2027)
 - **Total \$387,507**
4. That the 2023-2027 award amounts be funded from the 2023 Capital Project - City of Markham Environics Analytics, and operating accounts 610 998 5808 (Business Development), 998 100 5630 (Library), and 500 998 5630 (Recreation) subject to Council approval of the annual budget; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

11. MOTIONS

12. NOTICES OF MOTION

13. NEW/OTHER BUSINESS

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

14. ANNOUNCEMENTS

15. ADJOURNMENT



General Committee Meeting Minutes

Meeting Number: 15

September 6, 2022, 9:30 AM - 1:00 PM

Live streamed

Roll Call	Deputy Mayor Don Hamilton Regional Councillor Jack Heath Regional Councillor Joe Li Regional Councillor Jim Jones Councillor Keith Irish Councillor Alan Ho	Councillor Reid McAlpine Councillor Karen Rea Councillor Andrew Keyes Councillor Amanda Collucci Councillor Khalid Usman Councillor Isa Lee
Regrets	Mayor Frank Scarpitti	
Staff	Trinela Cane, Commissioner, Corporate Services Claudia Storto, City Solicitor and Director of Human Resources Adam Grant, Fire Chief Mary Creighton, Director, Recreation Services Alex Moore, Manager of Purchasing & Accounts Payable Eddy Wu, Acting Director, Environmental Services	Hristina Giantsopoulos, Election/Council & Committee Coordinator John Wong, Technology Support Specialist II Sumon Acharjee, Chief Information Officer Alice Lam, Director, Operations Steven Dollmaier, Sr. Mgr. Roads and Survey

1. CALL TO ORDER

INDIGENOUS LAND ACKNOWLEDGEMENT

We begin today by acknowledging the traditional territories of Indigenous peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, and Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa, and the current treaty holders Mississaugas of the Credit peoples. We share the responsibility with the caretakers of this land to ensure the dish is

never empty and to restore relationships that are based on peace, friendship, and trust. We are committed to reconciliation, partnership and enhanced understanding.

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*, this meeting was a hybrid meeting where members of General Committee, and staff participated both in-person and remotely.

General Committee convened at 9:46 AM with Regional Councillor Jack Heath presiding as Chair for all items on the agenda. The meeting was delayed due to technical issues with meeting sign-in.

2. DISCLOSURE OF PECUNIARY INTEREST

There were none disclosed.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE JUNE 20, 2022 GENERAL COMMITTEE (16.0)

Moved by Councillor Alan Ho

Seconded by Councillor Khalid Usman

1. That the minutes of the June 20, 2022 General Committee meeting be confirmed.

Carried

4. DEPUTATIONS

There was a deputation in relation to item 10.1. Please refer to the item for details.

5. COMMUNICATIONS

5.1 YORK REGION COMMUNICATIONS (13.4)

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Khalid Usman

1. That the communication dated June 14, 2022 from York Region regarding 2022 Development Charges Bylaw Notice of Passage be received for information purposes.

Carried

6. PETITIONS

There were no petitions.

7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES

7.1 MINUTES OF THE MAY 30, 2022 MARKHAM PUBLIC LIBRARY BOARD MEETING (16.0)

Moved by Councillor Andrew Keyes

Seconded by Regional Councillor Jim Jones

1. That the minutes of the May 30, 2022 Markham Public Library Board meeting be received for information purposes.

Carried

7.2 MINUTES OF THE APRIL 20, 2022 AND MAY 18, 2022 ANIMAL CARE COMMITTEE (16.0)

Moved by Councillor Andrew Keyes

Seconded by Regional Councillor Jim Jones

1. That the minutes of the April 20, 2022 and May 18, 2022 Animal Care Committee meeting be received for information purposes.

Carried

7.3 MINUTES OF THE MARCH 7, 2022 GERMAN MILLS MEADOW AND NATURAL HABITAT COMMITTEE MEETING (16.0)

Moved by Deputy Mayor Don Hamilton

Seconded by Councillor Keith Irish

1. That the minutes of the March 7, 2022 German Mills Meadow and Natural Habitat Committee meeting be received for information purposes.

Carried

7.4 MINUTES OF THE FEBRUARY 9, MARCH 23, APRIL 13 & MAY 18, 2022 UNIONVILLE BUSINESS IMPROVEMENT AREA MEETING (16.0)

Moved by Councillor Andrew Keyes

Seconded by Regional Councillor Jim Jones

1. That the minutes of the February 9, March 23, April 13 and May 18, 2022 Unionville Business Improvement Area Board meeting be received for information purposes.

Carried

7.5 2023 CAPITAL BUDGET PRE-APPROVAL (7.5)

There were inquiries in relation to the Centennial Community Centre and the Pan Am Centre swimming pool repairs in addition to the Microsoft 365 platform pilot project.

Moved by Councillor Karen Rea

Seconded by Regional Councillor Jim Jones

1. That the report dated September 6, 2022 entitled, “2023 Capital Budget Pre-Approval” be received; and,
2. That Council approve the 2023 Capital Budget pre-approvals, which total \$48,879,300 as outlined in Appendices 1 and 2; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

7.6 STAFF AWARDED CONTRACTS FOR JUNE, JULY AND AUGUST 2022 (7.12)

There were inquiries in relation to the following contracts:

- Item #2, Contract 174-Q-22, Consulting Services for the Development of a High Frequency Rail (HFR) Station in the City of Markham;
- Item #17, Contract 125-T-22, Thonrnlea Pool Restoration; and,
- Item #33, Contract 189-S-22, Supply, Deliver and Install Musical Instruments at Various Parks.

Moved by Regional Councillor Jim Jones

Seconded by Deputy Mayor Don Hamilton

1. That the report entitled “Staff Awarded Contracts for the Months of June, July, August 2022” be received; and,

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

Carried

8. CONSENT REPORTS - COMMUNITY SERVICES ISSUES

8.1 026-T-18 ROAD REHABILITATION PROGRAM - RESTORATION OF CONCRETE CURB AND SIDEWALK CONTRACT EXTENSION (5.10)

Moved by Councillor Andrew Keyes

Seconded by Regional Councillor Jim Jones

1. That the report entitled “026-T-18 Road Rehabilitation Program – Restoration of Concrete Curb and Sidewalk Contract Extension” be received; and,
2. That the contract for Restoration of Concrete Curb and Sidewalk be extended for one (1) additional year (from January 1 – December 31, 2023) to De Ferrari Construction Limited in the estimated value of \$2,402,562.58 inclusive of HST and subject to Consumer Price Index (CPI) All-items Canada from December 2021 to December 2022; and,
3. That the award be funded from the capital accounts for the annual Asphalt program subject to Council approval of the 2023 capital budget; and,
4. That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11. Non-Competitive Procurement, items 11.1 (c) and (g), which state:
 - a. When the extension of an existing Contract would prove more cost-effective or beneficial; and
 - b. Where it is in the City’s best interest not to solicit a competitive bid; and,
5. That the 2022 contract shortfall in the estimated amount of \$203,472.68 inclusive of HST be funded from Life Cycle Replacement and Reserve Fund; and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8.2 EXTENSION AND ALIGNMENT OF RECYCLING DEPOT SERVICE CONTRACTS (5.1)

Moved by Councillor Andrew Keyes

Seconded by Regional Councillor Jim Jones

1. That the report entitled “Extension and Alignment of Recycling Depot Service Contracts” be received; and,
2. 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,
3. That the recycling depot service contracts be extended with The Recycle People Corporation for three (3) years from January 1, 2023 to December 31, 2025 in the annual amount of \$349,874.70 (Incl. of HST) relating specifically to the three (3) separate contracts below;
 - \$ 103,226.24 – Recycling Collection and Marketing (201-Q-17)
 - \$ 33,518.00 – Styrofoam Densifier (048-S-20)
 - \$ 213,130.46 – Recycling Depot Staffing (019-S-19)
 - \$ 349,874.70 – Total Amount for 2023
4. That the 2023 Operating Budget be adjusted by \$32,389.75 (\$349,874.70 - \$317,484.95 = \$32,389.75) as outlined in Financial Considerations, subject to Council approval of the 2023 Operating Budget; and,
5. That the award amounts in 2024 and 2025 be adjusted for price based upon the Consumer Price Index for All-Items Ontario (May to May) and Council approval of the 2024 and 2025 Operating Budgets; and,
6. That the Chief Administrative Officer be authorized to extend all three contracts for an additional fourth (4th) year in 2026, at the same terms and conditions by mutual agreement between the City and the contractor, should the blue box program transition process be delayed; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

9. PRESENTATION - COMMUNITY SERVICES ISSUES

9.1 011-T-22 WINTER ROAD MAINTENANCE CONTRACT UPDATE (5.10)

Alice Lam, Director, Operations, addressed the Committee to provide an update on Winter Road Maintenance Services and the use of single and tandem axle plows in addition to the expansion of the windrow assistance program and other requests which originated from the July 11, 2022 Development Services Committee meeting.

Stephen Dollmaier, Sr. Manager, Operations, presented, Tender 011-T-22 Winter Road Maintenance Services, which provided an overview of the costs associated with the additional services requested.

Staff provided information in relation to the Committee's inquiries and will prepare a memo to Council to outline the feasibility on future winter maintenance service level enhancements during the 12 year contract term.

Moved by Councillor Khalid Usman

Seconded by Regional Councillor Jim Jones

1. That presentation entitled "Tender 011-T-22 Winter Road Maintenance Services" be received; and,
2. That Council adopts plowing all local roads at 7.5cm and Senior Windrow to be completed in four (4) hours, be awarded for twelve (12) winter seasons (November 16, 2024 – April 15, 2036) in the estimated annual amount of \$7,802,885.98 (inclusive of HST); and,
3. That the estimated budget shortfall of \$1,665,086 be phased in over a 3-year period commencing in 2023 and be included as part of the 2023-2025 operating budgets, subject to Council approval of the 2023-2025 operating budgets;
4. 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 Council adopts plowing of all local roads at 5 cm and Senior Windrow to be completed in four (4) hours; and,

2. That it be awarded for twelve (12) winter seasons (November 16, 2024 – April 15, 2036) with the estimated annual amount to be provided at Council next week.

Lost

10. REGULAR REPORTS - FINANCE & ADMINISTRATIVE ISSUES

10.1 MINUTES OF THE MAY 11, 2022 MARKHAM SUB-COMMITTEE SWAN LAKE MEETING (16.0)

The Committee heard the following deputation in relation to this item:

Fred Peters, addressed the Committee and presented, Next Steps Towards Restoration of Swan Lake and Swan Lake Park, that provided an update on the action item progress and the commencement of research and analyzing initiatives to determine if the infrastructure within Swan Lake can support the proposed changes.

The Committee thanked Mr. Peters and the Friends of Swan Lake for their continued commitment and suggested that the recommendation from the May 11, 2022, Markham Sub-committee Swan Lake Meeting be endorsed.

Moved by Regional Councillor Jim Jones

Seconded by Councillor Khalid Usman

That this item be moved forward on the agenda before Item 9.

Carried

Moved by Councillor Andrew Keyes

Seconded by Deputy Mayor Don Hamilton

1. That the deputation from Fred Peters and the Friends of Swan Lake Park Presentation, “Action Plan For Restoration of Swan Lake and Swan Lake Park” be received; and,
2. That the minutes of the May 11, 2022 Markham Sub-Committee Swan Lake Meeting be received; and,
3. That General Committee endorse the recommendation from the May 11, 2022 Markham Sub-Committee Meeting;
 - a. That the staff report and presentation on the “Swan Lake- 2021 Water Quality Status and Updates” be received; and,

- b. That the FOSLP presentation “Action Plan For Restoration of Swan Lake and Swan Lake Park” and York University presentation on the research it is proposing on the use charcoal filter system to remove nutrients and chloride be received and referred to staff; and further,
 - c. That Markham Sub-Committee request that staff report back on the feasibility, and implications of designating Swan Lake a natural heritage asset, as part of the Official Plan update; and,
- 4. That staff review and report back to Committee on the feasibility and costs of the following research initiatives:
 - a. Chloride Removal;
 - b. Oxygen Enhancement; and,
 - c. Survey of Lower Level Aquatic Life; and,
- 5. That Council approve a technical analysis of Swan Lake to assess the feasibility of proposed changes to determine if the infrastructure within Swan Lake can support the proposed changes; and,
- 6. That this recommendation be forwarded to the 2023 Budget Committee for consideration; and further,
- 7. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

11. MOTIONS

There were no motions.

12. NOTICES OF MOTION

There were no notices of motion.

13. NEW/OTHER BUSINESS

There was no new or other business.

14. ANNOUNCEMENTS

The Chair, Regional Councillor Jack Heath, thanked the Committee for the opportunity to be the Chair of General Committee and noted this was his last meeting.

The Committee acknowledged Regional Councillor Jack Heath's contributions and indicated that he will be missed.

15. CONFIDENTIAL ITEMS

The Committee consented to confirm the General Committee Confidential Minutes dated June 20, 2022.

The Committee consented to place item 15.1.2 on the September 13, 2022 Confidential Council Meeting Agenda for consideration.

Moved by Regional Councillor Jim Jones

Seconded by Councillor Khalid Usman

That the General Committee Confidential Minutes dated June 20, 2022, be confirmed.

Carried

Moved by Regional Councillor Jim Jones

Seconded by Councillor Khalid Usman

That Confidential Agenda item 15.1.2 be placed on the September 12, 2022 Confidential Council Meeting Agenda for consideration.

Carried

15.1 FINANCE & ADMINISTRATIVE ISSUES

15.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES- JUNE 20, 2022 (16.0) [Section 239 (2)(a)(c)]

15.1.2 THE SECURITY OF THE PROPERTY OF THE CITY OR LOCAL BOARD; 2023 CAPITAL BUDGET PRE-APPROVAL (7.13) [239 (2)(a)]

16. ADJOURNMENT

Moved by Councillor Karen Rea

Seconded by Councillor Alan Ho

That General Committee adjourn at 12:59 PM.

Carried

The Regional Municipality of York

Regional Council
November 10, 2022

Report of the Chief Administrative Officer

Bill 23, More Homes Built Faster Act 2022

1. Recommendation

1. The Regional Clerk forward this report to the Minister of Municipal Affairs and Housing seeking an extension of the comment period to at least December 31, 2022, to allow for a more informed consultation period and constructive feedback.
2. The Regional Clerk circulate this report to the Clerks of the local municipalities.

2. Summary

This report is to inform Council of Bill 23, the *More Homes Built Faster Act*, omnibus legislation that received first reading in the provincial legislature on October 25, 2022.

Key Points:

- Bill 23 proposes to amend nine Acts with varying levels of impact on the Region and introduces a new Act addressing “Upper York” servicing in York Region
- Amendments most impactful to the Region are to the *Development Charges Act* and the *Planning Act*. The new *Supporting Growth and Housing in York and Durham Regions Act, 2022*, deals with Upper York servicing and is also the subject of a separate report. These most impactful elements of Bill 23 are summarized in Attachment 2 to this report
- Attachment 3 summarizes the details of other amendments proposed through Bill 23
- Preliminary review suggests that, at minimum, Bill 23 will significantly impact how the Region and our local municipalities coordinate growth management with infrastructure planning and while challenging the ability to pay for infrastructure. The deadline for comments through an Environmental Registry posting is November 24, 2022 for most of the proposed changes.

3. Background

On October 25, 2022 the Province tabled Bill 23, *More Homes Built Faster Act, 2022*

Bill 23, the *More Homes Built Faster Act* is omnibus legislation that proposes changes to nine Acts and proposes a new Act, the *Support Growth and Housing in York and Durham Region's Act, 2022* as outlined in Minister Clark's letter dated October 25, 2022 (Attachment 1). This Bill is the most substantial proposal to date under the Provincial initiative to increase housing supply in Ontario to build 1.5 million homes in the next 10 years. This target significantly exceeds the Growth Plan forecasts (as communicated to Council's Housing Affordability Task Force on [September 22, 2022](#)) and will most certainly require more predictability in Provincial approvals and funding than what has been in place for the last two decades.

A number of proposed changes are posted on the Environmental Registry of Ontario and impact the Region and Regional areas of interest. Attachments 2 and 3 outline the changes proposed through amendments to the nine existing Acts; the *Support Growth and Housing in York and Durham Region's Act* is addressed through a separate report on this Council agenda.

The deadlines for comments range from November 24, 2022 to December 31, 2022.

4. Analysis

Proposed changes to the *Development Charges Act, 1997* reduce the share of infrastructure funded through development charges and place pressure on the Region's debt capacity, tax levy and/or water rates

Bill 23 proposes several changes to the *Development Charges Act, 1997* beginning with permitting a bylaw to have a maximum term of 10 years, up from the current 5. It also proposes to require phasing in a new bylaw's development charge rates over the first five years – with a suggestion that it will apply retroactively to bylaws passed after June 1, 2022.

The Bill also proposes to exempt or discount development charges on affordable housing, "attainable" housing, not-for-profit housing, inclusionary zoning units and rental units (details are summarized in Attachment 2). Affordable ownership has been defined as 80% of the average purchase price for ownership, while affordable rental has been defined as 80% of average market rent for rental units. A definition of "attainable" will be prescribed through regulation, though it would not include rental. Rental development, which is eligible for development charge discounts, is defined as a building or structure with four or more residential units all of which are intended for use as rented residential premises.

Other proposed changes to the *Development Charges Act* include:

- No longer being able to collect development charges for housing services, growth studies and land costs

- Capping of the interest rate on frozen and installment development charges payments at bank prime rate plus 1%
- Requirement that municipalities spend or allocate at least 60% of the monies in the water, wastewater and roads development charge reserves at the beginning of each year

Any development charge reduction, exemption, discount, or removal of services/costs that limits cost recovery may impact the ability of the Region to deliver vital, growth-related infrastructure or the gap may need to be funded from tax levy or user rates.

The Bill proposes changes to the *Planning Act* which remove planning responsibilities from York Region

The *More Homes Built Faster Act* proposes changes to the *Planning Act* which remove planning responsibilities from York Region as well as Durham, Peel, Halton, Niagara and Waterloo Regions, and Simcoe County. These changes eliminate Council's approval authority for local planning matters, require local municipalities to implement the Regional Official Plan, and remove the Region's right to appeal land use planning decisions.

The Regional Official Plan, once approved by the Minister of Municipal Affairs and Housing, would become the responsibility of local municipalities in conjunction with their own Official Plans. The intent is that local municipal Official Plans incorporate Regional Official Plan policies within their jurisdiction. In the interim, *Planning Act* decisions would be made by local municipalities having regard for both documents with the Regional Official Plan prevailing in the event of conflict.

Other proposed changes to the *Planning Act* include:

- Up to three residential units per urban residential lot as-of-right
- Limiting the role of Conservation Authorities
- Removing all aspects of site plan control for residential development proposals up to 10 units
- Setting maximums for parkland dedication

Coordination to address cross-boundary, public and Regional interests need to be considered

As noted by the Association of Municipalities of Ontario and others (see Attachment 4), many of the proposed changes need to be better understood as they seem to transfer risk from private developers to the public. Regional and Provincial planning has been strengthened over the last 20 years, with changes to the Growth Plan as recently as 2019, recognizing the need for comprehensive planning of matters including but not limited to transportation, transit, water and wastewater services and a financially sustainable means to provide them. The current process of planning and prioritizing Regional infrastructure and service delivery will need to continue.

A move towards local-level decision-making needs to ensure that progress in coordinated, comprehensive planning is not lost and that the public and municipalities are protected from unintended consequences.

York Region and local municipalities already collaborate extensively to coordinate planning matters. Most routine planning matters have already been delegated to local municipalities. Other Regions still have subdivision approval, so in those jurisdictions, the changes are more impactful.

Responses to Environmental Registry of Ontario postings will be provided to Council for consideration and additional comments

Environmental Registry postings regarding changes proposed through Bill 23 are being reviewed and assessed. Comments will be provided to the Province in response to these postings and their comment deadlines. In light of the incoming Council's first business meeting scheduled for December 8, 2022 the Province will be advised that any comments provided by staff to meet the imposed deadlines are preliminary with Council consideration and additional comments to follow.

5. Financial

Changes proposed through Bill 23 could have implications on how the Region funds growth-related infrastructure, potentially conflicting with the principle that growth pays for growth. Bill 23 proposes several exemptions and discounts to support affordable, non-profit, and rental housing. These incentives, which limit cost recovery, may need to be funded from the tax levy or user rates. The Region currently has in place a number of development charges deferral programs supporting the same desired outcomes, but do not need to be funded from the tax levy or user rates.

If passed, Bill 23 would also amend the Development Charges Act to prohibit municipalities from collecting development charges for housing services, growth studies and land costs. To maintain the current capital program, any growth-related capital costs not recovered through development charges may also need to be made up from tax levy and/or user rates.

6. Local Impact

The planning responsibilities of local municipalities will increase if the proposed changes pass. In addition to an increased approval authority role for applications previously approved by Council or delegated to Regional staff, local municipalities will also be taking on a greater role with respect to the Conservation Authority regulation for planning matters. This may, at least in the short term, have the unintended consequence of slowing planning approvals and increasing appeals to the Ontario Land Tribunal. This risk is further compounded by deadlines and the potential application fee refund regime of Bill 109.

Water and wastewater servicing planned, financed, built and operated by the Region is required for homes to be built. Ongoing collaboration and coordination between local

municipalities and the Region to ensure alignment between growth management planning, infrastructure planning and financial planning will be required.

Finally, many of the changes not highlighted in this report have consequences on local municipalities including those related to parkland dedication, urban design, heritage conservation, and more.

7. Conclusion

Bill 23 is sweeping omnibus legislation proposing numerous changes as outlined in Attachments 2 and 3. If approved as currently written, the Bill appears to overlook unintended consequences counter to the objective of increasing the housing supply. Specifically, changes proposed to the *Development Charges Act* complicate how growth-related infrastructure will be paid for. *Planning Act* changes risk uncoupling growth management planning from comprehensive and financially sustainable infrastructure and service planning.

Ongoing consultations, along with indications of the Provincial government's intentions for regulations that are expected to follow, will help form a better understanding. Staff will be responding as required to avoid missing the imposed deadlines but will also report back to Council relaying any resulting updates to the Ministry of Municipal Affairs. Responses will continue to be coordinated with our local and peer municipalities through AMO, AMCTO, MFOA and other municipal associations.

For more information on this report, please contact Paul Freeman, at 1-877-464-9675 ext. 71534 or Laura Mirabella at ext. 71600. Accessible formats or communication supports are available upon request.



Approved for Submission:

Bruce Macgregor
Chief Administrative Officer

November 1, 2022

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Attachments (4)

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
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Tél. : 416 585-7000

234-2022-4624

October 25, 2022

Good afternoon,

On October 25, 2022, our government released [More Homes Built Faster: Ontario's Housing Supply Action Plan 2022-2023](#) that proposes bold and transformative action to get 1.5 million homes built over the next 10 years.

Details about the range of measures in our plan can be found in the [news release here](#).

The More Homes Built Faster Plan proposes policies and tools that reflect recommendations from the [Housing Affordability Task Force Report](#) and builds on [More Homes, More Choice](#) and the [More Homes for Everyone Plan](#). Our plan also draws on many elements from AMO's 2022 A Blueprint for Action: An Integrated Approach to Address the Ontario Housing Crisis and ROMA's 2022 Task Force Report on Attainable Housing and Purpose-Built Rentals. These changes are providing a solid foundation to address Ontario's housing supply crisis over the long term and will be supplemented by continued action in the future.

Our government has also introduced the More Homes Built Faster Act, 2022, and is seeking feedback on the changes proposed under the legislation and associated regulations. Additionally, various housing and land use policy reviews – including a housing-focused policy review of A Place to Grow and the Provincial Policy Statement, with a theme of supporting rural and northern housing – are being undertaken to identify and remove barriers to getting more homes built. These and other related consultations can be found through the [Environmental Registry of Ontario and the Ontario Regulatory Registry](#).

We encourage you share this information with senior staff in the municipality and to inform the newly elected head of council and council members. Our government is building a strong foundation for action that will continue to ensure Ontario is a prosperous and growing province – and the best place in the world to call home. We look forward to continued collaboration with our municipal partners to get more homes built faster.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Clark'.

Steve Clark
Minister

- c. The Honourable Michael Parsa, Associate Minister of Housing
- Kate Manson-Smith, Deputy Minister
- Ryan Amato, Chief of Staff, Minister's Office
- Joshua Paul, Assistant Deputy Minister, Housing Division
- Municipal Chief Administrative Officers

ATTACHMENT 2

**Summary of Bill 23, More Homes Built Faster Act, 2022
Changes to Development Charges Act and Planning Act**

Development Charges Act, 1997

Area (ERO# 019-6172)	Summary of Changes
Duration of Development Charges (DC) by-law	Maximum by-law term is extended from 5 to 10 years.
Mandatory phase-in of new DC by-law rates	New DC by-law rates, resultant from a by-law update/amendment, phased in over first 5 years; no more than 80% in year 1 to 100% by years 5 and onwards. Applies retroactively to by-laws passed on, or after, June 1, 2022 and for subsequent by-laws.
<p>New DC exemptions or partial exemptions/discounts</p> <p>Proposed definitions:</p> <p>*Average market rent - the average market rent for the year in which the residential unit is occupied by a tenant, as identified in the bulletin entitled the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin", as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing</p> <p>**Average purchase price - the average purchase price applicable to a residential unit is the average purchase price for the year in which the residential unit is sold, as identified in the bulletin entitled the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin", published by the Minister of Municipal Affairs and Housing</p>	<p>1. Affordable housing (full exemption) <i>Rental</i> - rent is no greater than 80% of the average market rent*. Tenant is at arm's length to landlord.</p> <p><i>Ownership</i> - price of the residential unit is no greater than 80% of the average purchase price**; sold to a person who is dealing at arm's length. Requires agreements with the local municipality, which may be registered against the lands.</p> <p>2. Attainable housing (full exemption)</p> <p>Must meet the following criteria:</p> <ul style="list-style-type: none"> • Unit is not an affordable unit • Not intended for use as a rental • Developed as part of a <u>prescribed development or class of developments</u> • Sold to a person who is dealing at arm's length with the seller <p>Requires agreements with the local municipality, which may be registered against the lands.</p> <p>3. Not for profit housing (full exemption)</p> <p>Means a corporation to which the Not-for-Profit Corporations Act, 2010 applies; a corporation without share capital to which the Canada Not-for-profit Corporations Act applies; a non-profit housing co-operative.</p> <p>4. Inclusionary zoning units (full exemption)</p> <p>Residential units that are affordable housing units required to be included in a development or redevelopment pursuant to a by-law passed under section 34 of the Planning Act to give effect to the</p>

	<p>policies described in subsection 16 (4) (Inclusionary zoning policies).</p> <p>5. Rental housing (discount/partial exemption)</p> <p>Rental means development of a building or structure with four or more residential units all of which are intended for use as rented residential premises. Discounts are as follows:</p> <ul style="list-style-type: none"> • 3 bedrooms or more – 25% discount • 2 bedrooms – 20 % discount • Any other – 15% discount
Exemptions for second suites in existing and new buildings (including additional units in rental buildings, limited to the greater of 1 or 1% of existing units)	Moves from regulations to legislation with minor changes.
Removal of service - Housing	Municipalities are no longer able to collect development charges for Housing Services, as at Royal Assent.
Removal of DC-eligible costs – studies and land	<p>Growth studies, including other studies, no longer eligible for subsequent by-laws.</p> <p>Costs to acquire land or an interest in land, including a leasehold interest <u>except in relation to such services as are prescribed for the purposes of this paragraph</u> (underlined is new).</p>
<p>Interest rate changes on frozen DCs/installment payments</p> <p>Proposed Definition:</p> <p>* Average prime rate, means the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.</p>	Capped at average Prime plus 1%.
Historic average service level timeframe	Extended from 10 years to 15 years.

Allocation of monies in reserve fund	Beginning in 2023 and in each calendar year thereafter, a municipality shall spend or allocate at least 60% of the monies that are in a reserve fund for services at the beginning of the year. Applies to water, wastewater and roads. Additional services to which this change applies may be prescribed.
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Planning Act

Area (ERO# 019-6163)	Summary of Proposed Changes
Additional Residential Units	<p>Allow up to three units per lot (i.e., up to three units in the primary building, or up to two in primary building and one in ancillary building or structure). These changes would apply to any parcel of urban residential land in settlement areas with full municipal water and sewage services.</p> <p>Prohibit municipalities from imposing development charges (regardless of unit size), parkland dedication or cash-in-lieu requirements, applying minimum unit sizes or requiring more than one parking space per unit with regard to new units built under this permission.</p>
Planning Appeals	Limit third-party appeals. Appeals would only be maintained for key participants (e.g., applicants, province, public bodies, First Nations, and utility providers that participated in the process) except where appeals have already been restricted (e.g., Minister's decision on new official plan).
Upper-tier and Lower-tier Municipal Planning Responsibilities	<p>Remove planning responsibilities in the County of Simcoe, and the Regional Municipalities of Halton, Peel, York, Durham, Niagara and Waterloo.</p> <p>Regulation-making authority to prescribe additional upper-tier municipalities as an "upper-tier municipality without planning responsibilities" in the future if needed.</p> <p>Where upper-tier planning responsibilities are removed:</p> <ul style="list-style-type: none"> Existing upper-tier official plans would be deemed to form part of the applicable lower-tier municipality's official plan, until the lower-tier official plan has been updated Lower-tier official plans and amendments would be approved by the Minister of Municipal Affairs and Housing (Minister's decision on new official plans and section 26 updates would not be appealable) The upper-tier municipality would not be able to appeal land use planning decisions

Area (ERO# 019-6163)	Summary of Proposed Changes
	<ul style="list-style-type: none"> • The approval authority for subdivisions and consents would be assigned to lower-tier municipalities, unless the Minister provides otherwise through regulation <p>The proposed changes would also have the effect of removing the following upper-tier municipal roles and requirements for an “upper-tier municipality without planning responsibilities”:</p> <ul style="list-style-type: none"> • Requirement to have planning advisory committees • Ability to have land division committees • Ability to have a local appeal body • Ability to assume any authority, responsibility, duty or function of a lower-tier municipality • Ability to use the protected major transit station area tool. <p>As a result of the proposed changes, the following provisions would no longer be applicable in an “upper-tier municipality without planning responsibilities”:</p> <ul style="list-style-type: none"> • Allowing the Minister to delegate approval authority for official plans/amendments to/from upper-tier municipalities, and provisions for upper-tier municipalities to delegate to/from upper-tier municipal staff/committees or lower-tier municipalities • Requiring lower-tier official plans to conform with upper-tier official plans • Limits on appeals of official plans/amendments that are only relevant to upper-tier municipalities • Requiring lower-tier official plan policies for a community planning permit system (CPPS) to conform with the upper-tier municipality's CPPS policies.
Role of Conservation Authorities	<p>Streamlined processes to sever and dispose of land. Expedite the existing processes associated with the severance and conveyance of land, regardless of whether provincial grant money was provided under the Conservation Authorities Act, for the purposes of projects related to flood control, erosion control, bank stabilization shoreline management works or the preservation of environmentally sensitive lands.</p> <p>Limit conservation authority appeals, when acting as a public body, other than when acting as an applicant, of land use planning decisions under the Planning Act to matters related to natural hazards policies in provincial policy statements issued under the Planning Act.</p>
Zoning Around Transit	<p>Require municipalities to amend their zoning by-laws to conform with official plan policies that establish minimum densities and heights around transit Major Transit Station Areas (MTSA) and</p>

Area (ERO# 019-6163)	Summary of Proposed Changes
	<p>Protected MTSA's within one year of the official plan policies being approved by the Minister.</p> <p>Restriction on appeals of the implementing zoning by-law amendments regarding permitted heights and densities and permitted uses would expire after one year of the protected major transit station official plan policies coming into effect.</p>
Community Benefit Charges (CBC)	<p>The maximum CBC payable could not exceed the prescribed percentage of the value of the land (maximum CBC of 4% of land value) multiplied by a ratio of the floor area of the new building or structure that is proposed to be erected as part of the development or redevelopment to all buildings and structures on the site.</p> <p>Maximum CBC payable (4% of land value) for a development or redevelopment to be discounted based on the floor area of affordable housing units, attainable housing units and inclusionary zoning affordable housing units as a proportion of the floor area of the total development.</p>
Site Plan Control	<p>Remove all aspects of site plan control for residential development proposals up to 10 units, except for land lease communities. The proposed changes would also limit the scope of site plan control by removing the ability to regulate architectural details and limiting the ability to regulate aesthetic aspects of landscape design.</p>
Parkland Dedication	<p>Affordable and attainable housing units as well as affordable housing units required by inclusionary zoning exempt from parkland dedication requirements. The maximum 5% basic rate for residential development would be discounted based on number of these units relative to total units in the development. These units would also not be included for the purposes of determining the maximum alternative rate. Not-for-profit housing developments would also be exempt from parkland dedication requirements.</p> <p>A second, or second and third residential unit in a detached-house, semi-detached house or rowhouse would be exempt from parkland dedication requirements, as would one residential unit in an ancillary structure.</p> <p>Require parkland dedication rates to be determined at time of zoning/site plan application.</p> <p>The maximum alternative parkland dedication rate for land conveyed of 1 hectare for each 300 dwelling units would be</p>

Area (ERO# 019-6163)	Summary of Proposed Changes
	<p>changed to 1 hectare for each 600 net residential units and for payments in lieu, the current rate of 1 hectare for each 500 dwelling units would be changed to 1 hectare for each 1000 net residential units.</p> <p>No more than 15% of the amount of land subject to the development proposal (or equivalent value) could be required for parks or other recreational purposes for sites greater than 5 hectares and no more than 10% for sites 5 hectares or less.</p> <p>Require municipalities to develop a 'parks plan' before passing a parkland dedication by-law instead of developing such a plan before adopting the official plan policies required to be able to use the alternative parkland requirement.</p> <p>Beginning in 2023, the proposed changes would require municipalities to allocate or spend at least 60% of their parkland dedication reserve balance at the start of each year.</p>

New Act: Supporting Growth and Housing in York and Durham Regions Act, 2022

Area (ERO# 019-6192)	Summary of Proposed Changes
General	Mandate the planning, development and construction of two wastewater projects. Both exempt from the Environmental Assessment Act, however environmental impact reports must be prepared. The Act creates a mandatory consultation process for Indigenous communities.
York Region Sewage Works Project	Expand the existing York Durham Sewage System to accommodate growth to 2051. Revokes instruments for the Upper York Sewage Systems Solution and terminates that Environmental Assessment application.
Lake Simcoe Phosphorus Removal Project	One or more prescribed municipalities to develop, construct and operate a new treatment facility that will remove phosphorus from drainage water that flows from the Holland Marsh to Lake Simcoe.

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ATTACHMENT 3

**Summary of Bill 23, More Homes Built Faster Act, 2022
New Act and Changes to Other Acts**

Conservation Authorities Act

Area (ERO# 019-2927 and ERO# 019-6141)	Summary of Proposed Changes
Proposed Regulation	Repeal the 36 individual regulations under the Conservation Authorities Act, a single regulation is proposed for all 36 Authorities in the province.
Identify Lands for Housing	Require a land inventory to identify conservation authority-owned or controlled lands that could support housing development. Disposition (sales, easements, leases) of conservation authority owned land will be streamlined to facilitate development of these lands.
Limitation on commenting	Prevents a review or commenting role for a wide array of legislation, which cannot be included under an agreement with a municipality.
Community Infrastructure and Housing Accelerator	Require conservation authorities to issue permits for projects subject to a Community Infrastructure and Housing Accelerator order and allow the Minister to review and amend any conditions attached to those permits to expedite zoning changes.
Minister's Zoning Order conditions	Gives authority to the Minister to prescribe conditions on a permit issued by a conservation authority where there is a Minister's Zoning Order, and to also prescribe limits on what conditions a conservation authority may include.
Permit Exemptions	Exempt development authorized under the Planning Act from requiring a permit under the Conservation Authorities Act in municipalities set out in regulation, where certain conditions are met as set out in regulation.
Permit Decisions	"Pollution" and "conservation of land" no longer considered in development permit decisions.
Appeal Timeframe	Change the timeframe in which a permit applicant can appeal to the Ontario Land Tribunal if a CA does not issue a permit from 120 days to 90 days.
Review of development related proposals and applications	Scope conservation authorities' review and commenting role with respect to development applications and land use planning policies under prescribed Acts to matters within their core mandate (primarily flooding and erosion).
Fee freeze	Conservation Authority fees will be frozen at current levels.

Municipal Act, 2001

Area	Summary of Proposed Changes
Residential Rental Properties	Establishes authority for the Minister of Municipal Affairs and Housing to make regulations imposing limits and conditions on the powers of a municipality to prohibit and regulate the demolition and conversion of residential rental properties.

Ontario Land Tribunal Act

Area (Proposal #22-MAG011)	Summary of Proposed Changes
Dismissal of Proceedings	The Tribunal may dismiss a proceeding without a hearing if the Tribunal is of the opinion that the party who brought the proceeding has contributed to undue delay of the proceeding or if that a party has failed to comply with an order of the Tribunal in the proceeding.
Costs	Gives the Tribunal the power to order an unsuccessful party to pay a successful party's costs, intended to encourage parties to reach an agreement without going through the Tribunal.
Regulation-Making Authority	<p>Provides new authority for the Lieutenant Governor in Council to make regulations requiring the Tribunal to prioritize the resolution of specified classes of proceedings, such as cases that create the most housing, for example.</p> <p>The Minister will have power to make regulations setting service standards with respect to timing of hearings and decisions for specific case resolution activities.</p>

Ontario Heritage Act

Area (ERO# 019-6196)	Summary of Proposed Changes
Heritage property designation	<p>Permits the Minister of Citizenship and Multiculturalism to review, confirm and revise, the determination of a property.</p> <p>Implements higher standards to require a property to meet two or more criteria. Listed properties would need to meet one of the criteria. Municipalities to review existing registers and decide if properties should be designated. Limit non-designated properties from being on the register indefinitely. Certain properties may be exempt from heritage standards and guidelines if it advances provincial priorities of transit, housing, health and long-term care or other priorities.</p> <p>If a non-designated property listed is not designated within 2 years, it is removed from the list. The property cannot be included on the list for another 5 years.</p>
Heritage Conservation Districts	Heritage Conservation District Plans can be amended or repealed, and a regulatory authority would prescribe this process. A statement must be provided explaining the cultural heritage value or interest and how the Heritage Conservation District meets two or more of the criteria.

New Home Construction Licensing Act, 2017

Area (Proposal # 22-MGCS021)	Summary of Proposed Changes
Minister's powers	Minister's powers increased (use of funds, penalties, etc.) and may be exercised by order instead of by regulation.

Administrative Monetary Penalty (AMP) and regulation	<p>Increase the maximum allowable amount for an Administrative Monetary Penalty (AMP) from \$25,000 to \$50,000</p> <p>Increase the maximum fines that a court may impose after a person or entity has previously been convicted of an offence - specifically, a maximum fine of \$100,000 for a subsequent conviction in the case of an individual, and a maximum fine of \$500,000 for a subsequent conviction in the case of a person or entity that is not an individual.</p> <p>Allow for AMPs to be imposed retroactively to contraventions that occurred on or after April 14, 2022;</p> <p>Enable the Home Construction Regulatory Authority (HCRA) to use the proceeds of AMPs and fines to provide funds to adversely impacted consumers and make a related regulation requiring the HCRA to establish, maintain and comply with a policy to this effect.</p>
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Ontario Underground Infrastructure Notification System Act, 2012

Area (Proposal # 22-MGCS022)	Summary of Proposed Changes
Administrative	Minister authority to appoint Chair and Administrator, greater role in conflict resolution, and provide regulation making authority to Lieutenant Governor in Council.

Additional Proposed Changes

Area	Summary of Proposed Changes
Municipal Housing Targets and Housing Pledge (ERO# 019-6171)	<p>Assignment of municipal housing targets to 29 selected lower- and single-tier municipalities over the next 10 years</p> <p>Four municipalities in York Region have housing targets:</p> <ul style="list-style-type: none"> o City of Markham: 44,000 o City of Vaughan: 42,000 o City of Richmond Hill: 27,000 o Town of Newmarket: 12,000 <p>Direct municipalities to create a 'housing pledge' to implement housing targets which outlines actions municipalities will take to meet targets, and a 'vehicle' for identifying policy proposals to increase housing and infrastructure needs. Pledges are due March 1, 2023 with reporting towards the target annually.</p>
Review of A Place to Grow and Provincial Policy Statement (ERO# 019-6177)	Proposal to integrate the PPS and A Place to Grow into a single new province-wide plan

Revocation of the Parkway Belt West Plan (ERO# 019-6167)	Proposal is to revoke the Parkway Belt West Plan created in 1978 to potentially increase housing supply
Proposed Building Code changes (Proposal # 22-MMAH016 , Proposal # 22-MMAH019 , ERO# 019-6211)	A number of changes are proposed including, but not limited to, better alignment with National Building Code, Fire Management, accessibility and providing greater clarity.
Rent-to-Own Arrangements (Proposal # 22-MMAH018)	<p>Explore 'rent-to-own' home financing model in supporting housing attainability in the province. Potential to engage in a rent to own arrangement with two contracts:</p> <ul style="list-style-type: none"> • Rental agreement • Rent to own agreement <p>The province is seeking feedback on the viability, barriers and issues for renters on the rent to own model, as well as the provincial role to facilitate these agreements.</p>
Proposed Updates to the Ontario Wetland Evaluation System (ERO# 019-6160)	Proposed changes to content in the Ontario Wetland Evaluation System (OWES) manuals including new guidance and moving approval to the professional opinion of wetland evaluators and local decision makers including municipalities. Removal of species at risk and wetland grouping criteria in determining a wetland's significance.
Conserving Ontario's Natural Heritage (ERO # 019-6161)	<p>A discussion paper seeks feedback on how Ontario could offset development pressures on wetlands, woodlands, and other natural wildlife habitat.</p> <p>The Ministry of Natural Resources and Forestry is considering developing an offset policy that would require a net positive impact on these features and help reverse the decades-long trend of natural heritage loss in Ontario.</p>
Inclusionary Zoning (ERO #019-6173)	<p>Proposed changes to inclusionary zoning rules would standardize the following across the province:</p> <ul style="list-style-type: none"> • Set a maximum affordability period of 25 years • Limit the number of affordable units to 5% of the total number of units or 5% of the total gross floor area of the total residential units, not including common areas • Set affordability at 80% of the average resale price of ownership units or 80% of the average market rent for rental units

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Ontario's New Housing Supply Action Plan: Some Troubling Features



NEWS PROVIDED BY
Association of Municipalities of Ontario



Oct 25, 2022, 17:51 ET

TORONTO, Oct. 25, 2022 /CNW/ - The Government of Ontario today introduced the next phase of its Housing Supply Action Plan: the proposed *More Homes Built Faster Act, 2022*. The Plan includes a broad array of legislative and regulatory changes related to land use planning, property taxes, building code, heritage, conservation, and the infrastructure financing framework that supports growth.

"Municipalities will welcome some of the proposed changes, and will be very concerned about others, such as changes to the Development Charges Act," said AMO President Colin Best. "We will work with the government on the ideas that have the potential to make housing more affordable, and we will oppose changes that undermine good economic and environmental policy."

Proposed changes include discounting and, in some cases, eliminating development charges and related developer obligations. When communities grow, infrastructure and public services must be scaled up to meet new demands. The new legislation would shift some of those costs from developers to current property taxpayers.

The Ontario government has signaled it may offset some of the financial impacts for municipalities. However, shifting growth costs from developers to taxpayers represents a fundamental change from the principle that growth should pay for growth, and that current homeowners and renters should not be required to subsidize new development. There are no mechanisms to ensure that developers will pass on cost savings to consumers in need of more affordable housing options.

For years, municipalities have been sounding the alarm about housing affordability and homelessness. Municipal governments deliver many of the front-line services that respond to these complicated and difficult challenges. Municipalities are committed to doing what they can to make housing more affordable, and to support economic growth.

Ontario had 100,000 housing starts in 2021, the highest in 30 years. However, some municipalities have seen a sharp decline in permit applications in 2022, due to factors such as higher interest rates and labour shortages.

