



# General Committee Meeting Agenda

**Meeting No. 2 | February 27, 2024 | 9:30AM | 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:

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### 2. EMAILING A WRITTEN SUBMISSION:

Members of the public may submit written deputations by email to [clerkspublic@markham.ca](mailto: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](mailto: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](#).

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**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.**

## Information Page

### **General Committee Members:**

All Members of Council

### **General Committee**

Chair: Councillor Keith Irish

Vice Chair: Deputy Mayor Michael Chan

### **Finance & Administrative Matters**

Chair: Councillor Keith Irish

Vice Chair: Deputy Mayor Michael Chan

### **Community Services Matters**

Chair: Councillor Isa Lee

Vice Chair: Councillor Juanita Nathan

### **Environment & Sustainability Matters**

Chair: Councillor Amanda Collucci

Vice Chair: Councillor Ritch Lau

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

Chair: Councillor Andrew Keyes

Vice Chair: Councillor Keith Irish

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

Alternate formats are available upon request.

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

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

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

**General Committee is scheduled to recess for lunch from  
approximately 12:00 PM to 1:00 PM.**



# General Committee Agenda

Meeting Number: 2

February 27, 2024, 9:30 AM - 1:00 PM

Live streamed

Please bring this General Committee Agenda to the Council meeting on February 28, 2024.

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## 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 JANUARY 30, 2024 GENERAL COMMITTEE (16.0)

5

1. That the minutes of the January 30, 2024 General Committee meeting be confirmed.

### 4. DEPUTATIONS

### 5. COMMUNICATIONS

### 6. PETITIONS

### 7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE MATTERS

#### 7.1 MINUTES OF THE OCTOBER 12, 2023 MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0)

16

1. That the minutes and notes of the October 12, 2023 Environmental

Advisory Committee be received for information purposes.

- 7.2 MINUTES OF THE NOVEMBER 27, 2023 MARKHAM PUBLIC LIBRARY BOARD MEETING (16.0) 20**
1. That the minutes of the November 27, 2023 Markham Public Library Board meeting be received for information purposes.
- 7.3 2023 INVESTMENT PERFORMANCE REVIEW (7.0) 29**
- M. Visser, ext. 4260
1. That the report dated February 13, 2024 entitled “2023 Investment Performance Review” be received; and further,
  2. That staff be authorized and directed to do all things necessary to give effect to this resolution.
- 7.4 STAFF AWARDED CONTRACTS FOR THE MONTHS OF NOVEMBER & DECEMBER 2023 (7.12) 42**
- A. Moore, ext. 4711
1. That the report entitled “Staff Awarded Contracts for the Months of November & December 2023” be received; and,
  2. That Staff be authorized to amend the reporting for contracts awarded by Staff from a monthly report to a quarterly report; and further,
  3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.
- 7.5 289-T-23 MARKHAM VILLAGE PHASE 1A - STORM SEWERS AND WATERMAIN UPGRADES (7.12) 53**
- P. Kumar, ext. 2989
1. That the report entitled “289-T-23 Markham Village Phase 1A - Storm Sewers and Watermain Upgrades” be received; and,
  2. That the contract for be awarded to the lowest priced Bidder, Drainstar Contracting Ltd. in the amount of \$18,746,673.19, inclusive of HST; and,
  3. That a 15% contingency in the amount of \$2,812,000.98 inclusive of HST, be established to cover any additional construction costs and that authorization to approve expenditures of the contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,
  4. That the construction award in the amount of \$21,558,674.17

(\$18,746,673.19 + \$2,812,000.98) be funded from the account 058-6150-23468-005 “Markham Village Flood Control Phase 1A - Construction” as outlined under the Financial Considerations Section in this report; and,

5. That funding of \$350,000.00 be retained in the account for other services as described under Financial Considerations Section; and,
6. That the remaining funds from this tender relating to project #23468 “Markham Village Flood Control Phase 1A - Construction” in the amount \$53,543.83 (\$21,962,218.00 - \$21,558,674.17-\$350,000.00) be returned to the Stormwater Fee Reserve; and,
7. That a 5-year moratorium be placed on any major servicing and utility installation along restored areas of the following streets:
  - i. Church Street (from Maple Street to 9<sup>th</sup> Line); and,
  - ii. Jack Court; and,
  - iii. Judy Court; and,
  - iv. Jill Court; and,
  - v. Sir Isaac Gate; and,
  - vi. King Arthur Court; and,
  - vii. Rose Way; and further,
8. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## **8. PRESENTATIONS - FINANCE & ADMINISTRATIVE MATTERS**

### **8.1 PRELIMINARY RESULTS OF 2020-2026 STRATEGIC PLAN COMMUNITY SURVEY (16.23)**

61

B. Frois, ext. 3792

1. That the presentation entitled “Preliminary Results of 2020-2026 Strategic Plan Community Survey” be received.

## **9. REGULAR REPORTS - FINANCE & ADMINISTRATIVE MATTERS**

### **9.1 REQUEST FOR APPROVAL OF REVISED TERMS OF REFERENCE FOR MARKHAM ACCESSIBILITY ADVISORY COMMITTEE (16.34)**

77

V. Chai, ext. 7781 / D. Honsberger, ext. 2331

1. That the report titled “Request for Approval of Revised Terms of

Reference for Markham Accessibility Advisory Committee” be received; and,

2. That the name of the “Markham Advisory Committee on Accessibility” be changed to the “Markham Accessibility Advisory Committee”; and,
3. That the revised Terms of Reference for the Markham Accessibility Advisory Committee be approved in substantial conformity with the Terms of Reference attached as Appendix A; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

10. MOTIONS

11. NOTICES OF MOTION

12. NEW/OTHER BUSINESS

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

13. ANNOUNCEMENTS

14. ADJOURNMENT



## General Committee Meeting Minutes

**Meeting Number: 1**  
**January 30, 2024, 9:30 AM - 1:00 PM**  
**Live streamed**

Roll Call	Mayor Frank Scarpitti Deputy Mayor Michael Chan Regional Councillor Jim Jones Regional Councillor Joe Li Regional Councillor Alan Ho Councillor Keith Irish Councillor Ritch Lau	Councillor Reid McAlpine Councillor Karen Rea Councillor Andrew Keyes Councillor Amanda Collucci Councillor Juanita Nathan Councillor Isa Lee
Staff	Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner, Corporate Services Morgan Jones, Commissioner, Community Services Arvin Prasad, Commissioner, Development Services Claudia Storto, City Solicitor and Director of Human Resources Joseph Silva, Treasurer Kimberley Kitteringham, City Clerk	Alice Lam, Acting Commissioner, Community Services Alex Moore, Manager of Purchasing & Accounts Payable Chris Bullen, Manager, By-Law Services Hristina Giantsopoulos, Election/Council & Committee Coordinator Tharsikaa Irajewaran, Assistant to Council/Committee Jason Yang, Information Technology Services Jeffrey Rahim, Supervisor, Municipal Law Enforcement By-Law Enforcement

### 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.

General Committee convened at 9:45 AM. Councillor Keith Irish presided as Chair for all items on the agenda.

## **2. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

## **3. PRESENTATION**

### **3.1 2023 MARKHAM SANTA CLAUS PARADE - RECOGNITION OF PARADE WINNERS AND CONTRIBUTORS (12.2.6)**

The 49th Markham Santa Claus Parade was held in-person on November 25, 2023.

Council recognized the following parade winners, volunteers, Rotary Club Members and City Staff who contributed to this successful community event:

#### **Awards**

##### Commercial Entry:

1. School of Rock
2. Miller Waste

##### Non-Commercial Entry

1. Rotary Clubs of Markham
2. Markham Fair

##### Marching Group:

1. 748 Army Cadets
2. St. Andrews Co-op Play School

##### Band

1. Philippines Heritage Band
2. Neil McNeil High School Band

##### School

1. North Toronto Collegiate Band
2. Michael Power/St. Joseph School



Theme

1. Chapel Place Presbyterian Church/St. Maurice & St. Verena
2. Centre for Dreams

**Sunrise Rotary Club Volunteers**

1. Cheryl Petruk, Co-Chair
2. Tina Martin, Co-Chair
3. Jim Sandiford, Past Chair
4. Susan Peterson
5. Gare Peterson
6. CJ Jones.
7. Jon Stevens
8. Roger Bynoe
9. Sean King
10. Howard Waiser
11. Joe Chen
12. Pauline Lai
13. Brendan Pilgram
14. Peter Still
15. Charles Martin
16. Rachel Martin
17. Marlene Waiser
18. Adam Waiser
19. Jeff Nezon
20. Ross Bowser
21. George Scott
22. Lee Jones
23. Cecilia Yung

24. Margot Bynoe
25. Darlene McLeod
26. Mabel Gu
27. Avery Wislesky
28. Terry Meades
29. Albert Lenz
30. Cameron Humphries
31. David Flood, York Regional Police
32. Warren Owen, York Regional Police
33. Domenic Crupi
34. Bernie Tanunagara

**City of Markham Staff**

1. Eric Lizotte, Manager, Corporate Security
2. Renee Zhang, Manager, Corporate and Community Events
3. Alex Moore, Manager, Procurement & Accounts Payable
4. Lisa Cerone, Culture and Economic Development
5. Ceilidh Stringer, Exhibition Engagement Administrator
6. Linda Stott, Senior Advisor, Corporate Communications
7. Ryan McCluskey, Lead, Sponsorship, Marketing & Advertising, Corporate Communication
8. Daniel Epton, Senior Graphic Designer, Corporate Communications
9. Kisha Powell, Media Relations & Communications Specialist, Corporate Communications
10. Lloyd Tran, Specialist, Corporate Communications
11. Maxine Roy, Manager, Corporate Communications
12. Melissa Ho, Event Coordinator, Corporate & Community Events
13. Koby Yung, Event Coordinator, Corporate & Community Events
14. Jon Angrove, Supervisor, Road Operations

15. Arpad Toplak, Sign Maintenance
16. Joe Basque, Sign Maintenance
17. Andrew Eng, Sign Technician, Operations
18. Mike Conway, Operations, Working Supervisor
19. Trevor Gauthier, Operations, Labourer/Road Patrol
20. Bryan Fuglerud, Truck Driver, Operations
21. Mark Leadbetter, Facility, Yard Maintenance
22. Pat Fry, Working Supervisor, Roads
23. Jim Cass, Truck Driver, Operations
24. Cynthia Szeto, Markham Museum
25. Chris Bullen, Manager, By-Law Services
26. Jeffrey Rahim, Supervisor, By-Law Services

Moved by Mayor Frank Scarpitti

Seconded by Councillor Karen Rea

1. That Council congratulate all parade winners and to extend thanks to all those who participated in the Santa Claus Parade.

**Carried**

#### **4. APPROVAL OF PREVIOUS MINUTES**

##### **4.1 MINUTES OF THE DECEMBER 5, 2023 GENERAL COMMITTEE (16.0)**

Moved by Regional Councillor Alan Ho

Seconded by Regional Councillor Jim Jones

1. That the minutes of the December 5, 2023 General Committee meeting be confirmed.

**Carried**

#### **5. DEPUTATIONS**

There were no deputations.

#### **6. COMMUNICATIONS**

**6.1 YORK REGION COMMUNICATIONS (13.4)**

Moved by Mayor Frank Scarpitti

Seconded by Councillor Isa Lee

1. That the following communications dated November 30, 2023 from York Region be received for information purposes:
  1. Homelessness in York Region and Development of a Homelessness Service System Plan
  2. Waterloo Court Decision and Homeless Encampments
  3. 2023 Servicing Capacity Assignment
  4. Update on Implementation of the Community Safety and Well-Being Plan for York Region
  5. York Region's 2023 to 2027 Multi-Year Accessibility Plan
  6. Vacant Home Tax Update

**Carried**

**7. PETITIONS**

There were no petitions.

**8. CONSENT REPORTS - FINANCE & ADMINISTRATIVE MATTERS****8.1 MINUTES OF THE SEPTEMBER 11, 2023 RACE RELATIONS COMMITTEE MEETING (16.0)**

Moved by Councillor Ritch Lau

Seconded by Deputy Mayor Michael Chan

1. That the minutes of the September 11, 2023 Race Relations Committee meeting be received for information purposes.

**Carried**

**8.2 MINUTES OF THE NOVEMBER 2, 2023 MARKHAM SANTA CLAUS PARADE COMMITTEE MEETING (16.0)**

Moved by Councillor Ritch Lau

Seconded by Deputy Mayor Michael Chan

1. That the minutes of the November 2, 2023 Markham Santa Claus Parade Committee meeting be received for information purposes.

**Carried**

**8.3 268-R-23 CONSULTING ENGINEERING SERVICES FOR SHORT TERM FLOW MONITORING, DATA COLLECTION AND DELIVERY (2024 – 2028) (7.0)**

Moved by Councillor Ritch Lau

Seconded by Deputy Mayor Michael Chan

1. That the report entitled “Award of RFP 268-R-23 Consulting Engineering Services for Short Term Flow Monitoring, Data Collection and Delivery (2024 – 2028)” be received; and,
2. That Contract 268-R-23 Consulting Engineering Services for Short Term Flow Monitoring, Data Collection and Delivery (2024 – 2028) be awarded to the highest ranked/ lowest priced bidder “AECOM Canada Ltd.” in the 2024 amount of \$123,445.36, inclusive of HST; and,
3. That a 10% contingency in the amount of \$12,344.54 inclusive of HST, be established to cover any additional costs in 2024 and that authorization to approve expenditures of this contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,
4. That the total cost for 2024, in the amount of \$135,789.90 (\$123,445.36 + \$12,344.54), be funded from Capital Project 23266 “Wastewater Flow Monitoring” with an available budget of \$261,800.00; and,
5. That the remaining budget in the amount of \$126,010.10 (\$261,800.00 - \$135,789.90) be returned to the original funding source; and,
6. That Staff be authorized to exercise the option to renew the contract for four (4) additional years (2025 - 2028), subject to performance and adoption of the 2025 - 2028 capital budgets as follows:
 

2025:	
\$96,421.69 (Inclusive of Contingency and HST)	2026: \$99,437.14
(Inclusive of Contingency and HST)	2027: \$102,554.08 (Inclusive of
Contingency and HST)	2028: \$105,775.18 (Inclusive of Contingency
and HST), and further,	
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

#### 8.4 RFP 255-R-23 MARKHAM PUBLIC LIBRARY MATERIAL AND PROCESSING SERVICES (7.12)

Moved by Councillor Ritch Lau

Seconded by Deputy Mayor Michael Chan

1. That the report entitled “RFP 255-R-23 Markham Public Library Material and Processing Services” be received; and,
2. That the contract # 255-R-23 for Markham Public Library Material and Processing Services be awarded to the two (2) highest ranked/lowest priced bidders: Library Bound Inc. - \$1,535,016.02 (All print, talking books, nonfiction DVDs, multilingual CDs and video games) CVS Midwest Tape - \$156,128.33 (Fiction DVDs & CDs); and,
3. The term of the Contract is for three (3) years commencing on January 1, 2024 and ending on December 31, 2026 with the option to renew for two (2) additional one year periods in the annual amount of \$1,691,144.35 (inclusive of HST); 2024 - \$1,691,144.35\* 2025 - \$1,691,144.35\* 2026 - \$1,691,144.35\* 2027 - \$1,691,144.35\*\* 2028 - \$1,691,144.35\*\*  
 Total: \$8,455,721.75 ;  
 \*For the three (3) year contract term (January 1, 2024 – December 31, 2026), costs will be at the same itemized pricing. \*\*The two (2) optional renewal years (January 1, 2027 – December 31, 2028), costs will be adjusted based on the Consumer Price Index for All Items Ontario for the twelve (12) month period ending December in the applicable year; and,
4. That the contract in 2024 will be funded from project #23462 - Library Collections approved as part of the 2023 in-year capital additions. Funding for 2025 – 2028 collections are subject to adoption of the 2025 - 2028 budgets; and,
5. That the Director of Library Administration & Operational Support, and Senior Manager of Procurement & Accounts Payable be authorized to exercise the option to renew the contract in year 4 and 5 subject to performance and Council adoption of the annual budget; and further,
6. That staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried****9. MOTIONS**

There were no motions.

