



General Committee Meeting Agenda

Meeting No. 2 | February 11, 2025 | 9:30 AM | Live streamed

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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.

Written submissions must be received by 5:00 p.m. the day prior to 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 deputation, please register prior to the start of the meeting by:

Completing an online [Request to Speak Form](#), or,

E-mail clerkspublic@markham.ca providing full name, contact information and item they wish to speak on.

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](#).

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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 11, 2025, 9:30 AM - 10:00 AM
Live streamed

Please bring this General Committee Agenda to the Council meeting on February 25, 2025.

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 21, 2025 GENERAL COMMITTEE (16.0)

4

1. That the minutes of the January 21, 2025 General Committee meeting be confirmed.

4. PRESENTATIONS

5. DEPUTATIONS

6. COMMUNICATIONS

7. PETITIONS

8. CONSENT REPORTS - FINANCE & ADMINISTRATIVE MATTERS

8.1 2024 INVESTMENT PERFORMANCE REVIEW (7.0)

16

M. Visser, ext. 4260

1. That the report dated February 4, 2025 entitled “2024 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.

8.2 NEW USER FEES (7.4) 29

A. Khan, ext. 2201 / J. Pak, ext. 2514

1. That the report titled “New User Fees” be received; and,
2. That the new user fee, permit and fines as outlined in Appendix A be approved; and,
3. That By-Law 2012-137, Licensing, Permit and Service Fees be amended to reflect the proposed fee changes as outlined in Appendix B (Table 1.1); and,
4. That By-Law 2002-276, To Impose Fees and Charges for Services or Activities provided or done by the City of Markham, be amended to reflect the proposed fee changes as outlined in Appendix B (Table 1.2); and,
5. That Schedule A of By-Law 2018-109, a by-law to regulate the use, alteration, and occupancy of highways within the City of Markham be amended with changes as outlined in Appendix B (Table 1.3); and further,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

8.3 MINUTES OF THE SEPTEMBER 26, 2024, MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE (16.0) 40

1. That the minutes and notes of the September 26, 2024, Environmental Advisory Committee be received for information purposes.

8.4 MINUTES OF THE SEPTEMBER 16, OCTOBER 28, AND DECEMBER 16, 2024 ADVISORY COMMITTEE ON ACCESSIBILITY (16.0) 44

1. That the minutes and notes of the September 16, October 28, and December 16, 2024 Advisory Committee on Accessibility be received for information purposes.

8.5 MINUTES OF THE OCTOBER 15, 2024 BOX GROVE COMMUNITY CENTRE BOARD (16.0) 53

1. That the minutes and notes of the October 15, 2024 Box Grove Community Centre Board Member Meeting be received for information purposes.

8.6 MINUTES OF THE NOVEMBER 25, 2024 MARKHAM PUBLIC LIBRARY BOARD (16.0)

57

1. That the minutes and notes of the November 25, 2024, Markham Public Library Board be received for information purposes.

9. MOTIONS

10. NOTICES OF MOTION

11. NEW/OTHER BUSINESS

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

12. ANNOUNCEMENTS

13. ADJOURNMENT



General Committee Meeting Minutes

Meeting Number: 1
January 21, 2025, 9:30 AM - 4:30 PM
Live streamed

Roll Call	Mayor Frank Scarpitti Deputy Mayor Michael Chan 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
Regrets	Regional Councillor Jim Jones	Councillor Isa Lee
Staff	Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner, Corporate Services Claudia Storto, City Solicitor and Director of Human Resources Chris Nearing, Fire Chief Bryan Frois, Senior Manager, Executive Operations & Strategic Initiatives Joseph Silva, Treasurer Alice Lam, Director, Operations Ned Sirry, Senior Manager, ITS Operations & Project Delivery Frank Clarizio, Director, Engineering Alex Moore, Manager of Purchasing & Accounts Payable Shane Manson, Senior Manager, Revenue & Property Taxation Giulio Cescato, Director, Planning & Urban Design	Mark Visser, Senior Manager Strategy Innovation & Investments Eddy Wu, Director, Environmental Services Steven Dollmaier, Senior Manager, Roads & Survey Salia Kalali, Senior Manager Infrastructure & Capital Works Tony Casale, Senior Construction Buyer John Wong, Technology Support Coordinator Jason Yang, Technology Support Specialist II Anushrut Bharadwaj, Assistant to Council/Committee Iyana Mundo, Assistant to Council/Committee Hristina Giantsopoulos, Election/Council & Committee Coordinator Rajeeth Arulanantham, Election & Committee Coordinator