AMO is the collective voice of Ontario's municipal sector advocating for good public policy that supports strong, sustainable, and prosperous communities. AMO's member municipal councils govern and provide key services to about one in three Canadians.

Follow AMO on Twitter, @AMOPolicy

SOURCE Association of Municipalities of Ontario

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**Summary of Bill 23, More Homes Built Faster Act, 2022
Changes to Development Charges Act and Planning Act**

The new Supporting Growth and Housing in York and Durham Regions Act, 2022 is the subject of a separate report.

There are a number of proposed legislative changes with no Regional implications and that not summarized below, including:

- Ontario Heritage Act ([ERO# 019-6196](#))
- New Home Construction Licensing Act, 2017 ([Proposal # 22-MGCS021](#))
- Ontario Underground Infrastructure Notification System Act, 2012 ([Proposal # 22-MGCS022](#))
- Proposed Building Code changes ([Proposal # 22-MMAH016](#), [Proposal # 22-MMAH019](#), [ERO# 019-6211](#))

Development Charges Act, 1997

(ERO# 019-6172)	Summary of Changes	Regional Implications	Preliminary Comments
Duration of Development Charges (DC) by-law	<ul style="list-style-type: none"> Maximum by-law term is extended from 5 to 10 years. 	<ul style="list-style-type: none"> No immediate financial implications as current development charges bylaw has a prescribed expiry of June 16, 2027 	<ul style="list-style-type: none"> While the change provides municipalities with the potential to have a bylaw for up to 10 years when taken together with proposed new phase-in rules, municipalities will need to assess whether they should update the bylaw prior to the 10-year expiration to maximize cost recovery

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(ERO# 019-6172)	Summary of Changes	Regional Implications	Preliminary Comments
Mandatory phase-in of new DC by-law rates	<ul style="list-style-type: none"> New DC by-law rates, resultant from a by-law update/amendment, phased in over first 5 years; no more than 80% in year 1 to 100% by years 5 and onwards. Applies retroactively to by-laws passed on, or after, June 1, 2022 and for subsequent by-laws. 	<ul style="list-style-type: none"> No immediate financial implications as York Region's 2022 DC Bylaw was passed on May 26, 2022 	<ul style="list-style-type: none"> Disincentivizes municipalities to update DC Bylaws earlier than the maximum 10-year term because of the phase-in provisions that prohibit full DC rate recovery in the first four years of a new bylaw Subject to section 5(6)3 of the Act, any shortfall from phasing in of DC rates may need to be made up from tax levy or user rates Any reduction in DC cost recovery could limit the Region's ability to deliver on its growth-related capital plan which could potentially slow housing construction
<p>New DC exemptions or partial exemptions/discounts</p> <p>Proposed definitions: *Average market rent - the average market rent for the year in which the residential unit is occupied by a tenant, as identified in the bulletin entitled the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin",</p>	<p>1. Affordable housing (full exemption) <i>Rental</i> - rent is no greater than 80% of the average market rent*. Tenant is at arm's length to landlord. <i>Ownership</i> - price of the residential unit is no greater than 80% of the average purchase price**; sold to a person who is dealing at arm's length. Requires agreements with</p>	<ul style="list-style-type: none"> Immediate financial implications are unknown and subject to future take-up 	<ul style="list-style-type: none"> The Region currently has a number of DC deferral programs that support affordable, rental and non-profit housing, which do not need to be funded from the tax levy or user rates Subject to section 5(6)3 of the Act, any shortfall from DC exemptions or discounts may need to be made up from tax levy or user rates

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(ERO# 019-6172)	Summary of Changes	Regional Implications	Preliminary Comments
<p>as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing</p> <p>**Average purchase price - the average purchase price applicable to a residential unit is the average purchase price for the year in which the residential unit is sold, as identified in the bulletin entitled the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin", published by the Minister of Municipal Affairs and Housing</p>	<p>the local municipality, which may be registered against the lands.</p> <p>2. Attainable housing (full exemption) Must meet the following criteria:</p> <ul style="list-style-type: none"> ▪ Unit is not an affordable unit ▪ Not intended for use as a rental ▪ Developed as part of a <u>prescribed development or class of developments</u> ▪ Sold to a person who is dealing at arm's length with the seller <p>Requires agreements with the local municipality, which may be registered against the lands.</p> <p>3. Not for profit housing (full exemption) Means a corporation to which the Not-for-Profit Corporations Act, 2010 applies; a corporation without share capital to which the Canada Not-for-profit Corporations Act applies; a non-profit housing co-operative.</p> <p>4. Inclusionary zoning units (full exemption)</p>		<ul style="list-style-type: none"> • Any reduction in DC cost recovery could limit the Region's ability to deliver on its growth-related capital plan which could potentially slow housing construction • 80% of the average purchase price of a home in York Region is ~\$1.03M (2021), which based on the proposed definition, could be deemed as affordable. This is a significantly higher threshold than municipalities are using to define affordability. As reported in the 2021 Measuring and Monitoring Report, households at the 60th percentile (who make 132k) can only afford a home worth 536K • Additional clarification will be needed from the Province to determine what qualifies as 'attainable' housing

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(ERO# 019-6172)	Summary of Changes	Regional Implications	Preliminary Comments
	<p>Residential units that are affordable housing units required to be included in a development or redevelopment pursuant to a by-law passed under section 34 of the Planning Act to give effect to the policies described in subsection 16 (4) (Inclusionary zoning policies).</p> <p>5. Rental housing (discount/partial exemption) Rental means development of a building or structure with four or more residential units all of which are intended for use as rented residential premises. Discounts are as follows:</p> <ul style="list-style-type: none"> ▪ 3 bedrooms or more – 25% discount ▪ 2 bedrooms – 20 % discount ▪ Any other – 15% discount 		
Exemptions for second suites in existing and new buildings (including additional units in rental buildings, limited to the greater of 1 or 1% of existing units)	<ul style="list-style-type: none"> • Moves from regulations to legislation with minor changes. 	<ul style="list-style-type: none"> • Immediate financial implications are unknown and subject to future take-up 	<ul style="list-style-type: none"> • In 2021, the Region saw 139 registered second suites (which were exempt from DCs). Given the proposed changes, the number of secondary/additional suites could increase • Subject to section 5(6)3 of the Act, any shortfall from DC exemptions may need to be

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(ERO# 019-6172)	Summary of Changes	Regional Implications	Preliminary Comments
			<p>made up from tax levy or user rates</p> <ul style="list-style-type: none"> Any reduction in DC cost recovery could limit the Region's ability to deliver on its growth-related capital plan which could potentially slow housing construction
Removal of service - Housing	<ul style="list-style-type: none"> Municipalities are no longer able to collect development charges for Housing Services, as at Royal Assent. 	<ul style="list-style-type: none"> Immediate financial implications as Housing Services are deemed to be removed from the Region's DC Bylaw 	<ul style="list-style-type: none"> The Region's 2022 DC Background Study and Bylaw helps fund \$181 million in DC-eligible costs for the construction of over 2,700 new community housing units over the next 20 years To maintain the current capital program, any growth-related capital costs not recovered through development charges may need to be made up from the tax levy and water & wastewater user rates
Removal of DC-eligible costs – studies and land	<ul style="list-style-type: none"> Growth studies, including other studies, no longer eligible for subsequent by-laws. Costs to acquire land or an interest in land, including a leasehold interest <u>except in relation to such services as are prescribed for the purposes of</u> 	<ul style="list-style-type: none"> No immediate financial implications as this change would not take effect until the Region's next development charges update 	<ul style="list-style-type: none"> The Region's 2022 DC Background Study and Bylaw helps fund over \$200 million in growth-related plans and studies over the next 20 years Additional clarification will be needed from the Province to determine if Environmental Assessments and Infrastructure

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(ERO# 019-6172)	Summary of Changes	Regional Implications	Preliminary Comments
	<p><u>this paragraph</u> (underlined is new – services to be prescribed).</p>		<p>Master Plans remain eligible for DC recovery</p> <ul style="list-style-type: none"> • Additional clarification will be needed from the Province to determine the services that will not be eligible for land cost recovery through development charges • Any costs associated with growth studies and the acquisition of land, that are not recovered through DCs, may need to be made up from tax levy or water and wastewater user rates
Interest rate changes on frozen DCs/installment payments	<ul style="list-style-type: none"> • Capped at a maximum, average Prime plus 1% <p>Proposed Definition: * Average prime rate, means the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.</p>	<ul style="list-style-type: none"> • No immediate financial implications as the Region's current rate is 5%, which is below the prescribed maximum rate 	<ul style="list-style-type: none"> • The Region will need to update its Interest Policy to reflect the change
Historic average service level timeframe	<ul style="list-style-type: none"> • Extended from 10 years to 15 years 	<ul style="list-style-type: none"> • No immediate financial implications as this change would not take effect until the Region's next DC Bylaw update 	<ul style="list-style-type: none"> • Increasing the timeframe for the historical service level used to calculate DCs, from 10 to 15 years, could potentially result in lower DC rates and delay DC collections

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(ERO# 019-6172)	Summary of Changes	Regional Implications	Preliminary Comments
			<ul style="list-style-type: none"> • Could impact the following services: Public Health, Waste Diversion, Court Services, Public Works, Police Services, Ambulance Services and Long-Term Care
Allocation of monies in reserve fund	<ul style="list-style-type: none"> • Beginning in 2023 and in each calendar year thereafter, a municipality shall spend or allocate at least 60% of the monies that are in a reserve fund for services at the beginning of the year. Applies to water, wastewater and roads. Additional services to which this change applies may be prescribed. 	<ul style="list-style-type: none"> • Immediate implications, with respect to reporting under section 43 of the <i>Development Charges Act, 1997</i>, as this requirement takes effect as at Royal Assent and for 2023 • York Region currently complies with this requirement because of the amount of existing debt for services already prescribed in the Bill 	<ul style="list-style-type: none"> • If by the end of 2023, and for every year thereafter, the Region does not spend or allocate 60% of the monies in the Water, Wastewater and Roads reserves, the Region could be in non-conformity with this new section • Additional clarification is needed from the Province to determine what is meant by 'allocate' and the result of non-conformity

Planning Act

(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
Additional Residential Units	<ul style="list-style-type: none"> • Allow up to three units per lot (i.e., up to three units in the primary building, or up to two in primary building and one in ancillary building or structure). These changes would apply to any parcel of urban residential land in settlement 	<ul style="list-style-type: none"> • Potential positive increase in rental supply and affordable housing • Potential to help increase transit ridership 	<ul style="list-style-type: none"> • Require monitoring and reporting of units and prior confirmation of water and wastewater servicing capacity

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
	<p>areas with full municipal water and sewage services</p> <ul style="list-style-type: none"> Prohibit municipalities from imposing development charges (regardless of unit size), parkland dedication or cash-in-lieu requirements, applying minimum unit sizes or requiring more than one parking space per unit with regard to new units built under this permission 		
Planning Appeals	<ul style="list-style-type: none"> Limit third-party appeals. Appeals would only be maintained for key participants (e.g., applicants, province, public bodies, First Nations, and utility providers that participated in the process) except where appeals have already been restricted (e.g., Minister's decision on new official plan). The "upper-tier municipality without planning responsibilities" would not be able to appeal land use planning decisions Region's rights to appeal have been removed on local plans and amendments, zoning by-laws, subdivisions, consent and minor variance 	<ul style="list-style-type: none"> Reduced public appeal rights and participation in the planning process The Region is losing the right to seek party status on appeals of local plans and amendments and other planning instruments Appeals made by a third-party that the Region is currently involved in will be dismissed unless the third party falls within the list of "specified persons" or public bodies specified or the appeal has been scheduled for a hearing on the merits before Oct. 25, 2022 	<ul style="list-style-type: none"> Provide appeal mechanisms to address matters related to natural systems, Regional roads, human services and infrastructure delivery, including appeals to urban expansion where there is no Regional servicing infrastructure

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
Upper-tier and Lower-tier Municipal Planning Responsibilities	<ul style="list-style-type: none"> • Remove planning responsibilities in the County of Simcoe, and the Regional Municipalities of Halton, Peel, York, Durham, Niagara and Waterloo. • Regulation-making authority to prescribe additional upper-tier municipalities as an “upper-tier municipality without planning responsibilities” in the future if needed • Where upper-tier planning responsibilities are removed: <ul style="list-style-type: none"> ▪ Existing upper-tier official plans would be deemed to form part of the applicable lower-tier municipality’s official plan, until the lower-tier official plan has been updated ▪ Lower-tier official plans and amendments would be approved by the Minister of Municipal Affairs and Housing (Minister’s decision on new official plans and section 26 updates would not be appealable) ▪ The approval authority for subdivisions and consents would be assigned to lower-tier municipalities, unless the Minister provides otherwise through regulation 	<ul style="list-style-type: none"> • Planning for growth and servicing have been coordinated in manner to maintain fiscal sustainability at the Regional level. With the elimination of the upper-tier planning responsibilities, it is unclear how growth management and servicing will be addressed in this new model. The current process of planning and prioritizing Regional infrastructure and service delivery will need to continue. 	<ul style="list-style-type: none"> • Could result in unintended inefficiencies and delays in the planning review/ development approval process and subsequent delay of housing construction • Risk that Regional, cross-border, infrastructure, and comprehensive planning matters including but not limited to transportation, transit, water and wastewater services and financial sustainability may not be addressed. • A transition towards local-level decision-making needs to ensure that progress in coordinated, comprehensive planning and environmental protection is maintained • Planning and development of complete communities is coordinated at the Regional level to support health and quality of life. Collaborations between public health and planning will need to continue at the local municipal level to ensure plans and development

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
			<p>applications have the appropriate review to support public health and a healthy built environment</p> <ul style="list-style-type: none"> • Risk that comprehensive policies in the Regional Official Plan will be removed or amended through local official plans resulting in an inconsistent policy approach
Removal of municipal Upper-tier roles	<ul style="list-style-type: none"> • The proposed changes would also have the effect of removing the following upper-tier municipal roles and requirements for an “upper-tier municipality without planning responsibilities”: <ul style="list-style-type: none"> ▪ Requirement to have planning advisory committees ▪ Ability to have land division committees ▪ Ability to have a local appeal body ▪ Ability to assume any authority, responsibility, duty or function of a lower-tier municipality ▪ Ability to use the protected major transit station area tool 	<ul style="list-style-type: none"> • The Region is no longer required to have the Planning Advisory Committee 	<ul style="list-style-type: none"> • Regional governments play an essential role in planning, financing and delivering major infrastructure to support growth management in a coordinated manner • Local municipal Planning Advisory Committees may increase public participation and input into local planning matters • The Region can support local planning advisory committees on growth management, cross-boundary and infrastructure matters
Removal of municipal Upper-tier provisions	<ul style="list-style-type: none"> • As a result of the proposed changes, the following provisions would no longer be applicable in an “upper-tier 	<ul style="list-style-type: none"> • Region’s delegated approval authority from the Province removed for local official plans 	<ul style="list-style-type: none"> • Approximately 80% of local official plan amendments are

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
	<p>municipality without planning responsibilities”:</p> <ul style="list-style-type: none"> ▪ Allowing the Minister to delegate approval authority for official plans/amendments to/from upper-tier municipalities, and provisions for upper-tier municipalities to delegate to/from upper-tier municipal staff/committees or lower-tier municipalities ▪ Requiring lower-tier official plans to conform with upper-tier official plans (Existing upper-tier official plans would be deemed to form part of the applicable lower-tier municipality’s official plan, until the lower-tier official plan has been updated) ▪ Limits on appeals of official plans/amendments that are only relevant to upper-tier municipalities ▪ Requiring lower-tier official plan policies for a community planning permit system (CPPS) to conform with the upper-tier municipality’s CPPS policies 	<p>and local official plan amendments (would now be the Minister of Municipal Affairs and Housing)</p> <ul style="list-style-type: none"> • York Region’s delegation authority removed for official plan amendment exemptions to local municipalities. 	<p>already exempt from Regional approval</p> <ul style="list-style-type: none"> • Minister’s approval of lower-tier municipal official plans may result in slower decision timeframes given the increased number of approvals and less familiarity with the upper-tier plans, which may result in the unintended delay of the approvals process and subsequent delay of housing construction
Role of Conservation Authorities	<ul style="list-style-type: none"> • Streamlined processes to sever and dispose of land. Expedite the existing processes associated with the severance and conveyance of land, regardless of whether provincial grant money was provided under the Conservation Authorities Act, for the 	<ul style="list-style-type: none"> • Results in conservation authority land being sold for development, reducing greenspace available to the public and climate mitigation and adaptation implications including flooding due to 	<ul style="list-style-type: none"> • Conservation authority-owned lands should remain in public ownership and remain greenspace. • Any land identified that could support housing development

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
	<p>purposes of projects related to flood control, erosion control, bank stabilization shoreline management works or the preservation of environmentally sensitive lands</p> <ul style="list-style-type: none"> • Limit conservation authority appeals, when acting as a public body, other than when acting as an applicant, of land use planning decisions under the Planning Act to matters related to natural hazards policies in provincial policy statements issued under the Planning Act 	<p>increased impervious land use</p> <ul style="list-style-type: none"> • COVID-19 confirmed that urban greenspace is essential in higher density communities, and existing greenspace was inadequate in addressing demand. Reduced greenspace will exacerbate inaccessibility. • Sale of lands may result in development in areas outside settlement areas not contemplated within the land use planning context or for servicing under the water and transportation master plans. Increasing servicing needs in these areas is likely to add additional to already constrained infrastructure without the ability to add additional capacity in the near-term • Will likely reduce the Region's ability to meet its forest canopy and woodland cover targets, along with reductions in the Region's Vision goal to 	<p>should be appropriate for such purposes and have servicing, access to amenities and services, and be located outside of hazard lands and environmental features</p> <ul style="list-style-type: none"> • Any new housing should have criteria including affordability and density • Conservation authority sale of lands to unlock housing will also require servicing in areas not contemplated. Meeting servicing needs will require a concerted effort from multiple levels of government. Presently only wastewater conveyance has been streamlined, this will need to be extended to wastewater treatment, drinking water, and roads infrastructure.

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
		increase greenspace per 100,000 residents	
Zoning Around Transit	<ul style="list-style-type: none"> Require municipalities to amend their zoning by-laws to conform with official plan policies that establish minimum densities and heights around transit Major Transit Station Areas (MTSA) and Protected MTSA's within one year of the official plan policies being approved by the Minister Restriction on appeals of the implementing zoning by-law amendments regarding permitted heights and densities and permitted uses would expire after one year of the protected major transit station official plan policies coming into effect 	<ul style="list-style-type: none"> Potential impact on ridership, best use of transit infrastructure if PMTSA densities can be appealed following 1 year of protection 	<ul style="list-style-type: none"> MTSA boundaries and densities should be afforded full in perpetuity protection from appeal
Community Benefit Charges (CBC)	<ul style="list-style-type: none"> The maximum CBC payable could not exceed the prescribed percentage of the value of the land (maximum CBC of 4% of land value) multiplied by a ratio of the floor area of the new building or structure that is proposed to be erected as part of the development or redevelopment to all buildings and structures on the site Maximum CBC payable (4% of land value) for development or redevelopment to be discounted based on the floor area of affordable housing 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Local municipality's responsibility to administer

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
	units, attainable housing units and inclusionary zoning affordable housing units as a proportion of the floor area of the total development		
Site Plan Control	<ul style="list-style-type: none"> • Remove all aspects of site plan control for residential development proposals up to 10 units, except for land lease communities • The proposed changes would also limit the scope of site plan control by removing the ability to regulate architectural details and limiting the ability to regulate aesthetic aspects of landscape design 	<ul style="list-style-type: none"> • Limiting scope of site plan control may have implications on the right-of-way, access control, tree planting, drainage, and high-quality urban design. 	<ul style="list-style-type: none"> • Potential for the loss of sustainability measures obtained through site plan approval
Parkland Dedication	<ul style="list-style-type: none"> • Affordable and attainable housing units as well as affordable housing units required by inclusionary zoning exempt from parkland dedication requirements. The maximum 5% basic rate for residential development would be discounted based on number of these units relative to total units in the development. These units would also not be included for the purposes of determining the maximum alternative rate. Not-for-profit housing developments would also be exempt from parkland dedication requirements • A second, or second and third residential unit in a detached-house, 	<ul style="list-style-type: none"> • Reduction of parkland dedication could result in reduced greenspaces and increased pressure on existing greenspaces, including Regional forests. Greenspaces play an important role in quality of life, recreation, and climate mitigation and adaptation, benefits that could be impacted by reduced greenspaces. • COVID-19 confirmed that urban greenspace is essential in higher density communities, 	<ul style="list-style-type: none"> • Reduction of parkland dedication may make it difficult for municipalities to provide enough greenspace to meet resident demands • Recommend ensuring parkland dedication prioritizes accessible and equitable allocation of green spaces for all types of housing units, including affordable and attainable housing units, and in higher density communities.

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
	<p>semi-detached house or rowhouse would be exempt from parkland dedication requirements, as would one residential unit in an ancillary structure</p> <ul style="list-style-type: none"> • Require parkland dedication rates to be determined at time of zoning/site plan application • The maximum alternative parkland dedication rate for land conveyed of 1 hectare for each 300 dwelling units would be changed to 1 hectare for each 600 net residential units and for payments in lieu, the current rate of 1 hectare for each 500 dwelling units would be changed to 1 hectare for each 1000 net residential units • No more than 15% of the amount of land subject to the development proposal (or equivalent value) could be required for parks or other recreational purposes for sites greater than 5 hectares and no more than 10% for sites 5 hectares or less • Require municipalities to develop a 'parks plan' before passing a parkland dedication by-law instead of developing such a plan before adopting the official 	<p>and existing greenspace was inadequate in addressing demand. Reduced greenspace will exacerbate inaccessibility.</p> <ul style="list-style-type: none"> • May reduce development costs for Regional and non-profit community housing, consistent with Regional Council's resolution requesting local municipalities to exempt Housing York Inc. developments from local parkland fees. 	

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(ERO# 019-6163)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
	<p>plan policies required to be able to use the alternative parkland requirement</p> <ul style="list-style-type: none"> Beginning in 2023, the proposed changes would require municipalities to allocate or spend at least 60% of their parkland dedication reserve balance at the start of each year 		

Conservation Authorities Act

(ERO# 019-2927 and ERO# 019-6141)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
Proposed Regulation	<ul style="list-style-type: none"> Repeal the 36 individual regulations under the Conservation Authorities Act, a single regulation is proposed for all 36 Authorities in the province. 	<ul style="list-style-type: none"> Minimal, additional powers will be provided for Lake Simcoe Region Conservation Authority to support the implementation of the Lake Simcoe Protection Plan 	
Identify Lands for Housing	<ul style="list-style-type: none"> Require a land inventory to identify conservation authority-owned or controlled lands that could support housing development. Disposition (sales, easements, leases) of conservation authority-owned land will be streamlined to facilitate development of these lands 	<ul style="list-style-type: none"> Results in conservation authority land being sold for development, reducing greenspace available to the public and climate mitigation and adaptation implications including flooding due to increased impervious land use COVID-19 confirmed that urban greenspace is essential in higher-density communities, and existing greenspace was 	<ul style="list-style-type: none"> Conservation authority-owned lands should remain in public ownership and remain greenspace Any land identified that could support housing development should be appropriate with servicing, access to amenities and services, and be located outside of hazard lands and environmental features

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(ERO# 019-2927 and ERO# 019-6141)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
		<p>inadequate in addressing demand. Reduced greenspace will exacerbate inaccessibility</p> <ul style="list-style-type: none"> • Will likely reduce the Region's ability to meet its forest canopy and woodland cover targets, along with reductions in the Region's Vision goal to increase greenspace per 100,000 residents • Sale of lands may result in development in areas outside settlement areas not contemplated within the land use planning context or for servicing under the water and transportation master plans. Increasing servicing needs in these areas is likely to add additional to already constrained infrastructure without the ability to add additional capacity in the near-term 	<ul style="list-style-type: none"> • Any new housing should have criteria including affordability and density • Conservation authority sale of lands to unlock housing will also require servicing in areas not contemplated. Meeting servicing needs will require a concerted effort from multiple levels of government. Presently only wastewater conveyance has been streamlined, this will need to be extended to wastewater treatment, drinking water, and roads infrastructure
Limitation on commenting and review of development	<ul style="list-style-type: none"> • Prevents a review or commenting role for a wide array of legislation, which cannot be included under an agreement with a municipality 	<ul style="list-style-type: none"> • Prevents conservation authorities from undertaking a commenting role on behalf of the Region for a wide array of legislation, including the 	<ul style="list-style-type: none"> • Conservation authorities perform an important role in the planning process on behalf of municipalities, limiting their ability to provide this support

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(ERO# 019-2927 and ERO# 019-6141)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
related proposals and applications		<p>Endangered Species Act, Environmental Assessment Act, Environmental Protection Act, and Planning Act</p> <ul style="list-style-type: none"> • Region relies on conservation authority expertise to execute municipal duties under the legislation listed, including reviewing these applications from a water resource sustainability perspective 	<p>impacts the ability of a municipality to execute its duties. This could result in the unintended delay of approvals and subsequent delay of housing construction</p>
Community Infrastructure and Housing Accelerator	<ul style="list-style-type: none"> • Require conservation authorities to issue permits for projects subject to a Community Infrastructure and Housing Accelerator order and allow the Minister to review and amend any conditions attached to those permits to expedite zoning changes 	<ul style="list-style-type: none"> • Given that conservation authorities' permitting authority is limited strictly to natural hazards, this infers a Community Infrastructure and Housing Accelerator order could occur in hazard lands such as floodplains, resulting in risk and insurance implications, and climate adaptation implications 	<ul style="list-style-type: none"> • Conservation Authorities should not be compelled to approve permits for development within regulated areas unless appropriate to do so
Minister's Zoning Order conditions	<ul style="list-style-type: none"> • Gives authority to the Minister to prescribe conditions on a permit issued by a conservation authority where there is a Minister's Zoning Order, and to also prescribe limits on what conditions a conservation authority may include 	<ul style="list-style-type: none"> • Given that conservation authorities' permitting authority is limited strictly to natural hazards, this infers a development could occur in hazard lands such as floodplains, resulting in risk and 	<ul style="list-style-type: none"> • Conservation Authorities should not be compelled to approve permits for development within regulated areas unless appropriate to do so

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(ERO# 019-2927 and ERO# 019-6141)	Summary of Proposed Changes	Regional Implications	Preliminary Comments
		insurance implications, and climate adaptation implications	
Permit Exemptions	<ul style="list-style-type: none"> Exempt development authorized under the Planning Act from requiring a permit under the Conservation Authorities Act in municipalities set out in regulation, where certain conditions are met as set out in regulation 	<ul style="list-style-type: none"> Limiting conservation authorities' permitting authority strictly to natural hazards reduces their ability to protect Regional watersheds 	<ul style="list-style-type: none"> Conservation Authorities should not be compelled to approve permits for development within regulated areas unless appropriate to do so
Permit Decisions	<ul style="list-style-type: none"> "Pollution" and "conservation of land" no longer considered in development permit decisions 	<ul style="list-style-type: none"> Changes to permitting limiting conservation authorities permitting powers to natural hazard lands reduces their ability to reject development that has pollution or land conservation impacts, presenting additional environmental and source water protection risks 	<ul style="list-style-type: none"> Watershed and natural systems protection, including conservation of land is essential to ensuring healthy complete communities and quality of life to York Region residents by providing access to natural open spaces
Appeal Timeframe	<ul style="list-style-type: none"> Change the timeframe in which a permit applicant can appeal to the Ontario Land Tribunal if a CA does not issue a permit from 120 days to 90 days 	<ul style="list-style-type: none"> No Regional implications 	
Fee freeze	<ul style="list-style-type: none"> Conservation Authority fees will be frozen at current levels 	<ul style="list-style-type: none"> No Regional implications 	<ul style="list-style-type: none"> Freezing fees may impact the ability to self-fund CA services putting additional pressure on municipal tax levy

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Area	Summary of Proposed Changes	Regional Implications	Initial Comments
Residential Rental Properties	<ul style="list-style-type: none"> Establishes authority for the Minister of Municipal Affairs and Housing to make regulations imposing limits and conditions on the powers of a municipality to prohibit and regulate the demolition and conversion of residential rental properties 	<ul style="list-style-type: none"> This could reduce existing affordable housing stock in the Region due to demolition and conversion 	<ul style="list-style-type: none"> Reducing affordable rental housing stock contradicts the Provincial objective of providing more affordable rental housing

Ontario Land Tribunal Act

Area (Proposal #22-MAG011)	Summary of Proposed Changes	Regional Implications	Initial Comments
Dismissal of Proceedings	<ul style="list-style-type: none"> The Tribunal may dismiss a proceeding without a hearing if the Tribunal is of the opinion that the party who brought the proceeding has contributed to undue delay of the proceeding or if a party has failed to comply with an order of the Tribunal in the proceeding 	<ul style="list-style-type: none"> There may be some implications for appeals which are transitioned, where the Region is already a party 	<ul style="list-style-type: none"> York Region supports these efforts to streamline appeals
Costs	<ul style="list-style-type: none"> Gives the Tribunal the power to order an unsuccessful party to pay a successful party's costs, intended to encourage parties to reach an agreement without going through the Tribunal 	<ul style="list-style-type: none"> There may be some implications for appeals which are transitioned, where the Region is already a party 	
Regulation-Making Authority	<ul style="list-style-type: none"> Provides new authority for the Lieutenant Governor in Council to make regulations requiring the Tribunal to prioritize the resolution of 	<ul style="list-style-type: none"> None 	

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	<p>specified classes of proceedings, such as cases that create the most housing, for example</p> <ul style="list-style-type: none"> • The Minister will have power to make regulations setting service standards with respect to timing of hearings and decisions for specific case resolution activities 		
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Additional Proposed Changes

Area	Summary of Proposed Changes	Regional Implications	Initial Comments
<p>Municipal Housing Targets and Housing Pledge (ERO# 019-6171)</p>	<ul style="list-style-type: none"> • Assignment of municipal housing targets to 29 selected lower- and single-tier municipalities over the next 10 years • Four municipalities in York Region have housing targets: <ul style="list-style-type: none"> ▪ City of Markham: 44,000 ▪ City of Vaughan: 42,000 ▪ City of Richmond Hill: 27,000 ▪ Town of Newmarket: 12,000 • Direct municipalities to create a 'housing pledge' to implement housing targets which outlines actions municipalities will take to meet targets, and a 'vehicle' for identifying policy proposals to increase housing and infrastructure 	<ul style="list-style-type: none"> • Uncertainties regarding population forecasts in the Growth Plan and the Regional Official Plan, and achievability and enforceability of proposed targets • Without housing affordability, mix and type requirements, housing may be unaffordable 	<ul style="list-style-type: none"> • Need to ensure alignment of targets with infrastructure capacity and timing • Ensure targets for different housing mix and types, and affordability • Ensure targets align with the ability of the private market and the labour force to deliver • The Region has started the Affordable Private Market Housing Implementation Plan to look at mechanisms for local municipalities to use to implement housing pledges

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	needs. Pledges are due March 1, 2023 with reporting towards the target annually		
Review of A Place to Grow and Provincial Policy Statement (ERO# 019-6177)	<ul style="list-style-type: none"> Province seeking feedback on proposal to integrate the PPS and A Place to Grow into a single new province-wide plan, streamlining and providing greater flexibility in core elements including <ul style="list-style-type: none"> Residential Land Supply Attainable Housing Supply and Mix Growth Management Agriculture and Natural Heritage Community Infrastructure 	<ul style="list-style-type: none"> Through the Municipal Comprehensive Review, the Region has integrated Growth Plan policies and targets into the Regional Official Plan to achieve conformity. The York Region Official Plan provides 30 years of housing supply with comprehensive planning that integrates financial, infrastructure, and land use planning, ensuring a consistent approach to growth management for all nine local municipalities 	<ul style="list-style-type: none"> There are uncertainties regarding the relationship between merging the PPS and Growth Plan and increasing housing supply Integration of Growth Plan and PPS may reduce certainty making it more difficult to manage growth and deliver infrastructure Eliminating or watering down the Growth Plan would set comprehensive planning backward
Revocation of the Parkway Belt West Plan (ERO# 019-6167)	<ul style="list-style-type: none"> Proposal to revoke the Parkway Belt West Plan to potentially increase housing supply 	<ul style="list-style-type: none"> No Regional implications 	<ul style="list-style-type: none"> The Region supports the proposal to revoke the Parkway Belt West Plan
Rent-to-Own Arrangements (Proposal # 22-MMAH018)	<ul style="list-style-type: none"> Explore 'rent-to-own' home financing model in supporting housing attainability in the province. Potential to engage in a rent-to-own arrangement with two contracts: <ul style="list-style-type: none"> Rental agreement Rent to own agreement The province is seeking feedback on the viability, barriers and issues for renters on the rent to own model, as 	<ul style="list-style-type: none"> No immediate Regional implications as any rent-to-own agreement would be between the developer and the homebuyer Unclear if the Province is assuming a local role (i.e. for Service Managers) in administering a rent-to-own program 	<ul style="list-style-type: none"> The Province should consider setting a legal framework for rent-to-own agreements which developers must follow when entering into agreements with households, to ensure consumer protections. The Province should ensure alignment with any federal rent-to-own initiatives, as the Federal

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	well as the provincial role to facilitate these agreements		<p>government committed to supporting rent-to-own projects as part of the 2022 Budget.</p> <ul style="list-style-type: none"> • If the Province is assuming a role for municipalities (i.e. Service Managers) in the delivery of this program, administration funding must be provided and eligibility criteria should align with the priorities and needs within the service area.
Proposed Updates to the Ontario Wetland Evaluation System (ERO# 019-6160)	<ul style="list-style-type: none"> • Proposed changes to content in the Ontario Wetland Evaluation System (OWES) manuals including new guidance and moving approval to the professional opinion of wetland evaluators and local decision makers including municipalities. Removal of species at risk and wetland grouping criteria in determining a wetland's significance 	<ul style="list-style-type: none"> • When considered in the context of the broader changes proposed in Bill 23, changes to the evaluation system opens the possibility of development on wetlands and in floodplains. Such a change has the potential to reduce natural functions and groundwater recharge, while also presenting greater flooding risks 	<ul style="list-style-type: none"> • Any changes to the wetland evaluation system should continue to place strong emphasis on maintaining wetland complexes and species at risk habitat and ensuring that development is not permitted in areas where it would present a risk to homeowners
Conserving Ontario's Natural Heritage (ERO # 019-6161)	<ul style="list-style-type: none"> • A discussion paper seeks feedback on how Ontario could offset development pressures on wetlands, woodlands, and other natural wildlife habitat • The Ministry of Natural Resources and Forestry is considering developing an offset policy that 	<ul style="list-style-type: none"> • This may result in natural heritage loss within the Region since there isn't a principle that requires the offsetting to happen locally 	<ul style="list-style-type: none"> • Any offsetting should result in a net gain in natural heritage features and functions within the local area

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	would require a net positive impact on these features		
Inclusionary Zoning (ERO #019-6173)	<ul style="list-style-type: none"> Proposed changes to inclusionary zoning (IZ) rules would standardize the following across the province: <ul style="list-style-type: none"> Set a maximum affordability period of 25 years Limit the number of affordable units to 5% of the total number of units or 5% of the total gross floor area of the total residential units, not including common areas Set affordability at 80% of the average resale price of ownership units or 80% of the average market rent for rental units 	<ul style="list-style-type: none"> Under the current IZ framework, local municipalities have the ability to set affordability periods, unit set aside rates and affordable sales prices and rents to address local housing needs The proposed changes would standardize IZ policies across municipalities that choose to implement it, and limit the ability of municipalities to secure more units with longer affordability periods at deeper levels of affordability 	<ul style="list-style-type: none"> The Province is encouraged to continue to allow local flexibility to ensure IZ policies address local housing needs Municipal incentives associated with providing IZ units should correspond to the financial value of the IZ units being provided, in terms of depth and length of affordability, and the number of units secured Provincial regulations must include transition rules to ensure tenants occupying the unit at the end of the affordability period do not experience significant rent increases

Edocs #14351773

AGENDA 2.1**MARKHAM PUBLIC LIBRARY BOARD****Regular Meeting****Minutes of Regular Meeting held on Monday, June 27 2022 7:04 p.m. Virtual Meeting**

Present from Board: Ms. Margaret McGrory, Chair
 Mr. Raymond Chan, Vice-Chair
 Ms. Iqra Awan
 Mr. Edward Choi
 Mr. Ben Hendriks
 Mrs. Pearl Mantell (from 3.1)
 Mrs. Lillian Tolensky
 Mr. Jay Xie

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
 Ms. Andrea Cecchetto, Director, Service Excellence
 Mrs. Diane Macklin, Director, Community Engagement
 Ms. Debbie Walker, Director, Library Strategy & Planning
 Ms. Megan Garza, Senior Manager, Organizational Transformation
 Mrs. Hilary Murphy, Manager, Planning & Reporting
 Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Don Hamilton
 Councillor Keith Irish
 Councillor Andrew Keyes
 Mr. David Whetham

1.0 Call to Order/Approval of Agenda

Ms. Margaret McGrory, Chair called the meeting to order at 7:04 p.m.

Moved by Mr. Ben Hendriks
 Seconded by Mr. Raymond Chan

Resolved that the agenda be approved.

Carried.

1.1 Declaration of Conflict of Pecuniary Interest

None.

1.2 Delegation

None.

1.3 Chair's Remarks**CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT**

We begin today by acknowledging the traditional territories of Indigenous Peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, the Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa and the current treaty holders Mississaugas of the Credit peoples. We share the

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responsibility with the caretakers of this land to ensure the dish is never empty and to restore relationships that are based on peace, friendship and trust. We are committed to reconciliation, partnership and enhanced understanding.

The Chair asked Directors to introduce any guest staff members present.

Ms. McGrory advised the Board that it has been recommended that we count votes at virtual meetings and asked Members if they are in favor of a motion to keep their hands raised until they can be tallied.

The Chair pointed out that this is the last meeting before summer and asked Board members to advise the Board Secretary if contact information will change and if there are any dates they would be unavailable.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes May 30, 2022

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Jay Xie

Resolved that the minutes of the May 30, 2022 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mr. Ben Hendriks
Seconded by Mrs. Lillian Tolensky

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.5 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

2.3 **Declaration of Due Diligence by the CEO**

2.4 **Communication and Correspondence:**

2.4.1 digitaljournal.com: BridgesEDU Scholarships Announces Collaboration with Markham Public Library

<https://www.digitaljournal.com/pr/bridgesedu-scholarships-announces-collaboration-with-markham-public-library>

2.4.2 The Globe and Mail: Why won't Toronto strive for great public buildings?

2.4.3 The Globe and Mail: The 2022 Governor General's medals show sector architecture is not leading the way

2.4.4 blogto.com: Toronto getting workplace sitcom set Parkdale library

<https://www.blogto.com/film/2022/06/toronto-getting-workplace-sitcom-set-parkdale-library/>

2.4.5 The Globe and Mail: Seventy-five towers? In Pickering?

<https://www.theglobeandmail.com/canada/toronto/article-seventy-five-towers-in-pickering/>

Carried.

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3.0 CEO's Highlights:

The Chair called upon the CEO for her comments on the June Highlights. Mrs. Biss noted the following items contained in the report:

- **Memorandum of Understanding between the City of Markham and York University (Markham Campus)**
Priority areas of collaboration identified in the MOU include Truth and Reconciliation, sustainable initiatives and projects, and collaboration on the development of municipal affordable and rental housing policy and development.
- **Yonge Corridor Study**
A report entitled "Yonge Corridor Land Use and Built Form Study (Preliminary Step to Secondary Plan) Final Report" went forward to the Development Services Committee on June 13, 2022. The report responds to Council direction following the March 2021 release of the Yonge North Subway Extension (YNSE) Initial Business Case, which recommended advancing subway design and delivery.
The findings of the Land Use and Built Form Study will be used to inform the upcoming Yonge Street Corridor **Secondary Plan** process, which planning staff anticipate initiating following Council endorsement of the Land Use and Built Form Study i.e. the summer of 2022
- **Co-location Guidelines**
The CEO noted that the guidelines will be intended to provide organizational readiness in the event opportunities arise for MPL to co-locate with their service providers before the completion of the deferred ILMP projects.
- **Budgeting of Municipal Building Projects**
Commentary that public sector architecture is not leading the way. Newspaper articles provide insights into challenges of striving for design excellence while also containing project costs on behalf of taxpayers.
- **Markham Reads**
Annual celebration of books, ideas and community.
- **Evidence of Learning Loss and Related Issues**
A follow up on previous trend reports and the continuing emergence of research and evidence that documents the educational challenges confronting a generation of children and their families. "Many students fell behind in the pandemic but the youngest ones are hurting most. Learning loss is the least of it." "Early literacy assessment in Toronto shows large gap based on family income"

There was a question about possible partnerships and co-locations. The Chair commented on the underwhelming analysis of design excellence in public architecture (as per the newspaper architecture critic) due to financial constraints, and what might be done to illustrate the importance/benefits of a high design central library/cultural hub to elevate the stature of the City and provide a destination point that the residents of Markham could be proud of. The CEO noted the current approach to upcoming investment in fulsome community consultation, i.e. bundling the library's funding with that of Planning to gather current resident and stakeholder data regarding needs and priorities for community facilities in Markham Centre. The community and stakeholder consultation could also raise awareness of and help to identify areas of potential for space sharing, co-location partnerships and co-investment.

Moved by Mr. Raymond Chan
Seconded by Mr. Jay Xie

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Resolved that the report entitled “CEO’s Highlight’s June 2022” be received.

Carried.

3.1 **Markham Centre Update, June 2022**

Staff presented a comprehensive overview of the report contained in the Board package with a focus on the proposed **Pickering City Centre Project** which is a current example of mall redevelopment. The proposed landmark project reveals a vision for a vibrant, connected and bustling downtown, where municipal delivery, shopping and retail, and residential intensification come together as the heart of the city. Pickering City Centre will see an array of new state-of-the-art buildings and municipal facilities, including a performing arts centre, a relocated and expanded central library, a combined senior and youth centre, residential condominium towers, a hotel and a pedestrian friendly public square. The City Centre project will create a high quality, sustainable community for residents to live, work, play, gather, explore and celebrate.

Moved by Mr. Edward Choi
Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled “Markham Centre Update, June 2022” be received.

Carried.

4.0 **Annual Monthly Policy Review** (To be undertaken at the January meeting)

5.0 **Internal Monitoring Reports:** (Compliance list of internal monitoring reports and discussion led by members)

5.1 **Executive Limitation: EL-2c Budgeting/Forecasting** (Assigned to Mr. Raymond Chan)

Mr. Chan stated that the report relates to the semi-annual update regarding Markham Public Library’s future budget planning. He reviewed the report and was satisfied with the contents. He sent an e-mail to Board members and received no questions or concerns, there were none during the meeting.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Budgeting/Forecasting comply with the requirements of EL-2c policy.

Moved by Mr. Raymond Chan
Seconded by Mr. Ben Hendriks

Resolved that the Board receives the report entitled “Internal Monitoring Report: Executive Limitation EL-2c, Budgeting/Forecasting”.

Carried.

5.2 **Executive Limitation: EL-2h Community Relations** (Assigned to Ms. Iqra Awan)

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Ms. Awan reviewed the report EL-2h Community Relations. She sent an e-mail to Board members and did not receive any questions or concerns. There were no questions posed at the meeting.

The report confirmed that the CEO and MPL's practices relative to MPL's Community Relations comply with the requirements of EL-2h policy.

Moved by Ms. Iqra Awan
Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation, EL-2h Community Relations" be received.

Carried.

5.3 **Executive Limitation: EL-2i Compensation and Benefits**
(Assigned to Mr. Jay Xie)

Mr. Xie advised that the purpose of this report is to provide the Board with an overview of MPL's practices with regard to employee compensation and benefits.

Mr. Xie reviewed the report in full and found it to be complete and compliant. He contacted the Board and did not receive any questions or concerns and there were none at the meeting.

The report confirmed that the CEO and MPL's practices relative to MPL's Compensation and Benefits comply with the requirements of EL-2i policy.

Moved by Mr. Jay Xie
Seconded by Mrs. Pearl Mantell

Resolved that the report entitled "Internal Monitoring Report-Executive Limitation EL-2i, Compensation and Benefits" be received.