**10. NOTICES OF MOTION**

There were no notices of motion.

**11. NEW/OTHER BUSINESS****11.1 PROCLAMATION REQUEST FOR CHINESE HERITAGE MONTH IN FEBRUARY 2024**

Regional Councillor Joe Li addressed the Committee to request that February be proclaimed as Chinese Heritage Month.

The Committee discussed the cultural significance of the request and also expressed concerns regarding the urgency of the request, the current procedure in which to request a proclamation and that proclamations are made at Council.

There was a suggestion to defer the matter in order to provide appropriate notice of the request and to follow existing protocol, however the Committee endorsed the request and will be placed on the January 31, 2024, Council Meeting Agenda for consideration.

Moved by Councillor Amanda Collucci  
Seconded by Councillor Juanita Nathan

That the Committee add this matter to the agenda for consideration.

**Carried by a Two Thirds Vote**

Moved by Councillor Andrew Keyes  
Seconded by Councillor Karen Rea

That this matter be deferred to an upcoming meeting to allow time to provide notice to the public and follow existing proclamation procedures.

**Lost**

Moved by Regional Councillor Joe Li  
Seconded by Councillor Juanita Nathan

1. That the City proclaim February 2024 as Chinese Heritage Month; and,

2. That this proclamation request be added to the City of Markham's five year proclamation list; and further,
3. That staff be directed and authorized to do all things necessary to give effect to this resolution.

**Carried**

## **12. ANNOUNCEMENTS**

There were no announcements.

## **13. CONFIDENTIAL ITEMS**

General Committee convened into Confidential Session at 11:10 AM.

Moved by Mayor Frank Scarpitti

Seconded by Councillor Karen Rea

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

**Carried**

### **13.1 FINANCE & ADMINISTRATIVE MATTERS**

#### **13.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES- NOVEMBER 21, 2023 (16.0) [Section 239 (2) (c)(b)(k)]**

The Committee confirmed the General Committee Confidential Minutes of November 21, 2023.

#### **13.1.2 PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR BOARD EMPLOYEES (BOARD/ COMMITTEE APPOINTMENTS); (16.24) [Municipal Act 2001, Section 239 (2) (b)]**

The Committee consented that this item be deferred to a future meeting.

#### **13.1.3 PENDING LEASE OF REAL PROPERTY, WARD 8 (8.2)**

The Committee consented to place this item on the January 31, 2024, Confidential Council Meeting Agenda for consideration.

#### **13.1.4 VERBAL UPDATE FROM CITY SOLICITOR ON A LITIGATION MATTER; (WARD 3) (8.7)**



The Committee consented to defer this matter to the January 31, 2024,  
Confidential Council Meeting Agenda for consideration.

**14. ADJOURNMENT**

Moved by Councillor Juanita Nathan

Seconded by Regional Councillor Joe Li

That General Committee adjourn from confidential session at 12:36 PM and not return to  
open session or report out on any matter.

**Carried**



**MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE  
MINUTES**

**Canada Room  
October 12, 2023**

**Attendance**

**Present**

Stuart Cumner, Chair  
Karl Lyew (Virtually attended)  
Frank Vignando  
Ashok Bangia  
Victoria Choy  
Jack Heath  
Sarena Karpouzis  
Christina Wong  
Cliff Chan  
Catherine Jeffrey  
Robert Willats  
Yash Kapur  
Councillor Amanda Collucci  
Councillor Ritch Lau

**Regrets**

Andrew Hazen, Vice Chair  
Paddy Wong

**Staff**

Graham Seaman, Director, Sustainability  
and Asset Management  
Jennifer Wong, Manager, Sustainability  
Jacqueline Tung, Community  
Engagement Coordinator  
Laura Gold, Committee Clerk

Markham Environmental Advisory Committee  
October 12, 2023

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### **1. CALL TO ORDER**

The Environmental Advisory Committee convened at 7:12 PM with Stuart Cumner in the Chair

The Committee welcomed the new members, and members took turns introducing themselves.

The Chair thanked Karl Fernandes for his service on the Committee, noting that he stepped down from the Committee in June 2023.

### **2. CHANGES OR ADDITIONS TO THE AGENDA**

There were no changes or additions to agenda.

### **3. ADOPTION OF THE MINUTES OF THE MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE MEETING HELD ON MAY 25, 2023**

Moved by Victoria Choy

Seconded by Ashok Bangia

That the Minutes of the May 25, 2023, Markham Environmental Advisory Committee be approved as presented.

**Carried**

### **4. MATTERS ARISING FROM THE MINUTES**

The Committee briefly discussed the reduction of formal committee meetings from monthly to quarterly.

Graham Seaman, Director, Sustainability and Asset Management, advised that the direction to move to a quarterly meeting schedule comes from the Mayor. The change was implemented to permit both staff and members with more time to prepare and complete assigned tasks between meetings, and to drive more measurable outcomes from committee activities. Informal meetings are permitted between meetings, but staff will not attend these meetings.

### **5. NEW BUSINESS**

### **a. General Orientation and Accessibility Training**

Laura Gold, Council/Committee Coordinator, consulted the Committee on potential dates for the General Orientation and Accessibility Training. The Committee agreed to hold the orientation and training session on November 2<sup>nd</sup> from 7-8 PM. A meeting request for the training and orientation session will be circulated to members.

### **b. Vice-Chair Election**

Stuart Cumner, Chair, advised that a new Vice-Chair needs to be elected at the next meeting, explaining that traditionally the Vice-Chair will take over the position of Chair after serving for one year.

### **c. Markham's Community Energy Initiatives**

Graham Seaman, Director, Sustainability and Asset Management, Jennifer Wong, Manager, Sustainability, and Jaqueline Tung, Community Engagement Coordinator, provided a presentation on Markham's Community Energy Initiatives. A series of presentations will be provided over the next couple of meetings on the Sustainability Office's programs, and on how the Committee can play a role in supporting the programs. This meeting's presentation focused on "Community Energy Initiatives – Existing Building Retrofits". The objective of the program is to reduce greenhouse gas emissions (GHGs) from existing residential and commercial buildings, and at the same time help residents and businesses offset the cost of their utility bill. An overview of the ongoing projects supporting this initiative was provided, including the Mattamy Springwater Geo-Exchange System, and Power.House Hybrid projects. Committee Members were encouraged to attend two virtual workshops: 1) Home Efficiency Retrofit Orientation (HERO) – November 9, and December 7; and 2) Sealing Energy Leakage (SEL) – Oct 17, Nov 14, and Dec 12, 2023.

Staff questioned how Markham can motivate residents and businesses to reduce their GHGs quickly and cost efficiently. The importance of understanding the community's needs and wants with respect to reducing GHGs to achieve this goal was noted, as many municipalities' community programs aimed at reducing GHGs have not been successful. Cost remains a significant barrier for many residents, and businesses in regards to improving the energy efficiency of their homes or businesses. Therefore, the City needs to convince homeowners and businesses that they can do it. Staff advised that they need both MEAC and industries' voice on this initiative. At this stage staff are figuring out what questions they would like to ask.

Markham Environmental Advisory Committee  
October 12, 2023

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Staff advised that a copy of today's presentation will be circulated to the Committee after the meeting. This presentation is not to be shared with the public outside of MEAC members, and that at the November 30<sup>th</sup> meeting, Staff will continue the discussion on the Community Energy Initiatives – Existing Building Retrofits presentation, including how MEAC can help move this initiative forward.

**d. MEAC Focus**

This item was deferred to the next meeting.

**6. ADJOURNMENT**

The Environmental Advisory Committee adjourned at 9:06 PM

**AGENDA 2.1****MARKHAM PUBLIC LIBRARY BOARD****Regular Meeting****Minutes of Regular Meeting held on Monday, November 27, 2023 7:02 p.m. Virtual Meeting**

Present from Board: Ms. Margaret McGrory, Chair  
 Mr. Raymond Chan, Vice-Chair  
 Mr. Michael Armes  
 Deputy Mayor Michael Chan  
 Mr. Edward Choi  
 Councillor Ritch Lau  
 Mr. Harout Manougian  
 Ms. Winnie Phung  
 Ms. Lisa Tomjenovic  
 Ms. Jenny Tung  
 Ms. Gail Vlahopoulos  
 Mr. Kenneth Wightman  
 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. Susan Price, Board Secretary

Regrets: Mr. Steve Hsu  
 Mr. Robin Choy

Guests: Mr. Morgan Jones, Commissioner, Community Services

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

Ms. Margaret McGrory, Chair called the meeting to order at 7:02 p.m.

Moved by Mr. Raymond Chan  
 Seconded by Mr. Kenneth Wightman

**Resolved that the agenda be approved.**

Carried.

**1.1 Declaration of Conflict of Pecuniary Interest**

None.

**AGENDA 2.1**1.2 **Delegation**

None.

The Chair welcomed Commissioner, Community Services Mr. Morgan Jones.

1.3 **Chair's Remark****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.

Agenda 4.1 Annual Policy Review will be deferred until after the February 3, 2024 governance workshop.

OLA Super Conference: If anyone is interested in attending to let the Board Secretary know by December 7. The Chair encouraged members to consider attending, particularly the OLBA Trustee Boot Camp on the Saturday.

An In camera meeting will follow the regular meeting and a reminder that these are strictly confidential so Board members were asked to ensure they are in a private location or using headphones.

At the public consultation of the City's corporate strategic plan held November 22, 2023, it was announced that the current plan, Building Markham's Future Together (BMFT), which was set to expire in 2023 has been extended to 2026, and the Mayor invited community input to inform its further development. There is an online survey on the City's official website that Board members are encouraged to complete before the deadline of December 15.

2.0 **Approval of Minutes:**

## 2.1 Library Board Minutes October 23, 2023

Moved by Ms. Lisa Tomjenovic

**AGENDA 2.1**

Seconded by Deputy Mayor Michael Chan

**Resolved that the minutes of the October 23, 2023 Library Board Meeting be confirmed.**

Carried.

**2.2 Consent Agenda:**

Moved by Mr. Kenneth Wightman

Seconded by Ms. Winnie Phung

**Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.1 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 Media Coverage Islamic Heritage Month-Excel Attachment**

Carried.

**3.0 CEO's Highlights:**

The Chair asked the CEO to comment on the highlights and Mrs. Biss noted:

- Timeline for the 2024 Budget Process has been extended due to the *Strong Mayor Powers Act*.
- Regarding the ransomware incident at Toronto Public Library, the City of Markham IT department has excellent processes and safeguards in place to protect library data from such attacks.
- Generational change (dynamics of different generations) and how knowledge of these generational differences provides an opportunity to improve our understanding of residents and staff, and insight into what the future may hold.
  - The Board commented on these generational variances as drivers of future change, the need for library space for residents to work away from their offices and asked staff to investigate fundraising habits of each of the generational groups.
- In the Monitoring section of the report, EL2j, the CEO reported on actions taken to respond to complaints received regarding the temporary removal of Islamic Heritage Month Displays:



## AGENDA 2.1

- The policy on requests to reconsider library materials and displays is being revised to keep the collection item or display in place until a decision on the request has been made.
- A process for celebrating heritage and identity recognition dates has been established to take effect in 2024.
- Working with the National Council of Canadian Muslims (NCCM) to develop an anti-Islamophobia training plan to be delivered to all staff

There was a lot of discussion, questions and concerns that all equity-deserving groups be considered in the development of new policies, and that these new policies ensure this kind of incident will not happen again.

A Board member asked if would be possible for the Board to be included in the anti-islamophobia “sensitivity training” and/or see the materials

The CEO also noted that staff receives training pursuant to the City’s Diversity and Inclusion Plan, such as unconscious bias and Anti-Black Racism.

Moved by                    Mr. Edward Choi  
Seconded by                Ms. Gail Vlahopoulos

**Resolved that the report entitled “CEO’s Highlight’s November 2023” be received.**

Carried.

### 3.1 **Markham Centre Update, November, 2023**

Staff explained that the report on best practices to gain support for a central library is based on best practices identified through a survey of CEOs in library systems with recent experience in building a central library.

The CEO confirmed that the library would be combining funding approved in Capital Budget projects for the library with that of Recreation to hire a consultant to investigate the provision of services in intensification areas including Markham Centre. The project will investigate the service needs of the community, the potential for partnerships and the community’s point of view regarding a central library for the City of Markham.

The Vice-chair suggested a sub-committee be formed in support of a central library and the Chair suggested waiting until after the January meeting to decide on timelines.

**AGENDA 2.1**

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

**Resolved that the report entitled “Markham Centre Update, November, 2023” be received.**

Carried.

4.0    **Annual Monthly Policy Review:**  
 4.1    **Policy Governance Wording Review**

As per the Chair's remarks this process has been deferred.

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. Raymond Chan)

Mr. Chan stated that the report was straight forward and indicated a strong working relationship with staff. He 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. Raymond Chan  
 Seconded by        Mr. Edward Choi

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

Carried.

5.2    **Executive Limitation: EL-1 General Executive Constraint**  
 (Assigned to Mr. Jay Xie)

Mr. Xie noted that the report provides the Board with a high-level description of the Library's general approach to carrying out its activities in the community and found the report to be complete and compliant. He contacted Board members by e-mail and did not receive any questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's General Executive Constraint comply with the requirements of EL-1 policy.

**AGENDA 2.1**

Moved by                Mr. Jay Xie  
 Seconded by            Mr. Harout Manougian

**Resolved that the report entitled “Internal Monitoring Report: Executive Limitation, EL-1, General Executive Constraint” be received.**

Carried.

5.3 **Executive Limitation: EL-2a, Customer Treatment**  
 (Assigned to Mr. Harout Manougian)

Mr. Manougian noted this annual report outlines the steps MPL takes to ensure customer safety, privacy and dignity. He contacted the Board by e-mail and did not receive any questions or concerns but needed a couple of clarifications on the 2023 numbers that were responded to at the meeting

The report confirmed that the CEO and MPL’s practices relative to MPL’s Customer Treatment comply with the requirements of EL-2a policy.