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 9:39 AM with Councillor Keith Irish presiding as Chair.

2. DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. APPROVAL OF PREVIOUS MINUTES

3.1 MINUTES OF THE DECEMBER 17, 2024 GENERAL COMMITTEE (16.0)

Moved by Councillor Andrew Keyes

Seconded by Councillor Karen Rea

1. That the minutes of the December 17, 2024 General Committee meeting be confirmed.

Carried

4. PRESENTATIONS

4.1 2024 MARKHAM SANTA CLAUS PARADE - RECOGNITION OF PARADE WINNERS AND CONTRIBUTORS (12.2.6)

The 50th Markham Santa Claus Parade was held in-person on November 30th, 2024. General Committee recognized the following parade winners, volunteers, Rotary Club Members and City of Markham Staff who contributed to the event:

Award Winners:

Commercial Entry:

Miller Waste

Tar Team Real Estate

Non-Commercial Entry:

Markham-Unionville Rotary Club, in collaboration with Stouffville
Christian School
Markham Fire Department

Marching Group:

748 Army Cadets
883 Air Commodore Leonard Birchall Squadron

Schools:

North Toronto Collegiate
Neil McNeil High School Band

Bands:

School of Rock
Kawartha Cavaliers Drum & Bugle

Theme:

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

Rotary Club of Markham Sunrise:

1. Cheryl Petruk
2. Tina Martin
3. Charles Martin
4. Jim Sandiford
5. Susan Peterson
6. Jon Stevens
7. Howard Waiser
8. Marlene Waiser
9. Adam Waiser
10. Darlene McLeod
11. Sean King
12. Peter Still
13. Paige Arseneau
14. Nigel Fung

15. Mable Gu
16. Ronald Farr
17. Cheryl Jones
18. Marc Lasorsa
19. Brendan Pilgrim
20. Jeff Nezon
21. Rachel Martin
22. Roger Bynoe
23. Terry Meades
24. Joeseeph Chen
25. George Scott
26. Peter Cusimano
27. Domenic Crupi
28. Kane Elliott

Rotary Club of Markham

1. Michael Von Keitz
2. Kenneth Chin
3. Funmi Fatona
4. Jack Heath

York Region Police

1. David Flood
2. Warren Owen

City of Markham Staff

1. Alex Moore, Senior Manager, Procurement, Financial Services
2. Tony Casale, Senior Construction Buyer, Financial Services
3. Eric Lizotte, Manager, Corporate Security

4. Ryan McCluskey, Lead, Sponsorship, Marketing & Advertising, Corporate Communications
5. Jon Angrove, Supervisor, Road Operations
6. Steven Dollmaier, Senior Manager, Roads & Survey, Operations
7. Julian Harjono, Event Administrator, Corporate Communications
8. Koby Yung, Coordinator, Special Events, Corporate Communications
9. Renee Zhang, Manager, Corporate Communications
10. Lloyd Tran, Digital Advisor, Corporate Communications
11. Jonathan Yue, Corporate Communications
12. John Li, Senior Graphic Designer, Corporate Communications
13. Daniel Epton, Senior Graphic Designer, Corporate Communications
14. David Shum, Sr. Manager, Corporate Communications
15. Jim Cass, Truck Driver, Operations
16. Ivan Rudic, Truck Driver, Operations
17. Mike Collins, Truck Driver, Operations
18. Bryan Fuglerud, Truck Driver, Operations
19. Andrew Eng, Sign Technician, Operations
20. Louis Mongillo, Sign Maintenance, Operations,
21. Ryan Bezanson, Labourer/Driver, Operations
22. George Tashos, Operations
23. Mike Conway, Operations
24. Todd Hill, Working Supervisor, Operations
25. Paul Willis, Working Supervisor, Operations
26. Pat Fry, Working Supervisor, Roads, Operations
27. Tyler Burns, Supervisor, Parks, Operations
28. Derek Kelly, Gardener, Operations
29. Rachel Shumski, Gardener, Operations