Carried.

5.4 **Executive Limitation: EL-2j Communication and Counsel to the Board (March to May 2022)**
(Assigned to Mr. Lillian Tolensky)

Mrs. Tolensky reviewed the report EL-2j, Communication & Counsel to the Board (March to May 2022) and found it to be complete and compliant. She did not receive any questions from Board members by e-mail and there were none from the floor.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication and Counsel to the Board comply with the requirements of EL-2j policy.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Edward Choi

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation EL-2j, Communication & Counsel to the Board (March to May 2022)" be received.

Carried.

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- 6.0 **Ends**
 6.1 **Strategic Plan Update: Deferred to September**

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

Ms. McGrory noted the following items of interest from the OLS Strategic Plan at the OLS Board meeting held on Saturday (June 25).

- OLS has created a Legislative checklist to assist Public Library CEOs and their boards in ensuring awareness and compliance with legislation
- OLS undertook a salary survey of provincial library CEOs with 166 libraries submitting data to the project. A formal report of findings is expected
- In response to the Canadian Federation of Library Associations Truth and Reconciliation Report call to action, OLS engaged the Library Services Centre (LSC) to update colonial subject headings in their library system catalogue.

7.2 **Delegation of Board's Authority over the summer**

Moved by Mrs. Pearl Mantell
 Seconded by Mr. Ben Hendriks

Resolved that responsibility for all Board decisions over the summer be delegated to the Board Chair in consultation with the Vice-Chair;

And that if either the Chair or Vice-Chair cannot be contacted in a reasonable time frame, a designated Board member will be consulted.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

One member mentioned signing up and attending a MPL program.

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **Library Board Governance Q&A**

The Chair advised the Board that no clarifications or concerns were received from Board members and no changes to Governance Policies were proposed at this time.

Moved by Mrs. Lillian Tolensky
 Seconded by Mr. Edward Choi

Resolved that the Board accepts the Board Education item entitled "Library Board Policy Governance Q&A".

Carried.

AGENDA 2.1**11.0 Incidental Information:**

There was some discussion on the timing of returning to “in-person” meetings and the potential for “hybrid” meetings where some Members would attend in person and some would login remotely. At this time the technology is not in place to support hybrid Board meetings and there were concerns expressed that the size of MPL meeting rooms would not readily accommodate social distancing for full in-person Board meetings. Staff will continue to investigate technology for hybrid meetings and also investigate the feasibility of using meeting rooms at the City of Markham.

Moved by Mrs. Pearl Mantell
Seconded by Mr. Edward Choi

Resolved that the discussion on Board Meetings for the remainder of 2022 be received and that the Board agrees to continue to meet virtually (by ZOOM) for September, October and November and to revisit at the November 2022 Regular Board Meeting.

Carried.

12.0 New Business (None)**13.0 Board Evaluation:****13.1 Questionnaire Results: Performance of Individual Board Members**

Moved by Mr. Raymond Chan
Seconded by Mr. Ben Hendriks

Resolved that the report entitled “Questionnaire Results: Performance of Individual Board Members” be received.

Carried.

14.0 In Camera Agenda (None)**15.0 Adjournment**

Just prior to adjournment the Chair thanked Board members and staff for their diligence in preparing for and participating in the meetings, and wished all present a happy and safe summer break

Moved by Mr. Edward Choi and seconded by Mr. Ben Hendriks that the meeting be adjourned at 8:07 p.m.

AGENDA 2.1**MARKHAM PUBLIC LIBRARY BOARD****Regular Meeting****Minutes of Regular Meeting held on Monday, September 26, 2022 7:04 p.m. Virtual Meeting**

- Present from Board: Ms. Margaret McGrory, Chair
 Mr. Raymond Chan, Vice-Chair
 Ms. Iqra Awan (up to 8.1)
 Mr. Edward Choi
 Mr. Ben Hendriks
 Mr. David Whetham
 Mr. Jay Xie
- Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
 Ms. Andrea Cecchetto, Director, Service Excellence
 Mrs. Diane Macklin, Director, Community Engagement
 Ms. Michelle Sawh, Director, Administration
 Ms. Debbie Walker, Director, Library Strategy & Planning
 Ms. Megan Garza, Senior Manager, Organizational Transformation
 Mr. Patrick Pan, Manager, Facilities & Workplace Safety
 Mrs. Anthea Bailie, Manager, Collections & Technical Services
 Mr. Amir Feridooni, Manager, Thornhill Community, Thornhill Village Libraries
 Mrs. Antonella Costa, Manager, Workforce Development
 Mrs. Susan Price, Board Secretary
- Regrets: Mrs. Lillian Tolensky
 Deputy Mayor Don Hamilton
 Mrs. Pearl Mantell
 Councillor Keith Irish
 Councillor Andrew Keyes
- Guests: Mr. Dhanak Ohri, Resident

1.0 Call to Order/Approval of Agenda

Ms. Margaret McGrory, Chair called the meeting to order at 7:04 p.m.

Moved by Mr. Raymond Chan
 Seconded by Mr. Ben Hendriks

Resolved that the agenda be approved.

Carried.

1.1 Declaration of Conflict of Pecuniary Interest

None.

1.2 Delegation

None.

AGENDA 2.1

1.3 **Chair's Remarks**

The Chair asked that a moment of silence be observed to commemorate and acknowledge the passing of her Majesty Queen Elizabeth II on September 8, 2022. Queen Elizabeth was Canada's longest reigning Monarch and served the Commonwealth with dignity and grace for over 70 years.

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

We begin today by acknowledging the traditional territories of Indigenous Peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, the Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa and the current treaty holders Mississaugas of the Credit peoples. We share the responsibility with the caretakers of this land to ensure the dish is never empty and to restore relationships that are based on peace, friendship and trust. We are committed to reconciliation, partnership and enhanced understanding.

Directors were asked to introduce any "guest" staff members present.

Ms. McGrory advised the Board that it has been recommended that we count votes at virtual meetings and asked Members if they are in favor of a motion to keep their hands raised until they can be tallied.

The Staff Recognition Event will follow and although the two honorees are unable to attend they will be acknowledged here.

1.4 **Years of Service Recognition Event:**

The following staff members were honoured for their **25** years of service.

Catherine Yu

Amir Feridooni, Manager, Thornhill Community and Thornhill Village libraries described Catherine as a loving grandmother, welcoming of new library services and a skilled and engaging storytime leader. Mr. Feridooni congratulated Catherine on this important milestone and thanked her for her wonderful work.

Surina Poon

Anthea Baillie, Manager, Collections and Technical Services congratulated Surina on her 25 years with MPL and gave a brief outline of her work history. Anthea described Surina as dedicated and conscientious, she has worked on numerous projects in a timely, accurate manner, and is always open to trying new things and challenging new tasks, whatever comes her way.

On behalf of the Library Board, Ms. McGrory congratulated Catherine and Surina and thanked them for their long and valued service to MPL and Markham residents.

AGENDA 2.1

2.0 **Approval of Minutes:**

2.1 Library Board Minutes June 27, 2022

Moved by Mr. Raymond Chan
Seconded by Mr. Jay Xie

Resolved that the minutes of the June 27, 2022 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mr. David Whetham
Seconded by Mr. Ben Hendriks

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.7 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

2.3 Declaration of Due Diligence by the CEO

2.4 Communication and Correspondence:

- 2.4.1 thestar.com: Start making music! Markham Public Library launches free musical lending library
- 2.4.2 Media Release: Markham Public Library receives Government of Canada support through My Main Street Community Activator Placemaking Program
- 2.4.3 MarkhamReview.com: MPL's Trail Project gets funding to combine health and wellbeing with economic revitalization
<https://markhamreview.com/markham-public-librarys-trail-project-gets-federal-funding-to-combine-health->
- 2.4.4 Economist and Sun: Library Receives Funding to Revitalize Neighbourhood
- 2.4.5 MarkhamReview.com: Markham Youth Magazine accepting submissions
<https://markhamreview.com/markham-youth-magazine-accepting-submissions/>
- 2.4.6 thestar.com: Markham receives funding to revitalize Main Street Neighbourhoods
https://www.thestar.com/local-markham/news/2022/08/22/markham-receives-funding-to-revitalize-main-street-neighbourhoods.html?li_source=LI&li_medium=star_web_ymbii
- 2.4.7 thestar.com: Markham votes: Hands on guide for casting your vote in 2022 municipal election
<https://www.thestar.com/local-markham/news/municipal-election/2022/08/31/markham-votes-hands-on-guide-for-casting-your-vote-in-2022-municipal-election.html>

Carried.

AGENDA 2.1

3.0 CEO's Highlights:

The Chair called upon the CEO for her comments on the September Highlights. Mrs. Biss noted the following items contained in the report:

- **Indigenous Subject Headings:** Offensive or inaccurate terms changed to more appropriate headings with the goal of a more respectful reference e.g. “Off-reservation boarding schools” changed to “Residential schools”
- **Municipal Election:** MPL is working with Legislative Services to build awareness of the election and to encourage eligible voters to participate. Front line staff have been trained to register voters and edit voter information
- **Summer Programs:** Reintroducing indoor Storytimes, camps returned for the first time since 2019 and were very successful. TD Summer Reading Club encourages children to be engaged with reading and the library over the summer, the highlight was a virtual viewing party with Canadian Astronaut Chris Hadfield. Markham Reads “Have You Eaten Yet” was another successful celebration of reading, sharing of ideas and community.
- **Update on Milliken Centre Secondary Plan**
- **Designing Inclusive Workspaces:** Research on neurodiversity indicates that with more appropriate accommodations and inclusive workspaces all community members can be set up for success
- **Markham Village Library:** Construction on the south entrance has been completed and doors re-opened September 19, 2022.
- **Enterprise Risk Management**
- **Board Statistical Report**

Referring to the section on the Municipal Election and further to a previous discussion, the following recommendation was put forward.

Moved by Mr. Edward Choi
Seconded by Mr. Raymond Chan

Resolved that MPL management is requested to explore the drafting of an Elections Meeting Policy for all future called federal, provincial and municipal elections and report to the Board along with its comments.

Carried.

Moved by Mr. Edward Choi
Seconded by Mr. Ben Hendriks

Resolved that the report entitled “CEO’s Highlight’s September 2022” be received.

Carried.

3.1 Markham Centre Update, September 26, 2022

Staff advised the Board about the **Development Services Committee Meeting held July 5, 2022 on the Markham Centre Secondary Plan Update**. The development concept has changed little since March 2022. It is expected that the Plan will be brought forward to the new Council.

AGENDA 2.1

The Library CEO and the Director of Recreation met with Finance Department staff to discuss the City strategy to provision a Facility Ramp Up Reserve for the operating costs of future Community Services facilities. The Facility Ramp Up Reserve is used to incrementally ramp up for the estimated personnel and operating expenses associated with the opening of new facilities so that the opening of these facilities does not result in a one year spike in the municipal operating budget. Ramp up periods are typically 8 to 12 year plans.

Although the timelines are later than previously indicated, meetings will continue.

There was some discussion and interest in a combined Library/Theatre project.

Moved by Mr. Edward Choi

Seconded by Ms. Iqra Awan

Resolved that the report entitled “Markham Centre Update, September 26, 2022” be received.

Carried.

4.0 **Annual Monthly Policy Review**

(To be undertaken at the January meeting)

5.0 **Internal Monitoring Reports:**

(Compliance list of internal monitoring reports and discussion led by members)

5.1 **Executive Limitation: EL-2d Financial Condition**

(Assigned to Mr. Raymond Chan)

Mr. Chan reviewed the report and gave a brief overview. The report provides the Board with an update on the year to date financial condition of the Library.

Mr. Chan sent an e-mail to Board members and did not receive any questions or concerns about the report and there were none from the floor.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Financial Condition comply with the requirements of EL-2d policy.

Moved by Mr. Raymond Chan

Seconded by Mr. Ben Hendriks

Resolved that the Report entitled “Internal Monitoring Report: Executive Limitation, EL 2-d” be received.

Carried.

6.0 **Ends:**

6.1 **Strategic Plan Update**

Staff gave a brief presentation that covered the highlights contained within the report distributed to the Board.

AGENDA 2.1

Where We're At:

- Emerging from the shadow of COVID
- Gradual re-opening of branches
- Over the summer, strategic planning for 2023
- Municipal priorities
- Community
- Economic Success
- Diversity
- Low Tax Rates
- Markham Brand
- Measures of Success

2023 Workplan:

Four Strategic Areas of Focus:

- Branch Rebound
- Raise Your Game-Combatting Learning Loss
- The Inclusive Library
- The Big Issues Series (aligns with Theme 4 of the corporate Diversity and Inclusion Plan to provide ongoing education and awareness of both historical discrimination and current experience related to diversity)

Moved by Mr. Edward Choi
Seconded by Mr. Jay Xie

Resolved that the report “Strategic Plan Update” be received.
Carried.

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

Due to time constraints Ms. McGrory offered to send her update on the September Assembly Meeting by e-mail to the Board.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

There were no reports from Board members attending events at this time.

9.0 **Board Advocacy:**

9.1 **October to December 2022 Library Programs**

Staff advised the Board that the programs planned for the coming months have something for everyone. There have been some challenges with the ‘hybrid model’ (that is, some participants attending in person, some virtual) but this should improve with time. There was special mention of **“Heroes of the Holocaust: Celebrating well known and not so well known rescuers”** **November 3rd** in honour of Holocaust Education Week.

Moved by Mr. Ben Hendriks
Seconded by Mr. Jay Xie

AGENDA 2.1

Resolved that the report “October to December 2022 Library Programs” be received.

Carried.

10.0 **Education:**

10.1 **Board Education Plan-2023**

Staff explained that the proposed topics for 2023 focus on trends that may have actual or potential impact on MPL; that provide a deeper understanding of issues of strategic significance for MPL, and support education and orientation for new Board members and a review for existing members. Staff asked the Board to provide any feedback.

Moved by Mr. Raymond Chan

Seconded by Mr. David Whetham

Resolved that the Board members identify outreach initiatives and education topics for 2022 to comply with Governance Process GP-2 f policy.

Carried.

10.2 **MPL’s Digital Literacy Strategy**

Staff gave a comprehensive presentation on MPL’s Digital Literacy Strategy, the goal of which is to provide equitable access to digital literacy development for everyone as the need/demand for digital skills will be strong in future workplaces.

Overview of accomplishments and developments 2018-2022 (during the pandemic)

- Increased access to creative technologies
- Provided Digital Literacy learning opportunities
- Trained Staff to provide Digital Literacy support for customers

Recent Initiatives

- Influencer Campaigns
- MPL Trail project
- Makerspace Rentals

Successful Outcomes

- 80% of users tried something new
- 62 % of users report MPL is their only point of access for digital technology
- 38% of users report feeling comfortable with Digital technology after using MPL’s services
- 53% of users report they use MPL services to build employment skills

Outcomes

- Encourage experimentation and creative exploration
- Social cohesion and community
- Intergenerational learning
- Engagement with the library
- Equity and inclusion

There was some discussion on accessibility for those with physical challenges and the possibility of hosting an open house for this community with demonstrations of accessibility options, possibly by individuals with disabilities in order to showcase what is available at MPL.

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Moved by Mr. Raymond Chan
Seconded by Mr. Edward Choi

Resolved that the Board receives the Board Education Presentation entitled “MPL’s Digital Literacy Strategy”

Carried.

11.0 **Incidental Information**
(none)

12.0 **New Business**
- (none)

13.0 **Board Evaluation:**
13.1 **Questionnaire: The Conduct of the Board**

The chair asked members to complete the questionnaire by e-mail and return to the Board Secretary.

14.0 **In Camera Agenda:**
(None)

15.0 **Adjournment**

Moved by Mr. Jay Xie and seconded by Mr. Edward Choi that the meeting be adjourned at 8:39 p.m.

AGENDA 2.1**MARKHAM PUBLIC LIBRARY BOARD****Regular Meeting****Minutes of Regular Meeting held on Tuesday, October 25, 2022 7:14 p.m. Virtual Meeting**

Present from Board: Ms. Margaret McGrory, Chair
 Ms. Iqra Awan
 Mr. Edward Choi
 Mr. Ben Hendriks
 Mrs. Pearl Mantell
 Mrs. Lillian Tolensky
 Mr. Jay Xie

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
 Ms. Andrea Cecchetto, Director, Service Excellence
 Mrs. Diane Macklin, Director, Community Engagement
 Ms. Michelle Sawh, Director, Administration
 Ms. Debbie Walker, Director, Library Strategy & Planning
 Ms. Megan Garza, Senior Manager, Organizational Transformation
 Mrs. Anthea Bailie, Manager, Collections & Technical Services
 Mr. David Zambrano, Manager of Library Systems & Virtual Branch
 Mrs. Susan Price, Board Secretary

Regrets: Mr. Raymond Chan, Vice-Chair
 Mr. Don Hamilton
 Mr. David Whetham
 Councillor Keith Irish
 Councillor Andrew Keyes

Guest: Ms. Janet Ashfield, Deputy Director, Human Resources Operations,
 City of Markham

1.0 **Call to Order/Approval of Agenda**

Ms. Margaret McGrory, Chair called the meeting to order at 7:14 p.m.

Moved by Mrs. Lillian Tolensky
 Seconded by Mr. Ben Hendriks

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

1.2 **Delegation**

None.

AGENDA 2.1

1.3 **Chair's Remarks**

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

We begin today by acknowledging the traditional territories of Indigenous Peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, the Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa and the current treaty holders Mississaugas of the Credit peoples. We share the responsibility with the caretakers of this land to ensure the dish is never empty and to restore relationships that are based on peace, friendship and trust. We are committed to reconciliation, partnership and enhanced understanding.

Directors were asked to introduce any "guest" staff members present and Ms. Sawh, introduced Ms. Janet Ashfield, Deputy Director, Human Resources Operations at the City of Markham.

Ms. McGrory, advised the Board that it has been recommended that we count votes at virtual meetings and asked Members if they are in favor of a motion to keep their hands raised until they can be tallied.

The Chair advised the Board that staff investigated the feasibility of using the Canada Room at the City for our Board meetings in order to provide a larger space where social distancing is more attainable. The Canada Room is not an option and the venue for future Board meetings will be discussed at the November meeting.

Honorarium cheque requisition forms have been issued. Please return per instructions as soon as possible.

Ms. Ashfield will be joining us for the In Camera meeting and a reminder that the meeting is confidential and the Chair asked Board members to ensure they are in a private location or using headphones during that meeting.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes September 26, 2022

Moved by Mr. Ben Hendriks
Seconded by Mrs. Lillian Tolensky

Resolved that the minutes of the September 26, 2022 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mr. Jay Xie
Seconded by Mrs. Lillian Tolensky

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.3 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

2.3 Declaration of Due Diligence by the CEO

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2.4 Communication and Correspondence:

- 2.4.1 thestar.com: Markham teacher brings mindfulness tools to classroom
<https://www.thestar.com/local-markham/news/2022/09/20/markham-teacher-brings-mindfulness-tools-to-classroom-to-help-kids-manage-emotions.html?rf>
- 2.4.2 YorkRegion.com: Residents frustrated by prolonged library closure at Markham's Milliken branch
<https://www.yorkregion.com/news-story/10719918-residents-frustrated-by-prolonged-library-closure-at-markham-s-milliken-branch/?>
- 2.4.3 [MARKHAM VOTES: Voter information letters for Markham municipal election are in the mail](#) YorkRegion.com Those who do not receive a voter information letter by Oct. 12 may not be registered on the municipal voters' list

Carried.

3.0 CEO's Highlights:

The Chair called upon the CEO for her comments on the November Highlights. Mrs. Biss noted the following items contained in the report:

- **Milliken Mills Reopening**
 As of October 14th work in the branch is mostly complete with only construction deficiencies remaining. Once the site is transferred to the City, the final stages of branch set up will be complete. An opening date will be confirmed once the project sign-off is achieved.
- **New Collection-Dementia Care Kits**
 This new collection supports both MPL's Older Adult Strategy as well as the Inclusion Strategy by providing a curated collection that focuses on adults experiencing cognitive decline.

There was a question on the Canadian Library installation and the CEO will consult with the City for further guidance on moving forward.

Moved by Mrs. Pearl Mantell
 Seconded by Mr. Edward Choi

Resolved that the report entitled "CEO's Highlight's October 2022" be received.

Carried.

3.1 Markham Centre Update, October, 2022

Markham Centre Secondary Plan Update (MCSPU)

The CEO has further meetings upcoming with City Planning staff to clarify the situation and the context for further advocacy for a central library in Markham Centre. The approved budget for community consultation regarding library facilities (including a central library) in Markham Centre has been carried forward into 2023. The CEO continues to explore opportunities to combine this

AGENDA 2.1

approved funding with other funding sources and launch an extensive program of consultation in 2023.

The report also outlined some of the trends and challenges to be addressed in developing Markham Centre.

There was some discussion and comments.

Moved by Mrs. Pearl Mantell

Seconded by Mr. Ben Hendriks

Resolved that the report entitled “Markham Centre Update, October, 2022” be received.

Carried.

4.0 **Annual Monthly Policy Review**

(To be undertaken at the January meeting)

5.0 **Internal Monitoring Reports:**

(Compliance list of internal monitoring reports and discussion led by members)

5.1 **Executive Limitation: EL-2b Staff Treatment**

(Assigned to Mr. Ben Hendriks)

Mr. Hendriks sent an e-mail to Board members and did not receive any questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's Staff Treatment comply with the requirements of EL-2b policy.

Moved by Mr. Ben Hendriks

Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation, EL 2b, Staff Treatment” be received.

Carried.

5.2 **Executive Limitation: EL-2c Budgeting/Forecasting**

The Chair advised the Board that this EL report will need to be deferred due to the municipal election and changes to City Council. The information to complete the report will not be available until a later date.

5.3 **Executive Limitation: EL-2j, Communication & Counsel to the Board (June 2022 to September 2022)** (Assigned to Ms. Iqra Awan)

Ms. Awan sent an e-mail to Board members and did not receive any questions or concerns about the report.

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The report confirmed that the CEO and MPL's practices relative to MPL's Communication & Counsel to the Board (June 2022 to September 2022) comply with the requirements of EL-2j policy.

Moved by Ms. Iqra Awan
Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation EL-2j, Communication & Counsel to the Board (June to September 2022)" be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

Ms. McGrory reminded the Board that she sent out a report by e-mail on the last meeting held in September 2022 and if there were any questions or comments to let her know. The next OLS Assembly will be held in spring 2023. She also attends OLS Board meetings which are confidential but she will advise the Board if anything needs to be shared.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

Mr. Hendriks mentioned that in his run for School Trustee he had the opportunity to meet with educators and compare gaps in the education systems that could be filled by Markham Public Library.

There was a lot of discussion on educational challenges due to the pandemic and how MPL programs can help provide support.

9.0 **Board Advocacy:**

9.1 **Board Presentation to Council Discussion**

Staff gave a brief overview of the items contained within the report, and goals and objectives for the Presentation to Council in early 2023. Highlighted items include:

- Purpose and Timing of the Board Presentation to Council
- Strategy for the Next Board Presentation to Council
- Outline of the Next Board Presentation to Council
- Length
 - Content
 - Key messages
 - Library Board Priorities going forward\
 - Legacy Document
- Working Group/Presentation Team

AGENDA 2.1

There were several volunteers for the Working Group to present to Council which will be established in the near future.

Moved by Mrs. Pearl Mantell

Seconded by Mr. Ben Hendriks

Resolved that the report on the Board Presentation to Council be received,

That the proposed strategy outline for the Board Presentation to Council be endorsed, and

That the Presentation Team as discussed be designated to develop and deliver the Board Presentation.

Carried.

10.0 **Education:**

10.1 **Board Education Plan-2023**

Staff explained that this report was finalizing the Draft put forward in September.

There was a request to set aside time at future meetings to discuss the Board Legacy Document, possibly prepare a framework for November and discuss in January,

Moved by Mrs. Pearl Mantell

Seconded by Mr. Edward Choi

Resolved that the report entitled “Board Education Plan 2023” be received.

Carried.

11.0 **Incidental Information**

(None)

12.0 **New Business:**

12.1 **The Library and Political Elections Policy (2022)-Revision**

There was some discussion on this revision of the policy and the Board decided to defer approval until further suggested amendments could be considered.

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: The Conduct of the Board**

Moved by Mrs. Lillian Tolensky

Seconded by Mr. Ben Hendriks

Resolved that the report entitled “Questionnaire Results: “The Conduct of the Board” be received.

AGENDA 2.1

Carried.

14.0 **In Camera Agenda (to discuss a confidential personnel matter)**

Moved by Mrs. Pearl Mantell

Seconded by Mr. Jay Xie

Resolved that the Board meet in camera at 8:47 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:15 p.m.

Moved by Mr. Edward Choi

Seconded by Mrs. Pearl Mantell

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Edward Choi and seconded by Mrs. Lillian Tolensky that the meeting be adjourned at 9:16 p.m.



RACE RELATIONS COMMITTEE

Minutes

Zoom Meeting

Jun 6, 2022 at 6:00 p.m.

<p><i>Attendance:</i></p> <p><u>Committee</u></p> <p>Darius Sookram, Chair Nayani Nandakumar, Vice Chair Edward Choi Madge Logan Mohamad Mtairek Danielle Russell Claudette Rutherford Suat Kenar Satya Arora Jas Atwal Hamza Sivanathan Faiz Mohyuddin Councillor Isa Lee Sujane Kandasamy</p> <p><u>Special Guests</u></p> <p>Maxine Roy, Senior Manager, Heleen Arora</p> <p><u>Staff</u></p> <p>Joanne Kinya Baker, Staff Liaison (Diversity, Equity and Inclusion Specialist) Chasidy Palmer, Intern, CAO's Office Hristina Giantsopoulos, Election and Committee Coordinator</p>	<p><u>Regrets</u></p>
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1. Chair's Opening Remarks

The Race Relations Committee meeting convened at 6:04 PM with Darius Sookram presiding as Chair.

2. Adoption of the June 6, 2022, agenda.

Moved by: Suat Kenar

Seconded by: Mohamad Mtairek

That the June 6, 2022 Race Relations Committee Meeting Agenda be adopted.

Carried

3. Approval of the Minutes from May 9, 2022.

Moved by: Madge Logan

Seconded by: Danielle Russell

That the May 9, 2022, Race Relations Committee Minutes be confirmed.

Carried

4. Business Related to Previous Minutes

There was none.

5. Welcome of new Committee Members

The Committee welcomed new members, Jas Atwal and Satya Arora. All attendees participated in round table introductions describing their experience and noting reasons for their interest in participating on the RRC.

Special Guests

Maxine Roy, Senior Communications Advisor, addressed the Committee to provide a brief introduction to the City's Corporate Communications team and how it works with all areas in the City. She highlighted various functions and events conducted on behalf of the City in accordance with City policies and guidelines.

The Committee discussed the following:

- Events for groups to be recognized and having appropriate resources support;
- Concerns with how key decisions and communications are made;
- The City's response to diversity, equity and inclusion across the community and the importance of representation of all skin types and colours for all communications;
- That there be consideration to increase the use of images of Black people with respect to programs for Black students;
- Posting of community resources on City website; and,
- Sharing Committee information and messaging on City website.

Staff provided information in relation to action items identified in the Diversity Action plan and will reflect on ways to increase communications and community involvement to the Committee.

Herleen Aurora and Jessica Ketwaroo-Green of the South Asian and Tamil Women's Collective were in attendance to promote the, *Leading for Change Program*.

Ms. Herleen addressed the Committee and advised that this collective is a not for profit, grass roots organization to support women in marginalized groups overcome barriers to run for civic office. She indicated that this initiative is series of weekly virtual and in-person learning opportunities that are being offered to 10 individuals from underrepresented communities aspiring to be a municipal leader in Markham.

The Committee congratulated Ms. Aurora and Ms. Ketwaroo-Green on this initiative and inquired about the program and the types of community engagement planned. Councillor Isa Lee was acknowledged for her work at the Federation of Canadian Municipalities.

6. Updates

Race Relations Sub-Committee Update - no updates at this time

Diversity Action Plan Update

Ms. Kinya-Baker advised that Council passed the Diversity Action Plan and that it will be launched with members of the Toronto Metropolitan University on July 13, 2022 at Aaniin Community Centre.

The Committee suggested that invitations to the launch be extended to community religious members, the Mayors Youth Task Force, the Black Youth Task Force and schools for increased representation. The Committee highlighted the importance of community engagement, in multiple languages, and that all members of the community feel welcome.

7. Vacancy Recruitment

- a. Staff advised that there is support to keep a vacancy open and revolving for a member of the Indigenous Community. It was noted that Tia Kennedy will attend future meetings.

- b. Committee Recommendation to Council in the fall:

That the Race Relations Committee request Council to increase the membership to permit the appointment of a member of the Indigenous community.

Moved by:

Seconded by:

8. New Business/Other

There were no new business or other matters discussed.

9. Next Official Meeting Date: Monday, September 12, 2022, at 6:00 PM

10. Adjournment

Moved By: Satya Aroa

Seconded By: Edward Choi

That the Race Relations meeting adjourn at 7:57 PM.



RACE RELATIONS COMMITTEE

Minutes

Zoom Meeting

September 12, 2022

6:00 p.m.

<p><i>Attendance:</i></p> <p><u>Committee</u></p> <p>Darius Sookram, Chair Nayani Nandakumar, Vice Chair Edward Choi Madge Logan Mohamad Mtairek Danielle Russell Suat Kenar Satya Arora Jas Atwal Faiz Mohyuddin Councillor Isa Lee</p> <p><u>Staff</u></p> <p>Joanne Kinya Baker, Staff Liaison (Diversity, Equity and Inclusion Specialist) Chasidy Palmer, Intern, CAO's Office Hristina Giantsopoulos, Election and Committee Coordinator</p>	<p><u>Regrets</u></p> <p>Sujane Kandasamy Hamza Sivanathan Claudette Rutherford</p>
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1. Chair's Opening Remarks

The Race Relations Committee meeting convened at 6:04 PM with Darius Sookram presiding as Chair. The Chair began the meeting with a reading of the Land Acknowledgement and welcomed Members to the first meeting after the summer break.

The Committee observed a Moment of Silence in recognition of the James Smith Cree Nation victims.

The Committee observed a Moment of Silence for Her Majesty, The Queen.

2. Adoption of the September 12, 2022, agenda.

Moved by: Satya Arora

Seconded by: Edward Choi

That the September 12, 2022 Race Relations Committee Meeting Agenda be adopted.

3. Approval of the Minutes from June 6, 2022.

Moved by: Satya Arora

Seconded by: Suat Kenar

That the Jun 6, 2022, Race Relations Committee Minutes be adopted with the friendly amendment to indicate that Sujane Kandasamy was in attendance at that meeting.

4. Business Related to Previous Minutes

The Committee acknowledged the City's willingness to start conversations and post diverse equity and inclusive communications on the city website and on social media posts. Communication messages are now more reflective of the members of the community.

The Committee noted the recently improved working relationship with Corporate Communications and acknowledged the contributions from Joanne Kinya Baker and Chasidy Palmer in this regard. The committee expressed the desire for Corporate Communications to continue working together with the Race Relations Committee to communicate and promote meaningful engagement for all communities.

5. Committee and Sub-Committee Updates

Diversity Action Plan Update

The Committee discussed the Diversity Action Plan (DAP) launch event that was held over the summer and indicated that it was well attended. Committee Member, Madge Logan was presented with an award at the event, while Darius Sookram served as the events Co-MC.

The DAP is a 5 year plan and in each year there will be touch points to be accountable to the community and reports on milestones and checkmarks with items such as the increase of black hires, accessible spaces etc. There has been positive reception and support from city staff, Members of Council and the community.

Many Faces of Markham Sub Committee

Theme: "Your Markham: Allyship in the Fight Against Racism"

The Committee discussed how the 2022 event was paused and that the theme is being used for 2023. There will be a sub-committee meeting in the coming weeks to discuss next steps and engagement with community groups, school boards, and trustees.

Policy Sub-Committee

No update at this time.

Communications Sub-Committee

No update at this time. Satya Arora expressed interest to join this sub-committee.

7. New Business/Other

There will be information in relation to the Terms of Reference, Social Media and Communication Policies provided at an upcoming meeting.

There have been opportunities created to overcome financial barriers in relation to City run programs where certain program fees were waived to engage youth in obtaining qualifications for various City employment opportunities.

Ms. Kinya Baker advised that there will be a Leading for Change event on October 1, 2022, led by the South Asian Tamil Women's Collective to initiate conversations for leadership and engaging in the electoral process. A link to the [Municipal Democracy Index](#) was shared to provide some context for the FCM grant application that was awarded for this program.

It was indicated that an invitation will be sent to all Committee Members.

The Chair led a round table discussion on what Members are thankful for which included the following:

- The ability to have discussions in a safe place;
- The promotion of equity, love and belonging;
- The opportunity the Committee creates for underrepresented groups and to achieve equality and justice for all regardless of nationality, culture or race;
- That everyone should have equal opportunities;
- The learnings obtained from children and youth;
- City staff and improved relationships with City departments; the committee shared a deep appreciation for the liaisons from the City that support this committee; Ms. Kinya Baker, Ms Giantsopoulos, and Ms. Palmer.
- The integration and intersectionality of the Committee's collaborative environment; and,
- The dedication and work of Committee members.

Members of the Committee congratulated Satya Arora and Faiz Mohyuddin on receiving a Platinum Jubilee Award from Her Majesty Queen Elizabeth II for their positive contributions to their communities.

The Committee expressed interest in attending other advisory group meetings and visa-versa in efforts to establish relationships, understand and assist each other in reaching their objectives.

8. Next Official Meeting Date: Monday, October 3, 2022, at 6:00 PM

9. Adjournment

Moved By: Edward Choi

Seconded By: Madge Logan

That the Race Relations meeting adjourn at 7:29 PM.



RACE RELATIONS COMMITTEE

Agenda

Zoom Meeting

October 3, 2022

6:00 p.m.

<i>Attendance:</i>	
<u>Committee</u>	<u>Regrets</u>
Nayani Nandakumar, Vice Chair	Darius Sookram, Chair
Satya Arora	Hamza Sivanathan
Jas Atwal	Councillor Isa Lee
Edward Choi	
Sujane Kandasamy	
Suat Kenar	
Madge Logan	
Faiz Mohyuddin	
Mohamad Mtairek	
Danielle Russell	
Claudette Rutherford	
<u>Staff</u>	
Joanne Kinya Baker, Staff Liaison (Diversity, Equity and Inclusion Specialist)	
Chasidy Palmer, Intern, CAO's Office	
Bev Shugg Barbeito, Committee Clerk	

1. **Chair's Opening Remarks**
The Race Relations Committee meeting convened at 6:10 PM with Nayani Nandakumar presiding as Chair. The Chair began the meeting with a reading of the Land Acknowledgement. She advised that she will send resources relating to Truth and Reconciliation to Committee members.
2. **Adoption of the October 3, 2022, agenda.**

Moved by: Suat Kenar
Seconded by: Edward Choi

That the October 3, 2022 Race Relations Committee Meeting Agenda be adopted.

CARRIED3. Approval of the Minutes from September 12, 2022.

Moved by: Satya Arora
Seconded by: Suat Kenar

That the September 12, 2022, Race Relations Committee Minutes be adopted with the friendly amendment to revise “The Committee observed a Moment of Silence for Her Majesty, The Queen.” to read “The Committee observed a Moment of Silence for Her late Majesty, Queen Elizabeth II.”

CARRIED

4. Business Related to Previous Minutes

None was identified.

5. Committee and Sub-Committee Updates

Joanne Kinya Baker reported that, on September 30, the Every Child Matters flag was raised at Markham Civic Centre as part of a powerful ceremony in recognition of the second National Day for Truth and Reconciliation and Orange Shirt Day. Mayor Frank Scarpitti, City councillors, delegates of three levels of government and City staff attended the ceremony. Senior Fellow Robert (Bob) Watts, the former interim executive director of Canada’s Truth and Reconciliation Commission, led the blessing and spoke about how people can address the issues of the past while seeking to heal.

Ms. Kinya Baker reported that the Sisters in Spirit is recognized on October 4, 2022, this day provides an opportunity for community members to reflect on the high rates of violence against Aboriginal women and girls in Canada and to take action. Different communities were holding different events on this day.

Ms. Kinya Baker advised that there was a Leading for Change conference on October 1, 2022, led by the South Asian Tamil Women’s Collective and other racialized leaders and sponsored by the FCM. The conference aims to initiate conversations for leadership and for engaging in the electoral process among underrepresented communities.

Ms. Kinya Baker reported that the Eliminating Anti-Black Racism Plan, which was introduced in summer 2022, is anchored in a set of overarching pillars that mirror Building Markham’s Future Together strategy themes, and include a set of goals and actions which will help support Markham’s Black community.

Many Faces of Markham Sub Committee

No update was available. Committee members were advised that the City has yet to give direction as to whether the event will take place virtually or in person.

Policy Sub-Committee

No update was available at this time.

Communications Sub-Committee

Nayani Nandakumar will soon coordinate a meeting for the subcommittee.

Markham Race Relations Committee
October 3, 2022
Page 3 of 3

Jas Atwal expressed interest to join a sub-committee; Nayani Nandakumar will forward her request to the Sub-Committee Chairs.

7. New Business/Other

None was identified.

8. Next Official Meeting Date: Monday, November 7, 2022, at 6:00 PM

9. Adjournment

Moved By: Edward Choi

Seconded By: Madge Logan

That the Race Relations meeting adjourn at 6:45 PM.



MINUTES

MARKHAM SANTA CLAUS PARADE COMMITTEE
ROTARY CLUBS OF MARKHAM
Building Boardroom, Markham Civic Centre
November 7, 2019

Attendance

Jim Sandiford, Rotary Club of Markham Sunrise Inc. - Chair
Peter Still
Susan Peterson
Joel Lustig, Treasurer
Dennis King, Supervisor, Roads
Eric Lizotte, Manager, Corporate Security
Rebecca Cotter, Manager Communications Operations & Events
Michael Freethy, Coordinator Corporate Communications & Community Engagement
David Plant, Sr. Manager, Parks, Horticulture & Forestry, Operations
Lisa Cerone, Rental Attendance II, Culture and Economic Development
Cynthia Szeto, Business Development & Event Coordinator, Culture and Economic Development
Hristina Giantsopoulos, Elections and Committee Coordinator

Regrets

Emma Girard, Communications Advisor, Corporate Communications & Community Engagement
Andrea Berry, Senior Manager, Corporate Communications & Community Engagement
Nikolas Dimitrakopoulos, York Regional Police
Cathy Molloy, Manager, Museum
Alida Tari, Manager, Access & Privacy

The meeting convened at 4:00 PM with Jim Sandiford in the Chair.

1. MINUTES OF THE October 10, 2019 MEETING

Moved By: Jim Sandiford
Seconded By: Susan Peterson

That the October 10, 2019 Santa Claus Parade Committee meeting minutes be adopted.

Carried

2. TRAFFIC PLAN

The Committee discussed final details relative to the traffic plan. Dennis King, Supervisor, Roads, confirmed that the traffic plan has been finalized and that crew cabs with trailers will be used to facilitate the hard road closures.

Rebecca Cotter, Manager Communications Operations & Events provided that the notification letters will be delivered door to door to affected citizens by City By-Law Officers.

The Committee inquired about Council Member attendance and their transportation logistics. Corporate Communications will report back to the Committee prior to parade day.

3. BANNERS

Michael Freethy confirmed that the Grand Marshal banner is in production and will be delivered to the Operations Department next week.

4. SPONSORSHIPS

The Committee discussed the additional sponsorship commitments from Kylemore and Tim Horton's and that these funds brought the total raised to \$15,000.

Meridian	\$2,500
TD	\$4,500
Mattamy	\$3,000
Kylemore	\$2,500
Tim Horton's	\$2,500
Total	\$15,000

There was additional discussion about food sponsorships. Michel Freethy advised that Tim Horton's will bring their promotional truck and supply refreshments at the end of the parade route. Susan Peterson advised that Garden Basket will not provide hotdogs this year.

The committee re-confirmed the following vehicles have been secured for the parade:

- 2 Red Kavanagh Roofing Trucks
- 8 Golf Carts from Angus Glen Golf Club
- 3 Honda vehicles
- 1 BMW

6. ADVERTISING

The Committee discussed the status of the advertising activities. Corporate Communications provided information on the following items relative to the parade:

- Advertising on the City website;
- Volunteer recruitment via the City website;
- Livestreaming;
- That it will be a Facebook event, and;
- Still photography of parade line-up for sponsor appreciation.

7. SANTA CLAUS FLOAT

The Committee reviewed details for sleigh and float pick up from 8100 Warden Avenue on November 22, 2019 and inquired whether the decorations have been ordered. Rebecca Cotter confirmed that the decorations and trees have been ordered and will be picked up by members of the Corporate Communications team.

There was discussion about the location of the Judge's Stand. Dennis King provided it is at Buttonville and will coordinate pick-up and delivery.

8. OTHER BUSINESS

Parade Line-Up

Chair, Jim Sandiford and Peter Still reported that the parade line-up has 60 items confirmed and will add approximately 20 more by November 14, 2019 when the line-up will be finalized and sent to Rebecca Cotter for inclusion onto the City website.

Access to Santa Claus Float and Reindeer

David Plant will facilitate access to the Santa Claus Float and Reindeer from the storage trailer at 8100 Warden and request that the trailer be used only for these items in the future.

Awards and Recognition

The Committee discussed inclusion of the Santa Claus Parade awards to a Council Meeting Agenda for January 2020. The Clerk's department will report back to the Chair with the time and date of the Council Meeting in which this will be included.

Parade Day Logistics

The Committee discussed the following in relation to parade day:

- Use of Museum for costume changes;
- Present on float to transport volunteer's shoes, and;
- Assistance for Santa on and off the float.

9. ADJOURNMENT

The meeting adjourned at 4:48 pm.



MINUTES
MARKHAM SANTA CLAUS PARADE COMMITTEE
ROTARY CLUBS OF MARKHAM
Electronic Meeting
September 6, 2022

Attendance

Jim Sandiford, Rotary Club of Markham Sunrise Inc. - Chair
Peter Still, Markham Village Rotary Club
Tina Martin, Markham Village Rotary Club
Susan Peterson, Markham Village Rotary Club
Jay Pak, Finance
David Abraham, York Region Police
Heather Cook, Markham Village BIA
Eric Lizotte, Manager, Corporate Security
Linda Stott, Senior Communications Advisor
Renee Zhang, Supervisor, Corporate Communications
Ryan McCluskey, Corporate Communications & Community Engagement
Steven Dollmaier, Operations
Lisa Cerone, Rental Attendance II, Culture and Economic Development
Cynthia Szeto, Business Development & Event Coordinator, Culture and Economic Development
Ceilidh Stringer, Economic Growth, Culture, Entrepreneurship
Chris Rickett, Director Economic Growth, Culture, Entrepreneurship
Hristina Giantsopoulos, Elections and Committee Coordinator

CALL TO ORDER

The first Santa Claus Parade meeting since 2019 convened at 4:00 PM with Jim Sandiford in the Chair.

The 2022 Markham Santa Claus Parade will take place on November 26, 2022 at 11:00 AM. This year the theme is "IMAGINE".

1. MINUTES OF THE November 10, 2019 MEETING

Moved By: Eric Lizotte
Seconded By: Steven Dollmaier

That the Santa Claus Parade Committee meeting minutes of September 8, 2022 be adopted.

Carried

2. TRAFFIC PLAN

The Committee discussed the traffic plan, requirements to close off the parade route permitted in advance of the parade and how trailers or plows may be used to facilitate hard road closures. Steven Dollmaier and David Abraham to provide details at the next meeting.

Jim Sandiford to advise on potential alterations to the GO Train schedule.

3. BANNERS

Committee Members will check for previous banners that may be in storage for use at this year's parade.

The Committee discussed the following ideas a Grand Marshall:

- Markham hockey player,
- July Black,
- A Markham nurse or doctor, health professional,
- The York Region Medical Officer of Health
- Member of Canadian Women's Hockey Team, and,
- Mayor's suggestion.

Additional considerations to be provided at the next meeting.

4. SPONSORSHIPS

Ryan McCluskey advised that there is approximately \$12,5000 in sponsorship from York University, TD Bank and Tim Hortons so far and will provide confirmation of the additional sponsorships at the next meeting.