Moved by                Mr. Harout Manougian  
 Seconded by            Mr. Jay Xie

**Resolved that the Report entitled “Internal Monitoring Report: Executive Limitation, EL-2a Customer Treatment” be received.**

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

Ms. McGrory attended the OLS Assembly meeting for board members of libraries serving a population of over 75K. There were a number of presentations, an update on the Governance Hub on the OLS website which outlines what is expected of public library boards in each year of the 4-year governance cycle, and a review of OLS publications including Valuing Ontario Libraries Toolkit (VOLT) which she had sent out the Board. Round table discussions included topics such as homelessness, overnight stays in libraries, extended hours and staff-less libraries, new Ontario recycling regulations and how it affects discarding of books, diversity, and board recruitment, and Strong Mayor Powers. Next OLS Assembly meeting is spring 2024.

**AGENDA 2.1****8.0 Ownership Linkage:****8.1 Input from Board Members**

The Chair noted that the CEO and a number of Board members attended the Mayor's strategic planning meeting, Building Markham's Future Together (BMFT). The event provided the opportunity to meet and speak with elected officials and members of the community. One of the attendees commended the Library for its resilience during the pandemic; thanking the library for staying open at some facilities to provide services and access to materials that were a lifeline to her and her family.

**9.0 Board Advocacy:****9.1 Winter 2024 Library Programs**

Staff gave a brief overview of Library Programs, mentioning the Family Literacy Day event January 22, 2024. Staff advised the Board about how to attend an event and indicated that if they were to attend they would be introduced as members of the Library Board. Attendance provides an opportunity for Board members to interact with the community, and advocate for library programs and services.

Moved by                      Ms. Gail Vlahopoulos  
Seconded by                 Mr. Kenneth Wightman

**Resolved that the report "Winter 2024 Library Programs" be received.**

Carried.

**10.0 Education:****10.1 Welcome to the MPL Board Part III: The Public Library Sector in Ontario**

Staff gave a comprehensive review of the Library legislation, parameters of Board composition, areas of responsibility, shared services, funding and the various associations relevant to public libraries. In addition, staff provided an overview of top concerns and priorities of public libraries by association. There was also an explanation of the different influences on funding.

Moved by                      Mr. Kenneth Wightman  
Seconded by                 Mr. Harout Manougian



**AGENDA 2.1**

**Resolved that the schedule of the 2024 Board meeting and Agenda Planning dates be received.**

Carried.

12.0 **New Business**

There was a question about the status of hybrid meetings. At this time there is no budget (proposed 2024) for the technology that would be required to make this a viable option. The CEO responded that they are still working toward a hybrid model as soon as possible.

13.0 **Board Evaluation:**

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

The Chair thanked Members for completing the questionnaire and providing feedback. After the February 3, 2024 governance workshop on Board Ends, it is anticipated that there will be a rework of the agenda format and content to provide more time for the Board to focus on its priorities, particularly for discussion on progress towards achieving Board Ends.

Moved by                    Mr. Raymond Chan  
Seconded by                Ms. Winnie Phung

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

Carried.

14.0 **In Camera Agenda (after adjournment)**

15.0 **Adjournment**

Moved by Ms. Gail Vlahopoulos and seconded by Mr. Edward Choi that the meeting be adjourned 8:48 p.m.



Report to: General Committee

Meeting Date: February 13, 2024

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**SUBJECT:** 2023 investment Performance Review  
**PREPARED BY:** Mark Visser, Senior manager, Financial Strategy & Investments x. 4260

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**RECOMMENDATION:**

- 1) THAT the report dated February 13, 2024 entitled “2023 Investment Performance Review” be received;
- 2) AND THAT staff be authorized and directed to do all things necessary to give effect to this resolution.

**EXECUTIVE SUMMARY:**

Not applicable

**PURPOSE:**

Pursuant to Regulation 438/97 Section 8, the Municipal Act requires the Treasurer to “prepare and provide to the Council, each year or more frequently as specified by Council, an investment report”.

The investment report shall contain,

- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;
- (b) a description of the estimated portion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year’s report;
- (c) a statement by the Treasurer as to whether or not, in his opinion, all investments were made in accordance with the investment policies and goals adopted by the municipality;
- (d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
- (e) such other information that the Council may require or that, in the opinion of the Treasurer, should be included.

**BACKGROUND:**

The 2023 budget for Income Earned on Investments was \$14.479 million based on an estimated average general portfolio balance of \$450.0M invested at an average rate of 3.22%. The 2023 budget was increased by \$3.479 million over the 2022 budget amount, and was set based on what was deemed to be sustainable over the next several years. As discussed during past budget processes, any 2023 interest earned in excess of \$14.479 million will be transferred to reserves.

For the year ending December 31, 2023, the City of Markham's Income Earned on Investments was \$30.959 million, representing a \$16.480 million favourable variance to budget.

Both the actual average portfolio balance and average rate of return were higher than budgeted. The details of these two factors will be discussed below.

**Interest Rate**

Since March 2022, the Bank of Canada have raised interest rates multiple times. In 2023, the Bank of Canada raised interest rates by 75 basis points, increasing the Prime Rate to 7.2%.

In 2023, the City's investments had an average rate of return of 5.15%, 193 basis points higher than the budgeted rate. Furthermore, the City earned \$5.289 million in capital gains, thereby increasing the annual rate of return to 6.21%, 299 basis points higher than the budgeted rate.

The difference in the rate of return accounts for a favourable variance of \$14.907 million.

**Portfolio Balance**

The forecasted average portfolio balance for 2023 was \$450.0 million. The actual average general fund portfolio balance (including cash balances) for 2023 was \$498.9 million. The higher portfolio balance accounts for a favourable variance of \$1.573 million.

**Variance Summary**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Portfolio Balance	\$450.0m	\$498.9m	\$49.8m
Interest Rate	3.22%	6.21%	2.99%
Investment Income	\$14.479m	\$30.959m	<b>\$16.480m</b>
Portfolio Balance Variance Impact			<b>\$1.573m</b>
Interest Rate Variance Impact			<b>\$14.907m</b>

**Portfolio Composition**

All investments made in 2023 adhered to the City of Markham Investment Policy. At December 31, 2023, 37% of the City's marketable securities portfolio was comprised of government issued securities and 63% of the portfolio was made up of instruments issued



by Schedule A Banks. All of these levels are within the targets established in the City's Investment Policy. (Exhibit 1).

The December 31, 2023 marketable securities portfolio was comprised of the following instruments: Bonds 41%; GICs 19%; and Principal Protected Notes 40%. (Exhibit 2)

At December 31, 2023, the City's portfolio balance (all funds excluding Development Charges) of \$355.0 million was broken down into the following investment terms (Exhibit 3):

	<u>2023</u>	<u>2022</u>
Under 1 month	37.8%	24.1%
1 month to 3 months	2.7%	4.1%
3 months to 1 year	4.6%	6.5%
Over 1 year	54.8%	65.2%
Weighted average investment term	2,143 days	2,574 days
Weighted average days to maturity	1,265 days	1,572 days

### **Money Market Performance**

The City of Markham uses the 3-month T-bill rates to gauge the performance of investments in the money market. The average 3-month T-bill rate for 2023 was 4.74% (source: Bank of Canada). Non-DCA Fund money market investments held by the City of Markham in 2023 (including bank balances) had an average return of 4.91%. Therefore, the City's money market investments outperformed 3-month T-Bills by 17 basis points. See Exhibit 4 for all Money Market securities held by the City of Markham in 2023.

### **Bond/Principal Protected Notes Market Performance**

At December 31, 2023, the City held 24 bonds and 23 Principal Protect Notes in the general fund portfolio. The amortized value of these investments at year-end was \$229.9 million. The market value of these investments at December 31, 2023 was \$232.6 million. This translates into \$2.7 million of unrealized gains at year end.

#### Principal Protected Notes (PPNs)

Principal Protect Notes are a safe way for municipalities to participate in the equity market. PPNs are notes of indebtedness issued by a bank, which provide a return profile based on an index (i.e. the TSX Low-Volatility index) or basket of equities without requiring direct ownership in the underlying indexes or equities (the underlying holdings are owned by the issuing bank). PPNs are fixed-income securities that guarantee a minimum return equal to the investor's initial investment if held to maturity. In other words, the principal is protected and the City can never lose its initial investment amount.

PPNs often have a low (or no) annual interest component. However, the upside can be quite significant depending on the "participation rate". The participation rate is percentage that the PPN holder receives compared to the overall increase of the underlying indexes or equities. For example, if a \$5 million PPN has a 60% participation

rate, that means if the underlying index increased by 50% over the duration of the investment, the holder would receive \$6.5 million upon maturity, for a \$1.5 million net gain [calculated as: \$5 million \* (1+ (50% increase \* 60% participation rate))].

The participation rate is often determined based on a function of duration and annual coupon payments (i.e. the guaranteed interest amount). The lower the coupon and longer the duration of the note, the higher the participation rate. The highest participation rate of a PPN owned by Markham is 625%.

At December 31, 2023, the City owned 23 PPNs with a combined face value of \$107.0 million. The market value of these PPNs at December 31, 2023 was \$117.5 million. This translates into \$10.5 million of unrealized gains at year end.

See Exhibit 5 for all 2023 Bond/PPN transactions and holdings.

### **Reserve Funds and Other Interest**

The following table outlines the interest earned on investments for all major City funds and reserves.

	<u>Average Balance</u>	<u>Interest Earned</u>	<u>Average Rate</u>
General Portfolio	\$498,800,000	\$30,959,000	6.21%
Reserve Funds (+ve balances)	\$359,000,000	\$17,760,000	4.95%
Reserve Funds (-ve balances)	(\$373,500,000)	(\$25,270,000)	6.77%
Trust Funds	\$2,460,000	\$61,700	2.50%
Alectra Promissory Note	\$67,900,000	\$2,994,000	4.41%
MEC/District Energy Loans	\$16,800,000	\$872,000	5.19%
Development Charge Reserves	\$100,400,000	\$5,248,000	5.23%

Because of the large swing in portfolio balances throughout the year (due to the timing of the collection and disbursement of taxes), there will always need to be a significant portion of the City's funds invested in the money market (i.e., short-term investment window) to ensure access to sufficient cash to meet City needs.

The net negative rate of return on the reserve funds is a combination of two factors:

- 1) The City's Interest Allocation Policy (as approved by Council) stipulates that money market rates be allocated to the interest bearing reserves and bond interest be allocated to the general portfolio. The reasons for this are 1) over the long term, bond rates generally outperform money market rates, therefore the City is able to achieve higher rates of return in its general portfolio and thereby reducing the immediate need for tax increases; 2) bond market rates are more stable which allows for smoother budgeting; and 3) reserves and reserve funds can more easily absorb these money market rate fluctuations as the requirements for these funds are longer term in nature.
- 2) The Interest Allocation Policy also stipulates that "any reserves or reserve funds with negative balances will be charged at a rate of prime."

The \$373.5 million of interest bearing reserves with a negative balance were charged \$25.270 million of interest (average interest rate of 6.77%). Note: a negative rate of return simply means that the general portfolio is earning a return by “lending” funds to reserves in a negative balance.

**OPTIONS/ DISCUSSION:****Outlook**

It is expected that the Bank of Canada will start cutting interest rates in 2024. The City’s cash balances are expected to be low for most of the year, limiting the ability to take advantage of these rates before they decline further. As was the case in 2023, a large portion of investment income will likely come from interest on internal borrowing.

**FINANCIAL CONSIDERATIONS**

The 2024 budget for Income Earned on Investments is set at \$17.479 million (an increase of \$3 million over 2023) as that is considered to be a minimum level that will be sustainable in the long term. Any interest income earned over the \$17.479 million budget in 2024 will be transferred to reserves at the end of the year.

**HUMAN RESOURCES CONSIDERATIONS**

Not applicable

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Not applicable

**BUSINESS UNITS CONSULTED AND AFFECTED:**

Not applicable

**RECOMMENDED BY:**

Joseph Silva, Treasurer

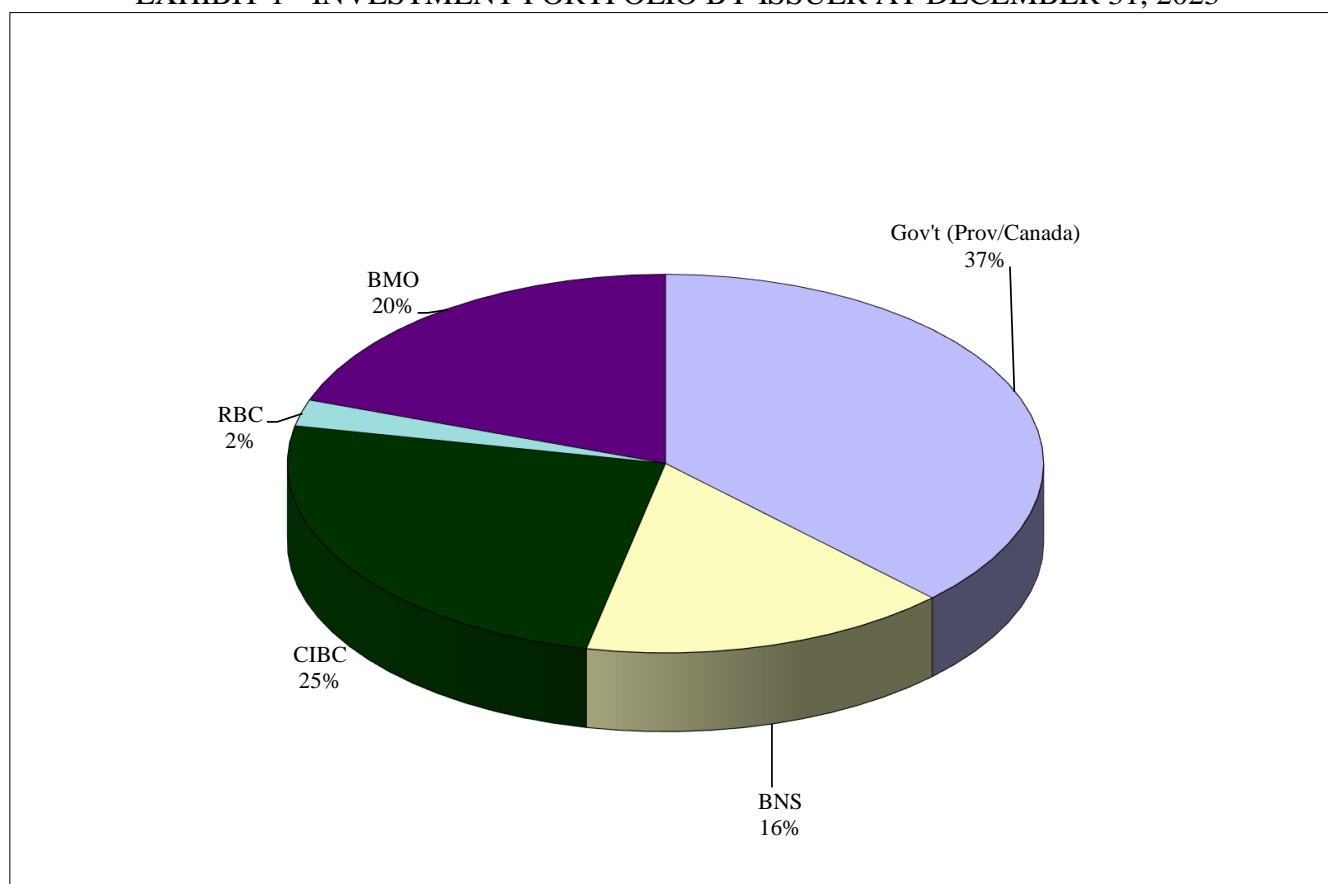
Trinela Cane, Commissioner, Corporate  
Services