30. Joe Pagniello, Labourer/Driver, Operations
31. Kaitlyn Storton, Gardener, Operations
32. Shane Whitmee, Labourer/Driver, Operations
33. Stephanie Moir, Gardener, Operations
34. Adam Fairclough, Sign Maintenance, Operations
35. Markham Museum Staff
36. Operations Staff
37. By-Law/By-Law Enforcement Staff
38. Security Staff
39. Corporate Communications Staff
40. Special Events Staff

Moved by Mayor Frank Scarpitti
 Seconded by Councillor Karen Rea

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

Carried

5. DEPUTATIONS

There were no deputations.

6. COMMUNICATIONS

6.1 YORK REGION COMMUNICATIONS (13.4)

Moved by Councillor Ritch Lau
 Seconded by Regional Councillor Joe Li

1. That the communication dated December 5, 2024 from York Region regarding be received for information purposes:

1. [Update on Implementation of the Community Safety and Well-Being Plan for York Region 2022-2026](#)
2. [Development Charges Deferral for Affordable Rental Buildings Policy - Update](#)

Carried

7. PETITIONS

There were no petitions.

8. CONSENT REPORTS - FINANCE & ADMINISTRATIVE MATTERS

8.1 MINUTES OF THE OCTOBER 17 AND NOVEMBER 6, 2024 MARKHAM SANTA CLAUS PARADE COMMITTEE MEETING (16.0)

Moved by Regional Councillor Alan Ho

Seconded by Deputy Mayor Michael Chan

1. That the minutes of the October 17 and November 6, 2024 Markham Santa Claus Parade Committee meeting be received for information purposes.

Carried

8.2 STAFF AWARDED CONTRACTS FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 2024 (7.0)

The Committee had questions on the following staff awarded contracts for the months of October, November, and December 2024:

- Contract # 192-R-24 - Consulting Services, Community Outreach Materials (Additional Residential Units)
- Contract # 291-S-24 - Consulting Services, Inclusionary Zoning Assessment Report
- Contract # 301-S-24 - Internet Services Upgrade Solution (10 Gbps Bandwidth)
- Contract # 230-T-24 - Markham Public Library Courier Service
- Contract # 240-S-24 - Ontario One Call – Underground Infrastructure Locating Service

Staff responded to questions from Committee on the above noted contracts by providing additional details on the nature of the work undertaken by the successful bidder of each respective contract and the term of the contract.

Moved by Councillor Juanita Nathan

Seconded by Councillor Amanda Collucci

1. That the report entitled “Staff Awarded Contracts for the months of October, November and December 2024” be received; and further,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8.3 261-S-24 FIRE RADIO REPLACEMENT (7.15)

The Committee had questions on the reason for sole sourcing the radio equipment to Motorola Solutions Canada Inc. and how to ensure a competitive bidding process with only one supplier providing this type of equipment. The Committee also suggested that staff look into the feasibility of working with other emergency services and put together a single RFP (Request for Procurement)

Chris Nearing, Fire Chief, responded to questions from Committee on the reason for sole sourcing and confirmed to work with finance and other emergency services in York Region to leverage opportunities for competitive pricing.

Alex Moore, Senior Manager of Purchasing & Accounts Payable, confirmed the City utilizes cooperative bids with other internal units for the purposes of obtaining a competitive pricing and will have discussions with staff on opportunities for cooperative pricing and report back.