There was discussion on the sponsorship from Angus Glen Golf Course with respect to golf carts and they are programmed for use outside of the golf course.

Refreshments will be limited to offerings from Tim Horton's for participants and attendees.

5. ADVERTISING –CITY PAGES, WEBSITE, LIVESTREAMING

The Committee discussed advertising on the City website and City Pages for details on the parade and volunteer solicitation.

There was a brief discussion on livestreaming and that the cost for last year's host was \$3500 (Lloyd Robertson).

Linda Stott, Ryan McCluskey and Renee Zhang will provide information on advertising opportunities and suggestions for a host for this year at the upcoming meeting

It was suggested that there be consideration to provide support to the Markham Food Bank at the parade. Ryan McCluskey will provide a contact.

6. SANTA CLAUS FLOAT, SLEIGH, REINDEER

The Santa Claus float, sleigh, reindeer are located at the Crupi Yard and will require transport by Crupi and Operations to the Museum for decoration the day before the parade.

7. GRAND MARSHALL

The Committee discussed the following ideas a Grand Marshall:

- Markham hockey player,
- July Black,
- A Markham nurse or doctor, health professional,
- The York Region Medical Officer of Health
- Member of Canadian Women's Hockey Team, and,
- Mayor's suggestion.

Additional considerations to be provided at the next meeting.

8. THEME

The 2022 theme is "IMAGINE".

9. GOLF CARTS – ANGUS GLEN, HONDA VEHICLES, BMW

Vehicle sponsorship will be provided from past participants, Angus Glen Golf Course, Honda and BMW to use for parade official transportation and for the parade line-up to carry Members of Council and VIPs.

Renee Zhang will assist with the coordination of the City float with Councillors.

10. JUDGES STAND

The judges stand is located at Buttonville Airport. Operations will provide assistance to bring it over to the parade site the day before the parade.

8. ACCESS TO COMMUNITY CENTRE/MUSEUM

The Committee requested assistance from staff to ensure that there is appropriate access to the Markham Village Community Centre and the Museum for participants and volunteers to get ready.

9. ADJOURNMENT

The meeting adjourned at 4:45 pm.



MINUTES

MARKHAM SANTA CLAUS PARADE COMMITTEE
ROTARY CLUBS OF MARKHAM
Electronic Meeting
October 6, 2022

Attendance

Jim Sandiford, Rotary Club of Markham Sunrise Inc. - Chair
Peter Still, Markham Village Rotary Club
Tina Martin, Markham Village Rotary Club
Cheryl Petruk, Markham Village Rotary Club
Susan Peterson, Markham Village Rotary Club
Alex Moore, Manager, Sr. Manager, Procurement & Accounts Payable
David Abraham, York Region Police
Eric Lizotte, Manager, Corporate Security
Maxine Roy, Manager, Corporate Communications
Linda Stott, Senior Communications Advisor
Renee Zhang, Supervisor, Corporate Communications
Ryan McCluskey, Corporate Communications & Community Engagement
Steven Dollmaier, Operations
Jon Angrove, Supervisor, Operations
Ceilidh Stringer, Economic Growth, Culture, Entrepreneurship
Chris Rickett, Director Economic Growth, Culture, Entrepreneurship
Hristina Giantsopoulos, Elections and Committee Coordinator

CALL TO ORDER

The Santa Claus Parade meeting convened at 4:00 PM with Jim Sandiford in the Chair.

1. MINUTES OF THE SEPTEMBER 8, 2022 MEETING

Moved By: Steven Dollmaier
Seconded By: Linda Stott

That the Santa Claus Parade Committee meeting minutes of September 8, 2022 be adopted.

Carried

2. TRAFFIC PLAN

Jon Angrove provided an update regarding the traffic plan and showed the map of the parade route to the Committee. He advised that the road closures will take place from 8:00 AM and begin at Highway 7 and Wooten Way going westward. Markham Road will be closed beginning at 9:30 AM from 16th Avenue, south to Highway 7. He further indicated that snowplows would be in place to help facilitate the road closures and maintain road safety.

The Committee discussed the GO Train schedule and noted that there is track maintenance that weekend and that as a result, no disruptions to the parade are expected.

York Region Police and Ambulance will also assist with traffic control. City staff are requested to notify York Region Transit and Metrolinx regarding the road closures.

The Committee requested that the City Parking Staff ease ticketing during the parade.

3. BANNERS

Ryan McCluskey to provide information regarding the type of banner and logo inclusions at the next meeting.

4. SPONSORSHIPS

Jim Sandiford advised that the parade require funding of over \$30,000 to cover the costs. He will also confirm if Kavanaugh Roofing will provide a vehicle to transport the Mayor along the route.

Linda Stott noted that there are sponsors lined up and that staff are in the process of reaching out to additional ones. A confirmed list of sponsors and details on what sponsorship includes will be brought to the next meeting.

The Committee discussed the provision of hot chocolate by the Tim Horton's on 17th Avenue and that donuts may also be provided.

5. ADVERTISING –CITY PAGES, WEBSITE, LIVESTREAMING

The Committee consented to call this the 48th Santa Claus Parade in consideration of the two years the parade did not take place due to the pandemic.

Linda Stott provided information regarding the following initiatives:

- That there will be a link to the Rotary webpage;
- Corporate Communications will confirm the Mayor's availability;

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- That there will be advertising on E-News, Flickr album, social media in addition to City Pages, The Markham Review, The Economist & Sun, and The Thornhill Sun;
- Corporate Communications will provide advertising posters for the community centers and libraries;
- 407 Marquee messaging will be created and posted in advance of the parade; and,
- That Destination Markham will be provide the event information to advise visitors and residents.

6. SANTA CLAUS FLOAT, SLEIGH, REINDEER

The Chair indicated that Crupi & Sons are storing the Santa Claus float, sleigh and reindeer at their Scarborough location. City staff will be permitted on the Crupi site to decorate the float the day before the parade. He also noted that decorations will be provided by Valleyview Gardens on Reesor Road and that additional donations are needed.

The Chair will check on the trailer and condition of the reindeer that are stored at 8100 Warden Avenue with the assistance of Eric Lizotte who will locate the trailer key to obtain access.

7. GRAND MARSHALL

Jim Sandiford suggested Joe Bowen, Toronto Maple Leaf Announcer be the Grand Marshall and will confirm his availability at the next meeting.

Cheryl Petruk indicated she could provide a driver for the Grand Marshall.

8. THEME

The 2022 theme is “IMAGINE”.

A band has not been reserved.

Peter Still sent invitations to a number of community groups and is waiting to hear back. An updated list will be forthcoming at the next meeting.

9. GOLF CARTS – ANGUS GLEN, HONDA VEHICLES, BMW

Ryan McCluskey will work on securing the following vehicles:

- 10 golf carts from Angus Glen Golf Club;
- 1 BMW;
- 2-3 Honda Big Reds

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10. JUDGES STAND

The judge's stand is located at Buttonville Airport. Steven Dollmaier will arrange to move the judges stand to the parade site.

8. ACCESS TO COMMUNITY CENTRE/MUSEUM

The Committee requested assistance from staff to ensure that there is appropriate access to the Markham Village Community Centre and the Museum for participants and volunteers to get ready. Ceilidh Stringer and Eric Lizotte to provide an update and provide any requirements in this regard.

9. LIVE STREAMING

Maxine Roy, Manager, Communications indicated that while the event will not be live streamed, it will be shared on social media. Short clips of parade highlights will be posted, similar to the ones made during the Canada Day celebrations.

10. VOLUNTEERS

Jim Sandiford advised that there is a need for volunteers for the parade mascots. Staff were requested to provide details on volunteer recruitment.

11. OTHER BUSINESS

Corporate Communications to prepare a letter for residents along Main Street impacted by the road closures.

The Committee will discuss the feasibility of a VIP breakfast and report back.

12. ADJOURNMENT

The meeting adjourned at 4:45 pm.



**Electronic Animal Care Committee
MINUTES
May 18, 2022
ZOOM
5:30 PM – 7:30 PM**

<u>Members Present</u> Areez Remtulla, Chair Valerie Burke, Vice Chair Aviva Harari Cathy McKnight Dr. Esther Attard Filandro Fernandes Janet Andrews June Ziola	<u>Regrets</u> Bernice Royce
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<u>Staff</u> John Britto, Committee Secretary (PT) Christy Lehman, Animal Care Supervisor
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Item	Discussion	Action
1. Call to Order	The Animal Care Committee convened at 5:35 PM with Areez Remtulla in the Chair.	
2. Approval of the April 20, 2022, Animal Care Committee Meeting Minutes	Moved by Janet Andrews Seconded by Dr. Esther Attard That the minutes of the April 20, 2022, Animal Care Committee meeting be approved, with minor editorial revisions. Carried	
3. Update regarding recruitment of new members	Christy advised that interviews for new members are scheduled to be held in June. Five new members are likely to join the Animal Care Committee as soon as Council approves their appointments.	

4. Business Arising from the Minutes	<ul style="list-style-type: none"> - <u>Final review of Annual Plan</u> The Committee reviewed the draft Annual Plan that was previously circulated by Areez for review/comments, and after a few revisions the following motion was adopted: Moved by Janet Andrews Seconded by Filandro Fernandes That the 2022 Animal Care Committee Annual Report be approved. Carried - <u>Follow-up on issue – German Mills Meadow</u> Following up on the unfortunate incident witnessed by Aviva on the weekend of April 16-17, 2022, at the German Mills Meadow, Christy suggested that an email be sent to David Plant, Manager of Parks Operations and the Chair of the German Mills Community Centre Board advising them of the incident. Aviva agreed to draft the email for Areez to send. - <u>Review of Outstanding Action Items</u> The Committee reviewed the list of action items and updated the Action Item Table (please see last page of the minutes document for details). 	Aviva to draft email for Areez to send to David Plant and the Chair of the German Mills Meadow and Natural Habitat Liaison Committee
5. Animal Services Program Update	<ul style="list-style-type: none"> - <u>Cat Adoption & Education Centre</u> Christy shared with the Committee her presentation that she will be making to the May 24, 2022, General Committee meeting. Christy encouraged the Committee members to either attend the General Committee meeting or email their support for this item. - <u>Shades of Hope Wildlife Centre</u> No update. 	
6. Communications	None	
7. Events	<ul style="list-style-type: none"> - Areez agreed to follow-up with Cathy to email Committee members details of the 	Areez to follow-up with Cathy to

	Unionville Festival event and also seeking volunteers for the event.	email members seeking volunteers for the Unionville Festival event.
8. New Business	<ul style="list-style-type: none"> - <u>No response to a wildlife related issue</u> Janet advised of the wildlife related issue that was still awaiting response from the City's Animal Services. Christy suggested that Janet send her an email about the incident. - <u>Election of Chair</u> Janet Andrews nominated Areez Remtulla as Chair of the Animal Care Committee. Valerie Burke seconded the nomination. The Committee Secretary asked for further nominations from the members. As no further nominations were received, the Committee Secretary declared nominations closed. Areez Remtulla was acclaimed Chair of the Animal Care Committee. 	Janet to email Christy about the wildlife related issue still awaiting a response from Animal Services
9. Date of the Next Meeting	The next Animal Care Committee meeting will be held on June 15, 2022, at 5:30 PM.	
10. Adjournment	The Animal Care Committee adjourned at 7:40 PM.	

ACTION ITEMS

Action Item	Meeting Date	Person Responsible	Status
Conduct a breakeven analysis to determine the ideal price of the cookbook	December 16, 2020	June Ziola	On hold awaiting in person meetings
Follow up on the status of a committee motion requesting General Committee to ask staff to update bird-friendly buildings to CSA standards	January 19, 2022	Valerie Burke	In process
Indigenous Teaching	February 16, 2022	Christy to contact the Diversity Specialist for a presentation at a future ACC meeting.	In process
Road Trip to Shades of Hope	February 16, 2022	Areez to email members to contact Christy if they are interested in a road trip to the SOH	In process
2023 Proclamation Request dates	March 16, 2022	T B D	To be considered at the November 2022 meeting
Unionville Festival event	April 20, 2022	Cathy McKnight to follow-up with Sara Sterling, Unionville BIA for details of the 2022 Unionville Festival event. Areez to email time and date for the sub-committee to discuss logistics for the event	Date confirmed. No cost. Details to be received. In progress.
Events materials	April 20, 2022	Cathy to pick up events materials from Denielle's and Janet's houses.	Janet will follow-up with Denielle and Cathy.
Markham Village Music Festival (June 17-28, 2022)	April 20, 2022	Cathy to follow up with the Markham Music Festival event organizers for details of the event	Janet booked and paid for space. Completed

Action Item	Meeting Date	Person Responsible	Status
Christmas parades event	April 20, 2022	Areez to email details of Christmas parades to the members for their review and consideration.	In progress
Follow-up regarding incident at German Mills Meadow – weekend of April 16-17	May 18, 2022	Aviva to draft email for Areez to send to David Plant and the Chair of the German Mills Meadow and Natural Habitat Liaison Committee.	
Unionville Festival event	May 18, 2022	Areez to follow-up with Cathy to email members seeking volunteers for the Unionville Festival event	
Wildlife related issue still awaiting response from Animal Services	May 18, 2022	Janet to email Christy about the matter.	



**Electronic Animal Care Committee
MINUTES
June 15, 2022
ZOOM
5:30 PM – 7:30 PM**

<u>Members Present</u> Areez Remtulla, Chair Valerie Burke, Vice Chair Aviva Harari Bernice Royce Cathy McKnight Cindy Beneteau Filandro Fernandes Gloria Wong Janet Andrews June Ziola Sonia Chow Serene Chin	<u>Regrets</u> Dr. Esther Attard Nithucha Chandran Christy Lehman, Animal Care Supervisor
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<u>Staff</u> John Britto, Committee Secretary (PT)
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Item	Discussion	Action
1. Call to Order	The Animal Care Committee convened at 5:38 PM with Areez Remtulla in the Chair.	
2. Approval of the May 18, 2022, Animal Care Committee Meeting Minutes	Moved by Janet Andrews Seconded by Valerie Burke That the minutes of the May 18, 2022, Animal Care Committee meeting be approved, as presented. <p style="text-align: right;">Carried</p>	
3. Welcome new members	Areez Remtulla, Chair welcomed the new Council appointed members to the Animal Care Committee and gave a brief overview of the mandate and the workings of the Committee. He	

	<p>encouraged the new members to review the Committee's Terms of Reference and also reminded them that they will receive an introductory package from the Clerks Office. Areez agreed to email a copy of the Terms of Reference to the new members.</p> <p>The new members introduced themselves and gave brief reasons for their intent to join the Animal Care Committee.</p> <p>Valerie Burke, Vice Chair advised that the former Chair of the Animal Care Committee had prepared a short PowerPoint presentation about the Committee.</p> <p>Janet Andrews advised that she has some presentations that were made to Council about the work of the Committee, including some background documentation. Janet volunteered to send these materials to the new members.</p> <p>Janet encouraged the new members to attend the Markham Village Music Festival scheduled to be held on Saturday, June 18, 2022, at 101 Main Street North in downtown Markham, where the Committee will have a booth set up so they can meet some of the Committee members who have volunteered to help at the event.</p>	<p>Areez to email ToR to new members</p> <p>Janet to send presentation materials and related documentation to the new members</p>
4. Business Arising from the Minutes	<ul style="list-style-type: none"> - <u>Follow-up on issue – German Mills Meadow</u> Aviva advised that she was not able to send the draft email to Areez due to her busy schedule. She advised that this is still on her To Do List. The email is to request city staff for better signage and snow fences at the German Mills Meadow. - <u>Review of Action Items</u> June Ziola advised the Committee that one of the outstanding action items related to an email from Janet Andrews to Christy Lehman about a wildlife related issue that was still awaiting response from Animal Services. Janet advised that the incident was related to a family of foxes that was on the property where the husband of a former Committee member worked. They called the city twice but got no response. Janet further advised 	<p>Aviva to draft email for Areez to send to David Plant and the Chair of the German Mills Meadow and Natural Habitat Liaison Committee</p>

	<p>that the incident took place a couple of months ago, the fox family has probably moved on by now. Responding to a question from the Chair, Janet suggested that this action item could be deleted from the outstanding action items list, because at this point in time this could be considered a non-issue.</p> <ul style="list-style-type: none"> - <u>Review of Action Items</u> <p>The Committee reviewed the list of action items and updated the Action Item Table (please see last page of the minutes document for details).</p>	
5. Animal Services Program Update	<ul style="list-style-type: none"> - <u>Cat Adoption & Education Centre</u> For the benefit of the new members, Areez advised that Christy usually provides an update on this item. He further advised that he will continue to make efforts to organize a day trip for the Committee members to the CAEC. - <u>Shades of Hope Wildlife Centre</u> No update. Areez to follow up on a day trip to the SOH. 	<p>Areez to try to organize a day trip to the CAEC.</p> <p>Areez to follow up</p>
6. Communications	None	
7. Events	<ul style="list-style-type: none"> - <u>Unionville Festival</u> <p>Valerie thanked the members who volunteered to help at the June 4, 2022, Unionville Festival, especially Cathy McKnight who put in a lot of effort in coordinating the participation of the members.</p> <p>Aviva thought the event went well and it was a big improvement to not have items for sale but rather to really focus on distributing information. She brought her pet dog along as an attraction that helped draw people to the booth. Aviva encouraged members to bring their pets along for the Unionville Festival as well, which would be very helpful in attracting people to come to the booth. In her opinion, it was a very successful public outreach event.</p>	<p>Areez to follow-up with Cathy on emailing members to volunteer for the Unionville Festival event.</p>

	<p>Janet advised that the space allotted to the Committee was not ideal and suggested that next time the Committee should consider paying to get a spot right on Main Street that would generate more interaction with visitors to the event. She advised that the people she talked to loved the brochures on wildlife. Janet and Cathy spoke to members of a ratepayers association who promised to include some of the information from the wildlife brochures in their ratepayer association's newsletter, which will help in wildlife information outreach in the community. Janet anticipates a lot of visitors at the Markham Music Festival as the spot allocated for the booth in the Farmer's Market is a very popular location.</p> <p>Bernice complemented Aviva's pet dog who was a very effective bait for attracting visitors to the booth. She also agreed that not having items for sale made a very big difference. Visitors spent more time at the booth and had questions that were all animal related. In her opinion, there was a great interest in the CAEC from people who were looking for pets. Having pictures of adoptable pets was much more humane than actually having the animals there. Just talking to the people and handing out the brochures was very effective.</p> <p>Valerie Burke, Vice Chair was of the opinion that the biggest draw was the board with pictures of adoptable animals on display at the event. She suggested a short video about the Animal Care Committee and the work the Committee does would be very helpful at such events. She got the inquiries of people who wanted to volunteer at the CAEC.</p> <p>Valerie also was of the opinion that the ACC's banner should not contain the current pictures of a chameleon and an exotic bird. She thinks it would be appropriate to change the banner to more reflect the work that the ACC does for wildlife related matters.</p>	
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	<p>Areez Remtulla, Chair agreed with Valerie's suggestion that such animals should not be on the ACC banner.</p> <p>Aviva advised that many visitors to the booth inquired about their kids volunteering, so she was wondering if it would be appropriate to ask some high school kids to help set up the booth and other materials for the event.</p> <p>The discussed the question of who would sign off on the high school children's' volunteer hours. Aviva suggested any Committee member could sign off as it is not a formal requirement. She also suggested that utilizing a small budget, the Committee could explore the possibility of having a few T-shirts printed for volunteers along the lines of "Markham Animal Care Committee Student Volunteer". The student volunteers could also walk through the event grounds distributing brochures and other literature, which could increase the Committee's visibility at the event.</p> <p>- <u>Markham Music Festival</u></p> <p>June Ziola complimented Cathy McKnight on her coordination of the Unionville Festival event. She advised that the Markham Music Festival starts at 9:00 a.m. and setup will be at 8:00 a.m. Janet, Cathy and June have signed up for setup. Cathy has everything that is required. The 9:00 a.m. to 11:00 a.m. shift will be managed by Janet, Cathy and June. Only two have volunteered for the 11:00 a.m. to 1:00 p.m. shift. June will be the only volunteer between 3:00 and 5:00 p.m.</p> <p>Janet advised that the Farmers Market usually shuts down at 1:00 p.m. She further advised that the Farmers Market organizers are okay if the ACC wants to shut down at the same time. Responding to a question from Areez, Janet advised that leaving at 2:30 p.m. would not be an issue.</p> <p>Areez agreed to help in the shut down at 2:30 p.m. June thanked all the volunteers for</p>	
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	<p>signing up on the Google sign up sheet prepared by Cathy.</p> <p>Janet Andrews advised that the Markham Farmers Market has student volunteers who have helped the ACC set up the tent in previous years. She further advised that in the past, two volunteers from the ACC at the booth has worked well, three would be ideal.</p> <p>With respect to questions about bringing adoptable dogs to the event, Aviva cautioned about potential liability issues. She also advised about being cognizant of the dog's temperament when taking them to such events, especially if the dog reacts negatively to a kid that is playing with the dog. Aviva further advised that she has personal liability insurance in case her dog bites someone.</p> <p>Areez suggested checking with Christy before anyone plans on bringing their pets to future events, especially if they are rescues or adoptable pets.</p> <p>Valerie Burke, Vice Chair agreed with Areez and Aviva with respect to bringing pets to events. As an advisory committee to a municipality, rules of the municipality need to be adhered to.</p>	
8. New Business	There were no items of New Business	
9. Date of the Next Meeting	The next Animal Care Committee meeting will be held on September 21, 2022, at 5:30 PM.	
10. Adjournment	The Animal Care Committee adjourned at 6:50 PM.	

ACTION ITEMS

Action Item	Meeting Date	Person Responsible	Status
Conduct a breakeven analysis to determine the ideal price of the cookbook	December 16, 2020	June Ziola	On hold awaiting in person meetings
Follow up on the status of a committee motion requesting General	January 19, 2022	Valerie Burke	In process

Action Item	Meeting Date	Person Responsible	Status
Committee to ask staff to update bird-friendly buildings to CSA standards			
Indigenous Teaching	February 16, 2022	Christy to contact the Diversity Specialist for a presentation at a future ACC meeting.	In process
Road Trip to Shades of Hope	February 16, 2022	Areez to email members to contact Christy if they are interested in a road trip to the SOH	In process
2023 Proclamation Request dates	March 16, 2022	T B D	To be considered at the November 2022 meeting
Markham Village Music Festival (June 17-28, 2022)	April 20, 2022	Cathy to follow up with the Markham Music Festival event organizers for details of the event	Janet booked and paid for space. Completed
Christmas parades event	April 20, 2022	Areez to email details of Christmas parades to the members for their review and consideration.	In progress
Presentation materials and related documents for new members	June 15, 2022	Janet to forward presentation and related documents to new members	
Terms of Reference for new Committee members	June 15, 2022	Areez to email a copy of the ToR to the new members	
Day trip to the CAEC	June 15, 2022	Areez to try and organize	
Day trip to the SOH	June 15, 2022	Areez to follow up	

Advisory Committee on Accessibility Minutes

Date: Monday, April 25, 2022

Time: 5:00pm

Location: Zoom

Chair: Nahid Verma

Members present:

Nahid Verma (Chair)
Michelle Del Carmen
Dasola Dina
Edward Lau
Jewell Lofsky
Elham Mahootchi

Regrets:

Kim Adeney
Ayush Patel
Kaushi Ragunathan
Michelle Tremblay
Councillor Isa Lee

Staff:

Mona Nazif, Senior Manager of Human Resources
Bev Shugg Barbeito, Committee Secretary (PT)

TOPIC	DISCUSSION	ACTION
1. Call to Order	The Advisory Committee on Accessibility convened at 5:15PM with Nahid Verma in the Chair. The City's Indigenous Land Acknowledgement was read.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	<p>Moved by: Edward Lau Seconded by: Michelle Del Carmen That the Minutes of the March 21, 2022, Advisory Committee on Accessibility, be approved as presented.</p> <p style="text-align: right;">Carried</p> <p>Review of Action Items: The list of the Civic Centre Audit outstanding items, and the list of Civic Centre Audit completed tasks.</p>	<p>Deferred to the May 16, 2022 meeting</p>

<p>3. Auditor General's Accessibility Audit</p>	<p>Mona Nazif, Senior Manager of Human Resources provided an update on the AODA Compliance Audit Report. As a large Ontario municipality, the City of Markham ("City") must comply with the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its standards as defined in the Integrated Accessibility Standards Regulation ("IASR"). These standards have come into force in a phased manner over the past decade.</p> <p>In 2020, Markham's executive leadership team decided to conduct a review of the City's compliance with AODA to identify any gaps and obtain recommendations for remediation. The City's Auditor General, MMP, completed this review by reviewing documentation and holding interviews with City staff. In fall 2021, the Auditor General analyzed the data, and then produced its findings as eight observations. Markham staff created responses which were provided to the Auditor General for review. The Auditor General presented its findings and the responses from Markham staff to General Committee in March 2022.</p> <p>To enable the City to set priorities in their action plans, MNP reported the observations in one of three categories, "Low", "Medium" or "High" based on the assessment of the severity of each non-compliance finding. Markham had one observation rated as "high" relating to outdoor play spaces, 4 medium findings, and 3 low priority findings.</p> <p>Mona Nazif reviewed the findings.</p> <p>High – <u>Playground Spaces</u> - Between 2016 and 2020, either as new playgrounds were built or old playgrounds were refurbished, sand was used for playground surface areas, and sand is not stable, creating the possibility of injuries. It was determined that 80 such playgrounds and that the City would refurbish the 80 playgrounds in an order that was equitable across all wards, so there wouldn't be any ward without a park having a stable playground surface. At a subsequent meeting in April 2022, an additional 57 parks, that were scheduled for refurbishment, were added to the existing list of 80 parks. Markham Council has asked for a plan encompassing the entire scope of all of the City's playgrounds.</p> <p>Mona Nazif reviewed the other findings, including:</p>	<p>Committee members had a follow up question: Will accessible parking spots have proximity for alignment with an electric vehicle Charger? Dana Hansberger may respond as well when attending this Committee.</p>
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| | <ul style="list-style-type: none"> • <u>design of public spaces</u> - one of the issues has been that the City has not trained staff on the guidelines, and so that is part of management's response to the updated accessibility design guidelines, and to make sure the design of public spaces would be accessible. The goal is that by the end of the year all relevant City departments have been trained on the accessibility design guidelines so that everybody has a common understanding of what the law is, and the standard that the City is trying to meet. • <u>accessible parking</u> - although the City exceeds the requirement in terms of number of accessible parking spaces, there are not enough Type A spaces which are large enough to accommodate vans; the City intends to reallocate its parking spaces to have the right balance of Type A and Type B parking spaces and ensure that there's appropriate signage at each accessible parking space. Markham site plan staff will review submitted site plans from developers to ensure that a sufficient number of accessible parking spaces are included in all site plans. Markham will also amend the zoning bylaw to ensure the requirements for accessible parking are clear. • <u>duties of taxi cabs and municipalities</u> - the City does not currently license any accessible taxicabs because it doesn't have an agreement yet with Lift or Uber, so the City still relies predominantly on York Region for its mobility transportation. However, the audit finding was that the City needed to update its bylaws to ensure that, should the City license accessible taxi cabs, that all the IASR requirements related to taxicabs are included in the bylaws. • <u>Accessible web content</u> - A plan has been developed to address the Pdf documents, and the City has engaged with a vendor called Able Docs. • <u>Notice of temporary disruption</u> - although the City does provide notice of temporary disruptions, it doesn't have a procedural document in an accessible place on the portal. So, the City will provide that, improve the process, and ensure that how a disruption is conveyed is more consistent throughout the organization. • Two policies, an IASR policy and an accessible customer service policy, need to be updated and indicate what the review cycle is for each • <u>Annual reporting process</u> – a process will be established and reports for 2020 and 2021 will be completed. | |
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	<p>The audit is very helpful in terms of informing where gaps are in the City's processes, and also in terms of indicating what the City is doing well. The Auditor General found that the City works closely with the Accessibility Committee, that the Committee is used as a forum for discussing and gathering information, and that the Advisory Committee on Accessibility provides input to the City based on their lived experience. Other strengths included the accessibility design guidelines (albeit out of date), the City's AODA training, and finally the City's leadership and commitment in the area of AODA initiatives.</p>	
<p>4. Speaker/Panel Event – National AccessAbility Week</p>	<p>Edward Lau provided an update on plans for the National AccessAbility Week event to be held on June 1, 2022. He advised that the event has been planned and coordinated by the Markham Advisory Accessibility Advisory Committee and subcommittee, along with staff at the Markham Library, making this a true collaboration. The Markham Public Library ("MPL") has assisted in a number of ways: producing a communication app for us, so that we can share information about the event on social media. They also have distributed the event information through E plus.</p> <p>The keynote speaker is Michael Jacques. He is currently the president of Community Living Ontario and he's very actively connected with the sector and the provincial government. The title of the discussion is called <u>Can't Read, Can't Write, The Journey</u>. Michelle del Carmen will be the facilitator. It's expected that the event will last about an hour.</p> <p>There were problems in coordinating this event because it has been a collaboration and it has been the first time of working together. There have been lessons learned which will be used for future events. Edward reported that Committee members are working diligently for the Outreach subcommittee to have materials ready. A "dress rehearsal" will be arranged in order to ensure that the equipment and Zoom will work on the day of the event. Edward thanked everyone for all their hard work to make the event successful.</p> <p>Committee members advised that they had seen the ad for the event in the <u>Markham Economist & Sun</u>. There was no update yet of registrants, and Committee members were reminded that they should also register. Committee</p>	<p>It was recommended that the Committee share the event information with advisors or caregivers, or other community institutions they are affiliated with.</p>

	<p>members mentioned that they have begun to share the event information on social media; it was recommended that the Committee share with advisors or caregivers, or other community institutions they are affiliated with. Mona Nazif advised that she can send out the link and the poster, and that there will be another email blast by the City to disability related contacts</p> <p>It was noted that there might not be a readily visible link for registration; Mona Nazif will work with the Communications Department to have the link added to the events in the portal.</p> <p>A request for the proclamation has been submitted.</p>	
<p>5. Subcommittees Plan Updates</p>	<p><u>Audit Committee:</u> Dasola reported that the subcommittee moved a motion to finalize the subcommittee terms of reference which will allow it to move forward with its work.</p> <p>The audit committee met and discussed the completed audit of the Civic Center and how we want to move forward. The Civic Center audit produced a template that could be used for future audits. The subcommittee discussed the possibility of auditing the Thornhill Community Center because it offers services for the elderly. Following Committee discussion, Edward Lau recommended that, subject to change, the Committee plan an accessibility audit at the Thornhill Community Center and let the subcommittee develop the scope of the audit. He volunteered to lead the audit after the National AccessAbility Week event. It was noted that Kaushi Ragunathan is chair of this subcommittee, and the audit should be coordinated with her.</p> <p>The subcommittee discussed the idea of having a centralized method of sharing documents and thought it was an issue for all of the subcommittees to consider.</p> <p><u>Community Outreach Committee:</u> Edward Lau advised that the priority of the Community Outreach Committee has been to work on the National AccessAbility Week celebrations.</p> <p>Mona advised that she is working on a tent, a banner and a logo. Jewell Lofsky advised that she was informed by Laura that the banner can be found in a</p>	

	<p>cupboard in the office on the main floor across from the accessible washroom. Mona advised that a 10 x 10 foot tent is being purchased. There will be an ability to have a City of Markham logo and also the ability to hang Markham Accessibility Advisory Committee banners on two different areas of the tent. She further advised that she is trying to acquire this in time for summer events after COVID.</p> <p><u>Social Media & Communications Committee:</u> No update was available..</p> <p><u>Invisible Disabilities Committee:</u> Michelle Del Carmen advised that she had a meeting with a representative from Holland Bloorview Kids Rehabilitation Hospital with respect to another presentation called <u>Dear Everybody</u> which could be considered to be presented for the Committee's December event.</p>	
6. New Business	<p>(a) Election Correspondence Committee members were reminded that this year, two government elections are scheduled to take place: the 2022 Ontario Provincial Election (on June 2) and the 2022 Markham Municipal Election (October 14 to 24). The Committee was advised that, if a member of a City of Markham advisory committee intends to become a candidate in either election, they do not need to resign from their committee seat. However, Committee members were advised of rules to follow should another committee member become a candidate, including not discussing the candidacy or campaigning during meetings, using any personal or confidential information acquired in their capacity as an advisory committee member to support their election campaign, or using the City of Markham's corporate logo, affiliate logos, or corporate program logos in their campaign materials. In addition, advisory committees cannot publicly endorse or oppose a particular candidate, or supply a candidate with any resources which would not be similarly accessible to any other candidate or member of the public.</p> <p>(b) Diversity Action Plan Update</p>	

Advisory Committee on Accessibility – Minutes

April 25, 2022

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	<p>Mona Nazif, Senior Manager of Human Resources advised that the City of Markham's Diversity Action Plan and Anti-Black Racism Action Plan was endorsed by General Committee at its April 19th meeting and is to be presented to Markham Council on April 26. It was noted that this is a historical milestone, because it's both an updated diversity action plan that has accessibility included in it as well as a newly created, separate, anti-black racism action plan which also has accessibility, included throughout it. Mona Nazif congratulated Edward Lau who gave a moving deposition of what diversity and accessibility action plans mean to him as an individual lived experience.</p>	<p>Mona Nazif will distribute a copy of Edward Lau's deposition to Committee members.</p>
7. Adjournment	The Advisory Committee on Accessibility adjourned at 6:26 PM.	
Next Meeting Date	<p>The next meeting of the Advisory Committee on Accessibility will be held on May 16, 2022.</p> <p>It was noted that the Committee will meet in June, have a hiatus for July and August, and then meet again in September.</p>	

Advisory Committee on Accessibility Minutes

Date: Monday, May 16, 2022

Time: 5:00pm

Location: Zoom

Chair: Nahid Verma

Members present:

Nahid Verma (Chair)
Kim Adeney
Michelle Del Carmen
Dasola Dina
Edward Lau
Jewell Lofsky
Elham Mahootchi
Kaushi Ragunathan
Michelle Tremblay
Councillor Isa Lee

Regrets:

Ayush Patel
Mona Nazif, Senior Manager of Human Resources

Staff:

Janet Ashfield, Manager of Human Resources
Bev Shugg Barbeito, Committee Secretary (PT)

TOPIC	DISCUSSION	ACTION
1. Call to Order	The Advisory Committee on Accessibility convened at 5:05 PM with Nahid Verma in the Chair. The City's Indigenous Land Acknowledgement was read.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	<p>Moved by: Michelle Del Carmen Seconded by: Edward Lau That the Minutes of the April 25, 2022, Advisory Committee on Accessibility, be approved as presented.</p> <p style="text-align: right;">Carried</p> <p>Review of Action Items: The list of the Civic Centre Audit outstanding items, and the list of Civic Centre Audit completed tasks.</p>	The lists were referred back to the Audit Subcommittee for review.

<p>3. Speaker/Panel Event – National AccessAbility Week</p>	<p>Chair Nahid Verma thanked Edward Lau and Michelle del Carmen for their considerable work behind the scenes so that the National AccessAbility Week event to be held on June 1, 2022 would run smoothly. Michelle del Carmen reviewed the agenda for the evening, including accessibility provisions such as AST interpreters. Councillor Lee will welcome attendees to the event and there is a possibility that a video message from Mayor Scarpitti will be available. Markham Public Library (MPL) staff will monitor the Chat and the Facebook functions; Michelle Tremblay offered to assist in monitoring the Chat function. Mona Nazif, Senior Manager of Human Resources, will introduce the agenda and speak about Markham's accessibility initiatives. This will be followed by the main panelists who will speak for approx. 45 minutes, and a question & answer session of approx. 15 minutes. The panelists have donated three books to be used as prizes.</p> <p>As of the meeting date, there were 88 registrations; Committee members were thanked for sharing the event with their social networks to bring about this good result and were encouraged to continue promoting the event.</p> <p>The Committee discussed options for a post-event survey and liked the immediacy of conducting a poll of 2-3 questions on Zoom towards the end of the event; it may be possible to require that someone complete the survey in order to be eligible to win one of the prizes. The survey on Zoom will need to be coordinated with MPL staff since the event will be hosted on the MPL Zoom account.</p> <p>Michelle del Carmen displayed the official Certificate of Proclamation.</p> <p>Edward Lau thanked Michelle Tremblay for the many hours she contributed to the project. He noted that this was the first time of working together and there have been lessons learned which will be used for future events. Edward reported that Committee members are working diligently to have materials ready; it was noted that it would be important to have source documents the Committee can refer to. A “dress rehearsal” will be arranged in order to ensure that the equipment and Zoom will work on the day of the event.</p>	<p>Dasola Dina will send the registration link to all Committee members to ensure they are able to join the Zoom event.</p> <p>Nahid Verma offered to draft the survey questions.</p> <p>Michelle del Carmen will scan the official Certificate of Proclamation and send a copy to Committee members.</p>
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4. Subcommittee Terms of Reference Approval	<p>Chair Nahid Verma advised that the terms of reference for one subcommittee are not yet ready for review. The Accessibility Committee terms of reference are to be updated and the subcommittee terms of reference would mirror those terms. It was agreed that short, concise, easy-to-read documents would be best and for all the terms of reference to be included in one document, so all the subcommittees and their interrelationship is apparent at a glance.</p> <p>The Committee discussed the need for a document repository to preserve Committee documents and to facilitate access by Committee members.</p> <p>The Committee discussed the Vice Chair vacancy on the Committee; it was recommended that the updated terms of reference include provision for succession planning from Vice Chair to Chair. The Committee will discuss the selection of a Vice Chair at the June 2022 meeting; Committee members were encouraged to consider possible nominations or volunteering themselves.</p>	<p>Kim Adeney will draft the Accessibility Committee terms of reference, submit it to Mona Nazif for review, and then provide it to the Committee for review at the June 2022 meeting.</p> <p>The Committee will consider the selection of a Vice Chair at the June meeting.</p>
5. Engagement Survey	<p>Chair Nahid Verma asked for thoughts about having an engagement survey for Committee members. It was thought that such a survey would give Committee members an opportunity for a voice and for that voice to be heard.</p>	<p>The Committee will consider this at the June meeting.</p>
6. Motion and Approval for Dedicated Space for the Accessibility Committee Artifacts at the Civic Centre	<p>The Committee discussed tabling a motion to request dedicated physical space at the Markham Civic Center and virtual space on the Markham website for the Committee to post its artifacts. It was recommended that Mona Nazif be consulted about the possibility of providing space and whether there have been any similar requests from other committees, and then the Committee could table a motion with staff support.</p>	<p>Consult with Mona Nazif re:</p>
7. Red Shirt Photos	<p>Red Shirt Day (of Action for AccessAbility and Inclusion) is a day when people across Canada come together and wear red to show their support for persons who are living with disabilities, and to pledge their commitment to help create a fully accessible and inclusive society that honours and values the contributions of people of all abilities in all aspects of life in Canada. In 2022, Red Shirt Day will take place on June 1st. To show their support, Canadians have been invited to wear red and post a selfie or a group photo with family members, friends, or colleagues. Photos were taken of Committee members wearing red.</p>	<p>Chair Nahid Verma will provide a link to the photos.</p>

8. Plan for June Meeting	<p>The Committee will meet in June, with a hiatus during July and August, and resume meeting in September. The Committee discussed whether subcommittees could meet during the hiatus; it was agreed they could meet provided members had the opportunity to opt out. The Committee discussed the possibility of holding in-person meetings but also suggested that a hybrid format of both virtual and in-person meetings would give Committee members options for attending meetings, rather than not at all.</p>	<p>It was advised that Markham staff would soon have an update about meeting in person.</p>
9. Subcommittees Plan Updates	<p><u>Audit Committee:</u> Kaushi Ragunathan and Dasola Dina reported that the subcommittee created a short list of three facilities that were thought to be excellent options for the next audit: (i) the Thornhill Community Center and Thornhill Seniors Club; (ii) Unionville Main Street; and (iii) Markham Museum. The Committee discussed the options; the Audit Subcommittee's preference was the Thornhill Community Center and Thornhill Seniors Club; the Committee agreed that the Audit Subcommittee should proceed with an audit of that facility. The Committee discussed the audit checklist and items to be added to the checklist.</p> <p><u>Community Outreach Committee:</u> Edward Lau advised that there was no additional update to the information provided earlier about the National AccessAbility Week celebrations.</p> <p><u>Social Media & Communications Committee:</u> Chair Nahid Verma reported there has not yet been confirmation that the Mayor's Awards will take place this year which typically happen in in late September. Janet Ashfield advised that the City is considering which events might proceed this year.</p> <p><u>Invisible Disabilities Committee:</u> Michelle Del Carmen advised that this subcommittee has been supporting the Outreach Subcommittee's efforts for the National AccessAbility Week celebrations and will support the Audit Committee in its work.</p>	<p>Mona Nazif will try to confirm whether the Mayor's Awards will take place in 2022.</p>

Advisory Committee on Accessibility – Minutes

May 16, 2022

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10. New Business	<p>(a) Chair Nahid Verma advised that Peter Miller, who has a community hub digital space where he produces podcasts regarding disabilities and raises awareness about them, is willing to work with the Committee.</p> <p>(b) Committee members questioned whether an update had been received about the Contact Center, such as reviewing a dashboard of requests relating specifically to a disability.</p>	<p>Nahid Verma will send Committee members a link to Peter Miller's podcasts.</p> <p>Mona Nazif will be asked to have regular updates provided to the Committee.</p>
11. Adjournment	The Advisory Committee on Accessibility adjourned at 6:50 PM.	
Next Meeting Date	<p>The next meeting of the Advisory Committee on Accessibility will be held on June 20, 2022.</p> <p>There will be a hiatus for July and August, and the Committee will meet again in September.</p>	

Advisory Committee on Accessibility Minutes

Date: Monday, June 20, 2022

Time: 5:00pm

Location: Zoom

Chair: Nahid Verma

Members present:

Nahid Verma (Chair)
Michelle Del Carmen
Dasola Dina
Babak Esmaeilzadeh-faal
Edward Lau
Jewell Lofsky
Lee Perry
Kaushi Ragunathan
Michelle Tremblay

Guests:

Niina Felushko, Chair Main St. BIA
Jacqueline Tung, Community Engagement Coordinator
Jennifer Wong, Sustainability Coordinator
Melanie Yu, Community Engagement Assistant

Staff:

Janet Ashfield, Manager of Human Resources
Bev Shugg Barbeito, Committee Secretary (PT)

Regrets:

Kim Adeney
Elham Mahootchi
Ayush Patel
Councillor Isa Lee

TOPIC	DISCUSSION	ACTION
1. Call to Order	The Advisory Committee on Accessibility convened at 5:02 PM with Nahid Verma in the Chair. The City's Indigenous Land Acknowledgement was read. Chair Nahid Verma welcomed new members Babak Esmaeilzadeh-faal and Lee Perry, and introductions were performed.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	Moved by: Michelle Del Carmen Seconded by: Edward Lau That the Minutes of the May 16, 2022, Advisory Committee on Accessibility, be approved as presented. Carried Review of Action Items: The list of the Civic Centre Audit outstanding items, and the list of Civic Centre Audit completed tasks.	The lists were referred back to the Audit Subcommittee for review.