**ATTACHMENTS:**

Attachment 1:

- Exhibit 1 – Investment Portfolio by Issuer
- Exhibit 2 – Investment Portfolio by Instrument
- Exhibit 3 – Investment Terms
- Exhibit 4 – 2023 Money Market Investments
- Exhibit 5 – 2023 Bond Market Investments
- Exhibit 6 – 2023 DCA Fund Investments

## EXHIBIT 1 - INVESTMENT PORTFOLIO BY ISSUER AT DECEMBER 31, 2023

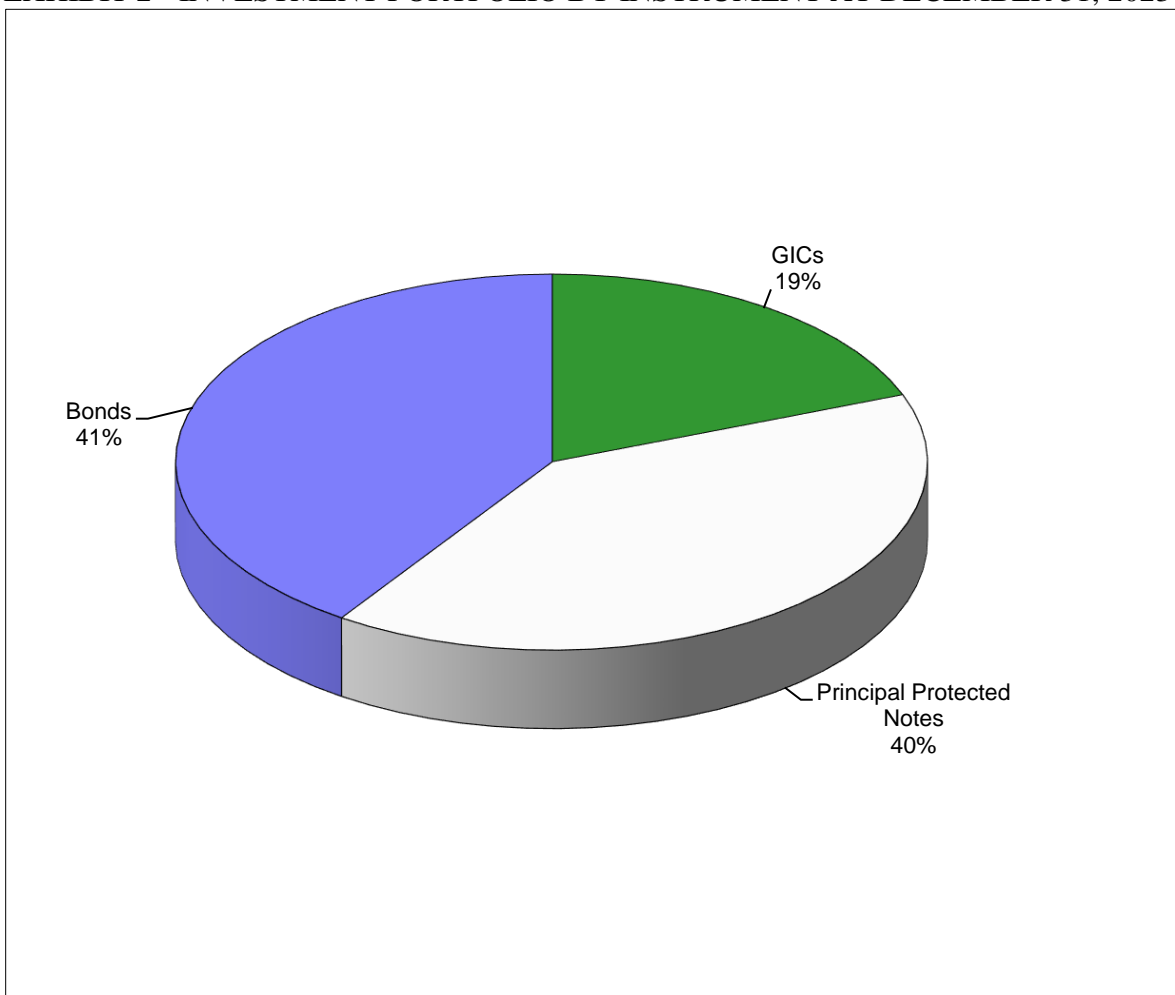


Year-End Portfolio Balance (All Funds; excluding bank balances): \$265.2m

	<u>Investment Policy Targets</u>	<u>Portfolio at Dec 31/23</u>
Government (Federal/Provincial)	>40%, no max	37% *
Government (Municipal)	max 30%	0%
Schedule A Banks:		
Bank of Nova Scotia	max 20%	16%
Bank of Montreal	max 20%	20%
CIBC	max 20%	25% *
Royal Bank of Canada	max 20%	2%
Toronto Dominion	max 20%	0%
Schedule A Banks Total	max 60%	63% *
Schedule B Banks:	max 15%	0%
		<u>100%</u>

\* The City's Investment Policy allows for deviations of +/- 5% in order to take advantage of market conditions

EXHIBIT 2 - INVESTMENT PORTFOLIO BY INSTRUMENT AT DECEMBER 31, 2023



Year-End Portfolio Balance (All Funds; excluding bank balances): \$265.2m

## EXHIBIT 3 - INVESTMENT TERMS

INSTRUMENT	ISSUER	INT RATE	DATE_BGT	DATE_SOLD	BOUGHT	SOLD	LENGTH	W AVG LENGTH	DAYS to MAT	W AVG MAT
BANK BALANCE as of Dec 31, 2023		4.79	31-Dec-2023	01-Jan-2024	89,203,108.63	89,214,815.01	1	89,203,109	1	89,203,109
GIC (2027)	CIBC	3.40	06-Jan-2023	06-Jan-2024	30,000,000.00	31,020,000.00	365	7,299,999,992	6	1,519,999,992
GIC (2027)	CIBC	3.40	12-Jan-2023	12-Jan-2024	15,000,000.00	15,510,000.00	365	7,299,999,993	12	1,519,999,993
Less than 1 month					134,203,109		37.8%			
BOND	ONT	3.20	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00	4,145	7,299,999,994	38	1,519,999,994
GIC (2024)	RBC	1.90	04-Mar-2023	04-Mar-2024	6,000,000.00	6,114,000.00	366	7,299,999,995	64	1,519,999,995
Between 1 and 3 months					9,499,150		2.7%			
PPN	BMO	0.00	17-May-2023	17-May-2024	6,000,000.00	6,000,000.00	366	2,196,000,000	138	828,000,000
BOND	ONT	3.53	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00	3,765	13,166,016,750	154	538,530,300
BOND	BNS	3.33	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00	2,192	8,768,000,000	178	712,000,000
BOND	ONT	3.48	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00	3,909	10,846,693,200	337	935,107,600
Between three months and one year					16,271,750		4.6%			
BOND	SASK	2.56	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	2,276	9,723,641,000	516	2,204,481,000
BOND	ONT	1.48	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00	2,013	14,851,430,880	617	4,552,077,920
PPN	BMO	0.00	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00	3,652	21,912,000,000	821	4,926,000,000
BOND	ONT	2.13	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	2,602	8,956,084,000	1,067	3,672,614,000
PPN	BMO	1.00	05-Apr-2017	05-Apr-2027	2,000,000.00	2,000,000.00	3,652	7,304,000,000	1,191	2,382,000,000
PPN	CIBC	0.00	24-Feb-2021	24-Feb-2028	4,000,000.00	4,000,000.00	2,556	10,224,000,000	1,516	6,064,000,000
BOND	ONT	2.81	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	4,419	18,963,873,360	1,615	6,930,675,600
BOND	ONT	2.63	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	3,824	29,138,880,000	1,615	12,306,300,000
PPN	CIBC	0.00	22-Jun-2021	22-Jun-2028	4,000,000.00	4,000,000.00	2,557	10,228,000,000	1,635	6,540,000,000
PPN	BMO	0.00	16-May-2023	16-Nov-2028	3,000,000.00	3,000,000.00	2,011	6,033,000,000	1,782	5,346,000,000
BOND	ONT	3.06	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	4,364	30,372,130,800	1,798	12,513,540,600
BOND	ONT	2.93	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	4,341	21,556,537,800	1,798	8,928,508,400
PPN	BNS	3.00	29-Dec-2023	29-Dec-2028	3,000,000.00	3,000,000.00	1,827	5,481,000,000	1,825	5,475,000,000
PPN	BNS	1.50	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00	3,653	25,571,000,000	1,827	12,789,000,000
PPN	BMO	0.00	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00	3,653	18,265,000,000	1,887	9,435,000,000
PPN	BNS	0.00	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	3,654	18,270,000,000	1,929	9,645,000,000
PPN	CIBC	0.00	20-Jul-2022	20-Jul-2029	7,000,000.00	7,000,000.00	2,557	17,899,000,000	2,028	14,196,000,000
PPN	BNS	0.00	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	7,306,000,000	2,047	4,094,000,000
PPN	BNS	1.55	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	7,306,000,000	2,047	4,094,000,000
PPN	BMO	1.50	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00	4,382	26,292,000,000	2,084	12,504,000,000
BOND	ONT	3.11	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	4,247	20,813,272,900	2,163	10,600,214,100
BOND	ONT	3.05	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,185	17,801,734,500	2,163	9,200,753,100
PPN	BMO	1.00	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00	3,653	25,571,000,000	2,243	15,701,000,000
PPN	BNS	1.00	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00	3,653	25,571,000,000	2,243	15,701,000,000
PPN	BMO	0.00	22-Mar-2023	22-Mar-2030	5,000,000.00	5,000,000.00	2,557	12,785,000,000	2,273	11,365,000,000
PPN	BMO	0.00	24-Jun-2023	24-Jun-2030	4,000,000.00	4,000,000.00	2,557	10,228,000,000	2,367	9,468,000,000
PPN	CIBC	4.49	16-Oct-2023	16-Oct-2030	4,000,000.00	4,000,000.00	2,557	10,228,000,000	2,481	9,924,000,000
PPN	BMO	0.00	05-Mar-2021	05-Mar-2031	6,000,000.00	6,000,000.00	3,652	21,912,000,000	2,621	15,726,000,000
PPN	BNS	0.00	21-May-2021	21-May-2031	5,000,000.00	5,000,000.00	3,652	18,260,000,000	2,698	13,490,000,000
BOND	ONT	1.47	28-Sep-2020	02-Jun-2031	4,277,500.00	5,000,000.00	3,899	16,677,972,500	2,710	11,592,025,000
BOND	ONT	2.20	01-Mar-2021	02-Dec-2031	3,165,268.00	4,000,000.00	3,928	12,433,172,704	2,893	9,157,120,324
BOND	ONT	2.30	17-May-2021	02-Dec-2031	2,359,680.00	3,000,000.00	3,851	9,087,127,680	2,893	6,826,554,240
PPN	BNS	0.00	17-Dec-2021	17-Dec-2031	4,000,000.00	4,000,000.00	3,652	14,608,000,000	2,908	11,632,000,000
BOND	ONT	1.81	24-Feb-2021	02-Dec-2032	2,429,940.00	3,000,000.00	4,299	10,446,312,060	3,259	7,919,174,460
BOND	ONT	2.01	15-Sep-2021	02-Dec-2032	4,000,000.00	5,000,000.00	4,096	16,384,000,000	3,259	13,036,000,000
BOND	BC	2.51	03-Mar-2022	18-Jun-2033	3,777,300.00	5,000,000.00	4,125	15,581,362,500	3,457	13,058,126,100
PPN	BNS	0.00	11-Aug-2023	11-Aug-2033	3,000,000.00	3,000,000.00	3,653	10,959,000,000	3,511	10,533,000,000
BOND	CIBC	2.52	22-Sep-2021	22-Sep-2033	4,000,000.00	4,000,000.00	4,383	17,532,000,000	3,553	14,212,000,000
BOND	ONT	2.84	17-Feb-2022	02-Dec-2033	5,752,480.00	8,000,000.00	4,306	24,770,178,880	3,624	20,846,987,520
BOND	ONT	3.19	23-Mar-2022	02-Dec-2033	6,929,700.00	10,000,000.00	4,272	29,603,678,400	3,624	25,113,232,800
BOND	BC	3.60	28-Apr-2022	18-Dec-2033	4,638,340.00	7,000,000.00	4,252	19,722,221,680	3,640	16,883,557,600
BOND	ONT	4.71	03-Oct-2023	02-Jun-2035	4,645,200.00	8,000,000.00	4,260	19,788,552,000	4,171	19,375,129,200
Over 1 year					195,058,758		54.8%			

Money Market/Cash Balance Portfolio	\$	140,203,109	Average Length of Investment (days)	2,142.6
Bond/Accrual/PPN Portfolio	\$	214,829,658	Weighted Average Days to Maturity	1,265.1
Portfolio Balance Dec 31, 2023 General Fund and Other Reserves (not including DCA)	\$	355,032,767		

**APPENDIX 4 - 2023 MONEY MARKET INVESTMENTS (All Funds excluding DCA)**

INSTRUMENT	ISSUER	INT RATE	PURCHASE DATE	MATURITY DATE	COST
CASH BALANCE	CASH	5.50	31-Dec-23	1-Jan-24	89,203,108.63
GIC (2027)	CIBC	3.40	6-Jan-22	6-Jan-23	30,000,000.00
GIC (2027)	CIBC	3.40	12-Jan-22	12-Jan-23	15,000,000.00
GIC (2024)	RBC	1.90	4-Mar-22	4-Mar-23	6,000,000.00
GIC (2023)	CIBC	1.92	5-Mar-22	5-Mar-23	6,000,000.00
GIC (2023)	CIBC	1.92	5-Mar-21	5-Mar-22	6,000,000.00
GIC (2023)	BNS	3.25	1-Aug-21	1-Aug-22	10,000,000.00
GIC (2023)	BNS	3.25	1-Aug-22	1-Aug-23	10,000,000.00
GIC (2027)	CIBC	3.40	6-Jan-23	6-Jan-24	30,000,000.00
GIC (2027)	CIBC	3.40	12-Jan-23	12-Jan-24	15,000,000.00
GIC (2024)	RBC	1.90	4-Mar-23	4-Mar-24	6,000,000.00



APPENDIX 5 - 2023 BOND/PPN INVESTMENTS

BONDS THAT MATURED IN 2023:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
CIBC		3.50	12-Mar-13	7-Jan-23	4,493,412.00	6,300,000.00
BMO	-	-	17-May-22	17-May-23	6,000,000.00	6,000,000.00
ONT		3.59	4-Dec-13	8-Sep-23	2,836,040.00	4,000,000.00

BONDS/PPNs SOLD IN 2023:

ISSUER	COUPON RATE	YIELD/ PARTICIPATION	PURCHASE DATE	DATE SOLD	COST	FACE VALUE	SALE PROCEEDS	CAPITAL GAIN/(LOSS)
BMO	-	250%	16-Sep-2015	22-Mar-2023	3,000,000.00	3,000,000.00	6,277,650.00	3,277,650.00
BMO	1.00	110%	13-May-2015	05-May-2023	2,000,000.00	2,000,000.00	3,036,563.80	1,036,563.80
BMO	1.00	100%	05-Apr-2017	14-Jun-2023	3,000,000.00	3,000,000.00	3,974,658.57	974,658.57
								<b>5,288,872.37</b>

## APPENDIX 5 - 2023 BOND/PPN INVESTMENTS

## BOLD HOLDINGS at DECEMBER 31, 2023:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE	MARKET VALUE	UNREALIZED GAIN/(LOSS)
ONT		3.200	02-Oct-2012	07-Feb-2024	3,499,150.00	5,000,000.00	4,974,910.00	(11,330.70)
ONT		3.530	10-Feb-2014	02-Jun-2024	3,496,950.00	5,000,000.00	4,897,355.00	(41,165.66)
BNS	3.300	3.328	26-Jun-2018	26-Jun-2024	4,000,000.00	4,000,000.00	3,667,668.00	(332,332.00)
ONT		3.480	21-Mar-2014	02-Dec-2024	2,774,800.00	4,000,000.00	3,834,824.00	(59,549.91)
SASK		2.560	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	4,698,560.00	(136,449.23)
ONT		1.480	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00	7,441,176.00	(368,102.65)
ONT		2.130	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	3,586,064.00	(185,117.40)
ONT		2.809	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	5,134,440.00	(241,137.19)
ONT		2.630	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	8,552,130.00	(442,718.33)
ONT		3.060	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	8,408,680.00	(338,694.11)
ONT		2.930	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	5,876,514.00	(280,940.13)
ONT		3.110	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	5,659,080.00	(271,745.08)
ONT		3.050	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,850,640.00	(246,792.04)
ONT		1.472	28-Sep-2020	02-Jun-2031	4,277,500.00	5,000,000.00	3,808,050.00	(689,776.37)
ONT		2.200	01-Mar-2021	02-Dec-2031	3,165,268.00	4,000,000.00	2,979,160.00	(406,053.93)
ONT		2.300	17-May-2021	02-Dec-2031	2,359,680.00	3,000,000.00	2,234,370.00	(284,600.20)
ONT		1.810	24-Feb-2021	02-Dec-2032	2,429,940.00	3,000,000.00	2,140,512.00	(427,335.05)
ONT		2.010	15-Sep-2021	02-Dec-2032	4,000,000.00	5,000,000.00	3,567,520.00	(636,825.70)
BC		2.510	03-Mar-2022	18-Jun-2033	3,777,300.00	5,000,000.00	3,431,225.00	(544,078.30)
CIBC	2.52	2.520	22-Sep-2021	22-Sep-2033	4,000,000.00	4,000,000.00	3,225,720.00	(774,280.00)
ONT		2.840	17-Feb-2022	02-Dec-2033	5,752,480.00	8,000,000.00	5,455,705.78	(652,744.64)
ONT		3.190	23-Mar-2022	02-Dec-2033	6,929,700.00	10,000,000.00	6,819,632.22	(575,787.44)
BC		3.600	28-Apr-2022	18-Dec-2033	4,638,340.00	7,000,000.00	4,765,320.00	(212,939.08)
ONT		4.710	03-Oct-2023	02-Jun-2035	4,645,200.00	8,000,000.00	5,086,480.00	371,191.46
						<b>115,095,736.00</b>		<b>-7,789,303.68</b>

## PPN HOLDINGS at DECEMBER 31, 2023:

ISSUER	COUPON RATE	PARTICIPATION RATE	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE	MARKET VALUE	UNREALIZED GAIN/(LOSS)
BMO	-	100%	17-May-2023	17-May-2024	6,000,000.00	6,000,000.00	5,882,640.00	(117,360.00)
BMO		350%	31-Mar-2016	31-Mar-2026	6,000,000.00	6,000,000.00	8,933,340.00	2,933,340.00
BMO	1.00	100%	05-Apr-2017	05-Apr-2027	2,000,000.00	2,000,000.00	2,617,980.00	617,980.00
CIBC	-	100%	24-Feb-2021	24-Feb-2028	4,000,000.00	4,000,000.00	4,136,000.00	136,000.00
CIBC	-		22-Jun-2021	22-Jun-2028	4,000,000.00	4,000,000.00	3,990,000.00	(10,000.00)
BMO	-	245%	16-May-2023	16-Nov-2028	3,000,000.00	3,000,000.00	2,759,460.00	(240,540.00)
BNS	3.00	65%	29-Dec-2023	29-Dec-2028	3,000,000.00	3,000,000.00	3,000,000.00	-
BNS	1.50	2%	31-Dec-2018	31-Dec-2028	7,000,000.00	7,000,000.00	8,875,300.00	1,875,300.00
BMO		370%	01-Mar-2019	01-Mar-2029	5,000,000.00	5,000,000.00	5,069,950.00	69,950.00
BNS		480%	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	8,002,000.00	3,002,000.00
CIBC	-	100%	20-Jul-2022	20-Jul-2029	7,000,000.00	7,000,000.00	7,445,900.00	445,900.00
BNS	-	425%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,249,000.00	1,249,000.00
BNS	1.55	100%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	2,086,200.00	86,200.00
BMO	1.50	100%	15-Sep-2017	14-Sep-2029	6,000,000.00	6,000,000.00	6,126,960.00	126,960.00
BMO	1.00	265%	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00	7,898,800.00	898,800.00
BNS	1.00	265%	20-Feb-2020	20-Feb-2030	7,000,000.00	7,000,000.00	7,898,000.00	898,000.00
BMO		330%	22-Mar-2023	22-Mar-2030	5,000,000.00	5,000,000.00	4,598,600.00	(401,400.00)
BMO	-	380%	24-Jun-2023	24-Jun-2030	4,000,000.00	4,000,000.00	3,910,520.00	(89,480.00)
CIBC	4.49	180%	16-Oct-2023	16-Oct-2030	4,000,000.00	4,000,000.00	4,351,240.00	351,240.00
BMO	-	245%	05-Mar-2021	05-Mar-2031	6,000,000.00	6,000,000.00	5,966,460.00	(33,540.00)
BNS	-	100%	21-May-2021	21-May-2031	5,000,000.00	5,000,000.00	4,624,500.00	(375,500.00)
BNS	-	100%	17-Dec-2021	17-Dec-2031	4,000,000.00	4,000,000.00	3,456,800.00	(543,200.00)
BNS		625%	11-Aug-2023	11-Aug-2033	3,000,000.00	3,000,000.00	2,593,500.00	(406,500.00)
						<b>117,473,150.00</b>		<b>10,473,150.00</b>

## TOTAL BONDS AND PPNs

**232,568,886.00****2,683,846.32**

**APPENDIX 6 - 2023 DCA FUND INVESTMENTS**

<b>ISSUER</b>	<b>INT RATE</b>	<b>PURCHASE DATE</b>	<b>MATURITY DATE</b>	<b>COST</b>	<b>MATURITY VALUE</b>
CASH BALANCE	5.50	31-Dec-23	1-Jan-24	101,737,885.47	101,741,369.64



Report to: General Committee

Meeting Date: February 27, 2024

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**SUBJECT:** Staff Awarded Contracts for the Months of November & December 2023

**PREPARED BY:** Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the Months of November & December 2023” be received; and,
2. That Staff be authorized to amend the reporting for contracts awarded by Staff from a monthly report to a quarterly report; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), passed by Council on March 21, 2017, a report shall be submitted to Council on a monthly basis to advise of awarded contracts greater than \$50,000. This report advises Council of contracts awarded in November & December 2023 and seeks approval to amend the reporting, going forward, to a quarterly basis to align with the practice of York Region and other municipalities.

## Key Points:

- All purchases were in compliance with Procurement Bylaw 2017-8
- 23 contract awards totaling \$6,350,898.50 were approved during November & December 2023

**BACKGROUND:**

Currently, Procurement advises Council, on a monthly basis, of all contracts awarded by the Chief Administrative Officer, Commissioners, or Directors with a total cost exceeding \$50,000. Staff are proposing to maintain the financial reporting threshold of \$50,000, but are recommending to change the reporting cadence from monthly to quarterly. This would align with the practice of York Region and other municipalities, including larger municipalities such as the City of Vaughan, the City of Brampton and the City of Hamilton. This recommendation would not impact the due diligence undertaken by Staff in conducting the Procurement process, but would help reduce some of the administrative burden.

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

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

\* If one (1) of the below noted criteria is not met then the contract award is identified as outside criteria and the approval authority is changed to either the Commissioner, CAO or Council.

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

The following table provides a synopsis of the procurement activities during November & December 2023:

<b>Procurement Activity</b>	<b>Number of Awards</b>	<b>Total Award Value November &amp; December 2023</b>
Request for Tender (T)	12	\$2,829,667.80
Request for Quotation (Q)	2	\$ 81,621.64
Request for Proposal (R)	4	\$3,118,896.39
Non-Competitive Procurement (S)	5	\$ 320,712.67
<b>Total Procurement Activity</b>	<b>23</b>	<b>\$6,350,898.50</b>

The following table provides a synopsis of the procurement award amounts by Commission during November & December 2023:

<b>Procurement by Commission</b>	<b>Number of Awards</b>	<b>Total Award Value November &amp; December 2023</b>
Development Services	2	\$ 960,281.66
Corporate Services	2	\$2,854,968.06
Community Services	16	\$2,346,655.52
Chief Administrative Office	3	\$ 188,993.26
<b>Total Procurement Activity</b>	<b>23</b>	<b>\$6,350,898.50</b>

**Request for Tender (T)** – is a method of procurement that is used when the exact specifications for the deliverables are known, there are two or more sources of supply and the vendors are only required to submit pricing information. Requests for Tenders are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

**Request for Quotation (Q)** – is a method of procurement similar to a request for tender except the procurement is of a low dollar value (less than \$100,000) and may be issued to a limited number of bidders who are invited to submit bids. Requests for Quotations are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

**Request for Proposal (R)** – is a method of procurement that is used where the deliverables are not clearly specified and it is anticipated that proponents may propose a variety of alternatives to fulfill the requirements. The evaluation of proposals includes both technical (70%) and financial (30%) evaluation and the award is made to the highest scoring proponent.

**Non-Competitive Procurement (S)** – is a method of procurement whereby the Treasurer and/or the Senior Manager, Procurement may, in consultation with the applicable Director negotiate a contract for the supply of goods and services without a competitive process. These awards are generally required under circumstances where: there is only one source of supply; extension of existing contract would be beneficial to the City; specialized equipment or vehicles are being acquired; or it is deemed to be in the City's best interest to not to solicit a competitive bid.

Details of each of the projects are noted in the following table.

<b># 1 Development Services Commission</b>		
Contract # 215-R-23 <b>Consulting Services, Off-Leash Dog Area Policy and Implementation Plan</b> Term: All Work must be completed within ten (10) months	Department	Planning & Urban Design Services
	No. of Bids	2
	Vendor	Tocher Heyblom Design Inc.
	Budget	\$120,900.00
	Award Amount	\$118,923.38
	Variance	\$ 1,976.62
	The remaining funds in the amount of \$1,976.62 will be returned to original funding source.	
<b>#2</b>		
Contract # 005-T-23 <b>Victoria Square West Village Park (Heise Park) – Construction</b> Term: All work will be completed by July 17, 2024.	Department	Urban Design
	No. of Bids	21
	Vendor	Bond Paving & Construction Inc.
	Budget	\$843,756.00
	Award Amount	\$841,358.28
	Variance	\$ 2,397.79
The remaining funds in the amount of \$2,397.79 shall remain in the account for building permits for the shade structure and plumbing permit for the site services, which will be obtained by City staff prior to commencement of construction.		

<b>#3 Corporate Services Commission</b>		
Contract # 067-R-22 <b>Mount Joy Community Centre Energy Performance Retrofits consulting Services, Yonge Corridor Secondary Plan</b> Term: Phase 1 to 4 – Complete by October 2025	Department	SAM
	No. of Bids	3
	Vendor	Ameresco Inc.Mechanical
	Budget	\$3,020,401.00
	Award Amount	\$2,782,728.96
	Variance	\$ 237,672.04
The remaining budget of \$237,672.04 will remain in the account to be used for any unforeseen construction related requirements as the selected low-carbon measures and associated costs will not be confirmed until the end of Phase 1. Any remaining funds will be returned to source upon completion of the project.		
<b>#4</b>		
Contract # 274-S-23 <b>Chatbot Upgrade ChatGPT</b> Term: One (1) year initial term with two (2) one (1) year additional renewal options.	Department	ITS
	No. of Bids	Non-competitive
	Vendor	Streebo, Inc. Ltd.
	Budget	\$662,563.98
	Award Amount	\$ 72,239.10
	Variance	\$540,152.87
The remaining budget will be retained in the account to fund other ITS leveraging technology projects.		
<b>#5 Community Services Commission</b>		
Contract # 260-T-23 <b>Sewage Pumping Stations Mechanical Maintenance Services</b> Term: One (1) year with three (3) optional one-year terms, commencing on December 1, 2023, at the same terms and conditions.	Department	Environmental Services
	No. of Bids	2
	Vendor (s)	Empire United Services
	Budget	\$150,000.00
	Award Amount	\$ 66,266.11
	Variance	\$ 83,733.89
The remaining budget will be used for other capital requirements as budgeted for in the respective accounts.		
<b>#6</b>		
Contract # 079-R-23 <b>Consulting Services for the Feasibility Study of Stormwater Diversions at Swan Lake</b> Term: All work to be completed by November 30, 2024.	Department	Environmental Services
	No. of Bids	6
	Vendor (s)	AECOM Canada Ltd.
	Budget	\$145,330.00
	Award Amount	\$145,330.00
	Variance	\$ 0.00



#7		
Contract # 185-T-23 <b>Oil-Grit Separator (OGS) Cleanout</b> Term: All the Work will be completed within 30 working days.	Department	Environmental Services
	No. of Bids	6
	Vendor (s)	Super Sucker Hydro Vac Services Inc.
	Budget	\$ 88,000.00
	Award Amount	\$ 81,641.50
	Variance	\$ 6,358.50
The remaining balance of \$6,358.50 will be retained in the account for related works such as repair and OGS parts replacement as identified through the inspection component of this project.		

#8		
Contract # 269-Q-23 <b>Supply and Delivery of Specialized Forestry Equipment &amp; Supplies</b> Term: One year from January 1 to December 31, 2024 with the option to renew for three (3) additional one year periods.	Department	Operations
	No. of Bids	3
	Vendor (s)	Universal Field
	Budget	\$13,024.00
	Award Amount	\$14,751.08
	Variance	(\$ 1,727.08)
The budget shortfall in the amount of \$1,727.08 will be adjusted for in the 2024 Parks operating budget, subject to adoption of the 2024 operating budget.		