Moved by Councillor Juanita Nathan

Seconded by Councillor Amanda Collucci

1. That the report titled “261-S-24 Fire Radio Replacement” be received; and,
2. That the contract for 261-S-24 Fire Radio Replacement be awarded to Motorola Solutions Canada Inc. in the amount of \$690,514.98 inclusive of HST; and,
3. That the award be funded from the 2025 Capital Project # 25061 – Radio Equipment Replacement, with an approved budget in the amount of \$610,500.00; and,
4. That the budget shortfall in the amount of \$80,014.98 (\$690,514.98 - \$610,500.00) be funded from an additional draw from the Life Cycle Reserve; and,
5. That the tendering process be waived in accordance Purchasing By-Law 2017-8, Part II, Section 11 Non-Competitive Procurement, item 1 (b)

which states “where there is only one source of supply for the goods to be purchased”; and further,

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

Carried

8.4 MAIN STREET MARKHAM RECONSTRUCTION FROM BULLOCK DRIVE TO 16TH AVENUE – DESIGN BUDGET UPDATE (7.0)

Moved by Regional Councillor Alan Ho

Seconded by Deputy Mayor Michael Chan

1. That the report entitled “Main Street Markham Reconstruction from Bullock Drive to 16th Avenue – Design Budget Update” be received; and,
2. That capital account #083-6150-24271-005 in the amount of \$962,500.00 for Consulting Services for pre-design and detailed design of Main Street Markham Reconstruction from Bullock Drive to 16th Avenue be increased by \$1,454,726.24 (from \$962,500.00 to \$2,417,226.24) inclusive of HST to account for changes to the design elements, regulatory changes, new standards, inflation, and process changes; and,
3. That the additional costs be funded from the following sources:•
Development Charges – \$290,945.25• Life
Cycle/Waterworks/Stormwater – \$1,163,780.99; and,
4. That the Chief Administrative Officer be given the delegated authority to award the contract for the Consulting Services for the for pre-design and detailed design of Main Street Markham reconstruction from Bullock Drive to 16th Avenue; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

9. MOTIONS

9.1 2025 CHINESE HERITAGE MONTH EVENTS (16.23)

Mayor Frank Scarpitti and Regional Councillor Joe Li introduced a motion regarding exemptions on fundraising limits for the purposes of the upcoming

Chinese Heritage Month Events and requested that this item be considered at today's meeting.

The Committee had the following discussion:

- The wording of the motion be made clear that that this exemption is only for this specific event occurring this year.
- Whether this exemption will increase the fundraising limit of the listed Members of Council and how does this exemption impact the individual Member of Council's annual limits.
- Who will be responsible for monitoring and managing the financial transactions related to the events.
- Whether this exemption can be used by Councillors seeking authorization of exceptions for other events organized or run by a Member of Council.

Joseph Silva, Treasurer, responded to comments from Committee and provided clarification on the how this exemption impacts the annual fundraising limits in the Council Code of Conduct,

The Committee consented to include additional wording in the motion to specify that the fundraising exemption is only for the purposes of the 2025 Chinese Heritage Month Events.

Moved by Councillor Ritch Lau

Seconded by Councillor Amanda Collucci

1. That Committee waive Section 5.4(c) of the City's Procedural By-law 2017-5 to allow for the motion on the 2025 Chinese Heritage Month Events to be considered at today's meeting.

Carried by a Two Thirds Vote

Moved by Mayor Frank Scarpitti

Seconded by Regional Councillor Joe Li

1. That in accordance with 10.1 (j) (viii) of the Council Code of Conduct, Council authorize the following exemptions **only** for the purposes of the **2025** Chinese Heritage Month Events:
 - a. That Mayor Frank Scarpitti, Deputy Mayor Michael Chan and Regional Councillor Joe Li, be exempt from the \$30,000 annual fundraising limit as noted in 10.1 (j) (vi) of the Code of Conduct and

the \$5,000 limit for one-source donations as noted in 10.1 (j) (vii); and,

- b. That Councillor Ritch Lau, Councillor Amanda Collucci and Councillor Isa Lee be exempt from the \$20,000 annual fundraising limit as noted in 10.1 (j) (vi) of the Code of Conduct and the \$5,000 limit for one-source donations as noted in 10.1 (j) (vii); and,
2. That staff be authorized to provide accounting and financial transaction services in support of the Chinese Heritage Month Events; and,
3. That all revenue and expense transactions comply with the financial controllership processes as required by the Treasurer; and further,
4. That Staff be directed and authorized to do all things necessary to give effect to this resolution.