3. Accessible Garden Plots	<p>Jacqueline Tung, Community Engagement Coordinator, gave a presentation entitled “Kirkham Garden Overview”. She provided information about the history of Kirkham Gardens, the overall Expansion Concept and the 2022 Garden Expansion Plan, general garden guidelines, standard garden plots, and accessible raised planters.</p> <p>Committee members advised that the expansion should incorporate AODA guidelines and that accessibility features need to be considered as part of the overall planning and design process. Committee members questioned the:</p> <ul style="list-style-type: none"> - design of the accessible planters, e.g., are there adjustable legs? It was noted that legs with wheels could be dangerous. Also, water underneath the accessible planter could freeze in late fall weather, requiring items to be harvested sooner than in a standard plot - size of the planters, since the size of two planters does not appear to compare with the size of a standard plot - rotation of planters per demand among those that require an accessible option - proximity of accessible planters to (i) water and (ii) parking - surface of parking lot to the plots and to the accessible planters - accessibility of sheds - availability of washroom facilities <p>It was suggested that consideration be given to waive fees for medical reasons.</p> <p>Jewell Lofsky has a contact, a former Markham employee for ideas related to accessible graders. Jewell can be reached via Laura Gold to obtain the contact information if required.</p> <p>Jacqueline Tung, Jennifer Wong, and Melanie Yu, left the meeting at 5:50 pm.</p>	<p>J. Tung will send the presentation to Laura Gold for distribution to Committee members.</p>
4. Subcommittee Membership	<p>New members were advised that they would join a subcommittee at the September meeting. The subcommittee Chairs described what the subcommittee does and provided an update of recent activities.</p>	

<p>5. Unionville Festival</p>	<p>Chair Nahid Verma welcomed Niina Felushko, Chair Main St. BIA. Ms. Felushko advised that the BIA would like more engagement on the revitalization aspect of Main Street Unionville and she invited Committee members to the public meeting about it on June 23, 2022.</p> <p>She also advised that the BIA recognizes the growing needs of the community and the BIA would like to implement initiatives in relation to accessibility issues. This is the first year that the BIA is hosting the Unionville Festival and comments from Committee members would be welcome about how the BIA could make more accessible the messaging on its website and the experience of those visiting its events. Committee members comments included:</p> <ul style="list-style-type: none"> - Main Street Unionville is a historical area which presents barriers to accessibility - It will be important to coordinate efforts with the Old Unionville Community Centre and Fred Varley Art Gallery to provide access to accessible washrooms - Ramps will be needed - Wayfinding signage would be helpful to give people an idea of how far they might be from parking areas, specific stores/restaurants, etc. - Better triage of directing traffic might be helpful - Consider having a “quiet tent” for those who might get overstimulated by all that’s going on at an event like the Unionville Festival - Consider making messaging more accessible, possibly devoting a portion of the website to accessible matters. <p>The Committee suggested that the website for Toronto Sign Language Interpreter Service (Toronto Sign Language Interpreter Service (tslis.ca)) be consulted for information; sign language interpreters were used successfully as part of the National AccessAbility Week event.</p> <p>Ms. Felushko wondered about having an expert to attend BIA events to provide feedback about initiatives that could be undertaken; Committee members agreed this would provide the most reliable feedback. It was noted that the Committee does not meet during the summer but individual members</p>	<p>Information about ramps may be found at StopGap Foundation – Helping communities discover the benefit of barrier free spaces and providing support to create them.</p> <p>Additional ideas can be sent to Dasola, who will forward them and the Accessibility Checklist to Ms. Felushko.</p> <p>Additional ideas may also be shared at:</p> <p>Niina@InsightfulFinancial.ca</p> <p>Or</p> <p>https://unionvilleinfo.com</p>
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	<p>could volunteer to attend the BIA events and provide feedback on accessibility issues. It was also suggested that the BIA connect with schools to best reach the community, possibly helping to organize field trips that would integrate accessibility into the curriculum. It was noted that there used to be parking maps for both Markham and Unionville that showed accessible parking spots at that time; if they could be found, they could be used as a starting point for updates.</p> <p>Ms. Felushko thanked the Committee members for sharing their ideas; she left the meeting at 6:20 pm.</p>	
<p>6. Subcommittees Plan Updates</p>	<p><u>Audit Committee:</u> Dasola Dina reported that, prior to Covid, the subcommittee completed an audit of the Markham Civic Centre. It recently proposed that the subcommittee audit the Thornhill Community Center and Thornhill Seniors Club in fall 2022.</p> <p><u>Community Outreach Committee:</u> Edward Lau advised that the Outreach Subcommittee, in partnership with the other subcommittees and also Markham Public Libraries, plans and hosts events to celebrate the National AccessAbility Week during the first week of June and United Nations International Day of Persons with Disabilities on December 3. The virtual event held in June required considerable group effort but the event was well received.</p> <p>Edward Lau left the meeting at 6:45 pm.</p> <p><u>Social Media & Communications Committee:</u> No report was available.</p> <p><u>Invisible Disabilities Committee:</u> Michelle Del Carmen advised that this subcommittee has been drafting terms of reference and goals. It supports the Outreach Subcommittee's efforts for</p>	

	the National AccessAbility Week celebrations and supports the Audit Committee in its work.	
7. New Business	<p>Janet Ashfield, Manager of Human Resources, advised that Mona Nazif has left the City of Markham and a liaison for the Committee will be assigned in fall 2022. Committee members mentioned that Mona Nazif was a great champion of the Committee's efforts and she will be missed. The Committee expressed hope that this change would not affect the momentum that had been created; the Committee advised that it would need a true partner with the capacity to support the Committee, particularly with planning for the upcoming audit of the Thornhill Community Center and Thornhill Seniors Club. It was proposed that the Committee draft a letter listing the competencies and expertise needed.</p> <p>Chair Nahid Verma advised that she will reach out to members who have not been regularly attending Committee meetings to determine their interest in continuing to work with the Committee.</p>	<p>Janet Ashfield will advise the committee members of the new staff liaison for the Committee.</p> <p>Nahid Verma will draft the letter; Michelle Tremblay, Michelle del Carmen and Kaushi Ragunathan will assist with editing.</p>
8. Adjournment	The Advisory Committee on Accessibility adjourned at 7:00 PM.	
Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on September 19, 2022.	

Advisory Committee on Accessibility Minutes

Date: Monday, September 19, 2022

Time: 5:00pm

Location: Zoom

Interim Chair: Michelle Del Carmen

Members present:

Michelle Del Carmen (Interim Chair)

Kim Adeney

Dasola Dina

Babak Esmaeilzadeh-faal

Edward Lau

Jewell Lofsky

Lee Perry

Regrets:

Elham Mahootchi

Kaushi Ragunathan

Councillor Isa Lee

Staff:

Janet Ashfield, Manager of Human Resources

Bev Shugg Barbeito, Committee Secretary (PT)

TOPIC	DISCUSSION	ACTION
1. Call to Order	The Advisory Committee on Accessibility convened at 5:02 PM with Michelle del Carmen serving as Interim Chair. The City's Indigenous Land Acknowledgement was read.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	<p>Moved by: Jewell Lofsky Seconded by: Lee Perry That the Minutes of the June 20, 2022, Advisory Committee on Accessibility, be approved as presented.</p> <p style="text-align: right;">Carried</p> <p>Review of Action Items: Janet Ashfield provided updates on the following matters:</p> <p><u>Civic Centre Audit</u> The City of Markham has hired a consultant to review outstanding items relating to the Council Chambers, Entrances and Chapel. The Committee asked that, prior to the consultant being hired, it be able to review materials intended to be provided to the consultant. The Committee also requested the opportunity to tour the Chapel and entrances in order to provide feedback. It does not appear that changes are being made to the Council Chambers to address the lack of alternatives to the stairs for those with mobility issues.</p>	The Committee would like to provide feedback and input.

	<p><u>Terms of Reference</u> Kim Adeney outlined the processes that are required to implement revised Terms of Reference. Jewell Lofsky recommended that the Committee review the work of former Committee members as the Terms of Reference have been updated three times over the years.</p> <p><u>Mayor's Awards</u> These awards will not take place this year due to the election being held in October. The Committee discussed how best to present the Accessibility Awards; ideas included giving the awards during Accessibility Week, and sending a letter and certificate signed by the Chair and Mayor.</p> <p><u>Contact Centre Updates</u> A change-over of systems in the Contact Centre took place on September 19th. It is hoped that this will address many of the issues experienced in reaching the Contact Centre and in getting a response.</p>	<p>Edward Lau and Michelle del Carmen agreed to meet off line to discuss possible options.</p> <p>The Committee asked that the City consider putting the Contact Centre phone number on the home page of the City website to make the phone number easy for people to find.</p>
<p>3. Resignation of Chair, Advisory Committee on Accessibility - Appointment of Interim Chair</p>	<p>Michelle del Carmen reported that, when Nahid Verma resigned as Chair during the summer, she asked Michelle to serve as Interim Chair. Committee discussion focussed on whether this was an appropriate action to take, the need for a Vice Chair position, and the hopes for the appointment of a permanent staff liaison who would have knowledge of Council and City processes, as well as Accessibility matters and issues.</p> <p>Michelle del Carmen and Edward Lau advised they would consider serving as Interim Chair and Interim Vice Chair respectively, and provided information as to why the work of the Committee is important to them.</p> <p>Moved by: Edward Lau</p>	

	<p><i>Seconded by:</i> Lee Perry That Michelle del Carmen be confirmed as Interim Chair of the Advisory Committee on Accessibility until December 31, 2022.</p> <p style="text-align: right;">Carried</p> <p><i>Moved by:</i> Jewell Lofsky <i>Seconded by:</i> Lee Perry That Edward Lau be confirmed as Interim Vice Chair of the Advisory Committee on Accessibility until December 31, 2022.</p> <p style="text-align: right;">Carried</p>	
4. Subcommittee Membership	<p>Committee members discussed the recruitment and interview process and felt they should be more transparent and have Committee involvement e.g., to share expectations with potential new members. Committee members were reminded that appointments are typically made by Council for the Committee.</p> <p>Michelle del Carmen advised the new members that the Committee would like to sort out the purpose of the subcommittees over the next few months, and then help the new members determine which committee they would like to join, according to their expertise.</p>	The Committee Secretary will request an updated membership list from the Clerk's Office, and invite Laura Gold to attend the next meeting to speak about the recruitment and interview process.
5. Terms of Reference	<p>Kim Adeney reported that she had volunteered to update the Terms of Reference, even though it is usually a staff-driven process. Terms of Reference are approved by Council; a new council will soon be elected so, the earliest that revised Terms of Reference could be approved would be in early 2023. It would be expected that the permanent staff member assigned to the Committee would drive the process forward.</p> <p>Janet Ashfield advised that there is a defined process; the Committee can review the draft Terms of Reference and highlight desired changes, and she can help shepherd the document through required steps. The final draft will need to be reviewed by the Legal department and Clerks Office, to ensure that it's consistent with Terms of Reference for other committees. Then this</p>	Kim Adeney will provide an update to the Committee at the October meeting.

	<p>committee will need to pass a resolution approving the Revised Terms of Reference and requesting Council to endorse it.</p> <p>Committee members mentioned that representation on the Committee should be reviewed. The composition according to law is that the majority of members of an accessibility advisory committee must be people with disabilities.</p> <p>In response to Committee questions whether Markham has appointed the Chair of the Committee as Markham's representative on the York Region Accessibility Advisory Committee, it was noted that York Region tries to ensure that there are people from each of the nine local municipalities, including the city of Markham. So, there is a City of Markham member on the Committee, but Markham is not able to request that someone be appointed.</p>	
<p>6. Subcommittees Plan Updates</p>	<p><u>Audit Subcommittee:</u> Dasola Dina reported that the Audit Subcommittee is planning to move ahead in November with the audit of the Thornhill Community Center Library and Seniors Center.</p> <p>Dasola also provided an update on the Unionville BIA initiative to make Main Street accessible not only during summer events, but all year round. Dasola reported that she was able to see that there were some ramps in place, reflective of the feedback given during the June meeting and that the work, that the Committee is doing, is having an impact.</p> <p><u>Community Outreach Subcommittee:</u> Edward Lau asked whether Markham would observe the International Day for Persons with Disabilities, to be observed on December 4th this year; it was noted that this may conflict with the date of the swearing in of the new Council.</p>	<p>Dasola will reach out to Niina Felushko, Chair Main St. BIA, to congratulate her on moving forward with accessibility plans, and advise her that the Committee is still very interested in supporting the BIA accessibility initiatives and providing assistance, if needed.</p> <p>Janet Ashfield will enquire whether Markham will observe the event.</p>

	<p>Edward Lau advised that the Committee should consider whether members have the capacity to undertake two events. The Committee is committed to celebrate National AccessAbility Week, and it might be preferable to pick only one event to focus on. Budget considerations may also dictate whether the Committee is able to present more than one event; it was noted that there needs to be justification for expenses. However, the Committee is able to request that the City proclaim the event.</p> <p>Edward Lau and Dasola Dina left the meeting at 6:35 pm.</p> <p><u>Social Media & Communications Subcommittee:</u> No report was available.</p> <p><u>Invisible Disabilities Subcommittee:</u> No report was available. However, the Committee discussed the reason for the creation of the subcommittee: to not segregate others but to ensure that the voices of those with “invisible” disabilities are heard, because within the disability umbrella, there is that social inequality where 98% of the time, the term “disability” referred to a visible physical disability.</p>	<p>The Outreach Subcommittee will consider how best to proceed with possible events for December, March/April, and June, and bring a recommendation to the Committee.</p>
7. New Business	<p>The City of Markham is creating Instagram videos to encourage residents to vote in the upcoming election. They already have people who speak a number of foreign languages, and they would like someone from the Advisory Committee on Accessibility who speaks English to participate in a video on why voting is important to them. It is hoped that someone would be available on September 26th, for the filming outside of the Civic Center or downtown Markham. Lee Perry and Babak Esmaeilzadeh-faal volunteered.</p> <p>Committee members questioned the type of training new members of Council and a new Council receive about accessibility legislation and issues, to ensure they have that lens on their work.</p> <p>Committee members discussed whether future meetings should be via Zoom or in person.</p>	<p>Janet Ashfield will advise about training for new Council members.</p>

Advisory Committee on Accessibility – Minutes

September 19, 2022

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		Michelle del Carmen will send a poll to Committee members asking them whether the Committee should meet via Zoom or in person.
8. Adjournment	The Advisory Committee on Accessibility adjourned at 6:50 PM.	
Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on October 17, 2022.	

Advisory Committee on Accessibility Minutes

Date: Monday, October 17, 2022
Time: 5:00pm
Location: Zoom
Interim Chair: Michelle Del Carmen

Members present:

Michelle Del Carmen (Interim Chair)
 Edward Lau (Interim Vice Chair)
 Kim Adeney
 Babak Esmaeilzadeh-faal
 Jewell Lofsky
 Councillor Isa Lee

Regrets:

Dasola Dina
 Elham Mahootchi
 Lee Perry
 Kaushi Ragunathan

Staff:

Janet Ashfield, Manager of Human Resources
 Bev Shugg Barbeito, Committee Secretary (PT)

TOPIC	DISCUSSION	ACTION
1. Call to Order	The Advisory Committee on Accessibility convened at 5:10 PM with Michelle del Carmen serving as Interim Chair. The City's Indigenous Land Acknowledgement was read.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	<p>Review of Action Items: Janet Ashfield provided updates on the following matters:</p> <p><u>Civic Centre Audit</u> City of Markham staff have completed their work and will hire a consultant to review outstanding items relating to the Council Chambers, Entrances and Chapel. Janet Ashfield advised that Markham staff have reviewed furniture layouts and other obstructions, accessible customer service desk options, and entrance spacing design for mobility devices.</p> <p><u>Mayor's Awards</u> These awards will not take place this year due to the election being held in October. The Committee discussed how best to present the Accessibility Awards but were reminded that these awards are given by the City of Markham, not the Committee.</p>	<p>Janet Ashfield will advise Markham staff that the Committee would like to advise on areas to be addressed and why, as needed. Janet Ashfield will invite Markham staff to the next meeting.</p>

	<p><u>Contact Centre Updates</u> A change-over of systems in the Contact Centre took place in September 2022. The Committee was advised that the Contact Centre phone number is on the front page, under “Contact Us”.</p> <p><u>Election Instagram Videos</u> The City of Markham created Instagram videos to encourage residents to vote in the recent election. Lee Perry and Babak Esmaeilzadeh-faal volunteered to participate; Babak reported that he did make a video but he had not seen it.</p> <p><u>Accessibility Training for the Newly Elected Council</u> Committee members were advised that Council members receive considerable training from the City’s Legal and Human Resources departments so that they are able to fulfill their obligations.</p> <p><u>Committee Membership</u> The City posts the vacancy, and City staff reviews all applications and then provides a short list of applicants to be interviewed. The Committee could provide some insight with respect to the skills the Committee is seeking in an applicant but Committee members are not permitted to review the applications, for privacy reasons.</p> <p>Councillor Isa Lee joined the meeting at 5:35 pm.</p> <p>Moved by: Edward Lau Seconded by: Councillor Isa Lee That the Minutes of the September 19, 2022, Advisory Committee on Accessibility, be approved as presented.</p> <p style="text-align: right;">Carried</p> <p>Edward Lau left the meeting at 5:45 pm.</p>	<p>The Committee Secretary will request an updated membership list from the Clerk’s Office.</p>
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3. Terms of Reference	<p>Kim Adeney had volunteered to update the Terms of Reference, even though it is usually a staff-driven process; she provided an update to the Committee on the progress to date. She reviewed the legislation that grounds the Committee's role, the current Terms of Reference, identified gaps and required updates, the draft updated Terms of Reference, definitions for terms used, the role and scope of subcommittees, and finally, she discussed next steps. The City and Committee have a responsibility to meet the requirements of the legislation; however, they may also include additional items outside the legislation, such as offering advice on work driven by City staff, providing community outreach on creating a more accessible City of Markham.</p> <p>Babak Esmaeilzadeh-faal left the meeting at 6:00 pm.</p> <p>Interim Chair Michelle del Carmen thanked Kim Adeney for guiding the Committee through the process, and assisting to ensure that we are following legislation, and that we are doing what we need to do.</p>	<p>Kim Adeney will provide the draft updated Terms of Reference documents to the Committee Secretary, for forward distribution to Committee members.</p> <p>The role of the committee, and goals for next year, will be included as an agenda item at the next meeting.</p>
4. Subcommittees Plan Updates	<p><u>Audit Subcommittee:</u> No report was available.</p> <p><u>Social Media & Communications Subcommittee:</u> No report was available.</p> <p><u>Community Outreach Subcommittee:</u> Edward Lau advised that the Subcommittee is not meeting until after the newly elected Council is in place, and has paused activity for the International Day for Persons with Disabilities, to be observed on December 4th this year.</p> <p><u>Invisible Disabilities Subcommittee:</u> Michelle Del Carmen advised that the Subcommittee is not meeting until after the newly elected Council has been sworn in.</p>	
5. New Business	<p>Kim Adeney reported that the York Region Accessible Advisory Committee is recruiting members; the deadline for applications is October 31, 2022.</p>	

Advisory Committee on Accessibility – Minutes

October 17, 2022

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	Kim Adeney advised that the AODA legislation undergoes legislated reviews conducted by an independent reviewer appointed by the Province. The current review includes two virtual Town Halls: one is on October 18, 2022 from 1:00 to 3:00 PM, and the other is scheduled for November 8, 2022 from 10:00 AM to 12:99 PM. Anyone may register to participate, or submit their own comments.	
6. Adjournment	The Advisory Committee on Accessibility adjourned at 6:55 PM.	
Next Meeting Date	The next meeting of the Advisory Committee on Accessibility will be held on November 21, 2022.	

German Mills Community Centre Board August 29, 2022

Attendance:

Present: Athena Hui, Lorena Zuniga, Eileen Smith, Denise Devlin Li, Tracy Nwonyimi, Florence Wang, and Ameet Khanderia, Councillor Keith Irish.

Absent: Martin Barrow (City of Markham Facility Co-ordinator West).

The German Mills Community Centre Board convened at 7:35p.m. with Eileen Smith presiding as Chair.

1. Introductions

2. Approval of the Minutes:

Moved by Lorena Zuniga

Seconded by Denise Devlin Li

That the Minutes from the June 27, 2022 meeting of the German Mills Community Centre Board be approved.

CARRIED

3. Election of Executive Members:

Chair: Lorena Zuniga nominated Eileen Smith; Denise Devlin Li seconded.

CARRIED

Vice-chair: Eileen Smith nominated Florence Wang; Councillor Irish seconded.

CARRIED

Treasurer: Athena Hui nominated Lorena Zuniga; Florence Wang seconded.

CARRIED

Secretary: Eileen Smith nominated Denise Devlin Li; Florence Wang seconded.

CARRIED

4. Treasurer Report:

- Status

- The GMCC board is solvent.

- Treasurer has been working to move all utility billing to ebilling and automatic payment. Issue with changing the hydro bill,

Alectra, to ebilling because it was originally set up by Markham so our board doesn't have authorization to change it.

- Follow up: ask Martin Barrow to look into city staff making the change.
- GIC
 - GIC is coming due. Bank will be asked to renew it for one year.
- Bell
 - Current phone is a land line in the building with no features. Since a phone number must be given to renters and because messages retrieved must be returned, in order to protect the privacy of board members' personal phone numbers the basic phone service isn't sufficient.
 - Discussion took place starting with adding new features to the existing line or porting number over to a cell phone with a no data plan. Further suggestions were to use a VOIP phone and the pros and cons of two different providers of this type of service (Mitel, Google Voice).
 - Since it was concluded that more information was needed about the VOIP services and whether they would meet the GMCC's needs, Councillor Irish volunteered to ask City of Markham IT for information.

5. Maintenance updates:

- Painting
 - Will begin next week, High Grade will be painting the exterior.
- Structural integrity assessment
 - Markham hired a structural engineer to assess the structural integrity of the floor. The consultant's report was distributed to all board members. In general, the current rental uses can continue with the restriction no dancing or high impact aerobics or high impact activities are allowed until Markham's asset management improves the structural integrity of the floor.
- Washroom doors
 - Fixed. Weather stripping was placed on both washrooms' door frames on the side facing the exterior door so that there is no longer a view into the washrooms when the door is closed. The south washroom door's hook near the floor was put back on.
- Furnace filters
 - Furnace filter replacement will go back to once every three months as per maintenance recommendations. A year supply of furnace filters will be delivered to the building in January by asset management. Asset management asked GMCC board to

replace the filter themselves since Markham asset management maintenance only has two employees for all 20 community centres.

- Squirrels
 - Asset management and Martin Barrow have been made aware of the squirrel debris and damage in the basement and shed. Asset management will decide what needs to be done. No decision has been made as to what the GMCC board will have to pay for to remediate the basement and shed.
- Mice:
 - Mice getting into the basement and causing damage was brought to asset management's attention during the pandemic but because of staffing change-over and closures the issues was lost. This has been brought to asset management's attention again.
 - It was discovered in early summer that this building's routine pest control could be covered by Markham's PCO contract for free. Orkin contract has now been cancelled.
- Nursery School chattels:
 - New board members were made aware of the nursery school chattels that are in the basement and the shed and the squirrel problems with a tour of the basement and grounds prior to the start of this board meeting. Discussion and decision of what to do with all the items will be tabled until a future board meeting after the basement and shed remediation is done because the squirrel debris shouldn't be disturbed for health reasons.

6. Acoustics:

- Denise emailed her acoustic report to all board members prior to the meeting. Presentation and discussion tabled until the next board meeting.

7. Rentals:

- Rentals since last board meeting and booked rentals – list will be sent after this board meeting.
- Scheduling rental coverage, previewing the building, other routine duties such as moving garbage bins to the front for garbage pick-up and then wheeling back. – Tabled.
- COVID vaccination clinic request – All agreed it would be a good idea. Eileen will email the public health contact giving approval.
- Wedding request for May 2023 & no alcohol building class – Tabled.
- The self-locking door means renters can possibly lock themselves out. This requires the board member looking after the rental to be close by and

available during the rental period to let them back in. Options considered were; give them a key at the beginning of their rental, give them the lock box code, install a key pad locking system. Since the easiest and quickest option is to give renter the key at the beginning of the rental, it was agreed that would be done for now until the issue could be more thoroughly thought through.

- Change and cancellation fees - Tabled
- Outside sound amplification - Tabled
- Rental rate – Tabled until next board meeting. Board will need to decide what it will be for 2023 and if there should have different rates; e.g., minimum price, non-profit rate, long-term rate. As with previous rate changes, the board will need other Markham community centre rates, an estimate of GMCC's maintenance costs, and cost analysis to determine a new rate.
- Will ask Martin to get another blue bin and garbage bin.

8. Business planning:

- Marketing, advertising, public relations: Sub-committee report back on ideas to grow rentals
 - Florence presented ideas for using Instagram and Facebook.
 - Lorena presented ideas for creating a website and what to put on it; history of the building and grounds, rental information, and 'about' page, rental rules, and contact information.
 - Website suggestions: 1-page website cheaper than multiple pages, Google business has a free website builder, Councillor Irish asked if anything is needed from the City, more information is needed on who could do a website and maintain it, how to do one, and its formatting and content.
 - Suggestion to change the name from German Mills Community Centre to German Mills Schoolhouse. A short discussion took place about the pros and cons of removing 'community centre' and replacing with 'schoolhouse' or adding 'schoolhouse' to the existing name. Councillor Irish said to not let a possible name change hold the group back from doing social media.
 - Idea of doing an events calendar was mentioned.
 - Florence and Lorena will go ahead and set up some social media presence and Ameet volunteer to join them.
- City of Markham's involvement & training – Tabled.

- Other community centres' procedures –Tabled.
- Financial Forecast – volunteer to do budget estimate/ financial forecast – Tabled.
- More GMCC board members – Tabled.

ADJOURNMENT

The German Mills Community Centre Board was adjourned at 9:16 pm by Councillor Irish and seconded by Athena Hui.

Future meeting Dates:

November meeting will be rescheduled. (Rescheduled to November 7 @ 7:30pm over ZOOM.)

New secretary will need to schedule 2023 meetings after next board meeting.



Unionville BIA Board Meeting
Date: Wednesday June 15, 2022
Via ZOOM

Board Members in Attendance:

Deputy Mayor Don Hamilton, Councillor Reid McAlpine, Niina Felushko, Shibani Sahney, Kash Mahmood, Kimberly Wake, Sarah Iles, Debbie Smrz, Sylvia Morris, Tony Lamanna

Guests: Rob Kadlovski, Natasza Tyzler, Theresa & Martin (177 Main Street), Kevin Lee

Interim Executive Director: Judi McIntyre

Call to order: By Chair Niina Felushko at 9:36am

1. Approval of Agenda

Motion to approve by Tony Lamanna
Seconded by Don Hamilton
All were in favour

2. Approval of Meeting Minutes, May 18, 2022

Moved by Sarah Iles
Seconded by Sylvia Morris
All were in favour

3. Financial report - Niina Sent out May Financials to review. They did correct the revenues received from the vendors. There are still some outstanding sponsorship monies from the festival as a few outstanding vendor payments.

There is a deposit to make from Sales from UBIA booth totaling \$320. We have put in an ask with Destination Markham for Summer Outdoor Movies and Music on the street. We did also put together another letter from the four major festivals asking for additional support towards road closures. My Mainstreet received \$15,000 towards wages for business ambassador to date, due for another round. Due to time constraints a lot of festival expenses are not reflected in the May financials. Some delayed payments unfortunately but it is being worked on to rectify asap.

Motion to approve by Niina Felushko
Seconded by Sylvia Morris & Tony Lamanna
All were in favour



4. City Updates

Streetscape and Revitalization

A meeting was held last week with hosted by the city and they are still at 30% design and are looking for feedback. We need more people to attend these meetings, including the upcoming meeting on June 23rd public meeting. There has been a request made for an evening meeting in hopes more attend. Main topic of conversation is around the timeline for construction and how to proceed. It is imperative that the owners on the street attend the meetings to have a say as it will have a major impact as to how they proceed. There is also walking tours scheduled to address some concerns with the city and designers. Reid will provide walking tour details.

5. E.D. Report by Judi McIntyre

Festival: Terrific, HUGE turnout. Thank you to the City for Helping out. Businesses were happy and feedback was that it brought business to the street so overall an excellent turn out.

Feedback from Social Talk: Stats specifically related around the Unionville Festival Marketing, including blog TO. Over 750,000 impressions made across the various platforms. Unpaid platform showed over 150,000 reached. They also provided positive and negative feedback provided surrounding no parade and fireworks - contradicting opinions. Some also wanted a multi-day format for less crowding, also if parking could be better identified in future. In future, My Main Street has analytical data on where people came from, their provider, etc. The next initiative is to replace/enhance signs on the street.

Bandstand: MOU Bandstand June 1st to end of September. Signage going up that permits are required. \$50 per permit as admin fee. Bill Dawson will do 4 concerts this summer. Outdoor movies, Zumba and Yoga Classes will also be offered. Events will be posted on website and the bandstand. We are also set to receive new banner that says "Welcome to Unionville".

History Tours: George Duncan will be continuing History Tours Sundays at 10am. Andrea from Lemonwood is also training to take over as required.

Commercial Facade Program: Facade of blue building painting 'Stanley Ties' building came back to Heritage Markham and it has been agreed that it will be painted the same white as 'Stiver House'. The trim will go back to same blue as before.

Old Tyme Christmas: The Parade will take place on Saturday, December 3rd in the evening and events will be held throughout the day. This has received good feedback in the past and will continue to set us apart.

Business Support Program: Offers \$10,000 for video. 18 businesses signed up to have promotional videos produced. Introductory discussion, content creation and Digital Marketing Consultation. There is also a grant towards signage where you can be reimbursed up to \$500 in stage 2. \$10,000 per stage for a total of \$30,000. Rules will be outlined in the application.



Weekend Coordinator: We have hired Steve Browne as the weekend street coordinator. Some of his duties will include putting up tents, help people unlock the bandstand, hand out flyers etc. He will be working all weekends including stat holidays, except Aug 6th. Kash Mahmood offered to step in to cover that day. Steve will also get training on tourism, programming and bylaws etc. to be effective in answering questions that may arise.

UBIA Office space: Officially moved into the new office at the McKay Art Centre. Working on getting rid of the items from 157 office, Christmas lights have been sold and the old boardroom table is up for sale.

6. Real Estate updates

Sylvia let us know that 145 Main Street is back on the Market at \$4.250million, #158 has reduced its price to \$2.88million, #268 a residential property is offered at \$4.798 & #127 is on the market for the second time offered now at \$3.988.

7. Other business:

There was discussion around opinions on the performance of YRP at the festival and whether or not it was worth what was paid. Judi verifies compared to past years we got what we paid for and that they were a big help clearing out the crowds at the end of the evening.

Kevin Lee #139 Main Street (The Planning Mill) notified everyone that they will be taking the roof off the building to install a new HVAC - Skeletal structure like Village Grocer to meet requirements.

Executive Director – Judi will be leaving on June 30 and Niina is looking for a possible replacement.

8. Adjournment:

Motion to adjourn: Niina Felushko

Seconded: Sylvia Morris

All were in favour

There was an in-camera meeting held. Minutes separate.

Meeting adjourned at 10:46am

Next Meeting: Wednesday, July 20th at 9:30am



Unionville BIA Board Meeting

Date: Wednesday July 20, 2022

Via ZOOM

Board Members in Attendance:

Deputy Mayor Don Hamilton, Councillor Reid McAlpine, Niina Felushko, Shibani Sahney,, Kash Mahmood, Kimberly Wake, Debbie Smrz, Sylvia Morris, Tony Lamanna

Guests: Natasza Tyzler, Chris Rickett – City of Markham

Executive Director: Victoria Campbell

Call to order: By Chair Niina Felushko at 9:30am

Approval of Agenda

Motion to approve by Tony Lamanna

Seconded by Don Hamilton

All were in favour

Approval of Meeting Minutes, June 2022

There were errors in the June minutes, they are being revised and will be approved at the next Board meeting.

Financial Update – Chair Niina Felushko

We have applied for the 100K FedDev grant for Xmas as well as Celebrate Markham grant for the Festival. We have also applied to Destination Markham for summer music funds, they awarded us \$6,400. Changes in payroll for Victoria Campbell and Steve Brown.

June 30th Financials

Motion to approve by Sylvia Morris

Seconded by Reid McAlpine

All were in favour

ED Report by Victoria Campbell

Historic Tours: George Duncan will be continuing Historical Tours Sundays at 10am. He has had 2 full tours this past two weeks. A lot of interest, successful program.

Movies on Main: Supported by Destination Markham. An organization provides all set up and runs smoothly. They will be showing popular family friendly movies to encourage family interaction on the street. Located in Millennium park and will run 4 weeks of August starting on the second Tuesday and will take place every Tuesday evening. Pre- Roll promotions and advertising will be included.



Jazz Festival: Looking at getting a booth, also seeking volunteers to sell Unionville merchandise.

Social Talk: Social media stats - just under 10,000 followers on Facebook, 2,500 on twitter, 7,000 on instagram. Interaction in community and local interest. We have a strong reach with tagged photos for June and 500 shares. There was discussion around expanding into “tik tok” and “We Chat” which is to be explored further. It was established that past contests were quite successful and we will explore doing more of this. Currently our ad spend is low but we will add more to the ad campaigns for September.

Weekend Co-ordinator: Steve Brown who is also a local elementary school teacher was hired and now holds the position off Weekend Co-ordinator. As an example, moving some of the storage items, setting up tents for music on the street, delivery of flyers and keeping an eye on the bandstand.

By Laws: Officers have been contacted and requested to continue to be contacted should any unwanted buskers or ice cream trucks are on the street. Conversation around ground signs and street parameters was brought up and will continue to be looked into including Heritage signage. A reminder email will be sent out to the business owners around all the rules to be abided by.

My Main Street: Niina has been working closely with Chris Rickett. Michael Butler is no longer with us and we are looking to complete the deliverables. Main goal currently is to get the market research reports completed for as many businesses on the street that want them, and get 10 business to apply for the \$10,000 grant. Digital Main Street kicking off as well with a grant that is \$2,500.

Business Support Program: In stage three there will be a reimbursement possibility for signs that have been updated for up to \$500. This should kick off in September or October.

City Updates

Streetscape and Revitalization

There will be a survey from all the businesses on the street about Revitalization. As well as an in person meeting with the BIA to obtain feedback, concerns and revitalization details. Confirming the timing of 2023 to start was a concern that was expressed and the overall big picture. It is important that there is more involvement for the next meeting we are still at the 30% completion so now is the time to attend if you’d like to have input. Therefore the BIA will use all channels possible to notify people and try to get materials and the word out. Proposed date of August 3rd was presented which will be confirmed.

Bandstand: Deputation to council to support Thursday nights at the bandstand and additional request for funds which he was successful in obtaining. Continued with the same sponsorship as in the past of \$3500 and continue to promote on social media channels. Some road closure issues have arose and what a solution might look like going forward including a soft or hard

road closure. A pilot has been put in place for a soft closure on the 14th at the cost of \$500 that was covered by the city. Determination was that we would require a full hard closure for the remaining 3 concerts.



Real Estate updates

Sylvia let us know that 145 Main Street is still on the Market at has had a lot of interest, #156 had originally reduced and has now suspended off the Market, #150 Main Street is on the market for lease at \$20,000, #105 Main Street has one room for rent at \$3,500, #190 Main Street leased for \$2500, and one boardroom at #178 for lease for \$790.

New items: No new business before adjourning.

Chris Rickett Joined meeting at 11:20am

Bill Dawson joined at 11:27am was invited to speak on the bandstand and offer any input if he wanted with a brief summary from Niina on what was previously discussed in the meeting.

Motion to adjourn at 11:30am: Niina Felushko
Seconded: Reid Mc Alpine and Tony Lamanna
All were in favour

Meeting adjourned at 11:30am

Next Meeting: Wednesday, August 24th at 9:30am



Unionville BIA Board Meeting

Date: Wednesday September 21, 2022

Via ZOOM

Board Members in Attendance:

Councillor Reid McAlpine, Niina Felushko, Shibani Sahney,, Kimberly Wake, Debbie Smrz, Sylvia Morris, Tony Lamanna, Sarah Iles

Guests: Anthony Fung & Sonia Chow

Executive Director: Sara Sterling

Call to order: By Chair Niina Felushko at 9:30am

Approval of Agenda

Motion to approve by Tony Lamanna

Seconded by Sarah Iles

All were in favour

Approval of Meeting Minutes, June & July 2022

There was meeting Minutes from June revised as well as July meeting minutes and no meeting in August.

Approval of Meeting Minutes for June

Motion to approve by Niina Felushko

Seconded by Sylvia Morris

All were in favour

Approval of Meeting Minutes for July

Motion to approve by Niina Felushko

Seconded by Shibani Shaney

All were in favour

Digital Main Street

Anthony Fung from the Markham Small Business Entrepreneur Centre was tasked to help small businesses in Unionville BIA apply for the Digital Transformation Grants. \$2500 potential grant towards digital related assets including hardware that can be applied for and Anthony helps with onboarding. Overall the results have been strong. Numbers reflect 12 have applied, with meetings scheduled with the remaining businesses totaling 17 potential applications. 46 are eligible.



Anthony's services do not stop there he also provides free digital marketing services for the businesses in Markham specific to Unionville. The scope of this is still being finalized and a process will be implemented.

Federal Digital Transformation program applications are not in his scope but it is available for businesses to apply themselves.

He's working closely with Chris Rickett - Revitalization Survey to be made aware to businesses. He sent out an email and email blast. We are seeking more responses. Sara will re-send to the street.

My Main Street Program

The local business accelerator program will help people grow their business and maintain healthy mix of retail in the community. Sonia Chow has experience as Ambassador for First Markham Place and First Markham Centre.

Applications can be done for a customized Market research report to collect data and apply for business funding proposal to get \$10,000. Each community can have 10 businesses awarded this funding. Currently 34 businesses eligible, 14 have applied, 4 have been submitted. 4 more going through today.

The business funding cannot be used for the Staff costs or rental costs but it can be used to grow their business. Such as upgrade leasehold, equipment, or Marketing purposes anything to help grow the businesses.

One of the benefits of the program was the data collection and analytics provided. There are multiple types of Market research being done, general and specific to the businesses themselves. The latest survey being launched will be also be translated in both Chinese and English. Destination Markham will also be helping out with this upcoming survey.

With regards to 3 surveys circulating, road closures/ revitalization, shopping habits and potluck we need more responses from the businesses on the street.

Approval and update of Financials

The August financials as well as the audited 2021 financial statements have been sent out. Had been presented earlier in the year at the ATM but KPMG Audits with notes therefore we need approval on this. No adjustments were done.

Motion to approve audited financial statements for 2021 by Niina Felushko
 Seconded by Tony Lamanna
 All were in favour



Period ending August 31st, please note not all revenues have been booked. \$8,318 sitting in holding account that had been deposited in August, \$7,500 of which was from Unionville Developments (aka the Watford group) cheque received and deposited but not coded properly so still in holding account. Will be rectified and adjusted in the financials today.

On expense side please note the business support program. The first round has been launched and invoice of \$10,000 should come through anytime now. Second round of program - content creation- is a \$500 value for a first 20 business that apply to work with Social Talk to use for their businesses. Third round will be their signage \$500 reimbursement program to the first 20 businesses that apply.

Sara is back and Victoria will continue to work on a part-time basis to help out with events. We finished our lease at Jacks place on July 31st. We had some moving, painting and waste removal costs incurred. We are currently still in a surplus position.

Grant side of things we will be getting into the documents we need to do for the FedDev. We are still expecting income from events over the summer including donations. Once we submit our documents we should get \$100K (\$40,000 of which will be reimbursed to Unionville Festival expenses and \$60,000 to support Old Tyme Christmas weekend with the parade).

One thing to think about is the retail action strategy \$15,000 budgeted to take care of missing items from My Mainstreet Program. Let's brainstorm on how we tackle this and the timelines.

Motion to approve by Niina Felushko
 Seconded by Tony Lamanna
 All were in favour

Approval of Fed Dev Documents

Sara Sterling

Documentation we need to submit to CCT in order to get the \$100K

Step 1: Board Resolution read out in full by Niina Felushko for all members to approve.

Motion to accept the Board Resolution By Niina Felushko

Seconded by Tony Lamanna

All were in favour, nobody against or abstaining

Step 2: Board Code of Ethics

This has been shown and emailed out to all board members to review and approve on their own terms to sign and send back within 1 week.

Motion to accept the Board Code of Ethics By Niina Felushko

Moved to approve by Councilor Reid McAlpine



Seconded by Sylvia Morris
All were in favour

Tony Lamanna provided his approval to “agree and sign off” during the meeting as he will be away.

Step 3: Procurement Policy

This document discusses how we handle documents below \$2500 and above \$2500 and conflict of interests, etc. Mirroring documents we already have in place surrounding financials.

Motion to accept the Procurement Policy By Niina Felushko
Seconded by Sarah Iles
All were in favour

City Updates:

Councilor Reid McAlpine had a meeting yesterday with the Executive leadership team about the Main Street construction. The meeting discussed things that we are out of scope from the original approval. There are some recommendations about what should be added and what should remain out. No final decisions have been made. The marketing relating to the project was a topic and it was brought up to have a Marketing consultant review the final design to assist with future success of the businesses. Chris Rickett will be calling a meeting around this to figure it out.

Communication plan to the businesses will also be implemented but we also need to extend this to the community. Niina suggests that the \$15,000 retail action strategy money is potentially available to look at if this can assist with the future plan.

They have also received an initial application from Watford Group about the condos behind the buildings on the west side. Preliminary application complete and there are drawings available. Retail removed, purely residential, 2 buildings proposed to the city about a month ago. There will be a community information meeting held around this, and a statutory public meeting before the City, but not until new year with the election. Followed up by a series of meetings as approval process goes forward - several opportunities for the public to have input if they would like it.

Celebrate Markham

Judi presented to Council that leftover funds from the Celebrate Markham fund be carried forward in the program to have event coordinators to provide additional funding next year.

One thing that came up is that Security costs for these events has increased substantially and should be addressed going forwards. It is proposed that Road operations and YRP should be at



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the table in a meeting with all deciding members from festivals to look at it now for 2023. It's strongly encouraged that there is a set of guidelines structured.

ED Report by Sara Sterling

Filming last week location people did pre work but there were some complaints. This is more around road closures in general. It was a beneficial road closure as they did hand out some financial compensation to the businesses.

Ladies Night

Thursday, October 20th 5pm-9pm

Businesses will be providing promotions for the night. Hire some music for the street and Shibani will be co-ordinating a fashion show. Registration on Eventbrite has been opened up.

Remembrance Day

Meeting next Thursday with City YRP and roads department to discuss both Remembrance Day and Christmas.

Christmas

Saturday December 3rd at 5pm- Night-time parade. Afternoon closure 2pm-7pm to offer other activities on the street during the day. Kids entertainment, music, etc. Budget \$60,000 to spend from Fed Dev grant. Opening the gate is being looked into and likely won't be an issue.

Direction from the board is required on this; breakfast with Santa. This event has not happened for 2 years. It was decided Sara will reach out to Jakes and Arms first to see if it is something they would even want to participate in or bring back.

Comment on Ice Sculptures and by Tony Lamanna is that there could be a better spend. It's likely this will be avoided and used towards something more permanent like a photo opportunity that lasts all winter to draw people in. All agreed, it has been removed from plans.

Niina suggested a place for skating as a way to attract people to the area during the winter time. Councillor Reid McAlpine thinks this is a great idea and it has been brought up previously. It's worth a conversation to determine how money could be put towards this. Could be a compromise between the UBIA and the City.

Streetscape

The lights are going up tomorrow will plug them in for ladies night. Frame to be put up for Ladies night too.

Halloween

A children's' entertainer for the bandstand will be hired on Sunday October 30th.



Bandstand

Meeting with the City to review the MOU tomorrow and how it worked. Some permissions still required for October. Signage still to be updated, lights around bandstand still need to be removed, repainting, roof, electrical outlets proposed to be redone next summer.

Port-a-potties have been an issue surrounding bandstand events. It worked out very well and should be considered for moving forward on something like this in next year's budget.

There was discussion around the BIA presenting to the City the idea of continuing the MOU to 12 months a year going forward.

Real Estate updates

- 127 Main Street sold after about a year at \$3,560,000
- 156 Main Street back on the market selling the business and building
- 182 Main Street will be painted tomorrow - white with blue trim
- 147 A drawings for a new building there - looking good- quite close to a solution
- 141 Main Street - finally undergoing renovation
- Bistro should be ready by the end of October beginning of November
- Calabria - awaiting permits bit of a slow process but proceeding

New items: Discussion around in person meeting. It was suggested we have an in person not every month but not on occasion at a local business to show support. In person scheduled for November as many are away in October & December.

No firm deadline for revitalization was brought up by Sarah Iles. Still discussion around happening in 2023/ 2024. Only at 60% design phase. Part of the 60% includes materials, bricks etc. Mobility issues TBD.