#9		
Contract # 026-Q-23 <b>Supply and Installation of Metal Staircases for Fire Department's Training Facility</b> Term: Construction to commence in April/May 2024 and must be completed within 20 working days.	Department	Fire & Emergency Services
	No. of Bids	10
	Vendor (s)	South Central Inc.
	Budget	\$44,675.77
	Award Amount	\$66,870.56
	Variance	(\$22,194.79)
The shortfall will be funded as follows: - \$9,150.00 will be funded from the same project (23119) and the two 20' containers originally budgeted for will be deferred and incorporated into the next phase of the Training Facility Configuration project, planned for 2025. - \$13,044.79 will be funded from MFES training budget account 420-669-4272, which has available budget of \$16,000.		

<b>#10</b>		
Contract # 106-R-23 <b>Consulting Services for Mt Joy Artificial Turf</b> Term: All work will be completed by March 31, 2024.	Department	Operations
	No. of Bids	2
	Vendor (s)	RK & Associates Consulting Inc.
	Budget	\$80,600.00
	Award Amount	\$71,914.05
	Variance	\$14,085.95
The remaining budget of \$14,085,95 will be retained within the project (23220) to allow staff to respond to unanticipated needs and strategic opportunities. Any surplus funding remaining at the time of project closure will be returned to the original funding source.		
<b>#11</b>		
Contract # 228-T-23 <b>Supply and Delivery of Two (2) Articulated Sidewalk Tractors</b> Term: The units shall be delivered by January 8, 2024.	Department	Operations
	No. of Bids	1
	Vendor (s)	FST Canada Inc. o/a Joe Johnson Equipment
	Budget	\$396,100.00
	Award Amount	\$390,025.73
	Variance	\$ 6,074.27
The budget remaining in the amount of \$6,074.27 will be returned to the original funding source.		
<b>#12</b>		
Contract # 241-S-23 <b>Supply &amp; Delivery of Molok Parts/Materials (Bags)</b> Term: Two (2) years from January 1, 2024 to December 31, 2025.	Department	Operations
	No. of Bids	Non-competitive
	Vendor (s)	Molok North America
	Budget	\$10,000.00
	Award Amount	\$39,623.15
	Variance	(\$29,623.15)
The contract award is based on estimated quantities of items required during the contract and are subject to fluctuation based on needs and repair requirements. Staff will monitor during 2024 and any adjustments required based on price and quantities will be made in future budgets, subject to budget adoption. The overspend projected for 2024 will be reported as part of the overall 2024 results of operations.		

<b>#13</b>		
Contract # 245-T-23 <b>City-Wide Crack Sealing Services</b> Term: The term of the Contract is from May 1 to September 15, 2024, with an option to renew for an additional three (3) terms (from May 1 to September 15 of the applicable year).	Department	Operations
	No. of Bids	6
	Vendor (s)	Right Seal Inc.
	Budget	\$125,000.00
	Award Amount	\$125,000.00
	Variance	\$ 0.00
The contract identified a requirement of 130,000 metres of crack sealing repairs and since the price has remained unchanged since 2022 (\$0.9158/metre) (130,000 x \$0.9158 = \$119,054.00), staff recommended awarding the contract to budget to maximize the state of good repair on as many roads within the City's network as possible.		
<b>#14</b>		
Contract # 251-T-23 <b>Supply and Delivery of Streetscape Planting Materials and Bedding Plants</b> Term: One year from January 1 to December 31, 2024 with the option to renew for three (3) additional years at one year increments.	Department	Operations
	No. of Bids	2
	Vendor (s)	Valleyview Gardens
	Budget	\$43,000.00
	Award Amount	\$52,372.41
	Variance	(\$ 9,372.41)
Budget shortfall will be funded from 2024 Parks growth allocation, subject to budget adoption.		
<b>#15</b>		
Contract # 252-T-23 <b>Supply and Delivery of Waterworks and Sanitary Sewer Materials</b> Term: One (1) year with an option to renew the contract for two (2) additional ONE (1) year terms.	Department	Waterworks
	No. of Bids	3
	Vendor (s)	Wolseley Canada Inc.
	Budget	\$288,966.00
	Award Amount	\$278,978.43
	Variance	\$ 9,987.57
The remaining budget will be used for other requirements as budgeted for in the respective accounts.		
<b>#16</b>		
Contract # 253-T-23 <b>Supply and Delivery of Unshrinkable Fill</b> Term: One (1) year with an option to extend the contract for two (2) additional one (1) year terms.	Department	Waterworks
	No. of Bids	2
	Vendor (s)	Stouffville Mobile
	Budget	\$60,240.00
	Award Amount	\$60,201.22
	Variance	\$ 38.78
The remaining budget will be used for other operating requirements in this account.		

<b>#17</b>		
Contract # 254-T-23 <b>Supply of Traffic Control Services</b> Term: One (1) year - commencing January 1, 2024 to December 31, 2024, with an option to extend for two (2) additional years (2025 & 2026).	Department	Waterworks
	No. of Bids	6
	Vendor (s)	ATS Traffic Ltd.
	Budget	\$67,500.00
	Award Amount	\$35,385.62
	Variance	\$32,114.38
The remaining budget will be used for other operating requirements as budgeted for in the respective accounts.		
<b>#18</b>		
Contract # 265-T-23 <b>Rehabilitation of Street Lighting System (2023)</b> Term: All work will be commencing on April 1, 2024 for 20 working weeks.	Department	Environmental Services
	No. of Bids	7
	Vendor (s)	Tristar Electric Inc.
	Budget	\$236,200.00
	Award Amount	\$214,845.06
	Variance	\$ 21,354.94
Of the remaining budget of \$21,354.94, \$21,000.00 will be retained in project #23241 to obtain 3 <sup>rd</sup> party attachment permits from Alectra to attach streetlight luminaires on existing Alectra owned hydro poles. The remaining balance of \$354.94 (\$21,354.94 – \$21,000.00) will be returned to the original funding source.		
<b>#19</b>		
Contract # 266-T-23 <b>Curb Box Rehabilitation/ Replacement Program (2024 – 2027)</b> Term: One (1) Year, with an option to renew for three (3) additional years (on a year-to-year basis).	Department	Environmental Services
	No. of Bids	7
	Vendor (s)	Ontario Water Werx
	Budget	\$608,625.00
	Award Amount	\$608,528.87
	Variance	\$ 96.13
The remaining budget of \$96.13 will be returned to the original funding source.		

<b>#20</b>		
Contract # 306-S-23 <b>Consulting Services for Mobile District Metering Area (DMA) Program</b> Term: All work will be completed by August 30, 2024.	Department	Environmental Services
	No. of Bids	Non-competitive
	Vendor (s)	HydraTek & Associates
	Budget	\$95,100.00
	Award Amount	\$94,921.73
	Variance	\$ 178.27
The remaining budget of \$178.27 will be returned to the original funding source.		
<b>#21 Chief Administrative Office</b>		
Contract # 236-S-20 <b>Contract Extension - Supply and Delivery of Footwear for Fire Services</b> Term: June 1, 2024 – May 31, 2028	Department	Fire & Emergency Services
	No. of Bids	Non-competitive
	Vendor (s)	Work Authority
	Budget	\$16,205.25
	Award Amount	\$15,327.94
	Variance	\$ 877.31
The remaining budget of \$877.31 will be retained in the account for other uniform requirements as required.		
<b>#22</b>		
Contract # 298-S-23 <b>Contract Extension - Removal of Legacy Firefighting Foams and Replacement With Next Generation Fire Suppressing Gel</b> Term: June 1, 2024 – May 31, 2028	Department	Fire & Emergency Services
	No. of Bids	Non-competitive
	Vendor (s)	Clean Harbors & PPE Solutions
	Budget	\$0.00
	Award Amount	\$98,600.75
	Variance	(\$98,600.75)
This is an extraordinary circumstance, and was not previously budgeted for. As a result, this one-time occurrence will result in an incremental 2023 operating budget shortfall of \$98,600.75 in account 420-599-4299, and will be absorbed as part of overall year-end result of operations.		
<b>#23</b>		
Contract # 257-T-23 <b>Rental of Portable Toilets</b> Term: One (1) year from January 1, 2024 to December 31, 2024, with the option to renew for three (3) additional, separate one year periods.	Department	Fire & Emergency Services
	No. of Bids	4
	Vendor (s)	Super Save Group of
	Budget	\$65,384.00
	Award Amount	\$75,064.57
	Variance	(\$ 9,680.57)
The budget shortfall will be adjusted as part of the 2024 operating budget, subject to budget adoption.		

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**RECOMMENDED BY:**

\_\_\_\_\_  
Joseph Silva  
Treasurer

\_\_\_\_\_  
Trinela Cane  
Commissioner, Corporate Services



Report to: General Committee

Meeting Date: February 27, 2024

**SUBJECT:** 289-T-23 Markham Village Phase 1A - Storm Sewers and Watermain Upgrades

**PREPARED BY:** Prathapan Kumar, Senior Manager - Infrastructure, Environmental Services, Ext. 2989  
Flora Chan, Senior Buyer, Ext. 3189

**RECOMMENDATION:**

- 1) That the report entitled “289-T-23 Markham Village Phase 1A - Storm Sewers and Watermain Upgrades” be received; and,
- 2) That the contract for 289-T-23 Markham Village Phase 1A - Storm Sewers and Watermain Upgrades be awarded to the lowest priced Bidder, Drainstar Contracting Ltd. in the amount of \$18,746,673.19, inclusive of HST; and,
- 3) That a 15% contingency in the amount of \$2,812,000.98 inclusive of HST, be established to cover any additional construction costs and that authorization to approve expenditures of the contingency amount up to the specified limit be in accordance with the Expenditure Control Policy; and,
- 4) That the construction award in the amount of \$21,558,674.17 (\$18,746,673.19 + \$2,812,000.98) be funded from the account 058-6150-23468-005 “Markham Village Flood Control Phase 1A - Construction” as outlined under the Financial Considerations Section in this report; and,
- 5) That funding of \$350,000.00 be retained in the account for other services as described under Financial Considerations Section; and
- 6) That the remaining funds from this tender relating to project #23468 “Markham Village Flood Control Phase 1A - Construction” in the amount \$53,543.83 (\$21,962,218.00 - \$21,558,674.17-\$350,000.00) be returned to the Stormwater Fee Reserve; and,
- 7) That a 5-year moratorium be placed on any major servicing and utility installation along restored areas of the following streets:
  - Church Street (from Maple Street to 9<sup>th</sup> Line);
  - Jack Court;
  - Judy Court;
  - Jill Court;
  - Sir Isaac Gate;
  - King Arthur Court; and
  - Rose Way; and
- 8) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**EXECUTIVE SUMMARY:**

Not Applicable

**PURPOSE:**

The purpose of this report is to obtain Council approval to award the contract for 289-T-23 Markham Village Phase 1A – Storm Sewers and Watermain Upgrades.

**BACKGROUND:**

Markham Village and Unionville Stormwater Flood Remediation Feasibility Study was approved by Council on September 13, 2021.

The anticipated implementation schedule is outlined in the table below:

<b>Phasing</b>	<b>Proposed Implementation Schedule</b>
<b>Phase 1A:</b> <u><b>Markham Village:</b></u> Church Street, Jack Court, Judy Court, Jill Court, Sir Isaac Gate, King Arthur Court, Rose Way	2024 - 2026
<b>Phase 1B:</b> <u><b>Markham Village:</b></u> Wooten Way North, Sir Lancelot Drive, Sir Tristram Place, Parkway Ave (part), Sir Kay Drive, Sir Gareth Court, Sir Gawaine Place, Sir Pellias Terrace, Sir Brandiles Place	2025 - 2026
<b>Phase 1C:</b> <u><b>Markham Village:</b></u> Parkway Ave, Sir Galahad Place, Strathroy Crescent, Elm Street, Paramount Road, Sir Bedevere Place, Sir Ector Court, Sir Percival Court, Sir Constantine Drive, Sir Caradoc Place, Sir Galahad Place, Sir Bodwine Place	2026 - 2027
<b>Phase 2:</b> <u><b>Markham Village:</b></u> Ramona Boulevard, Daniel Court, Fincham Road	2027 - 2028
<b>Phase 3:</b> <u><b>Markham Village/ Unionville:</b></u> Pomander Road, Gainsville Avenue, Fred Varley Drive, Friar Tuck Road	2028 - 2030
<b>Phase 4:</b> <u><b>Markham Village:</b></u> Milne Lane, Rouge Street, Major Buttons Drive/ Squire Bakers Lane, John Dexter Place, Senator Reesor's Drive	2030 - 2032

In February 2013, Council approved a 30-year Flood Control Program, which provides funding to improve the level of service of drainage systems, including a 100-year level of service for storm sewer systems. The Markham Village and Unionville Area Study was accelerated after the significant flooding that occurred in the summer of 2017. The area was



developed prior to 1978, when the City's storm drainage design standards were increased from a 5-year level of service to 100-year level of service.

The City-wide Flood Control Program is a 30-year program with an estimated cost of \$367M - \$382M (2018 dollars). To support the program, on June 24, 2014, Council approved the structure, and introduction, of the stormwater fee rates in order to meet the annual revenue target for the first 5-year cycle of the Program. The new stormwater fee supports the 30-year initiative, to improve storm drainage capacity and limit flooding risks in urban areas.

On April 16, 2019 Council approved a \$50 annual fee per residential property for 2020 and further increase of \$1 per year up to 2024 and an increase of 2% per \$100,000 of current value assessment (CVA) and 2% annual increase thereafter for non-residential properties. Stormwater fees will be re-assessed in 2025, during the Stormwater Fee Reserve model update process.

### **Construction Tender for Markham Village Phase 1A**

Due to the scope of the project, contractors were prequalified to ensure that they had the necessary qualifications, experience and resources to complete the work in accordance with the City's requirements and within the specified timelines. Prequalification 196-P-20 was issued in accordance with Purchasing By-law 2017-8.

#### **Pre-Qualification Information (196-P-20)**

Prequalification closed on	October 5, 2020
Number of Contractors picking up the Pre-qualification document	40
Number of Contractors responding to the Pre-qualification	31
Number of Contractors Pre-qualified	15

#### **Construction Tender Information (289-T-23)**

Bids closed on	February 5, 2024
Number picking up the Bid document	12
Number responding to the Bid	7

\*Out of 15 prequalified contractors, 12 picked up the bid and 7 submitted.

#### **Price Summary**

<b>Bidder</b>	<b>Bid Price (Inclusive of HST)</b>
<b>Drainstar Contracting Ltd.</b>	<b>\$ 18,746,673.19</b>

#### **OPTIONS/ DISCUSSION:**

##### Public Input

An in-person Community Information Meeting has been scheduled for February 26, 2024, prior to construction, to provide an update to the area residents and businesses, as well as to address any potential issues or concerns that the public may have on the proposed construction.

##### Traffic Management Plan

Church Street will be closed for through traffic from Maple Street to 9<sup>th</sup> Line in order to carry out the construction in a safely manner. The objective of the traffic management plan is to limit

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the traffic within the construction zone (only local traffic and emergency vehicles will be allowed) and divert traffic onto adjacent roadways.

#### Construction Moratorium

In December 2023, the City's consultant, R.V. Anderson Associates Limited, advised all utility companies (e.g. Alectra Utilities, Enbridge, Rogers and Bell Canada) that all upgrades to their infrastructure be completed prior to permanent restoration of roads in May 2026 for Phase 1A area.