Carried

9.2 MAYOR SCARPITTI'S 2025 CHINESE NEW YEAR DINNER (16.23)

Mayor Frank Scarpitti introduced a motion regarding exemptions on fundraising limits for the purposes of the upcoming Mayor Scarpitti's Chinese New Year Dinner and requested that this item be considered at today's meeting.

The Committee consented to include additional wording in the motion to specify that the fundraising exemption is only for the purposes of the Mayor Scarpitti's 2025 Chinese New Year Dinner.

Moved by Councillor Ritch Lau

Seconded by Councillor Amanda Collucci

1. That Committee waive Section 5.4(c) of the City's Procedural By-law 2017-5 to allow for the motion titled "Mayor Scarpitti's 2025 Chinese New Year Dinner" to be considered at today's meeting.

Carried by a Two Thirds Vote

Moved by Mayor Frank Scarpitti

Seconded by Regional Councillor Alan Ho

1. That in accordance with 10.1 (j) (viii) of the Council Code of Conduct, Council authorize the following exemptions **only** for the purposes of the Mayor Scarpitti's **2025** Chinese New Year Dinner:

- a. That Mayor Frank Scarpitti, Deputy Mayor Michael Chan, Regional Councillor Joe Li, and Regional Councillor Alan Ho be exempt from the \$30,000 annual fundraising limit as noted in 10.1 (j) (vi) of the Code of Conduct and the \$5,000 limit for one-source donations as noted in 10.1 (j) (vii); and,
- b. That Councillor Ritch Lau, Councillor Isa Lee, and Councillor Amanda Collucci be exempt from the \$20,000 annual fundraising limit as noted in 10.1 (j) (vi) of the Code of Conduct and the \$5,000 limit for one-source donations as noted in 10.1 (j) (vii); and,
2. That staff be authorized to provide accounting and financial transaction services in support of the Mayor Scarpitti's Chinese New Year Dinner; and,
3. That all revenue and expense transactions comply with the financial controllership processes as required by the Treasurer; and further,
4. That Staff be directed and authorized to do all things necessary to give effect to this resolution.

Carried

10. NOTICES OF MOTION

There were no notices of motion.

11. NEW/OTHER BUSINESS

There were no new or other business.

12. ANNOUNCEMENTS

There were no announcements.

13. ADJOURNMENT

Moved by Councillor Reid McAlpine

Seconded by Councillor Juanita Nathan

That General Committee adjourn at 10:51 AM.

Carried



Report to: General Committee

Meeting Date: February 4, 2025

SUBJECT: 2024 Investment Performance Review
PREPARED BY: Mark Visser, Senior Manager, Financial Strategy & Investments x.4260

RECOMMENDATION:

- 1) THAT the report dated February 4, 2025 entitled “2024 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 2024 budget for Income Earned on Investments was \$17.479 million based on an estimated average general portfolio balance of \$500.0M invested at an average rate of 3.50%. The 2024 budget was increased by \$3 million over the 2023 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 2024 interest earned in excess of \$17.479 million will be transferred to reserves.

For the year ending December 31, 2024, the City of Markham's Income Earned on Investments was \$43.571 million, representing a \$26.092 million favourable variance to budget.

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

Interest Rate

Starting in June of 2024, the Bank of Canada began cutting interest rates. Through a series of 5 rate cuts over a six month span, the Prime Rate dropped from 7.20% to 5.45% by the end of 2024.

In 2024, the City's investments had an average rate of return of 5.86%, 236 basis points higher than the budgeted rate. Furthermore, the City earned \$9.860 million in capital gains, thereby increasing the annual rate of return to 7.57%, 407 basis points higher than the budgeted rate.