Motion to adjourn at 11:30am: Niina Felushko

Seconded: Sarah Iles

All were in favour

Meeting adjourned at 11:30am

Next Meeting: Wednesday, October 19th at 9:30am



Unionville BIA Board Meeting

Date: Wednesday October 19, 2022

Via ZOOM

Board Members in Attendance:

Niina Felushko, Sara Sterling, Shibani Sahney,, Kimberly Wake, Debbie Smrz, Sylvia Morris, Tony Lamanna, Deputy Mayor Don Hamilton & Kash Mahmood

Regrets: Reid McAlpine, Sarah Iles

Executive Director: Sara Sterling

Call to order: By Chair Niina Felushko at 9:30am

Approval of Agenda

Motion to approve by Sylvia Morris

Seconded by Kash Mahmood

All were in favour

Approval of Meeting Minutes, September 2022

Motion to approve by Niina Felushko

Seconded by Sylvia Morris

All were in favour

Approval and update of Financials

Old Time Christmas questioned by Deputy Mayor Don Hamilton.

Fed Dev Grant \$100,000

Divided \$60,000 to old time Christmas \$40,000 to Unionville festival. Ideas were brainstormed on how to allocate and spend the money wisely before the end of the year. Including thing that can be used beyond that weekend.

Discussions around how funds from our own money and the Fed Dev money could be moved around in the general account and funds be used from grants allocated for other events etc.

Streetscape will be slightly higher than projected but we have saved in other areas.

We are currently in the process of putting together a proposal to request additional funding for a consultant to help us during the revitalization construction.

Fed Dev helped to keep the financials in a surplus this year.



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Motion to approve audited financial statements for September by Don Hamilton

Seconded by Sylvia Morris

All were in favour

City Updates:

Councillor Reid McAlpine was not present to provide an update as elections are in full swing.

Deputy Mayor Don Hamilton speaks to the current election. City feedback and to see what happens.

Niina addresses the meeting with Chris Rickett and Trinella that took place to discuss the post season MOU Agreement and the agreement with the bandstand. Suggestions on improvements were discussed including it being a year round agreement and just wouldn't permit during the off season. Documents are being revised to reflect this change.

ED Report by Sara Sterling

Ladies Night

Thursday, October 20th 5pm-9pm

Pre-registration this year resulting in 250 women registering within 4 days for gift bags.

Shopping, dining, fashion show by Shibani and music in the street. Participation from the stores is not great, constant struggle trying to get promotions from them, more involvement required next year. Email blasts are sent to all registrants surrounding the event and what's included.

Halloween

A children's' entertainer for the bandstand has been booked. There will be a balloon and face painter there as well. No expectation that stores hand out candy since covid. Advertised all over social media.

Remembrance Day

November 11th

Confirmed that Eric Tappenden will be the M.C, will look similar to last year. No Parade- Its a challenge to get veterans that day. Crosby 10:45am - City of Markham event at same time.

Olde Tyme Christmas

Close the street from 2pm-6pm, parade after 5pm when its dark.

Train coming, entertainers, characters walking around, Road closure plus YRP included so far.

Drone light show considered as an additional spend \$15,000 or we can purchase something that we can continue to use years from now. Park behind the bandstand could be lit up with



lights - a quote is being done (estimated \$20,000). Focus has been on the bandstand in the past which has been well received. Therefore we like the idea to buy something we can use again.

There were also other ideas brought up about a tree lighting ceremony, string lights on lamp posts, lighting for the stores or street, storage fees, a skating rink or a Christmas social and invite business owners. Numbers and concepts will continue to be explored.

My Mainstreet Program

Have hit the 10 businesses at \$10,000 threshold. Sonia Chow has met with everyone who requested a meeting. Was a first come first serve basis so businesses that applied first and got approved are going to get the funds. There were a lot of rules surrounding it. There should be more in the future. There are other items that the program will be assisting on, they are still to be determined.

Something we can consider with surplus funds is to support other businesses on the street with legitimate asks. Or create another type of business support program down the road, especially during the revitalization.

We currently have \$15,000 for a consultant budget. If we could acquire additional funds \$30,000 - \$40,000 in our ask to hire a consultant specialized being able to help during a period of construction and match it with our \$15,000 we have a larger budget to have a professional consultant work with the businesses during the period of construction. We will continue to put the ask together and see where we can take it.

Revitalization

Survey went out to businesses for when construction should start for the revitalization. 30 people replied, 10 said start in 2023, 17 start in 2024. Almost double want the city to wait. One put 2025, One put 2028. 61% said quick construction, 39% said take your time. What is most important to you in the period construction was asked and responses were vehicular access, then utility disruption, water supply, parking, pedestrian access were the top answers.

What kind of business support would you like to see? Neighbourhood marketing, Neighbourhood signage were big responses. City has committed to a communications plan via the city to the street, however as a street we are looking more towards the Marketing of it for the street. Community events will be impacted but will continue to be a request, and other business support - digital mainstreet data, etc. and Funding grants.

Deputy Don Hamilton notes that the danger with waiting is that costs continue to go up. The city currently spends a ton of money with up keep. Therefore, you continue to incur costs as well.



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There is a number of items beyond the scope of work that was pointed out during the street walk such as the lamp posts being higher. Items that we organized as high priority, mostly cosmetic. These also need to be factored into the overall plan. Including all the underground work that needs to be addressed.

Regarding the new proposed Watford Group condo project to come, it would be ideal to have these simultaneously with the revitalization to work together. Utilities should be addressed for this to avoid less disruption to the street.

New items

A couple new businesses opened up on the street; PM Pilates and Yani Gourmet. Calabria and The Pig & Chick to open soon.

Real Estate updates

Sylvia let us know that Teresa is trying to sell for \$5Million. Rental on the Church at \$20,000 expired. 147A - Tear down & new build. 141 - There is a fence around - a request to look into this should be addressed with Councillor Reid McAlpine.

Next Meeting will be in person Location to be determined. Potentially The Arms or Old Country Inn.

Deputy Mayor Don Hamilton Closes with a warm Thank You to the Board for Working together and Councillor Mc Alpine for his leadership as we approach the election as we look forward to what the future holds. This board has the streets best interest in mind and he appreciates everyones best efforts.

Motion to adjourn at 10:30am: Deputy Mayor Don Hamilton

Seconded: Sylvia Morris

All were in favour

Meeting adjourned at 10:30am

Next Meeting: Wednesday, November 16th at 9:30am

Box Grove Community Centre Board Meeting

June 27, 2022 @ 7:30 PM in person at the BoxGrove Community Centre

In-person Attendees: Jeremiah, Nimisha, Shahab, Shawn, & Sharon

Zoom attendees: Ismail, Alia

Regrets: Marcius, Councilor Khalid Usman, Killi

- Jeremiah called the meeting to order and started at 7:48 PM on Monday, June 27, 2022
- Sharon motioned to approve the minutes from May 9, 2022. Seconded by Nimisha Patel

Financials updates

- We do not have \$7,400.00 in our regular chequing account to pay the to pay the City of Markham invoice 32964. Team discussed the need to cash out the GIC (currently at Scotiabank). Full amount to be withdrawn and will be held in the chequing account.

Action:

- Jeremiah and Shahab to go to Scotiabank and add Marcius onto the account and make the withdrawal.
- Following the withdrawal, Marcius to present the Board with investment opportunities
- **Previous Action (pending):** For Future meetings, Marcius (Treasure) to provide a financial report at each Box Grove Community Centre Board Meeting (once completed to be shared with the Board prior to the meeting)
- **Previous Action:** Jeremiah to send the pre-covid receipts to Marcius (payment for website renewal, gift for Shahab). This was documented in the Nov 2021 minutes. Marcius to arrange payment to Nimisha (Jeremiah to remind Marcius)
- The current balance in the TD Chequing account is \$4,737.27

Revenue Update

- Month of May 2022: Shahab confirmed that the revenue was \$5,498.20
- June \$3,696.00 (as of June 27, 2022)
- July 2022: 13 Events booked
- August 2022: 5 events booked
- September 2022: 4 events booked

BGCC Landline Phone Request (Business Case)

- Shawn checked with the IT Department they stated that we need to submit a business case to request a landline phone at the centre. This business case should be submitted to the area manager who will in turn share it with their IT Department

Actions:

1. Jeremiah to draft the Business case by June 28, 2022, for the committees' review. Note: Community partnerships Address these requests to the City of Markham
2. Kili to attain other quotations for internet & phone services (due by Thurs. May 12, 2022). Decision to be made via a Google form by the Board

- Business case should include the following details:
 - Background information re: the community centre
 - Why we want the city to provide internet services & a landline (i.e. benefits, leveraging city's current resources, plan,
 - The benefit of providing quality rental facility and remain as a competitive rental space.
 - Give board members an opportunity to attend via Zoom, and ease booking processes.
 - We require this funding as we are currently financially burdened with the closure of the centre during the pandemic & renovations. Support Senior citizen residents within the community
 - Challenges: Board rotates every two years, and this would help with creating consistency
- Website launch: Shahab mentioned that there is an issue with the website
 - Action:** Jeremiah, Nimisha and Ismail will discuss renewing the website access (Expired July 8, 2021) To be renewed on Jeremiah's card
 - Boxgrovecc.ca
 - Boxgrove.com

Community Centre Re-opening updates

- Potential renters are coming in and asking for Internet access (Senior's program starting soon, and approx. 7 functions booked)
- Shahab has received the first quotation for Internet Services from Bell for \$94.98 per month: Includes phone line, internet, voice mail for a 3-year contract with a \$200 welcome credit (Shahab has sent details via email to the BGCC Board members)

Previous Actions (open)

1. Shawn to get pricing for other rental centers based on square footage with capacity and find other comparable rental (Email was received)
2. Jeremiah sent out the Cedergrove. community center rental rates to Marcius. Previously, Marcius was to come up with some rates and share with the board (**pending**)
3. Board members to vote on the rates – but this is pending until (2) is provided
4. Previous action re: Reopening of the BGCC was incomplete.
 - **Update & Action:** Nimisha to send a notice to Shawn re: the reopening of the BGCC: "The newly renovated Boxgrove Community Centre is now open for all rental needs for Baby & Bridal showers, weddings and many more events. Telephone:.905-472-2720)

Boxgrove Community Centre – Rental Update

- Shawn has followed up numerous times with Capital assets for Security cameras. Meeting was booked pre-covid, and due to covid, it didn't happen. Subsequently, construction was taking place, and no action to discuss this.

Action: Shawn to discuss recommendations (where the Camera will be stored, etc.) & for the board

- There was an ask for Food warmers to be provided at the community Centre. We have discussed this in the past, and this is not doable at the Centre
- Seniors have requested a 3-hour booking for Yoga every Monday from 5 PM – 8 PM. They would like to do a pilot for this for three months

Actions:

(1) Shahab to speak to the Boxgrove seniors re: pricing at \$90 per week (1 day for 3 hours)

(2) Parking Lot: Shawn to speak to Operations re: the parking lot lines

(3) Shahab has requested Extra Keys for the BGCC Front door: Shawn to follow up with the Key company for keys

The MMA meets on ever Tuesday 9pm – 12 midnight. IF there is no booking; Fridays booking needs to be as noted below. Need to write the contract for MMA. Usual Discussing MMA rates.

Ismail has to excuse himself due to conflict of interest.

- Summer 1 PM – 3 PM
- Winter 12 – 2 PM
- The Board discussed the following options and the following two are proposed. Shahab to present to the MMA group:
 - \$500 per month if they choose to use the hall on Fridays (No guarantee to get the hall on Friday's if it has been booked)
 - \$400 Flat fee per month (5 hours per week). If they want to use Friday night, and if the hall is available, it is \$20 per hour.
 - **The board came to a consensus on the above rates.**
 - Based on the conversation between Shahab and MMA, these rates will apply retroactively from the opening of the re-opening of BGCC (May 2022)
 - Jeremiah brought Ismail back to the meeting at 9 PM
- A party including Alcohol caused damage to a glass – and renters will compensate the damages (Shahab is in contact with the renting party). Shahab has received three quotes but will proceed with the city contractors for \$185 + Tax.
- The rates are specific to these users because they are recurring users
- Human endeavors have signed a contract to rent the BGCC and Shahab is currently waiting for their Finance lead to send them the cheque

❖ Meeting adjourned by & seconded by Killi at 9:02 PM on June 27, 2022

❖ **Next Meeting:** September 2022 in person at the Boxgrove Community Centre (TBC)



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Contracts #197-S-22 Supply, Delivery, Installation and Storage of Office Furniture through the Government of Ontario Vendor of Record (VOR) arrangement (Tender 13685) and #198-S-22 Supply and Delivery of Seating Furniture

PREPARED BY: Imran Hyat, Space & Accommodation Planner, Ext. 2568
Flora Chan, Senior Buyer, Ext. 3189

RECOMMENDATION:

- 1) That the report entitled “Contracts 197-S-22 Supply, Delivery, Installation and Storage of Office Furniture through the Government of Ontario VOR arrangement (Tender 13685) and #198-S-22 Supply and Delivery of Seating Furniture”, be received; and
- 2) That the Supply, Delivery Installation and Storage of Office Furniture through the Government of Ontario VOR arrangement (Tender 13685) be awarded to POI Business Interiors (“POI”), the local authorized dealer of Steelcase furniture, for an initial term of 14 months (December 1, 2022 – January 31, 2024) in the amount of \$87,500.00 inclusive of HST impact, and for up to two (2) additional one-year optional terms (February 1, 2024 – January 31, 2026) in the amount of \$150,000.00 (\$75,000 annual upset limit); and
- 3) That pricing for POI be fixed in the initial term and adjustments for each optional year be based on the Consumer Price Index (CPI) Ontario All-Items (July to July)
- 4) That the Supply and Delivery of Seating Furniture be awarded to NUA Office Inc. (“NUA”), the local authorized dealer of Allsteel furniture, to an annual upset limit of \$50,000 inclusive of HST impact, for an initial term of one (1) year and up to four (4) additional one-year optional terms, totaling \$250,000 inclusive of HST impact; and,
- 5) That pricing for NUA be adjusted, based on manufacturer’s price increase for products and Consumer Price Index (CPI) Ontario All-Items (July to July) for services, subject to City’s approval and,
- 6) That the initial terms awarded to POI and NUA be funded from capital project Corporate Accommodation, GL account 750-101-5399-22074; and
- 7) That the amount to fund the additional optional terms be requested as part of the annual capital budget process, subject to Council approval; and,
- 8) That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (g) & (h), which state “where it is in the City’s best interest not to solicit a competitive Bid” and “where it is in the best interests of the City to acquire non-standard items or Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service”; and,

-
- 9) That the CAO be authorized to execute agreements with POI and NUA in forms satisfactory to the City Solicitor; and,
 - 10) That the CAO be authorized to extend the contract with POI for up to two (2) additional one-year terms and with NUA for up to four (4) additional one-year terms; and,
 - 11) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to seek Council's authorization to award the contracts for the Supply, Delivery, Installation and Storage of Office Furniture to POI Business Interiors through the Government of VOR arrangement (Tender #13685), and the Supply and Installation of Seating Furniture to NUA Office Inc..

BACKGROUND:

Each year, subject to renovations, building of new facilities, and/or changing in staffing levels, the City purchases new furniture and components to supplement existing furniture. "Steelcase Inc." (Steelcase) was awarded contracts to supply office systems (workstation) furniture at all City facilities from 1990 to 2015, through various competitive Request for Proposal processes.

In 2016, Staff explored office furniture options in the market through a competitive process and awarded the contract through Council to the highest ranked / lowest priced bidder, "NUA Office Inc." (NUA), to supply standard office furniture manufactured from "Allsteel Furniture" (Allsteel), for a term of six (6) years, which has been extended until December 31, 2022, until such time the new contract is established. Although the product lines are different (Answer Series and Context by the manufacturer Steelcase and Terrace by the manufacturer AllSteel), the appearance of each type of system furniture was similar.

The current contract also includes:

- Off-site storage and inventory tracking of existing Steelcase furniture inventory, including all seating, storage and system furniture on an as-required basis. The City endeavours to minimize inventory in storage, while ensuring City requirements can be met, especially given risks associated with supply chain delays
- Moving and installation services to reconfigure existing furniture components.

Staff Analysis

Since 2016, the City has operated through a cost effective 6-year contract with NUA. However, the overall approach has not proven advantageous, as most of the corporate accommodation projects involved re-purposing existing furniture where possible for cost efficiencies and usually required either additional Steelcase parts to match or the reconfiguration of existing Steelcase furniture. Allsteel products were sourced to fulfill requests whenever new furniture was more suitable and necessary.

The City's current office furniture inventory breakdown by manufacturer is as follows:

System furniture - 90% Steelcase, 1% Allsteel and 9% Others
Seating furniture - 70% Steelcase, 20% Allsteel and 10% Others.

DISCUSSION/RECOMMENDATIONS:

Staff evaluated the City's historical furniture requests with post-pandemic requirements and recommends the following future procurement strategy, in order to maximize consistency, flexibility, product lifecycle, and to address work requirements:

1. Standardize system furniture manufacturer – this award

Staff recommends to standardize system office furniture with Steelcase products based on current inventory mix and need for compatibility and inter-changeability.

In early 2022, the Government of Ontario went through a competitive process and POI, the local authorized dealer of Steelcase furniture, is one of the qualified vendors for the Supply, Delivery, and Installation of Office and Institutional Furniture (Tender #13685).

The opportunity to acquire office furniture through the competitive Vendor of Record (VOR) arrangement administered by the Government of Ontario and offered to broader public services organizations, including municipalities, provides tremendous value to the City in terms of accessing minimum discounts off manufacturer's retail prices and competitive terms, conditions and unit rates for delivery, storage and installation, without the significant Staff work effort to negotiate a separate contract. The City will realize measurable financial benefits through this approach due to the Province's significant purchasing power.

In addition to system furniture, the VOR also includes discounts for other furniture manufacturers and furniture categories, which will provide the City with greater flexibility and cost efficiencies in planning for hybrid office layouts. Staff will continue to control costs through re-use or re-configuration of existing or surplus furniture and only supplement with new components where necessary (due to compatibility and inter-changeability requirements).

The initial term of this VOR arrangement is for two (2) years (effective March 1 2022 to January 31, 2024), plus two (2) one-year extension options.

2. Standardize seating furniture manufacturer – this award

Staff recommends to standardize seating furniture with Allsteel's products based on current inventory mix and need for compatibility and inter-changeability. Allsteel's seating furniture (specifically, the Acuity chair) has been the preferred choice for recent lifecycle replacements and ergonomic assessments, due to its superior ergonomic properties. Staff will continue to optimize spend through ongoing product evaluations and reassessments.

Through negotiations, NUA, the local authorized dealer of Allsteel furniture and current contractor, will continue to supply the Allsteel Acuity line of products as per current percentage discounts off manufacturer's retail prices.

3. Establish a roster for furniture reconfiguration services – future procurement is to be tendered and is excluded from this report

In order to ensure moving and installation resource availability, efficient service levels and to minimize interruptions to regular business operations, especially when services are required simultaneously in more than one location, Staff recommend to establish, through a separate procurement process, a roster of two (2) companies, which have proven experience with the City and Steelcase products, for reconfiguration of existing system furniture. This arrangement will enable Staff will have direct control and oversight of all work activities, and streamline coordination and communication with all parties.

FINANCIAL CONSIDERATIONS

The below table describes the costs of the recommended contract awards:

Component	Annual Upset Limit	Cost of Award Inclusive of HST Impact			
		Initial Term (14 Months)	Optional Renewal *		Total Award
			Year 2 to 3	Year 2 to 5	
POI - New General and System Furniture (includes supply, delivery, installation and off-site storage and inventory tracking)	\$75,000	\$87,500	\$150,000		\$237,500
NUA - Supply and Delivery of New Seating Furniture	\$50,000	\$50,000		\$200,000	\$250,000
Total Cost of Award		\$137,500	\$150,000	\$200,000	\$487,500

* Rates will be adjusted annually per resolution #3 and #5.

In addition to the recommended contract awards, the overall corporate accommodation plans also include moves, reconfigurations and installations of existing furniture. Is that related to #3 above? If so use the same terminology Staff expects the projected cost to be \$125,000 annually, which will be awarded through a separate procurement process.

HUMAN RESOURCES CONSIDERATIONS

Human Resources and Space Planning have evaluated and approved of the task seating included in this recommended contract award from an ergonomics perspective.

LEGAL CONSIDERATIONS:

The City is subject to the following trade agreements, which apply to public sector procurements above a certain dollar threshold: the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), and the Ontario-Quebec Trade and Cooperation Agreement (OQTCA).

The recommended contract awards comply with the trade agreements.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with Building Markham's Future Together goals of:

1. Engaged, Diverse, Thriving & Vibrant City. Furniture included in this award allows for various future space planning options and for varied facility types.
2. Stewardship of Money & Resources. Furniture included in this award is designed to be re-used over the course of its life, can adapt to various layouts/requirements and comes with excellent warranties.

BUSINESS UNITS CONSULTED AND AFFECTED:

The Legal and Finance Departments have been consulted and their comments have been incorporated.

RECOMMENDED BY:

Graham Seaman
Director, Asset Management

Trinela Cane
Commissioner, Corporate Services



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Status of Capital Projects as of September 30, 2022
PREPARED BY: Jay Pak – Senior Manager, Financial Planning and Reporting (Ext. 2514)
 Jemima Lee – Senior Financial Analyst (Ext. 2963)
 Germaine DSilva – Financial Analyst (Ext. 2964)

RECOMMENDATION:

- 1) That the report dated December 6, 2022 titled “Status of Capital Projects as of September 30, 2022” be received; and,
- 2) That the Projects Completed within Scope with Surplus Funds and the Projects Completed within Scope without Surplus Funds, as identified on Exhibit B, be approved for closure and funds in the amount of \$751,973 be transferred to the original sources of funding as identified on Exhibit B; and
- 3) That the Projects Closed and Not or Partially Initiated, as identified on Exhibit C, be approved for closure and funds in the amount of \$66,100 be transferred to the original sources of funding as identified in Exhibit C; and
- 4) That the Non-Development Charge Capital Contingency Project be topped up from the Life Cycle Replacement and Capital Reserve Fund by \$1,751,105 to the approved amount of \$250,000; and,
- 5) That the Engineering Capital Contingency Project be topped up from the Development Charges - City-Wide Hard Reserve by \$56,316 to the approved amount of \$100,000; and,
- 6) That the Design Capital Contingency Project be topped up from the Development Charges – Parks Development Reserve by \$46,220 to the approved amount of \$100,000; and,
- 7) That the Waterworks Capital Contingency Project be topped up from the Waterworks Stabilization/Capital Reserve by \$9,616 to the approved amount of \$100,000; and,
- 8) That the following new capital projects, initiated subsequent to the approval of the 2022 capital budget, be received:

Project 22343 – John Street Bridge Expansion Joint Replacement – Budget of \$50,371 to be funded from the Non-DC Capital Contingency.

Project 22345 – High Frequency Rail Project - Markham Station – Budget of \$87,396 to be funded 50% by DCA and 50% by York Region.

Project 22352 – Thornhill Fitness Spa Dectron Unit – Budget of \$66,000 to be funded from the Non-DC Capital Contingency.

Project 22353 – South Unionville Underground Storage Tank - Design – Budget of \$102,040 to be funded from Gas Tax.

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

EXECUTIVE SUMMARY:

Capital projects are an integral part of the City's operations to ensure City assets are in a good state or repair by performing capital repairs, rehabilitation, replacements and preventive maintenance. Capital projects play an important role in meeting the goals and objectives of the City's Building Markham's Future Together Strategic Plan.

On a semi-annual basis, Finance consolidates information received from Departments and reports to Council through the Status of Capital Projects report, providing an update on projects and how they are progressing.

This Status of Capital Projects report is compiled based on a comprehensive analysis of all open capital projects and is split into the following categories:

Section I: Projects Completed Within Scope With/Without Surplus Funds

Exhibit B provides details of these projects. Details are provided for projects with surplus funds of more than 50% of the approved budget or in excess of \$100,000. 53 capital projects are completed within scope with/without return of surplus funds. 29 of the 53 projects have surplus funds remaining in the amount of \$751,973 and the remaining 24 projects were fully spent.

Section II: Projects Closed and Not, or Partially Initiated

Exhibit C provides details of these projects. Two capital projects are being closed and not, or partially initiated with a return of surplus funds in the amount of \$66,100.

Section III: Capital Contingency Projects

- This section details the projects and rationale for the draws from the capital contingency projects.
- Non-DC Capital Contingency: Top-up of \$1,751,105 is required from the Life Cycle Replacement & Capital Reserve Fund.
- Engineering DC Capital Contingency: Top up of \$56,316 is required from the City-Wide Hard DC Reserve.
- Design DC Capital Contingency: Top up of \$46,220 is required from the Parks Development DC Reserve.
- Waterworks Capital Contingency: Top up of \$9,616 is required from the Waterworks Stabilization/Capital Reserve.

Section IV: Status of Open Projects

This section identifies that there are 617 open capital projects with a budget of \$869.2M (\$524.6M committed, \$344.6M uncommitted).

PURPOSE:

The purpose of this report is to provide an update on the status of capital projects as of September 30, 2022, and advise Council of the net transfer of funds to reserves.

OPTIONS/ DISCUSSION:

In an effort to promote timely closure of projects and the return of surplus funds, Staff conducted a status review of all open capital projects as of September 30, 2022.

A detailed listing of projects to be closed and the funding amounts to be transferred are included in the following exhibits:

Exhibit A – Summary of surplus funds from closed projects
(Summarizes Sections I to II below)

Exhibit B – Projects closed and completed within scope with/without surplus funds
(Refer to Section I below for details)

Exhibit C – Projects closed and deferred/not or partially initiated
(Refer to Section II below for details)

SECTION I: PROJECTS COMPLETED WITHIN SCOPE WITH/WITHOUT SURPLUS FUNDS

53 capital projects completed within scope are listed in Exhibit B with/without return of surplus funds. 29 of the 53 projects have surplus funds remaining in the amount of \$751,973 and the remaining 24 projects were fully spent. The following section provides details of capital projects completed within scope with surplus funds of more than 50% of the approved budget or in excess of \$100,000 that will be returned to the applicable funding sources. The list is sorted by percentage of budget remaining.

a) Sustainability and Asset Management

Project 21053 – Library Facilities Repair and/or Replacement Projects – Budget of \$44,900 with remaining funds of \$25,883 (58% of project budget). The contract awarded was more favourable than originally budgeted, and the use of contingency and provisional items was lower than anticipated.

b) Sustainability and Asset Management

Project 20069 – Civic Centre Repair and/or Replacement Projects – Budget of \$386,707 with remaining funds of \$110,292 (29% of project budget). Lower spend due to removal of exterior wayfinding signs from project scope.

c) Sustainability and Asset Management

Project 21050 – Cornell C.C. Parking Garage - Construction – Budget of \$1,614,780 with remaining funds of \$303,414 (19% of project budget). The use of contingency and provisional items was lower than anticipated.

SECTION II: PROJECTS CLOSED AND NOT, OR PARTIALLY INITIATED

The following section provides details of two capital projects that are closed and not, or partially initiated with a return of surplus funds in the amount of \$66,100 as listed in Exhibit C.

a) Recreation

Project 22093 – Milliken Mills C.C. Divider Wall Replacement – Budget of \$66,100 with remaining funds of \$66,100 (100% of project budget). Project cancelled due to due to escalating material and labour costs. The project will be re-requested in 2024.

b) Development Services

Project 22046 – (PXO) Implementation at Supervised School Crossings – Budget of \$0 with remaining funds of \$0 (0% of project budget). Scope of work consolidated into project 22047 New Traffic Signals Construction.

Return of Funds to the Life Cycle Replacement & Capital Reserve Fund

In addition to the above list, contract awards greater than \$25,000 with surplus funds are returned to the original funding source(s) at time of award.

Since the last Status of Capital Projects report tabled at General Committee in March 2022, \$340,342 has been returned to the Life Cycle Replacement & Capital Reserve Fund from contract awards.

SECTION III. CAPITAL CONTINGENCY PROJECTS

In accordance with the Capital Budget Control Policy, the four capital contingency projects are topped up to the maximum approved funding amount through the semi-annual Status of Capital Projects Report to Council.

Non-DC Capital Contingency

The Non-DC Capital Contingency Project was approved to a maximum of \$250,000. Currently, the project currently has a negative balance of \$1,501,105. Thereby a top-up of \$1,751,105 is required from the Life Cycle Replacement & Capital Reserve Fund.

For this period, the City experienced increased costs due to the effects of inflation and supply chain pressures on labour and materials. Of the \$1,751,105 drawn from the Non-DC Capital Contingency Project, \$912,025 (52%) was related to extraordinary economic pressures:

-
- a) Operations - Roads
Project 22221 – AC Index – \$451,850 (255% of project budget) – Additional funds required due to increases related to crude oil prices.
 - b) Operations - Parks
Project 22153 – Playstructure & Rubberized Surface Replacement - \$194,226 (22% of project budget) – Additional funds required due to cost increases in labour and materials.
 - c) Recreation
Project 22095 – Armadale CC Washroom and Changeroom Refurbishment - \$74,668 (9% of project budget) – Additional funds required due to unfavourable market conditions leading to higher prices.
 - d) Recreation
Project 22117 – Cornell Lighting - \$43,606 (64% of project budget) – Contract awarded higher than budget based on market prices.
 - e) Recreation
Project 22113 – Milliken Mechanical Replacement - \$41,461 (36% of project budget) – Additional funds required due to unfavourable market conditions leading to higher prices.
 - f) Sustainability and Asset Management
Project 20083 – Roofing Replacement Projects - \$36,885 (9% of project budget) – Additional funds required due to unfavourable market conditions leading to higher prices.
 - g) Operations - Roads
Project 22146 – Emergency Repairs - \$34,922 (21% of project budget) – Additional funds required for road repairs due to cost increases in labour and materials.
 - h) Operations - Roads
Project 22141 – Guiderail Install/Repairs - \$34,407 (22% of project budget) – Additional funds required due to cost increases in labour and materials.

The remaining draw of \$839,080 (48%) the Non-DC Capital Contingency Project was necessitated by the following projects:

- a) ITS
Project 19274 – ITS – Computer Replacement phase 2 - \$178,080 (81% of project budget) – Funding required to replace failing hardware and peripherals not included in the original budget.

b) Recreation

Project 20139 – Milliken Mills Lobby Enhancement - \$97,540 (11% of project budget) – Additional funds required due to unplanned works related to change in scope to handrails to meet code requirements, change in size of underground piping discovered at demolition, and unanticipated demolition of concrete where conduits were buried.

c) Recreation

Project 22352 – Thornhill Fitness Spa Dectron Unit - \$66,000 (0% of project budget) – Funding required to repair Dectron unit compressor components, damaged from refrigerant leak.

d) ES - Infrastructure

Project 22343 – John Street Bridge Expansion Joint Replacement - \$50,371 (0% of project budget) – Funding required to repair existing expansion joint which heaved during February's windstorm and was further damaged from plowing.

e) Operations - Roads

Project 22138 – City Owned Entrance Feature Rehabilitation/Replacement - \$45,377 (29% of project budget) – Additional funds required to repair and reinforce extreme foundation deterioration at two planned rehabilitation sites.

f) Sustainability and Asset Management

Project 20084 – Satellite Community Centre Repair and/or Replacement &
Project 21201 – Facility Accessibility Retrofits - \$40,553 (15% of project budget) – Funding required to address unforeseen scope changes related to: waterproofing a section of the foundation wall, rewiring faulty baseboard heaters, and redesigning ramp slope to comply with Accessibility Design Guidelines.

g) Recreation

Project 20156 – Recreation Building Automation Replacement - \$35,987 (16% of project budget) – Additional funds required to address deficiencies discovered on pipework and mechanical service accessories at time of repair.

The remaining draws of 19% or \$325,172, were each under \$30,000.

Engineering DC Capital Contingency

The Engineering DC Capital Contingency Project was approved to a maximum of \$100,000. The project currently has a balance of \$43,684 thereby requiring a top up of \$56,316 from the City-Wide Hard DC Reserve.

Of the \$56,316 drawn from the Engineering DC Capital Contingency Project, 82% is related to the following projects:

-
- a) Engineering
Project 22036 – Markham Road MUP Cross-rides (Construction) - \$33,239 (15% of project budget) – Additional funds required due to unfavourable market conditions leading to higher prices.
 - b) Engineering
Project 20045 – Sidewalk Program (Design) - \$12,822 (3% of project budget) – Additional funds required to relocate existing curb to accommodate new sidewalk design.

There was 1 additional draw of \$10,255.

Design DC Capital Contingency

The Design DC Capital Contingency Project was approved to a maximum of \$100,000. The project currently has a balance of \$53,780 thereby requiring a top up of \$46,220 from the Parks Development DC Reserve.

Of the \$46,220 drawn from the Design DC Capital Contingency Project, 91% is related to the following project:

- a) Design
Project 19027 – Cornell Maintenance Building – \$42,197 (0% of project budget) – Additional funds required due to unforeseen revisions to expand parking lot entrance design and obtain corresponding permits.

There was one additional draw of \$4,023.

Waterworks Capital Contingency

The Waterworks Capital Contingency Project was approved to a maximum of \$100,000. The project currently has a balance of \$90,384 therefore requiring a top up of \$9,616 from the Waterworks Stabilization/Capital Reserve.

The use of the contingency account was necessitated by the following project:

- a) ES - Infrastructure
Project 22210 – Sanitary Sewer Pipes - Rehabilitation - \$9,616 (1% of project budget) – Additional funds required for contract administration and site inspection related to the repairs, which were not included in the original budget.

Draws from Other Reserves

There were no draws from Other Reserves.

SECTION IV: STATUS OF OPEN PROJECTS

After the closure of 55 projects, there are 617 open capital projects consisting of 567 active projects and 50 projects in warranty with a total budget of \$869.2M as of September 30, 2022. The term “open” refers to approved projects that have not started, or are at various stages of project completion.

In comparison, the September 2021 status update, reported 479 open projects with a total budget of \$594.8M.

Of the 617 open capital projects as at September 30, 2022, 75% of the projects were approved in 2020 to 2022. **(Refer to Table A).**

TABLE A

Project approval year	# of open projects	% of open projects	Unencumbered \$ in M	% of Unencumbered \$
2022	273	44%	\$280.1	81%
2021	121	20%	\$27.8	8%
2020	71	12%	\$3.8	1%
2019	33	5%	\$19.0	6%
2018 and prior	69	11%	\$12.5	4%
Total Active	567	92%	\$343.2	100%
Warranty	50	8%	\$1.3	0%
Total Open	617	100%	\$344.5	100%

The following summarizes the status of open capital projects:

TABLE B

(in millions)	Q3 2022		Q3 2021	
Encumbered/Committed	\$ 524.6	60%	\$ 475.0	80%
Unencumbered/Uncommitted	\$ 344.6	40%	\$ 119.8	20%
Total Open Capital	\$ 869.2		\$ 594.8	

Encumbered/Committed

The total 2022 encumbered amount of \$524.6M includes expenditures of \$431.4M (82%) and commitments of \$93.2M (18%). Expenditures refer to payments issued for goods/services received and commitments refer to purchase orders on file with the Procurement Department.

Unencumbered/Uncommitted

Major projects, defined as multi-year, one-time projects account for \$334.5M (97% of \$344.6M) of the total unencumbered amount which includes the following projects:

- Miller Pond Site Preparation and Miller Pond and Miller Ave Property
- Celebration Park, Wismer Community Park and Blowden Davis Park construction Watermain Design and Construction
- Markham Centre: Trails Design and Construction, Riverwalk Urban Park
- Official Plan and Secondary Plan studies
- West Thornhill Stormwater Management
- Corporate Fleet Replacement
- Intersection, Streetlights and Illumination Design and Construction
- Roads Design and Construction, including Hwy 404 related improvements
- Corporate Wide ITS Initiatives

FINANCIAL CONSIDERATIONS

The net amount of \$1,079,571 as summarized in the following table, will be transferred from Reserves and Reserve Funds as a result of closing capital projects, return of surplus funds from open projects, top-up of capital contingency projects and funding for existing and new projects.

	Funding Returns from Closed Projects (A)	Contingency Projects Top up from Reserves (B)	Net Change to Reserves (C) = (A) + (B)
Life Cycle Replacement & Capital Reserve	\$574,719	(\$1,751,105)	(\$1,176,386)
Development Charge Reserves	\$118,076	(\$102,536)	\$15,540
Waterworks Stabilization / Capital Reserve	\$90,891	(\$9,616)	\$81,275
Net Change to Reserves & Reserve Funds	\$783,686	(\$1,863,257)	(\$1,079,571)

Since the last report on Status of Capital Projects tabled at General Committee in March 2022, \$340,342 has been returned to the Life Cycle Replacement & Capital Reserve Fund from contract awards.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

All business units managing capital projects have been consulted in the development of this report.

RECOMMENDED BY:

Mark Visser
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

- Exhibit A – Summary of surplus funds from open and closed projects
- Exhibit B – Projects closed and completed within scope with/without surplus funds
- Exhibit C – Projects closed and deferred/not or partially initiated

Exhibit A

SUMMARY OF FUNDING FROM CLOSED CAPITAL PROJECTS TO BE RETURNED TO ORIGINAL FUNDING SOURCES AS OF September 30, 2022

	<u>Closed Projects</u> <u>(Exhibit B & C)</u>
1. LIFE CYCLE REPLACEMENT AND CAPITAL RESERVE	574,719
2. DEVELOPMENT CHARGES	118,076
3. WATERWORKS STABILIZATION/CAPITAL RESERVE	90,891
4. OTHER RESERVES & RESERVE FUNDS	
Stormwater Fee	30,141
Development Fees	4,247
TOTAL TO BE TRANSFERRED	<u>818,073</u>

Exhibit B

PROJECTS COMPLETED WITHIN SCOPE WITH/WITHOUT SURPLUS FUNDS
AS OF September 30, 2022

	Commission	Department	Project #	Project Name/Group	Budget	Actual	Remaining Budget	Life Cycle	Development Charges	Waterworks Reserve Fund	Other Reserves & Reserve Funds			
Completed Within Scope With Surplus	Community & Fire Services	ES - Infrastructure	21145	Bridges and Culverts - Condition Inspection	102,320	90,913	11,407	11,407	0	0	0			
			ES - Stormwater	21149	Storm and Sanitary Sewer CCTV Inspection	652,800	586,335	66,465	21,901	0	44,565	0		
				18281	Sanitary System Downspout Disconnection Prog - Ph 6	249,635	228,710	20,925	0	0	0	20,925		
		19231		Don Mills Channel - Flood Proofing Education Program	75,393	66,177	9,216	(0)	0	0	9,216			
		ES - Waterworks	20264	Wastewater Flow Monitoring - Annual Program	152,600	107,298	45,302	(0)	0	45,302	0			
			Operations - Roads	21198	2021 FTE Asphalt Resurfacing	89,002	78,314	10,688	10,688	0	0	0		
				Recreation Services	18181	Thornhill C.C. Door Replacement	50,212	48,821	1,391	1,391	0	0	0	
		18188			Thornlea Pool Doors	24,500	18,419	6,081	6,081	0	0	0		
		19110	Arena Ice Plant Monitoring System		190,498	187,203	3,295	3,295	0	0	0			
		20135	Milliken Mills C.C. Arena Pad Replacement	815,162	806,554	8,608	8,608	0	0	0				
		20168	Thornhill C.C. Rink Board and Arena Netting Replacement	215,779	203,481	12,298	12,298	0	0	0				
		21073	Angus Glen C.C. Sand Filter Component Replacement	50,160	33,950	16,210	16,210	0	0	0				
		22097	Rouge River C.C. Pool Changeroom Lockers Replacement	16,400	12,863	3,537	3,537	0	0	0				
		22120	Milliken Mills C.C. Aerial Platform Replacement	20,900	17,155	3,745	3,745	0	0	0				
		Asset Management	21050	Cornell C.C. Parking Garage - Construction	1,614,780	1,311,366	303,414	186,638	116,776	0	0	0		
			21052	Fire Facilities Repair and/or Replacement Projects	38,000	26,154	11,846	11,846	0	0	0			
			21053	Library Facilities Repair and/or Replacement Projects	44,900	19,017	25,883	25,883	0	0	0			
			21057	Other Facilities Repair and/or Replacement Projects	73,367	69,238	4,129	4,129	0	0	0			
			21058	Parking Lot Light Replacement	89,800	62,643	27,157	27,157	0	0	0			
			Corporate Services	ITS	17057	Development Services -AMANDA 7 Upgrade	46,712	42,466	4,246	(0)	0	0	4,247	
					20059	ITS-Backflow Prevention Program (Software Enhancements)	26,000	24,976	1,024	0	0	1,024	0	
			SAM - Facility Assets	20069	Civic Centre Repair and/or Replacement Projects	386,707	276,415	110,292	110,292	0	0	0		
				20072	Fire Facilities Repair and/or Replacement Projects	258,573	256,772	1,801	1,801	0	0	0		
			Development Services		21201	Accessibility Retrofit Program	79,577	68,162	11,415	11,415	0	0	0	
		22079			Municipal Building Backflow Prevention - Annual Testing	20,400	14,961	5,439	5,439	0	0	0		
		Engineering		22040	Smart Commute Markham-Richmond Hill	76,300	75,000	1,300	0	1,300	0	0		
				20006	Theatre-Building Maintenance	46,400	32,300	14,100	14,100	0	0	0		
		Theatre		21005	Theatre Stage & Building Maintenance	48,100	40,403	7,697	7,697	0	0	0		
				22302	FMT Health and Safety Project	24,699	21,637	3,062	3,062	0	0	0		
		Fire		21070	Rescue Equipment - Thermal Image Cameras	19,000	19,000	0	0	0	0	0		
		Completed Within Scope Without Surplus		Community & Fire Services	Operations - Roads	21101	Asphalt Resurfacing	3,209,898	3,209,898	0	0	0	0	0
						21195	2021 Pavement Preservation	628,492	628,492	0	0	0	0	0
22147	Incremental Growth Related Winter Maintenance Vehicles		468,000			468,000	0	0	0	0	0			
Recreation Services	18133		Clatworthy Arena Doors		33,265	33,265	0	0	0	0	0			
	21072		Angus Glen C.C. Arena Seating Replacement		173,658	173,658	0	0	0	0	0			
	21085		Old Unionville Library Doors and Frames Replacement		43,248	43,248	0	0	0	0	0			
22104	Pingle House Flooring Replacement		10,100		10,100	0	0	0	0	0				
22106	Angus Glen C.C. Arena Boards Replacement		43,643		43,643	0	0	0	0	0				
22108	Armadaale C.C. Gymnasium Bleachers Seating Replacement		13,700		13,700	0	0	0	0	0				
22111	Cornell C.C. Pumps Replacement		16,615		16,615	0	0	0	0	0				
22121	Milliken Mills C.C. Emergency Equipment Replacement		8,000		8,000	0	0	0	0	0				
ES - Waste Management	22347		MESF - Blessed Frederic Ozanam Parish Community Garden		7,450	7,450	0	0	0	0	0			
	22348		MESF - Growing Cornell Community Garden		7,597	7,597	0	0	0	0	0			
	22349		MESF - 120 Kirkham Drive Community Garden		10,000	10,000	0	0	0	0	0			
22350	MESF - LDD Burlap Kits		9,165		9,165	0	0	0	0	0				
Asset Management	20079		Parking Lot Light Replacement		377,101	377,101	0	0	0	0	0			
	Library		21099		Library Collections	1,210,800	1,210,800	0	0	0	0	0		
			21199		Library Collections E-resources & Periodicals (split from 21099)	1,414,900	1,414,900	0	0	0	0	0		
Corporate Services	SAM - Facility Assets		21063		Theatre-HVAC Replacement	1,413,355	1,413,355	0	0	0	0	0		
Development Services	Theatre		21004		Theatre Fire Alarm 2 Stage Conversion	28,000	28,000	0	0	0	0	0		
CAO, Legal, HR, & Sustainability Office	Legal Services		15022		Official Plan - OMB	307,009	307,009	0	0	0	0	0		
			17036		OMB - Official Plan & Growth Related Hearings	213,377	213,377	0	0	0	0	0		
			19021		OLT - Growth Related Hearings	626,864	626,864	0	0	0	0	0		
Total					15,872,913	15,120,939	751,973	508,619	118,076	90,891	34,387			

Exhibit C

**PROJECTS CLOSED DEFERRED / NOT OR PARTIALLY INITIATED
AS OF September 30, 2022**

	Commission	Department	Project #	Project Name/Group	Budget	Actual	Remaining	Development		Waterworks	Other Reserves
							Budget	Life Cycle	Charges	Reserve Fund	& Reserve Funds
Closed and Not/Partially Initiated	Community & Fire Services	Recreation Services	22093	Milliken Mills C.C. Divider Wall Replacement	66,100	0	66,100	66,100	0	0	0
	Community & Fire Services Total				66,100	0	66,100	66,100	0	0	0
	Development Services	Engineering	22046	(PXO) Implementation at Supervised School Crossings	0	0	0	0	0	0	0
	Development Services Total				0	0	0	0	0	0	0
	Closed and Not/Partially Initiated Total				66,100	0	66,100	66,100	0	0	0
Total					66,100	0	66,100	66,100	0	0	0



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Appointment of Members to the Markham Mayor's Youth Council for the period of September 7, 2022 to June 30, 2023

PREPARED BY: Portia Lee ext. 3930

RECOMMENDATION:

- 1) That the Report Appointment of Members to the Markham Mayor's Youth Council for the period of September 7, 2022 to June 30, 2023 be received;
- 2) And that the following Appointments of Members to the Markham Mayor's Youth Council be confirmed for the term September 7, 2022 to June 30, 2023;

Name	School	Grade	Ward
Sabine Cuesta	St. Robert Catholic High School	9	1
Silken Cheung-Ege	St. Brother Andre Catholic High School	9	4
Christian Matros	St. Robert Catholic High School	9	1
Varna Venkatesh	Markville Secondary School	9	6
Benjamin Kim	Huron Heights Secondary School	9	8
Zoe Chakraborty	St. Robert Catholic High School	10	1
Jin Zhou	Thornhill Secondary School	10	1
Melody Cao	Bayview Secondary School	10	2
Mehrava Afshani	Bayview Secondary School	10	2
Hadia Rasool	Markham District High School	10	7
Arya Waza	Father Michael McGivney Catholic High School	10	7
Aiden Ma	St. Robert Catholic High School	11	1
Elyssa Qi	St. Augustine Catholic High School	11	2
Anjani Sharma	St. Augustine Catholic High School	11	3
Tom Zheng	Crescent School	11	3
Jiabei He	Bill Hogarth Secondary School	11	5
Callista Chan	St. Augustine Catholic High School	11	6
Karina Florea	Thornhill Secondary School	12	1
Stephanie Sheng	Bayview Secondary School	12	2
Eric Gao	Unionville High School	12	3
Allen Wang	Unionville High School	12	3
Enya Law	Bill Hogarth Secondary School	12	5

Gloria Huang	Bill Hogarth Secondary School	12	5
Isabelle Cai	Unionville High School	12	5
Rachel Zhang	Pierre Elliott Trudeau High School	12	5

- 3) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

n/a

PURPOSE:

The purpose of the report is to confirm appointments to the Markham Mayor's Youth Council for the term September 7, 2022 to June 30, 2023.