Environmental Services staff is requesting that Council approve a 5-year moratorium on major construction work within the roadway listed below, which is to be enforced immediately after construction is complete. Minor and emergency repairs would be permitted. The moratorium applies to the enhancement, maintenance, repair or replacement of existing plant and construction of new plant, which may undermine the integrity of the newly improved street infrastructure. The moratorium would not affect any utility projects within the boulevard area.

#### Exceptions

While these requirements represent the City's current policy, it is recognised that, under certain circumstances, such as emergency work, providing service to a new customer, or construction identified by the Director of Environmental Services, or designate as being necessary to ensure public safety, an exception to the moratorium may be made.

Exemptions may be made, at the sole discretion of the Director of Environmental Services or designate, provided that the Applicant has investigated and evaluated all other options and can demonstrate that they are not feasible or practical. When such exceptions are granted, the Applicant shall exhaust all trenchless methods available to minimize the number and size of cuts in the street. The City, acting reasonably, may perform more extensive site restoration than would normally be expected, at the Applicant's expense, in order to mitigate the concerns of public inconvenience and the premature degradation and aesthetics of newly improved streets.

- Church Street (from Maple Street to 9<sup>th</sup> Line)
- Jack Court;
- Judy Court;
- Jill Court;
- Sir Isaac Gate;
- King Arthur Court; and
- Rose Way

#### Road Closures:

Church Street will be closed for through traffic from Maple Street to 9<sup>th</sup> Line in order to carry out the construction in a safely manner. Access to Local residents and Emergency vehicles will be allowed 24/7.

#### Project Schedule for Phase 1A:

- Mid-March 2024 - Issue of Purchase Order
- May 1, 2024 - Commencement of work

- December 20, 2024 - Completion of 45% work to base asphalt
- January to Spring 2025 - Winter Shutdown
- Spring 2025 to December 2025 – Completion of 50% work to base asphalt
- January to Mid-April 2026 - Winter shutdown
- June 2026 – Substantial completion by completing remaining 5% work
- Summer 2026 – Final Pavement/ Boulevard Restoration

#### Communications Plan

Staff will provide regular updates to the affected stakeholders as well as early notification for any disruptions to driveway access or municipal services. The City's website will provide up-to-date information, as required, on the status of the project.

#### **FINANCIAL CONSIDERATIONS**

The total budget for this project is \$23,721,300, approved by Council as a 2023 capital in-year budget addition. The project is funded from \$2 million in Canada Community Building funding (formerly Gas Tax) and the remainder from the Stormwater Fee Reserve. The below table represents the budget available for the construction component in the amount of \$21,962,218; the balance of the total budget is for contract administration and other project management costs.

	<b>Storm Sewer (#23468)</b>	
Budget Available for Construction component of this Project (A)	\$ 21,962,218.00	058-6150-23468-005 Markham Village Flood Control Phase 1A - Construction
Less: Construction Cost (B)	\$ 18,746,673.19	} Awarded to Drainstar Contracting Ltd.
Less: Construction Contingency (15%) (C)*	\$ 2,812,000.98	
<b>Total Cost (D) = (B) + (C)</b>	<b>\$ 21,558,674.17</b>	
Remaining Budget (E) = (A) – (D)	\$ 403,543.83	**

\*Staff requests the standard contingency of 10% be revised to 15% to account for several factors that may arise, including the following:

- Works are within matured community and therefore, several unknown utilities within the ROW may require relocation and may delay the construction progress;
- With deep sewer, we may find unexpected soil condition that may require additional mitigation methods like continuous dewatering, customized shoring system, and additional bedding support;
- Church Street is a very busy collector road, with one high school and two secondary schools within the neighborhood. School traffic needs to be managed through traffic control persons and York Regional Police for extended periods to address complaints from local area residents and parents who drop their children at Markham District High School. This may delay the project progress;
- Additional fees associated with excess soils management O. Reg. 406/19 that has recently been enforced (fees may include but are not limited to updates to the

requirements, additional borehole testing due to updates in soil removal quantities - soil testing results etc.);

\*\*From the remaining construction budget balance of \$403,543.83, a total of \$350,000.00 are required to carry out the following works:

- Third party permitting/ consultation fees (TRCA/ MNRF/ MECP) - \$25,000.00,
- Tree removal within the outfall area behind 7 ELM Street - \$100,000.00,
- Tree re-planting/ compensation - \$200,000.00
- Acquiring land from 7 ELM Street to construct two outfall structures - \$25,000.00.

The remaining construction budget in project #23468 “Markham Village Flood Control Phase 1A - Construction” in the amount of \$53,543.83 will be returned to the Stormwater Fee Reserve.

#### **HUMAN RESOURCES CONSIDERATIONS**

Not Applicable.

#### **OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT**

The constructed storm sewer pipes and associated infrastructure is estimated to last 100 years. There is no incremental operating budget impact.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

The proposed flood remediation program is aligned with City’s goal to provide better quality services to the public and is consistent with the Building Markham’s Future Together strategic priority on the “Growth Management” and “Environment” as it considers sustainability on the built environment.

#### **BUSINESS UNITS CONSULTED AND AFFECTED:**

The Finance department and Engineering - Transportation/ Operations - Utilities Sections on Traffic Management Plan have been consulted and their comments have been incorporated.

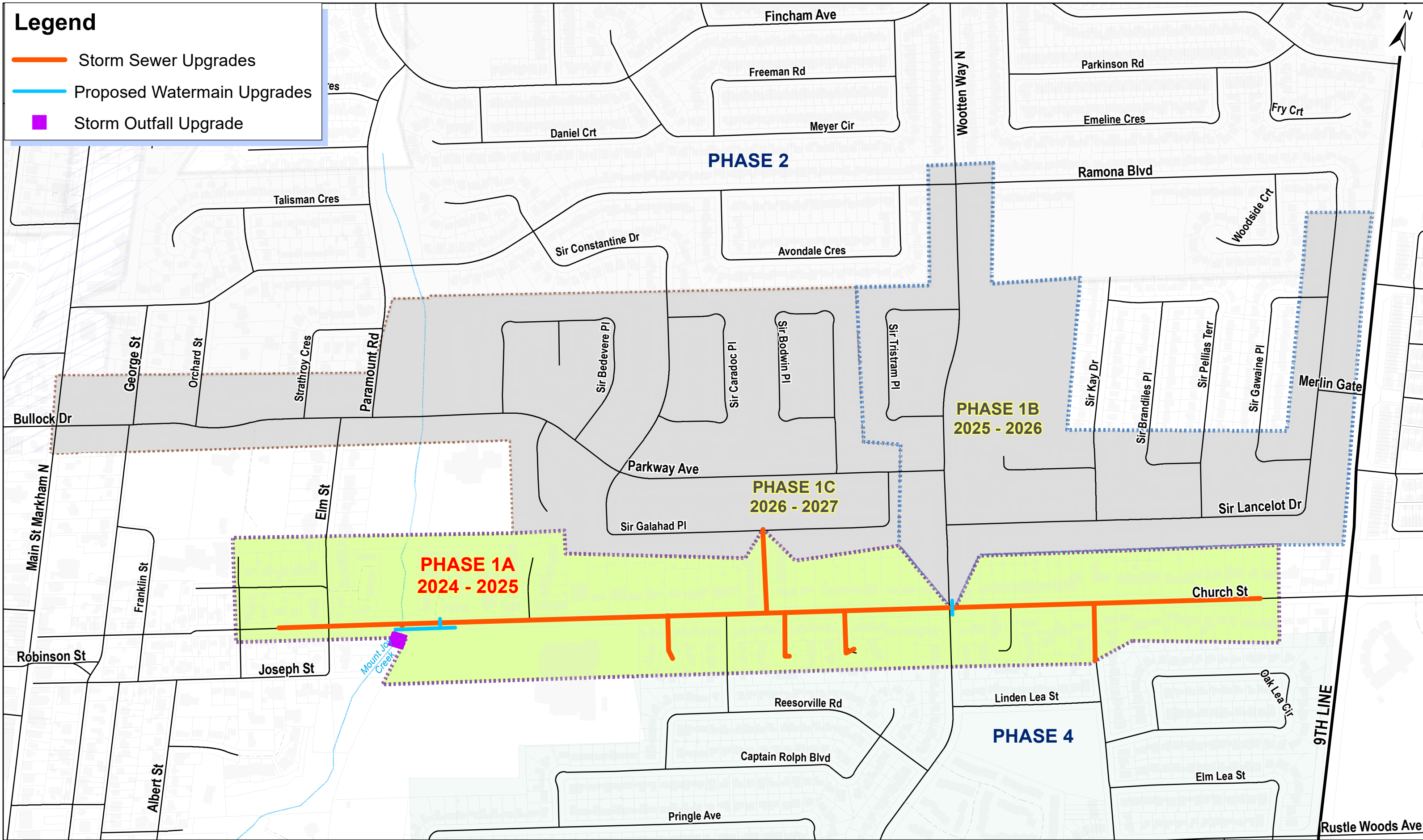
#### **RECOMMENDED BY:**

Eddy Wu, Director  
Environmental Services

Morgan Jones, Commissioner  
Community Service

#### **ATTACHMENTS:**

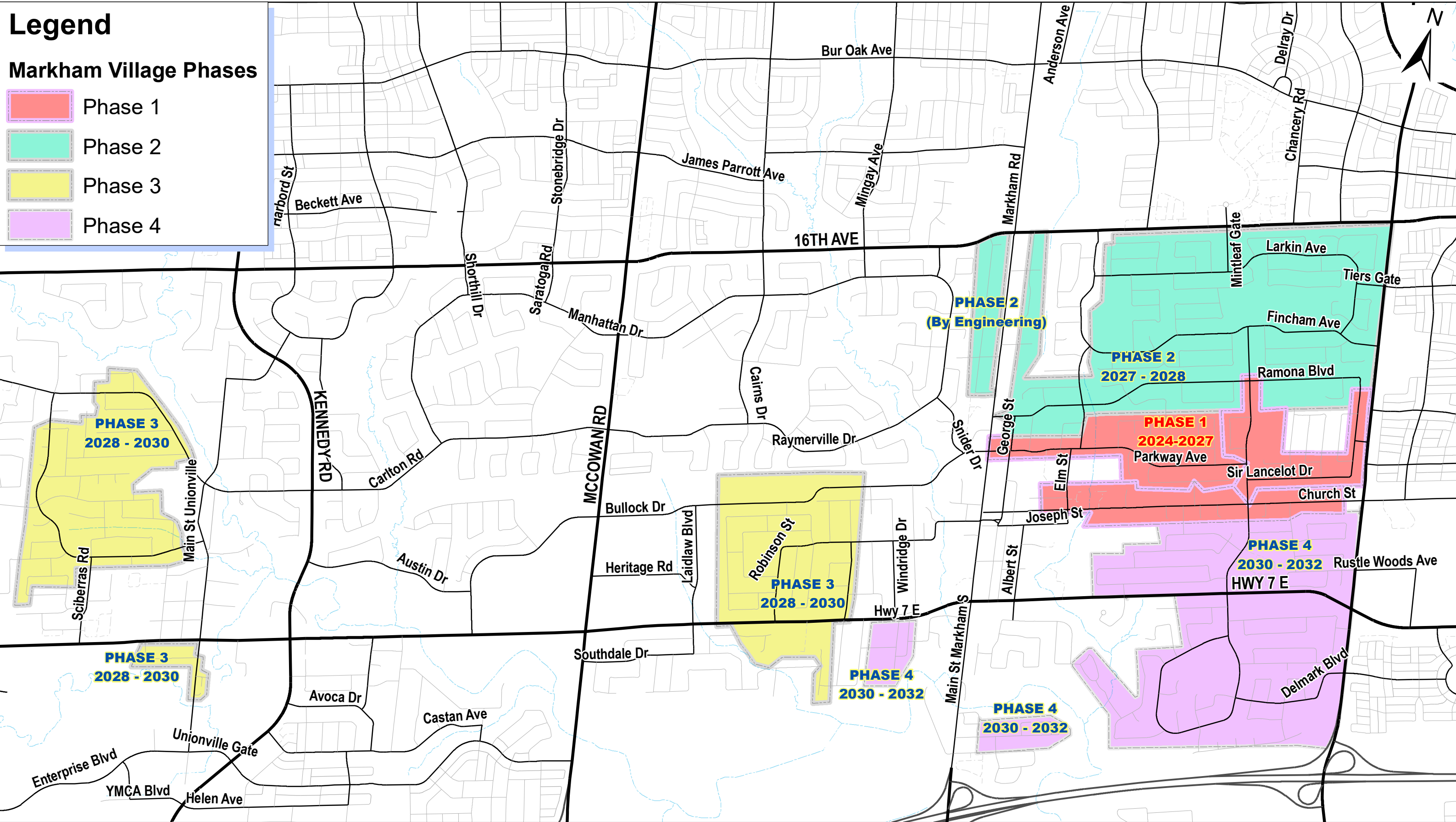
- Attachment A – Markham Village - Phase 1A Location Map
- Attachment B – Markham Village - Overall Phasing Plan



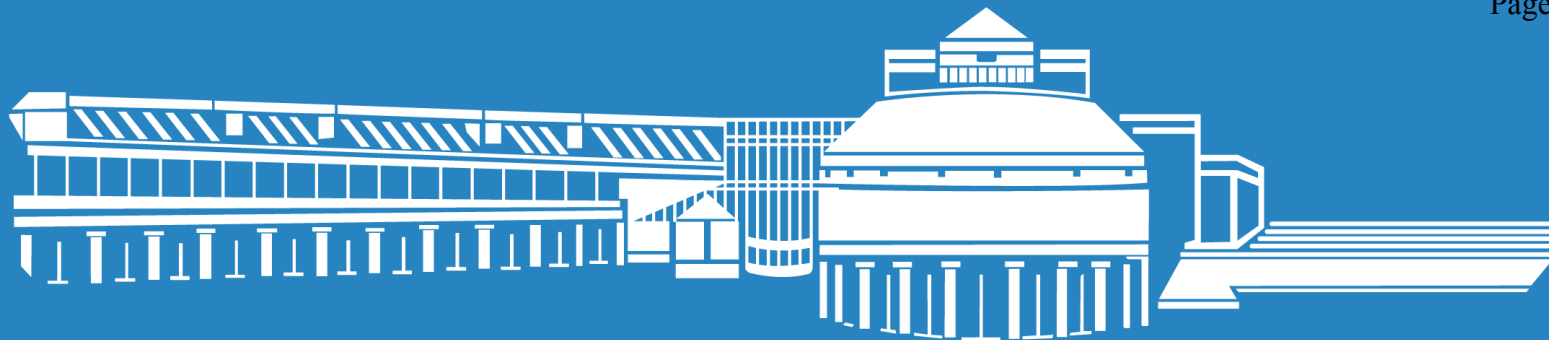


# Markham Village Flood Control Implementation Phases

## Overall Phasing Plan







# BUILDING MARKHAM'S FUTURE TOGETHER

Preliminary Results of 2020-2026 Strategic Plan Community Survey  
February 27, 2024 - General Committee



## General Committee – February

Update provided by Office of the CAO.