The difference in the rate of return accounts for a favourable variance of \$23.458 million.

Portfolio Balance

The forecasted average portfolio balance for 2024 was \$500.0 million. The actual average general fund portfolio balance (including cash balances) for 2024 was \$575.4 million. The higher portfolio balance accounts for a favourable variance of \$2.634 million.

Variance Summary

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Portfolio Balance	\$500.0m	\$575.4m	\$75.4m
Interest Rate	3.50%	7.57%	4.07%
Investment Income	\$17.479m	\$43.571m	\$26.092m
Portfolio Balance Variance Impact			\$2.634m
Interest Rate Variance Impact			\$23.458m

Portfolio Composition

All investments made in 2024 adhered to the City of Markham Investment Policy. At December 31, 2024, 41% of the City's marketable securities portfolio was comprised of government issued securities and 59% of the portfolio was made up of instruments issued

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

The December 31, 2024 marketable securities portfolio was comprised of the following instruments: Bonds 48%; GICs 14%; and Principal Protected Notes 38%. (Exhibit 2)

At December 31, 2024, the City's portfolio balance (all funds excluding Development Charges) of \$378.7 million was broken down into the following investment terms (Exhibit 3):

	<u>2024</u>	<u>2023</u>
Under 1 month	26.3%	37.8%
1 month to 3 months	1.0%	2.7%
3 months to 1 year	3.1%	4.6%
Over 1 year	69.5%	54.8%
Weighted average investment term	2,457 days	2,143 days
Weighted average days to maturity	1,687 days	1,265 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 2024 was 4.38% (source: Bank of Canada). Non-DCA Fund money market investments held by the City of Markham in 2024 (including bank balances) had an average return of 4.85%. Therefore, the City's money market investments outperformed 3-month T-Bills by 47 basis points. See Exhibit 4 for all Money Market securities held by the City of Markham in 2024.

Bond/Principal Protected Notes Market Performance

At December 31, 2024, the City held 32 bonds and 29 Principal Protect Notes in the general fund portfolio. The amortized value of these investments at year-end was \$294.5 million. The market value of these investments at December 31, 2024 was \$325.1 million. This translates into \$30.6 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, 2024, the City owned 29 PPNs with a combined face value of \$124.0 million. The market value of these PPNs at December 31, 2024 was \$159.7 million. This translates into \$35.7 million of unrealized gains at year end.

See Exhibit 5 for all 2024 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	\$575,400,000	\$43,571,000	7.57%
Reserve Funds (+ve balances)	\$407,600,000	\$19,943,000	4.89%
Reserve Funds (-ve balances)	(\$483,100,000)	(\$33,086,000)	6.85%
Trust Funds	\$2,470,000	\$72,500	2.93%
Alectra Promissory Note	\$27,891,000	\$1,230,000	4.41%
MEC/District Energy Loans	\$16,800,000	\$872,000	5.19%
Development Charge Reserves	\$144,300,000	\$7,210,000	5.00%

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.

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 \$483.1 million of interest bearing reserves with a negative balance were charged \$33.086 million of interest (average interest rate of 6.85%). 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 continue cutting interest rates in 2025. The City does have \$260 million of investments locked in until at least 2028 at relatively favourable terms. As was the case in 2024, a large portion of investment income will likely come from interest on internal borrowing.

FINANCIAL CONSIDERATIONS

The 2025 budget is set at \$23 million (an increase of \$4.5 million over 2024) as that is considered to be a minimum level that will be sustainable in the long term. Any interest income earned over the \$23 million budget in 2025 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