BACKGROUND:

The Markham Mayor's Youth Council (MMYC), formally known as Mayor's Youth Task Force (MYTF), was created in 1994 to address issues that are pertinent to youth in the community. The group's mandate is:

1. To act in an advisory capacity in providing advice on issues of concern to youth.
2. To act in an advocacy role by providing new ideas and views to council and staff.
3. To raise awareness in the community through planned events (e.g. Youth Week, Youth Forums, Youth Job Fair, etc).
4. To encourage youth participation within the community.

The MMYC is a group of high school students from the City of Markham who meet twice a month to plan events and discuss issues facing youth. The purpose of the MMYC is to provide local youth a voice by which they may give input and develop initiative to enhance youth opportunities within the City of Markham. The Recreation Supervisor, Community Outreach Specialist will act as staff liaison.

Area Youth Councils are also very active in Thornhill, Unionville, Markham and Milliken. These area councils are responsible for providing specific youth events and opportunities within their communities. The Area Youth Councils coordinate with the MMYC to support City wide youth activities. Recreation Coordinators/Supervisors in each of the areas act as staff liaison and mentor to the youth.

MMYC and Area Youth Councils are committed to supporting youth in the Markham community by raising awareness about local supports and resources and encouraging youth engagement virtually as well as in-person.

Nomination Process

Nominations into the MMYC are conducted in July and August each year. The nomination process includes:

-
1. Call for community members to join the Markham Mayor's Youth Council
 - Applications and deadlines were advertised on the MMYC social media pages (Facebook and Instagram), City of Markham website, and e-mail newsletter;
 - MMYC members promoted applications within their schools and community;
 2. Markham Mayor's Youth Council received 147 applications to fill 12 positions for the 2022/2023 year.
 3. One hundred and four (104) applicants were selected to move forward to the first screening step (24-hour Challenge).
 4. Eleven (11) 24-hour Virtual Challenge groups were formed with 7 to 8 applicants in each group.

Each group is assigned a project from the list below and asked to develop a presentation identifying solutions:

- Markham Youth Week Expo programming ideas
 - Increase youth political engagement within the City of Markham specifically addressing youth related social issues, environmental sustainability, mental health and diversity
 - Increase youth community outreach and communication
 - Establish MMYC presence in the City of Markham
 - Increase MMYC relations with other local youth councils
 - Engaging younger youth (Grade 10 and under) to attend events and participate within the community
 - Engaging youth to participate within the community virtually
 - Promoting youth volunteerism
5. Interview panels included: two (2) Markham Mayor's Youth Council Chairs and one (1) Full Time staff member, (Recreation Supervisor, Community Outreach Specialist)
 - Panels interviewed 27 applicants over a 2-week period
 6. Confirmation of the Markham Mayor's Youth Council members was completed on August 22, 2022 for the 2022/2023 term. While staff strive to find equal representation by Ward this is not always possible based on where the applications have been received.
 7. The Markham Mayor's Youth Council has an active volunteer program called the Ambassador program. This program is comprised of 15-20 youth, who are directly lead by the Markham Mayor's Youth Council Co-Chairs and the staff liaison. The Ambassadors assist in planning and supporting the Markham

Mayor's Youth Council on events throughout the year as well as aiding in their outreach efforts. Many of the youth involved in the Ambassadors Program are looking to gain experience with the Markham Mayor's Youth Council and strive to promote volunteerism and activism to a wider range of youth in the community. The Ambassador program strives to have representation from all Wards, schools, ages, and backgrounds.

OPTIONS/ DISCUSSION:

n/a

FINANCIAL CONSIDERATIONS

No Financial implications are to be considered in this report.

HUMAN RESOURCES CONSIDERATIONS

No Human Resources implications are to be considered in this report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

BUSINESS UNITS CONSULTED AND AFFECTED:

n/a

RECOMMENDED BY:

Jason Tsien
Senior Manager, Business Development, Recreation

Mary Creighton
Director, Recreation and Acting Commission, Community Services

ATTACHMENTS:

n/a



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Award of Proposal 031-R-22 City of Markham Services Provider for Health Care Benefits Plan (York Coop #CRFP2021-02)

PREPARED BY: Bessie Mok, Manager of Compensation and Benefits, Ext. 2337
Rosemarie Patano, Senior Construction Buyer, Ext. 2990

RECOMMENDATION:

- 1) THAT the report “Award of Proposal 031-R-22 City of Markham Group Benefits Provider (York Coop #CRFP2021-02)” be received;
- 2) THAT Award of Proposal 031-R-22 City of Markham Services Group Benefits Provider (York Coop # CRFP2021-02)”, Part A - Group Benefits – Accidental Death and Dismemberment be awarded to Industrial Alliance for a five (5) year contract term (January 1, 2023 – December 31, 2027) with an option for five additional one (1) year terms, in the estimated 2023 amount of \$30,411 exclusive of tax, to be funded from account 030 220 0034 Accidental Death and Dismemberment;
- 3) THAT Award of Proposal 031-R-22 City of Markham Group Benefits Provider (York Coop #CRFP2021-02)”, Part B - Group Benefits – Health, Dental, Life and Long Term Disability) be awarded to Sun Life Financial of Canada for a five (5) year contract term, (January 1, 2023 – December 31, 2027), with an option for five additional one (1) year terms, in the estimated 2023 amount of \$627,688 exclusive of tax (excluding the cost of ASO funded Extended Health and Dental claims of approximately \$6M), to be funded from various benefit accounts as described in the report;
- 4) THAT the Chief Administrative Officer (CAO) and City Solicitor and Director of People Services be authorized to execute an agreement with Industrial Alliance for the provision of the Group Benefits – Accidental Death and Dismemberment), in a form satisfactory to the City Solicitor and Director of People Services;
- 5) THAT the Chief Administrative Officer (CAO) and City Solicitor and Director of People Services be authorized to execute an agreement with Sun Life Financial of Canada for the provision of the Group Benefits – Health, Dental, Life and Long Term Disability), in a form satisfactory to the City Solicitor and Director of People Services;
- 6) THAT Staff be authorized to amend the award amounts in years 2028-2032 to reflect changes to the budget accounts approved by Council during the annual budget process; and
- 7) THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

This report outlines the evaluation process conducted to substantiate the recommendation of award for the City of Markham group benefits provider.

BACKGROUND:

The City of Markham is part of the York Region Benefits Umbrella Group (the “Umbrella Group”). The Umbrella Group currently includes the Region of York, City of Markham, Town of Newmarket, Town of Aurora, Town of Georgina, and Town of East Gwillimbury. Markham has been a member of the Umbrella Group since 1992.

People Corporation has been the Umbrella Group’s benefit consultant since 1992 and has been contracted by the Umbrella Group to provide consulting services related to the review, negotiation and management of the Umbrella Group’s various benefit programs, including but not limited to an annual contract review of the Administrative Services Only (“ASO”) fees, insured premium rates, and a review and the negotiation of associated terms and conditions of the contract.

Chubb Insurance has been the City’s insurer for Accidental Death and Dismemberment (“AD&D”) coverage since 2003. Sun Life has been the City’s insurer for basic life since 2003, ASO provider for Long Term Disability (“LTD”) since 2002 and ASO provider for health and dental benefits since 2009.

The current contract with existing providers is currently in its 4th extension. While one additional extension year was available to the Umbrella members, due to ongoing service issues, it was decided this was appropriate timing to undertake a Request for Proposal (“RFP”) process to ensure that all Umbrella members benefit from group insurance providers are competitive in both service and pricing. The RFP process included an opportunity to secure multi-year rate guarantees that will result in continued cost certainty for City budget purposes.

BID INFORMATION - Part A - Accidental Death and Dismemberment (“AD&D”)

Advertised	ETN;
Bids closed on	February 10, 2022
Number picking up bid documents	15
Number of companies responding to bid	5

BID INFORMATION - Part B – Life, Long Term Disability, Health and Dental benefits

Advertised	ETN;
Bids closed on	February 10, 2022
Number picking up bid documents	15
Number of companies responding to bid	3

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of staff from the Region of York, City of Markham, Town of Newmarket, Town of Aurora, Town of Georgina, and Town of East Gwillimbury. York Region’s Procurement staff acted as the facilitator. People Corporation acted

as subject matter expert given their experience in the group insurance marketplace and provided advice and context throughout the process.

Part A - Accidental Death and Dismemberment (“AD&D”) Insurance

For Part A, the RFP process resulted in the following five (5) submitted proposals: Chubb Insurance (incumbent); AIG Insurance; Industrial Alliance Special Market; SSQ Insurance; and, Wawanesa Insurance.

All proposals were evaluated for accuracy and compliance with standard procedures by York Region, followed by an evaluation of their technical submission. Once confirmed, all five (5) proposals were evaluated against pre-established evaluation criteria as outlined in the RFP: 5 points for Experience and Qualification; 45 points for Responses to AD&D questionnaire, including plan design duplication; and 50 points for Price, totaling 100 points.

Based on the “price per point” methodology which was undertaken (as described above), Industrial Alliance Special Markets scored the highest overall.

Part B – Life Insurance, Long Term Disability, Extended Health and Dental benefits.

For Part B, the RFP process resulted in the following three (3) submitted proposals: Sun Life Financial (incumbent), Manulife Financial and Desjardins Insurance.

All proposals were evaluated for accuracy and compliance to standard procedures by York Region, followed by an evaluation of their technical submission. Once confirmed, all three (3) proposals were evaluated against pre-established evaluation criteria as outlined in the RFP: 10 points for Experience and Qualification; 60 points for Understanding and Approach; 10 points for Interview and Demonstration; and, 5 points for Price, totaling 100 points.

All three (3) proponents were invited to the Interview and Demonstration.

Based on the “price per point” methodology which was undertaken (as described above), Sun Life scored the highest overall.

OPTIONS/ DISCUSSION:

The following summarizes the overall cost impact to all insured and ASO fees payable under Part A and Part B of the RFP.

Part A

Expense Item	Current	January 1, 2023 Marketing	
AD&D Insurance*	45,617	30,411	-33.3%

The above pricing does not include the optional AD&D coverage which is 100% employee paid.

Part B

Expense Item	Current	January 1, 2023 Marketing	
Basic Life	364,412	297,020	-18.5%
Dependent Life	6,221	4,539	-27.0%
ASO fees	252,011	210,442	-16.5%
Stop loss/pool charges	109,413	62,224	-43.1%
LTD fees	53,463	53,463	0.0%
All Benefits Combined	785,520	627,688	-20.1%

The above excludes estimated health care, dental and LTD claims costs.

Part A - Accidental Death and Dismemberment (“AD&D”) Insurance

As noted above, as a result of the overall evaluation (technical and pricing), Industrial Alliance is the highest scoring proposal.

The change to Industrial Alliance will duplicate coverage for the City of Markham’s employees and provide a 33% cost savings from the current cost. The optional AD&D rates will also reduce the cost for employees by approximately 19%.

The rate guarantee period under Industrial Alliance is for 36 months, effective January 1, 2023 to December 31, 2025.

Part B – Life Insurance, Long Term Disability, Extended Health and Dental benefits.

As noted above, as a result of the price per point methodology, Sun Life was the lowest price per point proposal.

The rate guarantee periods under Sun Life are noted below:

Benefit	Period	From	To
Basic Life	36 months with 15% renewal cap on first renewal	January 1, 2023	December 31, 2025
Dependent Life	36 months with 15% renewal cap on first renewal	January 1, 2023	December 31, 2025
Optional life	48 months	January 1, 2023	December 31, 2026
ASO LTD fees	60 months	January 1, 2023	December 31, 2027
ASO H&D fees	60 months	January 1, 2023	December 31, 2027
Pooling charges	24 months	January 1, 2023	December 31, 2024

FINANCIAL CONSIDERATIONS

Staff recommend that the Request for Award 031-R-22 City of Markham Services Group Benefits Provider (York Coop #CRFP2021-02) Part A - Group Benefits – Accidental Death and Dismemberment be awarded to Industrial Alliance for a five (5) year contract term, (January 1, 2023 – December 31, 2025), with an option for five additional one (1) year terms, in the estimated 2023 amount of \$30,411 exclusive of HST, to be funded from account 030 220 0034 Accidental Death and Dismemberment.

Staff recommend that the Request for Award 031-R-22 City of Markham Services Group Benefits Provider (York Coop #CRFP2021-02)”, Part B - Group Benefits – Health, Dental, Life and Long Term Disability) be awarded to Sun Life Financial of Canada for a (5) five year contract term, (January 1, 2023 – December 31, 2025), with an option for five additional one (1) year terms, in the estimated amount of \$627,688 exclusive of HST, to be funded from various benefit accounts as described in the report.

The total budget available is \$785,520. The 2023 operating budget will be adjusted to reflect the favourable pricing by \$157,832.00

The financial tables below summarize Part A and B awards and the funding sources:

Part A - Accidental Death and Dismemberment	Amount
2023 Budget*:	\$ 30,411.00
Budget available:	\$ 30,411.00
Award (exclusive of HST):	\$ 30,411.00
Budget Remaining:	\$ 0.00

Part B - Health, Dental, Life and Long Term Disability	Amount
2023 Budget*:	\$ 785,520.00
Budget available:	\$ 785,520.00
Award (exclusive of HST):	\$ 627,688.00
Budget Remaining:	\$ 157,832.00

*Subject to Council approval of the 2023 Budget

PEOPLE SERVICES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Financial Services, People Services

RECOMMENDED BY:

Claudia Storto
City Solicitor and Director of People Services

Andy Taylor
Chief Administrative Officer

ATTACHMENTS:

None



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Citywide Multi-Phase Sanitary System Downspout
Disconnection Program – Wrap-up Report

PREPARED BY: Jack Zi and Shumin Gao

RECOMMENDATION:

- 1) That the report entitled “Citywide Multi-Phase Sanitary System Downspout Disconnection Program – Wrap-up Report” be received;
- 2) That the Citywide Multi-Phase Sanitary System Downspout Disconnection Program (DDP) has been successfully completed by investigating and disconnecting downspouts that connected to the sanitary sewer system within the high risk of basement flooding area in Thornhill, Unionville and Markham Village;
- 3) That the staff recommends to conclude the current DDP for the already identified high risk of basement flooding area in Thornhill, Unionville and Markham Village; and
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

n/a

PURPOSE:

The purpose of this report is to provide a summary of the Citywide Sanitary System Downspout Disconnection Program (DDP) completion through total six phase’s implementation.

BACKGROUND:

The City of Markham has separate sewer systems for stormwater and sanitary flows. Sanitary sewers are designed to convey household and commercial wastewater to Regional wastewater trunk sewers and eventually discharge to the wastewater treatment plant. Sanitary sewers are not sized to convey any stormwater/snowmelt runoff and should only be able to accommodate a small amount of groundwater infiltration.

In older areas of the City, home owners and builders may have occasionally connected the roof downspouts to the sanitary sewer system incorrectly. The connected downspouts to the sanitary sewer system can be considered as a primary contributor for creating elevated sewage flows. The extraneous sanitary inflow ultimately increase the risk of sanitary sewer backups may cause basement flooding during extreme rainfall events.

To mitigate this primary contributor, City of Markham Council through the report dated April 3, 2008, approved the Pilot Downspout Disconnection Program in April 29, 2008.

This pilot program was successfully completed in February 2010 and a staff report to Council was made in September 2010, presenting the results and effectiveness of the successfully pilot program.

As an extension of the pilot program, the DDP was approved by Council on Mar 19, 2013 allowing staff to carry out a City wide multi-phase program in the selected three (3) older areas within the City (built before 1980's) that were identified with higher risk of basement flooding: the Thornhill Area, Unionville Area and Markham Village Area. The identification of higher risk areas within the City and the phasing of the program were determined by taking into account wastewater flow modeling, wastewater flow monitoring, past flooding incidents reported to the City and all other on-going programs/initiatives within the City.

The goals of the DDP are to:

- Reduce the risk of wastewater based basement flooding;
- Reduce the flow in the sanitary sewer system by reducing extraneous inflow; and
- Enforce the City of Markham Sewer By-Law #2014-71 which does not permit storm water entering the wastewater collection system.

Based on the flow monitoring data, historical flooding records and other programs/initiatives within the City, the DDP was implemented through a total six (6) phases from 2013 to 2022.

Each phase of the DDP involves the following elements:

- i. Modeling and evaluation of the existing flow monitoring data to assess the extent of extraneous flows in an area;
- ii. Public Communication and Education Plan;
- iii. Multi-step Site Investigation Approach:
 1. Lot survey identifying all downspouts connected to the underground system;
 2. Sanitary and storm sewer smoke testing of all downspouts connected to the underground system;
- iv. Resident notification for follow-up action required along with Financial Assistant Plan (FAP) information;
- v. A minimum of 12 months' timeframe given to the homeowners to carry out the downspout disconnection works (Additional extension were given since the starting of the COVID-19 Pandemic);
- vi. Follow-up corrective action inspection;
- vii. Progressive By-law Enforcement for non-compliance with required corrections;
- viii. Flow Monitoring of area after identified corrective action completed.

OPTIONS/ DISCUSSION:

1. Program Implementation Timeline

The DDP is delivered in 6 phases. Each phase involves the following elements and timing (see **Table 1**). A map overview is contained in **Attachment A**.

Table 1 - Downspout Disconnection Program Timing

Phase	Year										
	Pre-2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
1	<i>a</i>	<i>b, c</i>	<i>d</i>	♦	<i>e</i>	<i>f</i>	<i>f</i>				
2	<i>a</i>	<i>b</i>	<i>b, c</i>	<i>d</i>	♦, <i>e</i>	<i>f</i>	<i>f</i>				
3		<i>a</i>	<i>b</i>	<i>b, c</i>	<i>d</i>	♦, <i>e</i>	<i>f</i>				
4			<i>a</i>	<i>b</i>	<i>b, c</i>	<i>d</i>	♦, <i>e</i>	<i>f</i>			
5A				<i>a</i>	<i>b</i>	<i>c</i>	<i>c</i>	♦, <i>d</i>	♦, <i>e</i> , <i>f</i>		
5B						<i>a</i>	<i>b, c</i>	♦, <i>d</i>	♦, <i>e</i> , <i>f</i>		
6						<i>a</i>	<i>b, c</i>	♦, <i>b, c</i>	♦, <i>d</i>	<i>e, f</i>	<i>g, ♦</i>

- a* - Modeling and evaluation of the existing flow monitoring data to assess the extent of extraneous flows in an area;
- b* - Lot survey identifying all downspouts connected to the underground system;
- c* - Sanitary and storm sewer smoke testing/analysis and reports of all downspouts connected to the sanitary sewer system;
- d* - Resident notification for disconnection of all downspouts connected to the sanitary sewer system along with providing Financial Assistant Plan (FAP) information;
- e* - Progressive By-law Enforcement for non-compliance with required corrections;
- f* - Flow Monitoring of area after identified corrective action completed.
- g* - Program completion
- ♦ - Council Updates.

2. The Test Results and Downspouts Disconnection Summary

Source of inflow and infiltration into sanitary sewer system are identified through site investigation. The sources can be grouped into three categories:

1. Private properties with downspout connection directly to City sanitary sewers.
2. Other Sources of Inflow and Infiltration (I/I) which can be on the public or private side: uncapped lateral cleanouts; damaged sanitary manholes; street/private catch basins, or driveway/stairwell/side /rear drains connected to sanitary sewer; sump pump connection; weeping tile connection; etc.
3. Lateral interactions between the storm and sanitary system is identified when smoke comes out from the downspouts under both storm and sanitary sewer smoke testing. Since the two systems are fully separate, the smoke identified at the downspouts indicates that there may be cracks at the lateral pipe or some cross-connection.

The DDP covered a total of 22,765 properties which represents 22.2% of the total properties in the entire City, with a total of 212 downspouts identified to be connected to the sanitary sewer system. **Table 2** below summarized the testing results and downspouts disconnection summary.

Non-compliance properties in the Phase 6 area whose downspout(s) are not disconnected to the sanitary sewer system as of this report date has been passed onto By-law for enforcement.

Table 2: Test Results and Downspouts Disconnection Summary

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5A	Phase 5B	Phase 6	Total
Total no. of Properties	2,256	2,827	3,690	2,305	1,992	2,934	6,761	22,765
Total no. of properties with Connected DS	21	70	4	6	9	23	27	160
Completed no. of properties with Connected DS	21	70	4	6	9	23	25	158
Total no. of Connected Downspout Identified	33	83	7	8	46		35	212
Total no. of Connected Downspouts Disconnected	33	83	7	8	46		33	210
Lateral Interactions Identified	65	215	6	109	58	136	489	1,078
Lateral Inspection Completed	65	215	6	109	To be completed before 2025			395
Other Sources	19	7	12	11	9	18	45	121
Public I/I Sources	9	30	10	34	5	51	70	209
Public I/I Sources Rectified	9	30	10	34	To be completed before 2025			83

3. Downspouts Disconnection Compliance.

With the Financial Assistant Plan (FAP) from the City, the DDP achieved an exceptional compliance rate of 98.6% and enforced the City of Markham sewer By-Law#2014-71.

4. Peak Flow Reduction from Disconnected Downspouts

The modelling analysis demonstrated that the disconnection of 210 downspouts could reduce the extraneous inflow to the sanitary sewer system by 11.3 L/s during a 2 year design storm event from the three areas. See **Table 3** for modelled peak flow reduction in different areas. A map overview summarizing the modelling results contained in **Attachments B to D**.

Table 3: Modelled Flow Reduction during a 2 year 24hr design storm event*

Area	No. of Disconnected Downspouts	Estimated Disconnected Roof Area (ha)	Modelled Flow Reduction (L/s)
Thornhill	146	0.886	7.80
Unionville	26	0.138	0.26
Markham Village	38	0.237	3.24
Total	210	1.261	11.3

* A storm with 2 years return period has 50% chance of occurrence in any year.

The reduced inflow to the sanitary sewer system could also help maintaining wastewater collection system capacity and freeing up capacity to meet development/growth demands.

Reducing the excessive inflow to the sanitary sewer system could also bring environmental and financial benefits by improving environmental sustainability, reducing energy use and lowering greenhouse gas emissions.

5. Conclusion

The DDP has been successfully completed by investigating and disconnecting downspouts that connected to the sanitary sewer system within the high risk of basement flooding area in Thornhill, Unionville and Markham Village. The staff recommend to conclude the current DDP for these areas.

FINANCIAL CONSIDERATIONS

A Financial Assistant Plan (FAP), was approved by Council on March 19, 2013 under report, “Citywide Multi-phase Sanitary System DDP – Financial Assistant Plan”. The intent of FAP is to decrease the financial burden on property owners that need to disconnect the downspouts and covers:

- 80% of the cost of completing the downspout disconnection, to a maximum of \$500; and
- 100% of the cost of a rain barrel purchased by the home owner, to a maximum of \$150.

The FAP offered a total of \$10,573 and helped a total of 58 homeowners in the City disconnecting their downspouts from the sanitary sewer system (see **Table 4** for detailed breakdown).

Table 4: Financial Assistant Plan (FAP) Application Summary

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5A	Phase 5B	Phase 6
No. of Properties with Connected Downspout	21	70	4	6	9	23	27
No. of Properties applied for FAP	5	30	3	4	3	7	6
Financial Assistance Provided	\$2,509	\$3,909	\$685	\$162	\$537	\$2,297	\$474

Funding and detail cost breakdown of each phase is provided in **Attachment E**.

HUMAN RESOURCES CONSIDERATIONS

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

BUSINESS UNITS CONSULTED AND AFFECTED:

n/a

RECOMMENDED BY:

Eddy Wu, CMM III, P.Eng
Director, Environmental Services

Alice Lam, P.Eng.
Acting Commissioner, Community Services

ATTACHMENTS:

Attachment “A” – Citywide Multi-phase Sanitary System Downspout Disconnection Program Areas

Attachment “B” – Modelling Results – Thornhill Area

Attachment “C” – Modelling Results – Unionville Area

Attachment “D” – Modelling Results – Markham Village Area

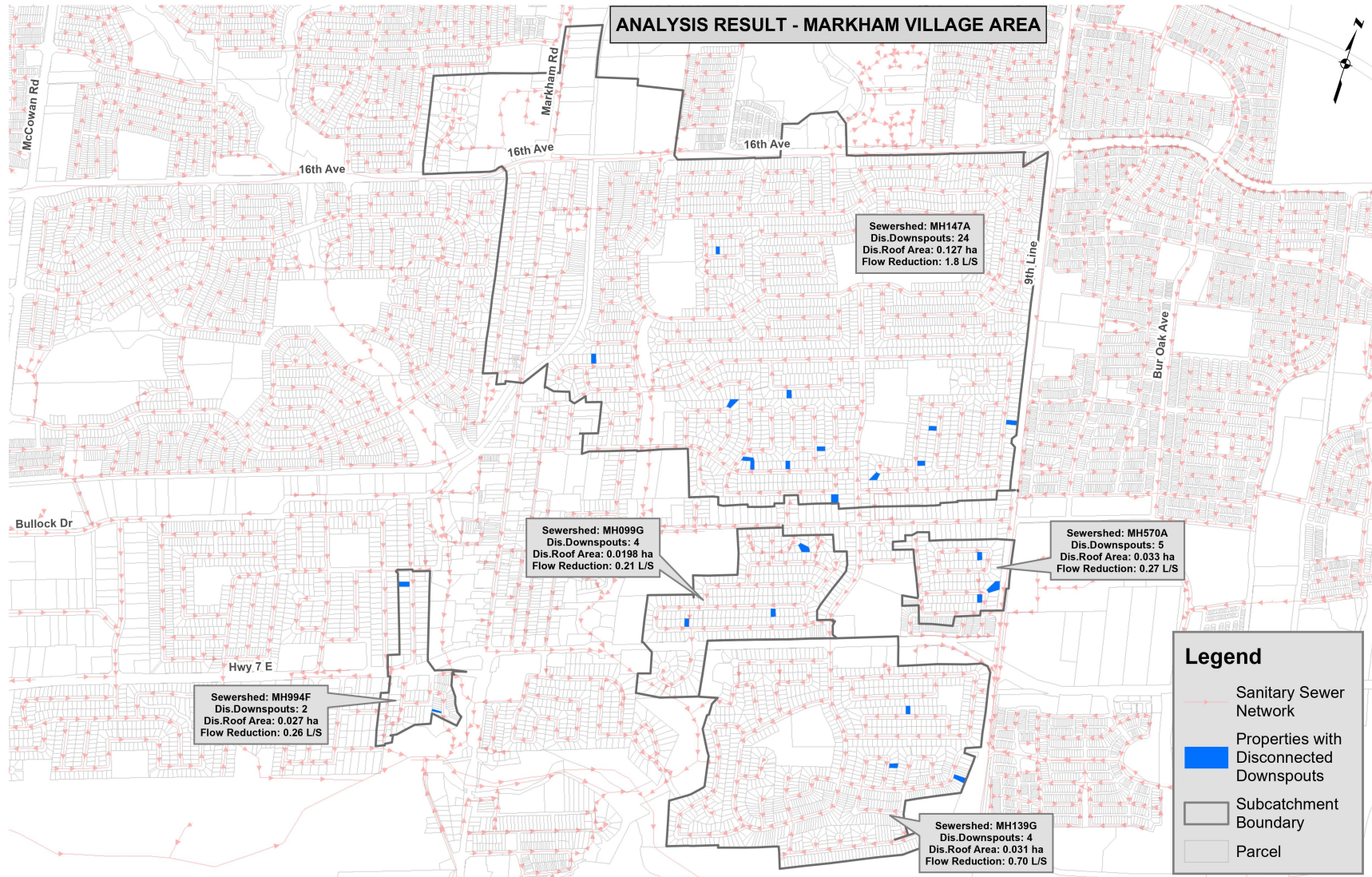
Attachment “E” – Financial Breakdown for Each Phase

ATTACHMENT E

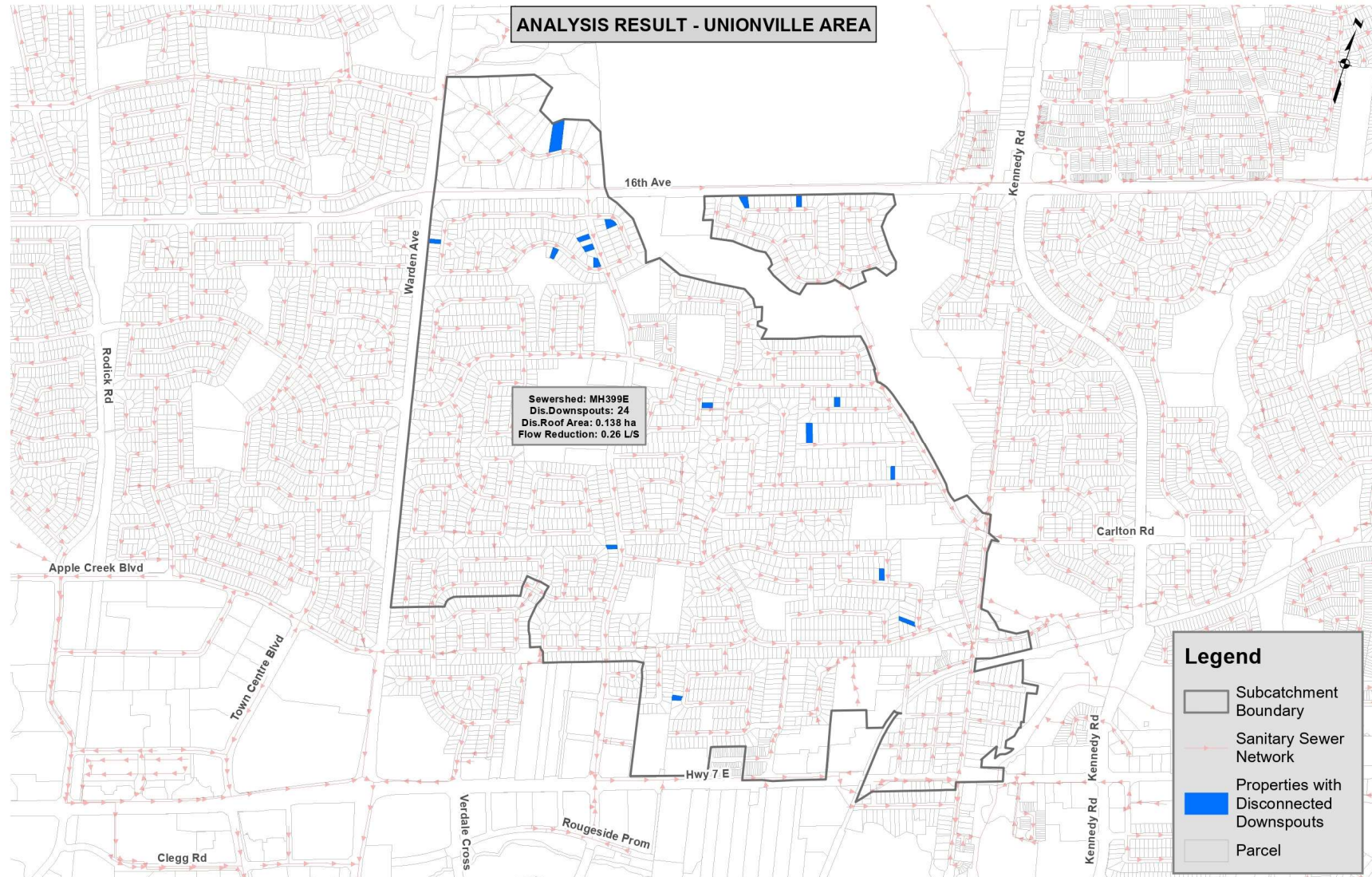
Financial Breakdown for Each Phase

Activities	Phase 1 (#11382)	Phase 2 (#14313)	Phase 3 (#15294)	Phase 4 (#16238)	Phase 5A (#17221)	Phase 5B (#17221)	Phase 6 (#18281)
	Thornhill	Thornhill	Thornhill, Unionville & Milliken	Markham	Thornhill & Unionville	Markham Village & Thornhill	Markham Village & Unionville
	Actual Expenditure (Account closed in 2015)	Actual Expenditure (Account closed in 2017)	Actual Expenditure (Account closed in 2018)	Actual Expenditure (Account closed in 2019)	Actual Projected Expenditure (Account closed in 2021)	Actual Projected Expenditure (Account closed in 2021)	Actual Projected Expenditure (Project expected to close by December 2022)
Public Communication and Education (A)	\$824	\$2,387	\$845	\$840	\$996	\$1,467	\$3,045
Site Investigation (B)	\$130,101	\$252,272	\$68,878	\$65,752	\$48,824	\$84,904	\$226,000
Financial Assistant Plan: Downspout Disconnection & Rain Barrel (C)	\$0 (Covered under Phase 2)	\$6,418 (Phase 1 Assistant - \$2,509; Phase 2 Assistant - \$3,909)	\$685	\$162	\$537	\$2,297	\$474
Flow Monitoring Program (D)	\$0 (Perform under Sanitary Flow Monitoring Project #14300)	\$5,767	\$0 (Perform under Flow Monitoring Program)	\$0 (Perform under Flow Monitoring Program)	\$0 (Perform under Flow Monitoring Program)	\$0 (Perform under Flow Monitoring Program)	\$0 (Perform under Flow Monitoring Program)
Total Expenditure (Incl. HST) (E) = (A) + (B) + (C) + (D)	\$130,925	\$266,844	\$70,408	\$66,754	\$50,357	\$88,668	\$229,519

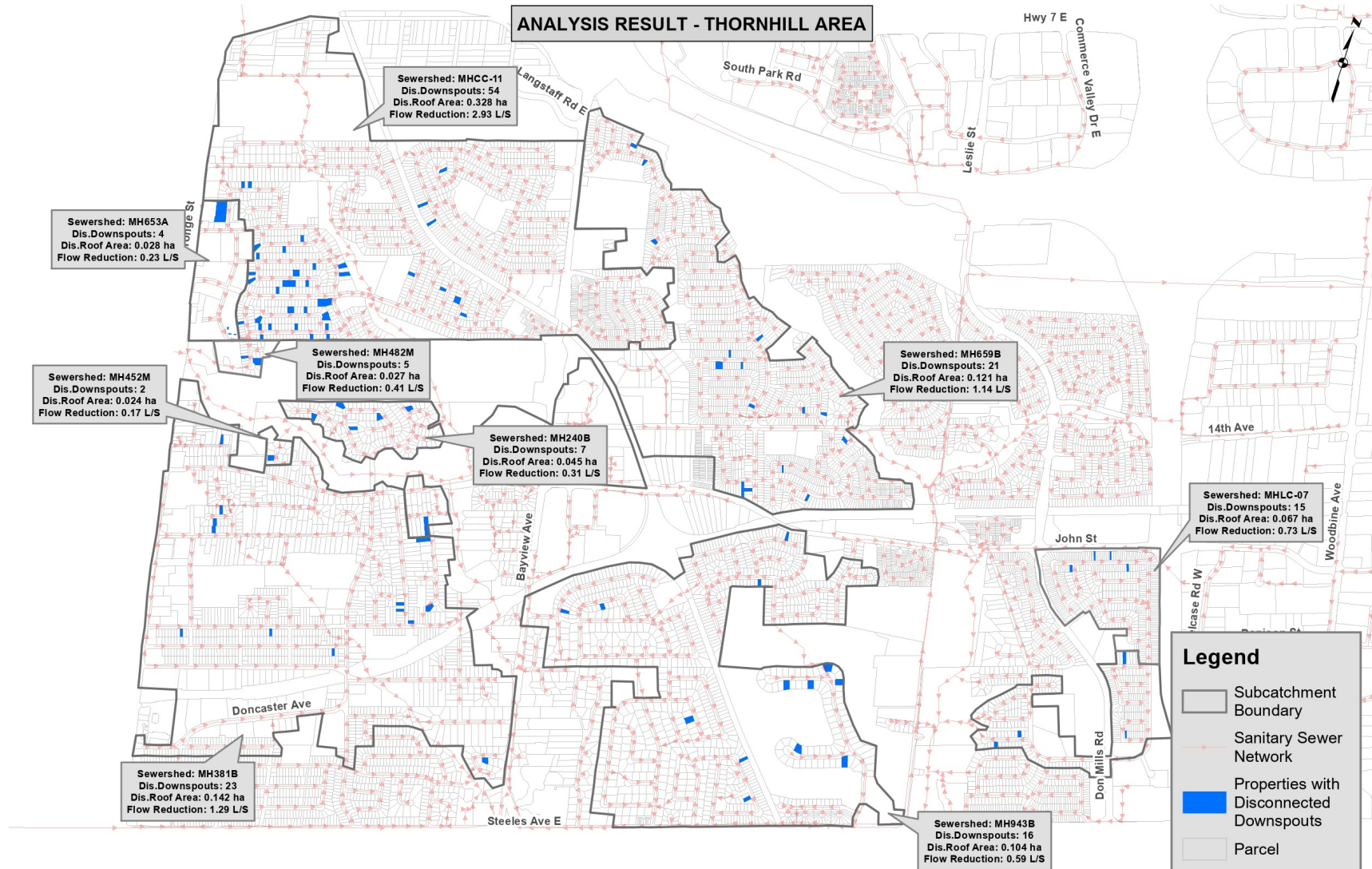
ATTACHMENT D



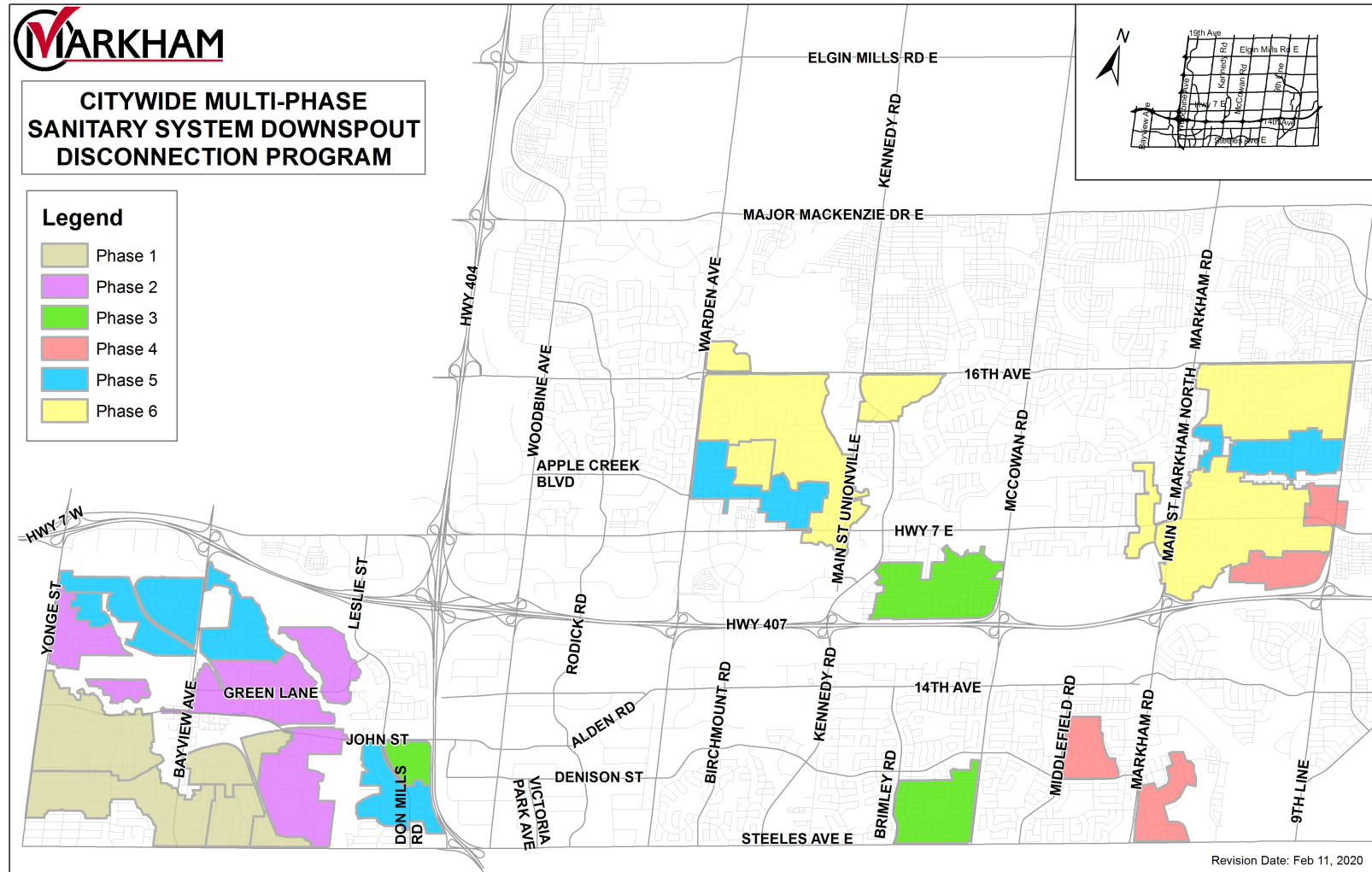
ATTACHMENT C



ATTACHMENT B



ATTACHMENT A





Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Independent Electricity System Operator Expedited Long-Term Reliability Request for Proposals (“E-LT1 RFP”) Municipal Support Resolution

PREPARED BY: Jennifer Wong, Sustainability Coordinator, Sustainability & Asset Management, Ext. 2368

RECOMMENDATION:

- 1) THAT the report “Independent Electricity System Operator Expedited Long-Term Reliability Request for Proposals (“E-LT1 RFP”) Municipal Support Resolution” be received; and,
- 2) THAT Markham City Council support the Alectra Utilities and Convergent Energy and Power proposed Battery Energy Storage Systems at 7970 Markham Road located in Ward 7 and 3430 14th Avenue located in Ward 8 by issuing Municipal Support Resolutions for the E-LT1-RFP in the form shown in Appendix A; and,
- 3) THAT the Director of Sustainability & Asset Management be delegated the signing authority for any additional Municipal Support Resolutions requested for the E-LT1-RFP or similar on behalf of the City of Markham; and,
- 4) THAT staff be authorized to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this document is to obtain Municipal and Council support for applications and future projects under “Independent Electricity System Operator’s (“IESO”) Expedited Long-Term Reliability Request for Proposals (“E-LT1 RFP”).