Provide an update on the development of the refreshed strategic plan and share initial feedback and analysis from the public consultation process.

Markham Public Library is analyzing the survey responses in greater detail and the results will be included as an appendix item in the final 2020-2026 Strategic Plan staff report for Spring 2024.





## 2020-2026 Strategic Plan Consultation Process

### Phase 1

**October 4:** General Committee – Workshop #1 for 2020-2026 Strategic Plan

**October 25:** General Committee – Workshop #2 for 2020-2026 Strategic Plan

**November 8:** General Committee – Workshop #3 for 2020-2026 Strategic Plan

### Phase 2

**November 22:** Community Information Meeting for 2020-2027 Strategic Plan

**Nov 22-Dec 15:** Community Survey (residents encouraged to complete survey)

**February 2024:** General Committee – Results from Public Consultation Process

### Phase 3

**April 2024:** General Committee - Review of final draft BMFT 2020-2026 Strategic Plan

**April 2024:** Review of BMFT 2023 Year-in-Review and Accomplishments

**May 2024:** Council Approval of 2020-2026 revised Strategic Plan. Revised BMFT Communications Templates to all staff & uploaded to Checkmark.



## Public Consultation Process

- Community Information Session held on November 22 at Markham Civic Centre.
- Launch of online Strategic Plan Community Survey on November 22. Survey closed January 10.
- Total participation in 2024 consultation process: *1000* responses





## Top Feedback from Public Information Meeting

- Importance of transparent data reporting and regular progress updates
- Improving City communications with the public
- Managing growth
- Building more transit
- Tackling congestion
- Job creation and economic prosperity
- Environmental sustainability & stewardship



## Survey Results 2024

**Question 1:** Imagine the City of Markham in 10 to 20 years. What does our community look like to you?

### Top 5 Themes:

- Managing Growth
- Tackling Congestion
- Improving Transportation Options & Enhancing Connectivity
- More Greenspaces
- Building More Housing

### Example Responses:

*“Greenest city in the GTA”*

*“A close knit community with diversity and stable living conditions”*

*“Amenities within walking distance. Well thought out, planned communities, including all of the amenities that would enable people to walk to get their basic needs”*

*“Overcrowded, traffic congestion and lack of proper infrastructure to cope with increased population.”*

*“We need more affordable housing, employment opportunities and to solve the traffic congestion and car/home theft problems.”*

*“Markham has evolved into a thriving innovation hub, attracting businesses and entrepreneurs from various sectors”*

*“Accessible, interconnected, and walkable”*

*“Very busy. We need a better infrastructure - transportation needs to improve mightily.”*



## Survey Results 2024

**Question 2:** Please list what you feel are the top actions for achieving *Exceptional Services by Exceptional People (Goal 1)* in Markham, starting with the most important.

### 2020:

1. Implement new technologies to enhance City operations
2. Leverage new technologies to interact with residents & stakeholders
3. Implement cyber security program
4. Conduct regular customer surveys
5. Expand digital access and literacy programs for residents

### 2024:

1. Test and/or Implement digital and 'Smart City' technologies (#1 in 2020)
2. Expand online service offerings (#5 in 2020)
3. Leverage non-digital & new technologies to communicate with residents (#2 in 2020)
4. Improve City website to create better user experience (*new item*)
5. Conduct regular customer surveys (#4 in 2020)



## Survey Results 2024

**Question 3:** Please list what you feel are the top actions for achieving an *Engaged, Diverse, Thriving and Vibrant City (Goal 2)*, starting with the most important.

### 2020:

1. Implement a neighbourhood partnership strategy & “Good Neighbour” program
2. Expand the community hub concept across the city
3. Adopt and implement an economic growth strategy
4. Create a community events strategy
5. Plan for a Civic Square/community gathering place

### 2024:

1. Support community events across the city (*#4 in 2020*)
2. Implement Economic Development & Culture Strategy (*#3 in 2020*)
3. Prioritize accessibility initiatives (*new item*)
4. Plan and build major civic square (*#5 in 2020*)
5. Celebrate Markham’s past & diverse communities (*new item*)



## Survey Results 2024

**Question 4:** Please list what you feel are the top actions for achieving a *Safe, Sustainable and Complete Community (Goal 3)*, starting with the most important.

### 2020:

1. Advocate for rapid transit, including Yonge Street subway
2. Implement local transportation solutions
3. Increase tree canopy to protect against climate change
4. Implement an affordable housing strategy
5. Expand road safety program

### 2024:

1. Plan for new parks, recreation, culture, libraries in future communities (*new item*)
2. Advocate for higher order transit options (Bus Rapid Transit along Hwy 7, Increased GO service) (*#1 in 2020*)
3. Prioritize actions from Markham's Affordable & Rental Housing Strategy (*#4 in 2020*)
4. Eliminate Gaps in transportation network (last mile solutions) (*#2 in 2020*)
5. Increase tree canopy (*#3 in 2020*)



## Survey Results 2024

**Question 5:** Please list what you feel are the top actions for achieving **Stewardship of Money and Resources (Goal 4)**, starting with the most important.

### 2020:

1. Leverage 'Smart City' technologies to improve efficiencies
2. Identify a Strategy to Fund Resource Requirements
3. Undertake Public Reporting Aligned to Strategic Plan
4. Investigate Other Revenue Tools and Sources
5. Develop a Plan to Communicate and Make Key City Policies Available on the City Website

### 2024:

1. Proactively manage City's assets (*#9 in 2020*)
2. Make key policies available & accessible on City website (*#5 in 2020*)
3. Align capital & capacity planning to the Strategic Plan (*#8 in 2020*)
4. Undertake public reporting aligned to the Strategic Plan (*#2 in 2020*)
5. Consider alternative sources of revenue (*#4 in 2020*)





## Respondent Demographics 2024

### Gender

**Male:** 49.6%  
**Female:** 45.5%  
**Non-Binary:** 1.1%  
**Prefer not to say:** 3.9%

### Age:

**0-18:** 1.4%  
**19-29:** 9.7%  
**30-39:** 15.6%  
**40-64:** 54.5%  
**65+:** 18.8%

### Language Spoken at Home

**Cantonese:** 12.3%  
**English:** 73.1%  
**Farsi:** 0.2%  
**French:** 0.7%  
**Italian:** 0.4%  
**Mandarin:** 2.5%  
**Punjabi:** 0.9%  
**Tamil:** 1.2%  
**Urdu:** 1.2%  
**Other:** 7.6%



## Summary

- Feedback from in-person community information meeting similar to feedback from online survey.
- Key themes prioritized by community similar to 2020 survey and results from Citizen Satisfaction Survey
- Validation that City's 2020 strategic plan is applicable to realities of 2024.
- Key learning: move away the survey from holiday season.



**We want to  
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## Advertising Analytics

### **Social Media Organic Advertising:**

Instagram, X & Facebook: 22,500 Views

### **Social Media Paid Advertising:**

Instagram, X & Facebook: 448,000 Views

**Digital Signage in community:** 815,000 Views

- Contact Centre and facility advertising
- Local & regional road print advertising





## Next Steps

- Staff will begin preparing final revised Strategic Plan 2020-2026 report for review by General Committee, targeted for April 2024.
- Anticipated approval of revised Strategic Plan for May 1, 2024.
- Launch of new Strategic Plan 2020-2026 branding in May 2024.
- Departments to begin developing 2025 & Multi-Year Business Plans incorporating 2020-2026 Strategic Plan in Summer/Fall 2024.





## Recommendations

- That the presentation entitled “Preliminary Results of 2020-2026 Strategic Plan Community Survey” be received.





# STRATEGIC PLAN

## 2020-2026



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Report to: General Committee

Meeting Date: February 27, 2024

**SUBJECT:** Request for Approval of Revised Terms of Reference for Markham Accessibility Advisory Committee

**PREPARED BY:** Victoria Chai, Assistant City Solicitor, ext 7781  
Dana Honsberger, Project Manager, Sustainability & Asset Management, ext 2331

**RECOMMENDATION:**

- 1) That the report titled “Request for Approval of Revised Terms of Reference for Markham Accessibility Advisory Committee” be received;
- 2) That the name of the “Markham Advisory Committee on Accessibility” be changed to the “Markham Accessibility Advisory Committee”;
- 3) That the revised Terms of Reference for the Markham Accessibility Advisory Committee be approved in substantial conformity with the Terms of Reference attached as Appendix A; and
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

This report seeks Council approval of the revised Terms of Reference for the Markham Advisory Committee on Accessibility, and approval of a name change to the “Markham Accessibility Advisory Committee” (the “Committee”).

**BACKGROUND:**

The Committee is an advisory committee that advises Council on the requirements and implementation of accessibility standards and other legislated requirements in the *Accessibility for Ontarians with Disabilities Act, 2005* (the AODA).<sup>1</sup>

**DISCUSSION:**

The Committee Terms of Reference sets out the framework and procedures for the Committee’s role, membership, and scope of work. The Terms of Reference were last updated in 2007. The legislation has since changed, and the Terms of Reference have now been revised to reflect the new requirements of the current legislation. The revised Terms of Reference confirm the Committee’s mandate of providing advice to Council and to act as an advisor to Council. The Committee was consulted in the preparation of the revised Terms of Reference and their feedback has been incorporated.

On November 27, 2023, the Committee met and resolved to change its name from the “Markham Advisory Committee on Accessibility” to the “Markham Accessibility

<sup>1</sup> Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

Advisory Committee”. The name change is proposed in order to maintain consistency with the AODA and other municipalities’ accessibility advisory committee’s names.

**FINANCIAL CONSIDERATIONS**

Not applicable

**HUMAN RESOURCES CONSIDERATIONS**

Not applicable

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Building Markham’s Future Together; Diversity Action Plan.

**BUSINESS UNITS CONSULTED AND AFFECTED:**

Legal Services, Legislative Services & Communications, Sustainability & Asset Management

**RECOMMENDED BY:**

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Claudia Storto  
City Solicitor and Director of People Services

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Trinela Cane  
Commissioner, Corporate Services

**ATTACHMENTS:**

Appendix A – Terms of Reference for Markham Accessibility Advisory Committee





## MARKHAM ACCESSIBILITY ADVISORY COMMITTEE

### TERMS OF REFERENCE

February 16, 2024

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#### Overview and Mandate

The City of Markham's Accessibility Advisory Committee (the Committee) is appointed by City Council (Council) for the City of Markham (the City), as required by the *Accessibility for Ontarians with Disabilities Act, 2005* (the AODA).<sup>1</sup>

The Committee will provide insights to Council and staff on issues of accessibility in order to improve opportunities for persons with disabilities. The Committee will provide insights and community perspectives, informed by lived experiences where possible, on the elimination of barriers to the achievement of social, cultural and economic well-being of persons with disabilities.

#### Duties and Scope

The Committee will:

- 1) Advise Council on:
  - a) the requirements and implementation of accessibility standards and the preparation of accessibility reports, and
  - b) accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises
    - i. that Council purchases, constructs or significantly renovates;
    - ii. for which Council enters into a new lease; or
    - iii. that a person provides as municipal capital facilities under an agreement entered into with Council in accordance with section 110 of the *Municipal Act, 2001*.<sup>2</sup>
- 2) Review in a timely manner the site plans and drawings described in section 41 of the *Planning Act*<sup>3</sup> that the Committee selects at its discretion.

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<sup>1</sup> *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11

<sup>2</sup> *Municipal Act, 2001*, S.O. 2001, c. 25

<sup>3</sup> *Planning Act*, R.S.O. 1990, c. P.13



- 3) Perform all other functions specified in the AODA and its regulations, including advising the City on compliance with the accessibility standards in the Integrated Accessibility Standards Regulation for services such as the following:
  - The proportion of on-demand accessible taxicabs required in the community
  - Recreation trails
  - Outdoor play spaces
  - Rest areas along exterior paths of travel
  - On-street parking spaces.
- 4) Provide feedback on the preparation and implementation of the City's Multi-Year Accessibility Plan and Annual Status Report as required by the AODA.
- 5) Provide guidance on and identify the needs of the community in respect of the removal and prevention of barriers in the City's by-laws, facilities, policies, programs, practices, initiatives and services.
- 6) Advise on other matters on which Council may seek the Committee's advice.

### **Membership and Term**

This Committee shall consist of a maximum of twelve (12) members. The Committee shall consist of citizen volunteers and/or professionals from the stakeholder community. Members of Council may also be appointed to the Committee in accordance with the Council direction for Council membership on Advisory Boards and Committees.

A majority of the members of the committee will be persons with disabilities, as defined by the AODA, and should reflect the diversity of the City's population.

Members are to be appointed by Council and will serve staggered terms of office of one (1), two (2), or three (3) consecutive years. Members may be reappointed in accordance with the City's Board and Committee Appointment Policy. Any changes to the membership, including replacements, will require Council approval.

The Committee will elect a Chair and Vice-Chair.

### **Membership Responsibility**

Members are expected to be familiar with the AODA and these Terms of Reference. Members are expected to contribute their expertise actively during Committee meetings.



Each Member is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members shall work together for the purpose of developing a reasonable and practical common approach.

Members shall declare any situation that is, or has the potential to be, a conflict of interest.

### **Reimbursement Of Member Expenses**

Members who are persons with disabilities will be provided with resources that are deemed necessary for them to fully participate in the Committee.

In addition, Members with disabilities may be reimbursed for any necessary travel expenses to and from meetings that occur within the City.

### **Frequency of Meetings**

Formal meetings will be held at the frequency mandated by Council for Advisory Committees. Sub-committee and ad-hoc meetings may be arranged at other times. The Chair may call special meetings. Meetings may take place in person, virtually, or in a hybrid format.

### **Meetings Procedure**

All meetings will be conducted in accordance with the City of Markham Procedure Bylaw 2017-5, as amended, the City of Markham Rules of Procedure Governing Statutory and Advisory Committees, as amended.

All Members will adhere to the City of Markham Code of Conduct for Advisory Boards and Committees and the City of Markham Respect in the Workplace Policy.

A majority of the Members shall constitute quorum.

Agendas of meetings shall be filed in the Clerk's Office.



## **Reporting to Council**

The Committee will report to Council through the General Committee. After each meeting, the meeting minutes shall be submitted to the General Committee for information.

## **Authority of Committee**

The Committee may not exercise decision-making powers or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the Committee for the sole purpose of conducting the business or work of the Committee shall be forwarded to Council for consideration and approval. The Committee may not direct staff to undertake activities without authority from Council.

## **Staff Resources**

The role of staff is to act as a resource to the Committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee.

The City may assign staff to provide support to the Committee, which may include:

- a) a Committee Coordinator, who may provide administrative staff support, including the taking of minutes, distribution of minutes and agendas, and the general administrative coordination of meetings of the Committee and any sub-committees, and
- b) a Staff Liaison, who may provide coordination between Committee and City staff on accessibility related subject matter and staff advisory support.

Staff from relevant departments may attend and provide additional advisory and technical support as relevant to the mandate and objectives of the Committee.

## **Amendment of Terms of Reference**

Council may revise the Terms of Reference as required. The Terms of Reference will be reviewed in conjunction with the City's updates to its Multi-Year Accessibility Plan.