Ontario is anticipated to be facing a province-wide energy shortage of 3,500MW due to planned nuclear power generation refurbishments, and the IESO program seeks to increase both energy production and storage capacity to meet the impending demand for electricity.

BACKGROUND:

In 2018, City of Markham Council endorsed the Municipal Energy Plan (“MEP”) – Getting to Zero, with the objective of net zero emissions by 2050.

As a leader in municipal energy planning and corporate energy operations, Markham delivers unique projects including:

- Municipally owned central heating and cooling through Markham District Energy, serving over 14 million square feet of buildings in Markham Centre and Cornell Centre; and,

-
- Partnering with The Atmospheric Fund, Enwave Energy Corporation, and Mattamy Homes to develop a subdivision-wide geo-exchange system that delivers heating and cooling to approximately 310 homes, significantly reducing emissions on a community scale; and,
 - Hosting 2.1 megawatts (“MW”) of roof top solar, generating approximately \$300,000 of revenue per year that is invested in a revolving energy fund; and,
 - Piloting home energy retrofit programs such as the Power.House Hybrid pilot program with Alectra Utilities (“Alectra”), Enbridge Gas, Natural Resources Canada and Toronto Metropolitan University (formerly Ryerson University); and,
 - Hosting the first municipally-owned Level 3 electric vehicle (“EV”) fast charging station at Markham Civic Centre in 2015, and expanding the Level 2 EV charging network in partnership again with Alectra.

According to the draft document “Independent Electricity System Operator’s (“IESO”) Request for Proposals: For the Procurement of Expedited Long-Term Electricity Reliability Services E-LT1 RFP (revised on November 8, 2022):

“Ontario is entering a period of emerging electricity system needs, driven by increasing demand, the retirement of the Pickering nuclear plant, the refurbishment of other nuclear generating units, as well as expiring contracts for existing facilities.

To address these needs, the IESO is competitively securing 3,500 MW of capacity through the first Long-Term Request for Proposals (“LT1 RFP”) and the complementary expedited procurement process “the Expedited Process” (“E-LT1 RFP”).”

In 2022, the IESO released a procurement program for New Build and Eligible Expansion Electricity Resources through the Expedited Long-Term Reliability Request for Proposals (“E-LT1 RFP”) to acquire capacity services and meet system reliability needs for commercial operation as early as 2025.

In order to ensure that a proposed E-LT1-RFP project is welcome in each municipality where planned, the IESO has required a Municipal Support Resolution process for proponents to obtain support for their proposed project in the host municipality.

Alectra Requests:

Two requests for Municipal Support Resolutions have been received from Alectra and its business partner, Convergent Energy and Power (“Convergent”), to date (Appendices B and C describe both in further detail); additional proposals may come forward prior to the IESO submission date of December 20, 2022.

Alectra is proposing to integrate Battery Energy Storage Systems (BESS) at two of their existing transformer stations:

1. A.M. Walker Transformer Station property at 7970 Markham Road located in Ward 7
2. Alectra’s J.V. Fry Transformer Station at 3430 14th Avenue located in Ward 8

Purpose of IESO Municipal Support Resolution

The purpose of the Municipal Support Resolution is for the proponent to confirm to the IESO that the municipality where the intended project is located is supportive and welcoming of this new infrastructure, it is meant to prevent reversals of decisions such as the Oakville Gas Plant in 2011.

A Municipal Support Resolution provides three points to each proposal which strengthens its ranking against other proposals, but does not guarantee a contract offer to the applicant from the IESO.

Appendix A – IESO Expedited Long-Term Reliability Request for Proposals Municipal Support Resolution is the template to be used to grant all successful proposals with Municipal Support Resolution in Markham.

Previous Experience - IESO Feed-In Tariff (“FIT”) Program

From 2012 to 2016, the City of Markham’s Sustainability & Asset Management department conducted a similar process to provide Municipal Council Support Resolutions for photovoltaic applications proposed on commercial and industrial properties across the city.

Over 100 applications were approved by Markham Council generating a revenue of approximately \$187,500 (HST inclusive). The former minor site plan application fee of \$2,450+HST was used to account for staff time to administer the IESO forms from application to Council approval per project.

Similar and updated fees are recommended to be levied for this current process and are discussed in the Financial Considerations section below.

Review of Municipal Support Resolution Requests

Markham is a leader in sustainability, energy conservation, renewable energy and emissions reductions in support of our Net zero emissions by 2050 goal. All requests for Municipal Support Resolutions will be reviewed to determine alignment with the City’s strategies, policies and community expectations.

Specifically, requests for Municipal Support Resolutions will be reviewed to determine if the proposals meet the following requirements:

1. Reduce or does not contribute to the increase of community-wide emissions; and,
2. Increase or neutrally impact electricity system reliability; and,
3. Complementary or similar to existing electricity system technologies already in operation within Markham; and,
4. Does not negatively affect the aesthetics of the proposed site and surrounding areas; and,

-
5. Is not constructed on properties on the Markham Register of Property of Cultural Heritage Value or Interest.

Alectra's proposal for battery energy storage systems at the two sites meets these requirements.

More requests for Municipal Support Resolutions are not expected, but staff are recommending delegating any further requests to the Director, Sustainability & Asset Management to screen against the requirements noted above in case they come forward due to a December 20, 2022 IESO deadline. Proposals that do not meet these conditions will be referred to Council on an exception basis to determine eligibility for a Municipal Support Resolution.

Based on consultation with Planning & Urban Design, By-Law Enforcement & Regulatory Services and Legal Services, it should be noted that the following anticipated issues will need to be addressed by the project proponents later in their project development process:

Category	Description
Industrial Equipment Setback	Should project proposals be located on industrial lands and/or require industrial equipment, applicants must ensure a minimum setback of six meters from the lot line
Urban Design Review	All projects subject to an Urban Design Review will incur an additional fee of \$938+HST in addition to the total administration fee below

FINANCIAL CONSIDERATIONS

Proposed Fee for City of Markham Expedited Long-Term Reliability Program Municipal Support Resolutions

In consultation with Planning & Urban Design Staff, a total fee of \$5,613.84 (HST inclusive) is proposed and will be applied to each application to reimburse Staff costs for the pre-consultation and application review for Municipal Support Resolutions.

The breakdown of the fee based on anticipated Staff time is as follows:

Administrative Fee	Cost
Pre-Consultation	\$775 + HST
Minor Site Plan Application Review	\$4,193 + HST
Total Inclusive of HST	\$5,613.84

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Supports the BMFT Safe, Sustainable & Complete Community priority, the Greenprint, Markham's Community Sustainability Plan and the Municipal Energy Plan's goal of Net Zero Energy Emissions by 2050.

BUSINESS UNITS CONSULTED AND AFFECTED:

Planning & Urban Design, By-Law Enforcement & Regulatory Services and Legal Services have been involved in this preparation of the report.

RECOMMENDED BY:

Graham Seaman
Director, Sustainability & Asset Management

ATTACHMENTS:

Appendix A: IESO prescribed form for Municipal Support Resolutions for the E-LT1-RFP

Appendix B: Markham Submission Document - IESO BESS - Alectra and Convergent

Appendix C: Presentation from Alectra describing their two proposed battery energy storage projects



MUNICIPAL SUPPORT RESOLUTION:

Resolution NO: ____ Date: ____.

[Note: The Municipal Support Resolution must not be dated earlier than January 27, 2022.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Reliability Project, with the characteristics outlined in the table below, under the E-LT1 RFP.
2. Pursuant to the E-LT1 RFP, Proposals that receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the E-LT1 RFP;
3. Pursuant to the E-LT1 RFP, Proposals that did not receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution may be required under the E-LT1 Contract to be awarded pursuant to the E-LT1 RFP to submit such support resolution for compliance with its obligations; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The council of Markham supports in principle the development, construction and operation of the Long-Term Reliability Project on the Subject Lands.
2. This resolution's sole purpose is to enable the Proponent to pursue the receipt of Rated Criteria points under E-LT1 RFP or to satisfy its obligations under any awarded E-LT1 Contract and may not be used for the purpose of any other form of approval, including but not limited to any municipal approval required in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent's Proposal in relation to other Proposals received by the IESO under the E-LT1 RFP.
3. Though this resolution may impact the rank of the Proponent's Proposal in relation to other Proposals received by the IESO, it does not guarantee a contract will be offered to the Proponent under the E-LT1 RFP.

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the _ day of __, 20_.

Independent Electricity System Operator (IESO) Request for Qualifications (RFQ)

Markham Support Resolution Request

Submitted by:

Alectra Convergent Development LP

November 2022

IESO RFQ Purpose:

After more than a decade of strong supply, Ontario is entering a period of emerging electricity system needs, driven by increased demand, the retirement of the Pickering nuclear plant, the refurbishment of other nuclear generating units, as well as expiring contracts with facilities. The long-term request for proposals (the “LT1 RFP”), is intended to acquire capacity services to meet system reliability needs from New Build Electricity resources starting in 2027 or earlier.

A complimentary mechanism outlined in the AAR, the IESO is seeking to procure approximately 2,500 MW of electricity reliability services from New Build Electricity resources through the LT1 RFP, measured on an effective capacity basis. The Expedited Process will seek to acquire a minimum of 1,000 MW of additional effective capacity.

The LT1 RFP, together with the Expedited Process, is expected to competitively procure year-round effective capacity from dispatchable New Build resources, including New Build facilities incorporating electricity generation and storage, registered or able to become registered in the IESO Administered Markets, larger than 1 MW and which can deliver a continuous amount of Electricity to a connection point on a Distribution System or Transmission System for at least four (4) consecutive hours.

Alectra Energy Solutions in partnership with Convergent Energy + Power is requesting a Council Support Resolution for the proposed location of the joint project being put forward by both companies. Projects are evaluated primarily on bid price, but there are also non-price criteria scored during evaluation which can enhance the score of projects able to demonstrate local governing body support, along with other criteria. A Municipal Council Resolution is an ultimate requirement of all successful bids, however, obtaining **Municipal Council Support Resolutions before Dec. 20, 2022**, will improve applicable project scores and increase our chances of bringing your project to fruition. The support resolution would award the companies with an additional three (3) points on the RFQ submission. If the proposed location and project are successful in passing the qualification stage, the companies will then bid on the RFP in Q1 of 2023. The following pages outline the proposed project, location, and benefits of the project to the City.

The Proposed Project

Details:

What Battery Energy Storage Systems (BESS) are:

Battery Energy Storage Systems, or BESS, are rechargeable batteries that can store energy from different sources or during off-peak hours and discharge it when needed.

Potential site locations and MWs being proposed:

The first Markham site being considered will connect to the Alectra Utilities A.M. Walker Transformer Station (Markham MTS #2) at 7970 Markham Rd (R.R. 68). We are proposing a system up to 400 MWh (100MW).

The second Markham site being considered will connect to the Alectra Utilities J.V. Fry Transformer Station (Markham MTS #1) at 3430 14th Ave. We are proposing a system up to 120 MWh (30 MW).

What it does:

Utility scale BESS consist of one or more batteries and are typically used to balance the supply and demand of the provincial electricity grid. These systems also have the capability to improve grid stability and provide backup power in some applications.

Technology specs:

Only proven and top tier equipment suppliers will be used. Long-term quality and capacity guarantees will be basic requirements, along with superior safety related track records. Specific power density and system efficiencies vary slightly and may impact space and other project specific information provided below.

Size of the projects:

Site 1 (Markham MTS #2): Up to 200,000 sq.ft. pending IESO site approvals.

Site 2 (Markham MTS #1): Up to 15,000-85,000 sq.ft. pending IESO site approvals.

Safety:

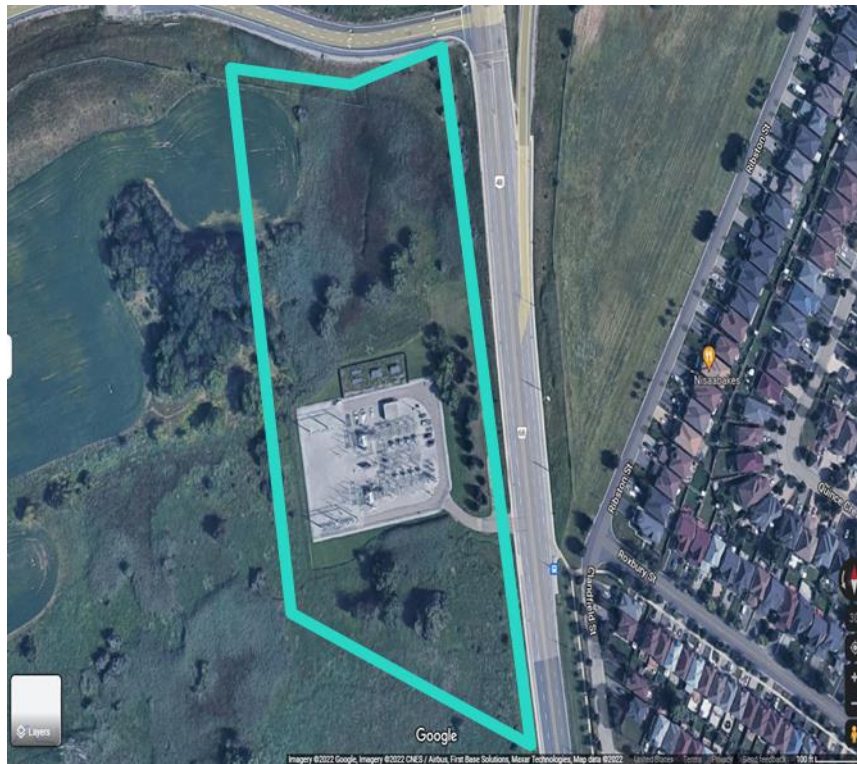
Safety is a main component of these installations. Tier 1 suppliers include safety in all aspects of their designs from the individual battery cell design to factory installed connections between cells, up to system level battery monitoring systems (BMS) that incorporate the latest in multi-level fault detection, isolation, and protection features. Noise emissions are generally lower than many HVAC systems and environmental studies will be performed at each site to ensure no adverse impacts to all adjacent properties and surrounding areas.

Other Items:

- Will work with the City of Markham to adhere to zoning, landscaping, and beautification standards.
- The site will be secured and monitored on a 24/7 basis

Proposed Markham Locations and Picture of a BESS

Site 1: Alectra A.M. Walker T.S. at 7970 Markham Rd (R.R. 68)



Site 2: Alectra J.V. Fry T.S. at 3430 14th Avenue.





Community Benefit Plan

Financial:

- ✓ Dividends: Alectra Energy Services, a subsidiary of Alectra Inc, stands to benefit from consistent revenues as a successful proponent of this RFP.
- ✓ Increased property tax and permitting revenues for the City

Reliability and Resiliency:

- ✓ New local storage assets would result in reduced outages in the community during extreme weather events and improve Alectra's restoration timeline when outages do happen.

Jobs and Economic Development:

- ✓ Support faster and more affordable connection of new loads; alternative to traditional poles and wires infrastructure.
- ✓ This will allow the city to be more strategic in realizing their economic development goals when sourcing large projects, such as film studios, data centres and manufacturing facilities.

Environmental benefits:

- ✓ New storage capacity will reduce Ontario's need to rely on gas generation in the coming years.
- ✓ Battery storage is clean and generally uses non-emitting power such as hydro, nuclear and renewables generated at off-peak times

MUNICIPAL SUPPORT RESOLUTION:

Resolution NO: ____ Date: ____.

[Note: The Municipal Support Resolution must not be dated earlier than January 27, 2022.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Reliability Project, with the characteristics outlined in the table below, under the E-LT1 RFP.
2. Pursuant to the E-LT1 RFP, Proposals that receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the E-LT1 RFP;
3. Pursuant to the E-LT1 RFP, Proposals that did not receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution may be required under the E-LT1 Contract to be awarded pursuant to the E-LT1 RFP to submit such support resolution for compliance with its obligations; and

NOW THEREFORE BE IT RESOLVED THAT:

1. The council of Markham supports in principle the development, construction and operation of the Long-Term Reliability Project on the Subject Lands as follows: Markham #2 (7970 Markham Rd.) and Markham #1 (3430 14th Ave).
2. This resolution's sole purpose is to enable the Proponent to pursue the receipt of Rated Criteria points under E-LT1 RFP or to satisfy its obligations under any awarded E-LT1 Contract and may not be used for the purpose of any other form of approval, including but not limited to any municipal approval required in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent's Proposal in relation to other Proposals received by the IESO under the E-LT1 RFP.
3. Though this resolution may impact the rank of the Proponent's Proposal in relation to other Proposals received by the IESO, it does not guarantee a contract will be offered to the Proponent under the E-LT1 RFP.

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the _ day of __, 20_.

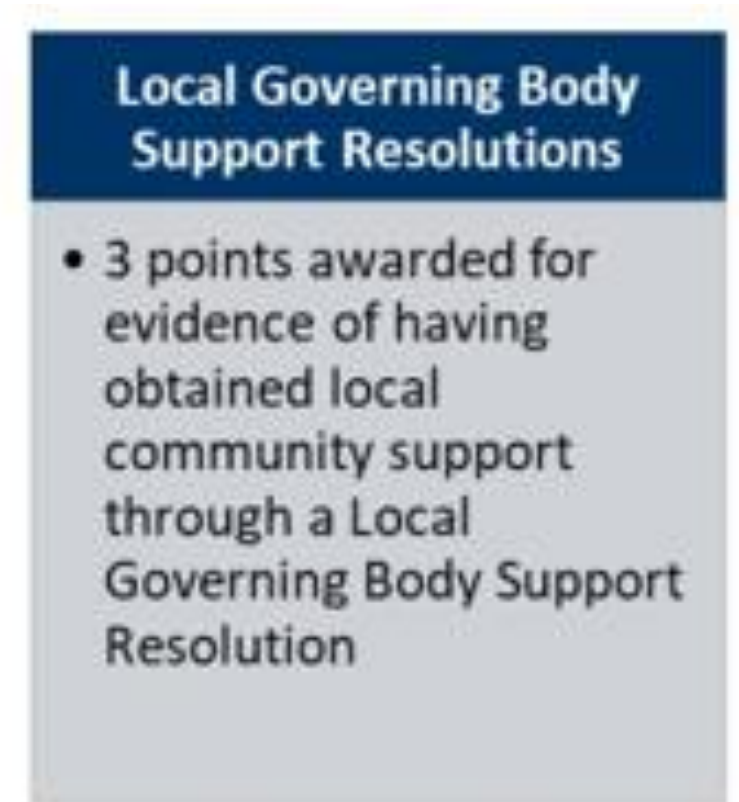


Municipal Council Resolution Request

Markham City Council

December 6, 2022

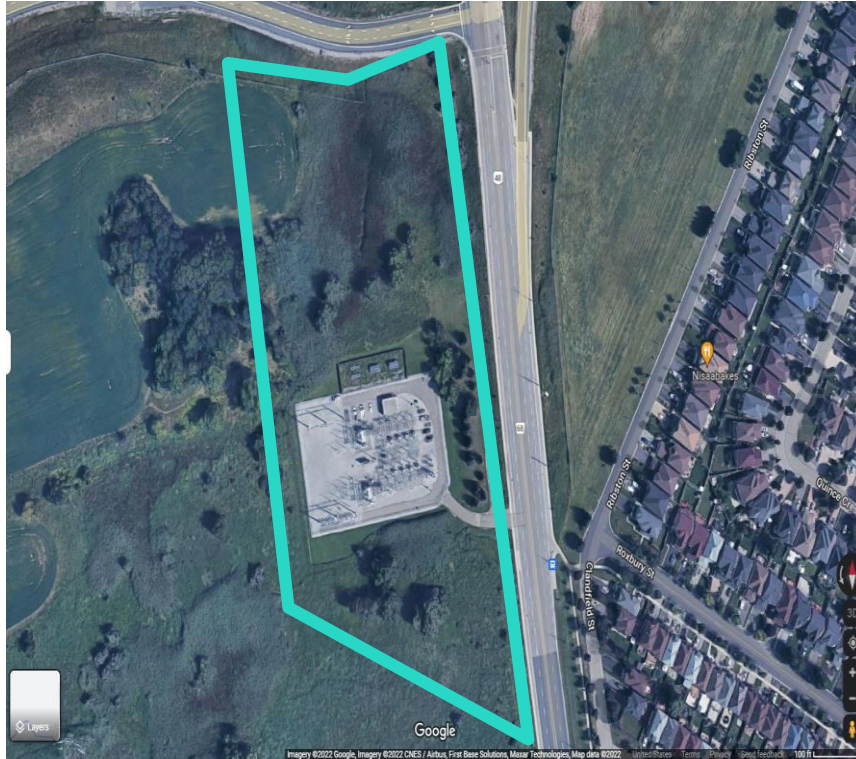
- In partnership with Convergent Energy + Power, Alectra has qualified for an Independent Electricity System Operator (IESO) procurement to provide capacity to the system through new battery storage assets.
- Projects are evaluated primarily on bid price, but there are also non-price criteria which can enhance the score of a proposed project. One such criteria is a Municipal Council Resolution local governing body support.
- A Municipal Council Resolution is an ultimate requirement of all successful bids, however, obtaining **Municipal Council Support Resolutions before Dec. 20, 2022**, will improve applicable project scores and increase our chances of bringing your project to fruition.



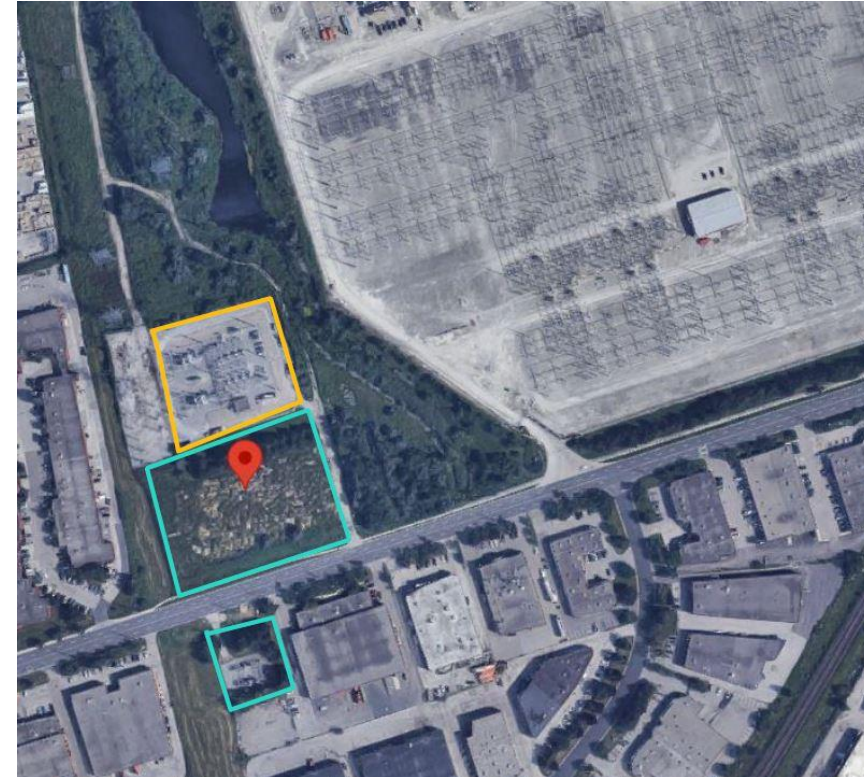
Local Governing Body Support Resolutions

- 3 points awarded for evidence of having obtained local community support through a Local Governing Body Support Resolution

There are two applications submitted for Markham projects:



One project site is located on Alectra's A.M. Walker Transformer Station (Markham MTS #2) property at 7970 Markham Road (R.R. 68).



The other proposed project site is located next to Alectra's J.V. Fry Transformer Station (Markham MTS #1) at 3430 14th Ave.

Municipal Benefits

Financial:

- Dividends: Alectra Energy Services, a subsidiary of Alectra Inc, stands to benefit from consistent revenues as a successful proponent of this RFP.
- Increased property tax and permitting revenues for the City

Reliability and resiliency:

- New local storage assets would result in reduced outages in the community during extreme weather events, and improve Alectra's restoration timeline when outages do happen.



Community Benefits

Jobs and Economic Development:

- Battery Energy Storage Systems (BESS) support faster and more affordable connection of new loads, and are an alternative to traditional poles and wires infrastructure.
- This will allow Markham to be more strategic in realizing their economic development goals when sourcing large projects, such as film studios, data centres and manufacturing facilities.

Environmental benefits:

- New storage capacity will reduce Ontario's need to rely on gas generation in the coming years.
- Battery storage is clean and generally uses non-emitting power such as hydro, nuclear and renewables generated at off-peak times.



Project Details

What it does:

- Utility scale BESS consist of one or more batteries typically used to balance the supply and demand of the provincial electricity grid.
- These systems also have the capability to improve grid stability and provide backup power in some applications.

Technology specs:

- Only proven and top tier equipment suppliers will be used. Long-term quality and capacity guarantees will be basic requirements, along with superior safety related track records.
- Specific power density and system efficiencies vary slightly and may impact space and other project specific information.



Size of proposed projects:

- Site 1 (Markham MTS #2): Up to 200,000 sq.ft. pending IESO site approvals
- Site 2 (Markham MTS #1): Up to 15,000-85,000 sq.ft. pending IESO site approvals.

Safety:

- Safety of operations is paramount, and a main component of these installations. Tier 1 suppliers include safety in all aspects of their designs from the individual battery cell design to factory installed connections between cells, up to system level battery monitoring systems (BMS) that incorporate the latest in multi-level fault detection, isolation, and protection features.

Project Details (continued)

Noise emissions:

- Noise emissions are generally lower than many HVAC systems and environmental studies will be performed at each site to ensure no adverse impacts to all adjacent properties and surrounding areas.

Beautification:

- Will work with the City of Markham to adhere to all zoning, landscaping and beautification standards on and around the sites.
- The sites will be monitored and secured on a 24/7 basis to ensure safety of all in the direct vicinity.



Alectra's Request

- Alectra is seeking the support of Markham City Council through a Municipal Council Support Resolution.

Name of the Long-Term Reliability Project:	Markham Battery Energy Storage Systems
Proponent:	Alectra Convergent Development JV
Technology of the Long-Term Reliability Project:	Lithium-ion Battery Storage, 4 hours duration
Maximum Contract Capacity of the Long-Term Reliability Project (in MW):	Project #1 (Markham MTS #2): Between 20 MW and 100 MW, depending on results of the IESO Deliverability Assessment Project #2 (Markham MTS #1): Between 7.5 MW and 30 MW, depending on results of the IESO Deliverability Assessment
Legal description of the portion of the Project Site that is located on lands subject to the authority of one or more Municipalities:	The City of Markham Municipal Boundary

Sample Council Resolution

FORM OF MUNICIPAL SUPPORT RESOLUTION

Resolution NO: ____ Date: ____

[Note: The Municipal Support Resolution must not be dated earlier than January 27, 2022.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Reliability Project, with the characteristics outlined in the table below, under the E-LT1 RFP.
2. Pursuant to the E-LT1 RFP, Proposals that receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the E-LT1 RFP;
3. Pursuant to the E-LT1 RFP, Proposals that did not receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution may be required under the E-LT1 Contract to be awarded pursuant to the E-LT1 RFP to submit such support resolution for compliance with its obligations; and

Sample Council Resolution (continued)

NOW THEREFORE BE IT RESOLVED THAT:

1. The council of Markham supports in principle the development, construction and operation of the Long-Term Reliability Project on the Subject Lands as follows: Markham #2 (7970 Markham Rd.) and Markham #1 (3430 14th Ave).
2. This resolution's sole purpose is to enable the Proponent to pursue the receipt of Rated Criteria points under E-LT1 RFP or to satisfy its obligations under any awarded E-LT1 Contract and may not be used for the purpose of any other form of approval, including but not limited to any municipal approval required in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent's Proposal in relation to other Proposals received by the IESO under the E-LT1 RFP.
3. Though this resolution may impact the rank of the Proponent's Proposal in relation to other Proposals received by the IESO, it does not guarantee a contract will be offered to the Proponent under the E-LT1 RFP.

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the _ day of __, 20_.



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Quality Management System - Management Review
PREPARED BY: Danny Chan, Manager, Business Administration - ext. 2446
 Vincent Feng, Supervisor, Continuous Improvement – ext. 2737

RECOMMENDATION:

- 1) That the report titled “Quality Management System – Management Review” be received; and
- 2) That Council, as the Owner of the City’s drinking water system, acknowledge and support the outcome and action items identified from the Management Review; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Not applicable.

PURPOSE:

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

BACKGROUND:

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

OPTIONS/ DISCUSSION:

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

13, 2022 to review system performance for the time period of January 1 to June 30, 2022, and to confirm the adequacy, suitability and effectiveness of the QMS. The Director of Environmental Services attended the meeting as the Acting Commissioner of Community Services as well due to the current vacancy of the Commissioner position.

Outcome and action items identified during the review are indicated in the Report on Quality Management System to Council Management Review Outcome (October 13, 2022), Attachment “A”. Top Management accepted the recommendation from staff for Environmental Services to coordinate the “Responsibilities Under the Statutory Standard of Care – Safe Drinking Water Act” training for all Council members and ELT in early 2023. The half-day training would be coordinated with City Clerk’s and the Walkerton Clean Water Centre. The session is designed to provide valuable information for decision makers with their roles and responsibilities pertaining to drinking water and their duties under the Safe Drinking Water Act (2002).

FINANCIAL CONSIDERATIONS

Not applicable.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Safe, Sustainable & Complete Community – The QMS allows for the continual improvement of municipal service levels provided to City residents and businesses with regards to safe drinking water.

BUSINESS UNITS CONSULTED AND AFFECTED:

Not applicable.

The undersigned represent the Top Management of the City of Markham’s Drinking Water System and by signing below; the Top Management of the Operating Authority has reviewed and approved the outcome of the Management Review meeting held on October 13, 2022.

RECOMMENDED BY:

Eddy Wu, P. Eng.
Acting Commissioner, Community Services &
Director, Environmental Services

Andy Taylor
Chief Administrative Officer

ATTACHMENTS:

Attachment “A” – Report on Quality Management System to Council Management
Review Outcome (October 13, 2022)

Report on Quality Management System to Council Management Review Outcome

Meeting Date: October 13, 2022

Attendees: Andy Taylor, Eddy Wu, Vince Feng, Danny Chan, Shumin Gao, Prathapan Kumar, Edgar Tovilla and Irene Weiss

RESULTS OF MANAGEMENT REVIEW	REPORT
Summary of Management Review	<ul style="list-style-type: none"> • Presentation provided to Top Management covered all required items identified in the Operational Plan and Drinking Water Quality Management Standard v.2 (DWQMS v.2). • Eddy Wu is participating in the management review meeting as the Director of Environmental Services and Acting Commissioner of Community Services. • Top Management reviewed information from January 1 to June 30, 2022. • QMS performance was reviewed to confirm that the system continues to be suitable, adequate and effective.
Deficiencies Identified	<ul style="list-style-type: none"> • No deficiencies were identified at this meeting.
Decisions Made	<ol style="list-style-type: none"> 1. Environmental Services is approved to coordinate the “Responsibilities Under the Statuary Standard of Care – Safe Drinking Water Act” training for all Council members and ELT in early 2023. 2. Top Management agreed to update the QMS Representative Appointment letter and identify the “Continuous Improvement Supervisor” (Vincent Feng) as the QMS Representative.
Action Items	<ol style="list-style-type: none"> 1. The updated tap water campaign plan shall be presented to the Director of Environmental Services, and include specific campaign objectives, measurements of success and any recommendations to launch with a smaller scope (e.g. pilot area, focus group study, etc.). 2. Environmental Services shall advise the ITS GIS team the need for an external firm to be contracted to digitize outstanding sub-divisions.
Other QMS Issues Identified	<ul style="list-style-type: none"> • Effects of the ongoing pandemic are monitored. Environmental Services was able to maintain key services and operational activities to meet drinking water requirements.

Management Review Meeting Minutes are available upon request from the Continuous Improvement Supervisor.



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Request for Proposal 188-R-22 Thornlea Pool Maintenance

PREPARED BY: Darius Chung, Senior Buyer, Ext. 2025
Martin Barrow, Facility Coordinator, Ext. 3788

RECOMMENDATION:

1. That the report entitled "Request for Proposal 188-R-22 Thornlea Pool Maintenance" be received; and,
2. That the contract for Request for Proposal 188-R-22 Thornlea Pool Maintenance Services be awarded to the sole bidder, PPL Aquatic, Fitness & Spa Group Inc. for a term of two (2) years in the total amount of \$425,336.44 inclusive of HST as per the following;
 - January 1, 2023- December 31, 2023 - \$212,668.22
 - January 1, 2024- December 31, 2024 - \$212,668.22

Total: \$425,336.44
3. That the contract include an option for the City (in its sole discretion) to extend the contract for up to three (3) additional one (1) year terms. Pricing will be firm for the first two years of the contract and prices in years three, four and five will be subject to Consumer Price Index (CPI) increase (All-Items Ontario March) to a maximum of 4%; and,
4. That the Director of Recreation and Senior Manager of Procurement & Accounts Payable be authorized to extend the contract for an additional three (3) one year periods subject to Council's approval of the annual operating budget, vendor performance, and an increase based on the CPI (All-Items Ontario March) to a maximum of 4%; and
5. That the award be funded from the Recreation Service facility maintenance account 501-911-5314, subject to Council approval of the 2023-2027 operating budgets; and further,
6. The annual shortfall of \$25,668.22 be captured as part of the 2023 contract escalations and adjusted accordingly, subject to Council approval of the 2023-2027 operating budgets.
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain approval to award the contract for ongoing routine maintenance at the Thornlea Pool for a term of two (2) years and with the option to renew for an additional three (3) years.

BACKGROUND:

The Thornlea Pool is an 18,500 square foot facility which includes a pool, gymnasium, class rooms and change rooms. This facility was built in 1972 and was assumed from the York Region District School Board in 2013. In November 2013, PPL Aquatic, Fitness & Spa Group Inc. was awarded the all-inclusive building and maintenance service contract (243-R-13) and has been maintaining the facility since. Some of the work includes but is not limited to:

- Staffing from 6:00 a.m. - 11:30 p.m., seven (7) days a week, including holidays and inspection from supervisors twice a week;
- Property watch and inspection;
- Pool services and maintenance including testing and repair:
- Exterior and interior cleaning services; and
- Property maintenance including snow removal.

City's responsibilities:

- Provide the Contractor with pool chemical supplies through the City's existing contracts;
- Provide the Contractor with paper and cleaning supplies through the City's existing contracts;
- Perform semi-annual customer satisfaction surveys as needed with the purpose of identifying and prioritizing areas for improvement for the contractor;
- Provide storage based space;
- Provide access to all equipment;
- Provide a list of approved contractors for repairs such as electrical, mechanical, plumbing, pool equipment, etc;
- Provide keys for access to all required areas.

The Thornlea Pool Restoration project was awarded in July 2022 and is anticipated to be completed by January 1, 2023. This contract will commence upon completion of the restoration with 30-days' notice.

BID INFORMATION:

Bid closed on	February 11, 2022
Number picking up bid document	3
Number responding to bid	1*

*This is a niche service with limited local suppliers. Procurement held a mandatory site meeting and only two contractors attended and only 1 bid. The other bidder was unable to quote competitively.

PROPOSAL EVALUATION:

The Evaluation Team was comprised of staff from the Recreation Services and staff from the Procurement Department, acting as the evaluation facilitator.

The evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: Qualifications and Experience of the Bidder 25%, Operating Practices, Procedures, Methodology and Preventative Maintenance Program 25%, Proposed Team and Resources 10%, Reporting, 10%, and Price 30%, for a total of 100% with the resulting score as noted below.

Bidder	Total Score (100 points)
PPL Aquatic, Fitness & Spa Group Inc.	92

PPL Aquatic, Fitness & Spa Group Inc. (PPL) was the sole bidder in 2013 RFP (242-R-13) and was the sole bidder again for this tender. PPL has been servicing Thornlea Pool at a high level for almost 10 years and staff are pleased with their performance and attention to detail. They also provide pool and building maintenance for other recreational pools in the Greater Toronto Area.

FINANCIAL CONSIDERATIONS:

Account #	Account Name	Location	Annual Budget Available	Cost of Award	Budget Remaining
501-911-5314	Facility Maintenance	Thornlea Pool	\$187,000	\$212,668	(\$25,668)

The annual budget of \$190,377.12 is based on pre-pandemic labour and inflation costs based on our contract from 2013-2019. Only one bid was received which exceeded the budget by 25%.

Staff negotiated with PPL and reduced the cost per year in 2023-2024 from \$238,525.44 to \$212,668.22 (\$25,857.22 or 11% reduction) by reducing staff starting time from 5:00am to 6:00am and ending at 11:30pm instead of 1:00am thereby reducing hours and avoiding night time premiums. Recreation program schedule will adjust slightly to accommodate.

In addition, PPL will offer a 2% early payment discount (net 15 days) that the City intends to attain.

After negotiations there is an increase of \$22,291.10 per year (\$212,668.22-\$190,377.12) or a 12% increase from the 2013-2019 contract. The increase is attributed to increased cost of labour however remains good value considering inflation increase has been greater than 20% from 2013 to 2022.

By awarding this contract, the City will be able to maintain service levels and fixed pricing from 2023-2024 and avoid any potential for large market increases from 2025-2027 seeing a maximum of 4% for each optional extension period.

OPTIONS AND DISCUSSIONS

The Thornlea Pool requires at a minimum four staff on site to provide coverage for the hours the building is open. Upon factoring the cost of wages, benefits, and liabilities, it is more cost-effective to outsource these service requirements than to provide these services through in-house staff. Recreation staff estimate the requirement for four staff may cost upwards of \$320,000 (\$80,000 x 4) per year as opposed to this award for \$212,668 per year.

Continuous 24 hour, 7 days a week pool and building maintenance with staffing from 5:00am – 11:30pm is a niche service with limited local providers. Recreation Services has been satisfied with ongoing service of PPL and support awarding this contract despite only having 1 bid as a result.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The annual shortfall of \$25,668.22 will be captured as part of the 2023 contract escalations and adjusted accordingly, subject to Council approval of the 2023-2027 operating budgets. There is no impact to the Life Cycle Replacement and Capital Reserve.

ENVIRONMENTAL CONSIDERATIONS

The maintenance contract includes interior and exterior services using environmentally sustainable cleaning products. All pool chemicals and some equipment will be provided through existing City contracts.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Goal	Examples – How the Solution can Help Achieve the Goal
Exceptional Services by Exceptional People	PPL has been providing excellent and reliable facility maintenance for Thornlea Pool for just under 10 years.
Engaged, Diverse & Thriving City	Supports clean and safe facilities for users of Markham facilities.
Safe & Sustainable Community	Continuous pool and building maintenance including routine cleaning is imperative to operating a safe and sustainable pool for users.
Stewardship of Money & Resources	Being a niche service with limited providers, this initiative supports long lasting relationships with local business providers who support the community.

BUSINESS UNITS CONSULTED AND AFFECTED:

Comments from Recreation and Finance have been incorporated into this report.

RECOMMENDED BY:

Mary Creighton,
Director, Recreation Services

Eddy Wu,
Acting Commissioner, Community Services

Trinela Cane,
Commissioner, Corporate Services



Report to: General Committee

Meeting Date: December 6, 2022

SUBJECT: Consulting Services to Secure Access to Community Data
Insights and Analysis

PREPARED BY: Chris Rickett, Director, Economic Growth, Culture and
Entrepreneurship

RECOMMENDATION:

1. That the report entitled “Consulting Services to Secure Access to Community Data Insights and Analysis” be received; and
2. That the tendering process for consulting services to secure access to community data insights and analysis” be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 Non Competitive Procurement, item (b) which states, “Where there is only one source of supply for the goods to be purchased”; and
3. That the contract for consulting services be awarded to Environics Analytics for a five (5) year term in the amount of \$387,507.00 inclusive of HST; and
 - \$74,862 Year 1 (2023)
 - \$76,155 Year 2 (2024)
 - \$77,475 Year 3 (2025)
 - \$78,821 Year 4 (2026)
 - \$80,194 Year 5 (2027)
 - Total \$387,507
4. That the 2023-2027 award amounts be funded from the 2023 Capital Project - City of Markham Environics Analytics, and operating accounts 610 998 5808 (Business Development), 998 100 5630 (Library), and 500 998 5630 (Recreation) subject to Council approval of the annual budget; 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 obtain approval to award a five (5) year contract (2023-2027) for access to community data insights and analysis to enhance public services / engagement to Environics Analytics.

BACKGROUND:

Environics Analytics is the premier provider of analytics services in North America with over 3,500 clients across Canada and the United States, including over 50 public sector clients across all three levels of government. Through their proprietary web-based and privacy compliant analysis tool, they provide access to over 50,000 datasets with over 50,000 variables related to every postal code in Canada.

Markham's relationship with Environics Analytics began in 2008, their data has been utilized by Recreation Services and the Markham Public Library to inform strategic decisions, including program design and marketing, as well as to gain insight into resident interests and needs.

Through this relationship, these two (2) departments have had access to four (4) specific datasets:

1. Demographic – provides population, household, ethnic diversity, participation, and income.
2. Behaviors – ability to build lifestyle and media profiles of customers in order to improve marketing initiatives.
3. Psychographic – ability to understand social values of users, allowing to better target and message to audiences.
4. PRIZM – features 67 segments that capture insights into demographic, lifestyles and values in Canada.

Through discussions with other City departments, including Corporate Communications, IT, Planning, as well as Economic Growth, Culture and Entrepreneurship, there is an interest in expanding the use of Environics Analytics data across the City. In addition to expanding the use of the data, there is also an interest to expand the number of datasets available, including community life, community health, household spend, food spend, social media, and mobility data sets.

OPTIONS/DISCUSSION:

The expansion in the number of City departments using the Environics Analytics datasets, as well as increasing the number of datasets that are available, requires a new enterprise license.

During negotiations with Environics Analytics, the City was able to reduce the proposed annual cost of \$100,900 to the following options:

1. One (1) year agreement at a cost of \$80,630
2. Five (5) year agreement at a cost of \$73,567 for year 1 and a 1.7% increase in years 2-5.

Given that staff have used Environics Analytics for over 10 years and expect to do so moving forward, staff are recommending agreeing to a five (5) year term and maximizing the annual savings.

Staff are seeking approval to waive the tendering process for consulting services to secure access to community data insights and analysis in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 Non Competitive Procurement, item (b) which states:

- “Where there is only one source of supply for the goods to be purchased”;

Due to the ongoing relationship with Environics Analytics staff are recommending that continuity of data is crucial to support the ongoing work of the departments.

FINANCIAL CONSIDERATIONS

The 2023-2027 award amounts be funded from both Capital and Operating accounts subject to Council approval of the annual budget as shown below:

	Total	Annual
2023 Capital Request - City of Markham Environics Analytics	\$ 97,100	\$ 19,420
G/L Account 610 998 5808 Business Development	100,000	20,000
G/L Account 998 100 5630 Library	17,500	17,500
G/L Account 500 998 5630 Recreation	17,500	17,500
Total Funding Available for 2023		\$74,420

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance has reviewed and approved the report.

RECOMMENDED BY:

Chris Rickett, Director,
Director, Economic Growth, Culture and
Entrepreneurship

Arvin Prasad, MPA, RPP, MCIP
Commissioner, Development Services