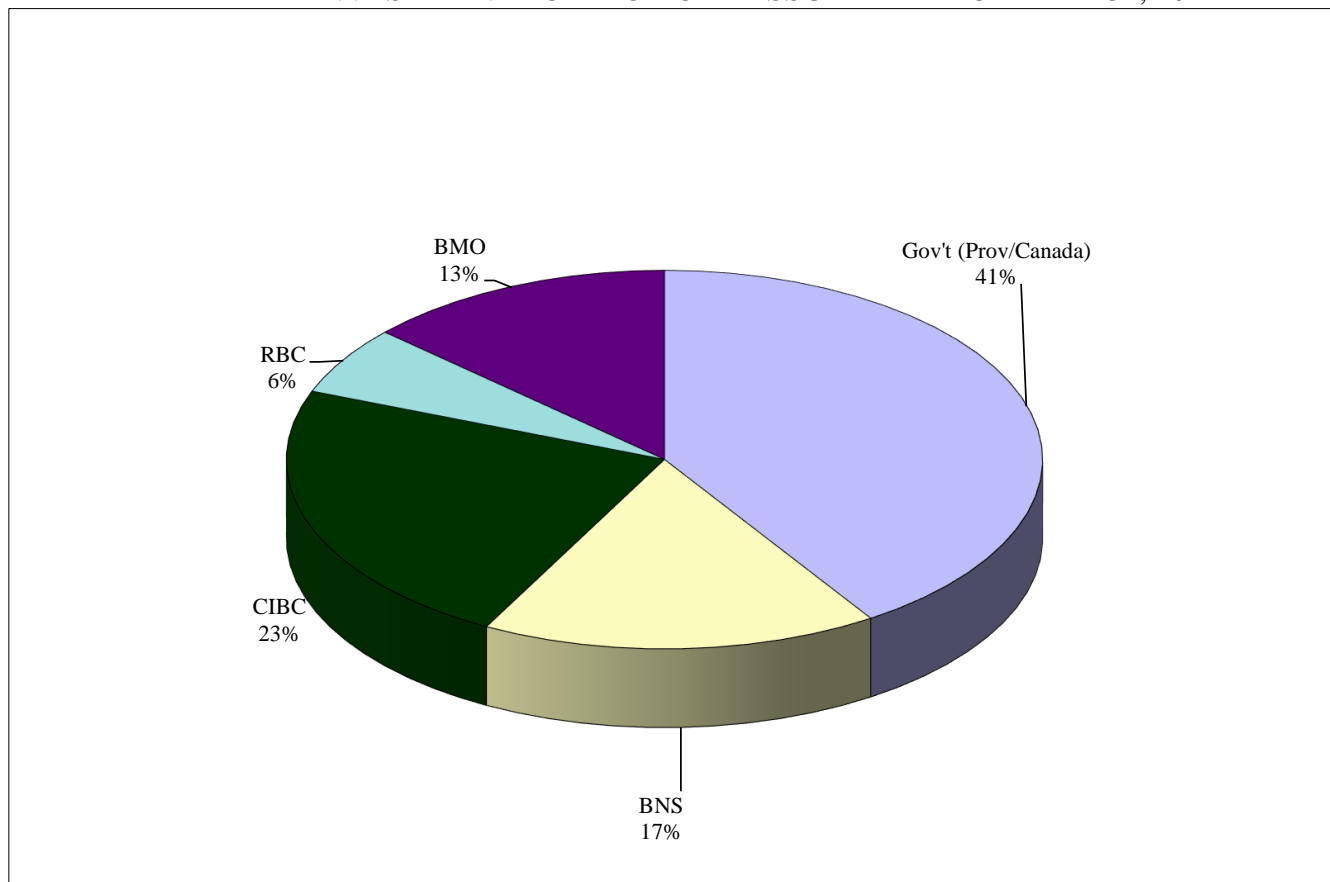
Trinela Cane, Commissioner, Corporate
Services

ATTACHMENTS:

Attachment 1:

- Exhibit 1 – Investment Portfolio by Issuer
- Exhibit 2 – Investment Portfolio by Instrument
- Exhibit 3 – Investment Terms
- Exhibit 4 – 2024 Money Market Investments
- Exhibit 5 – 2024 Bond Market Investments
- Exhibit 6 – 2024 DCA Fund Investments

EXHIBIT 1 - INVESTMENT PORTFOLIO BY ISSUER AT DECEMBER 31, 2024

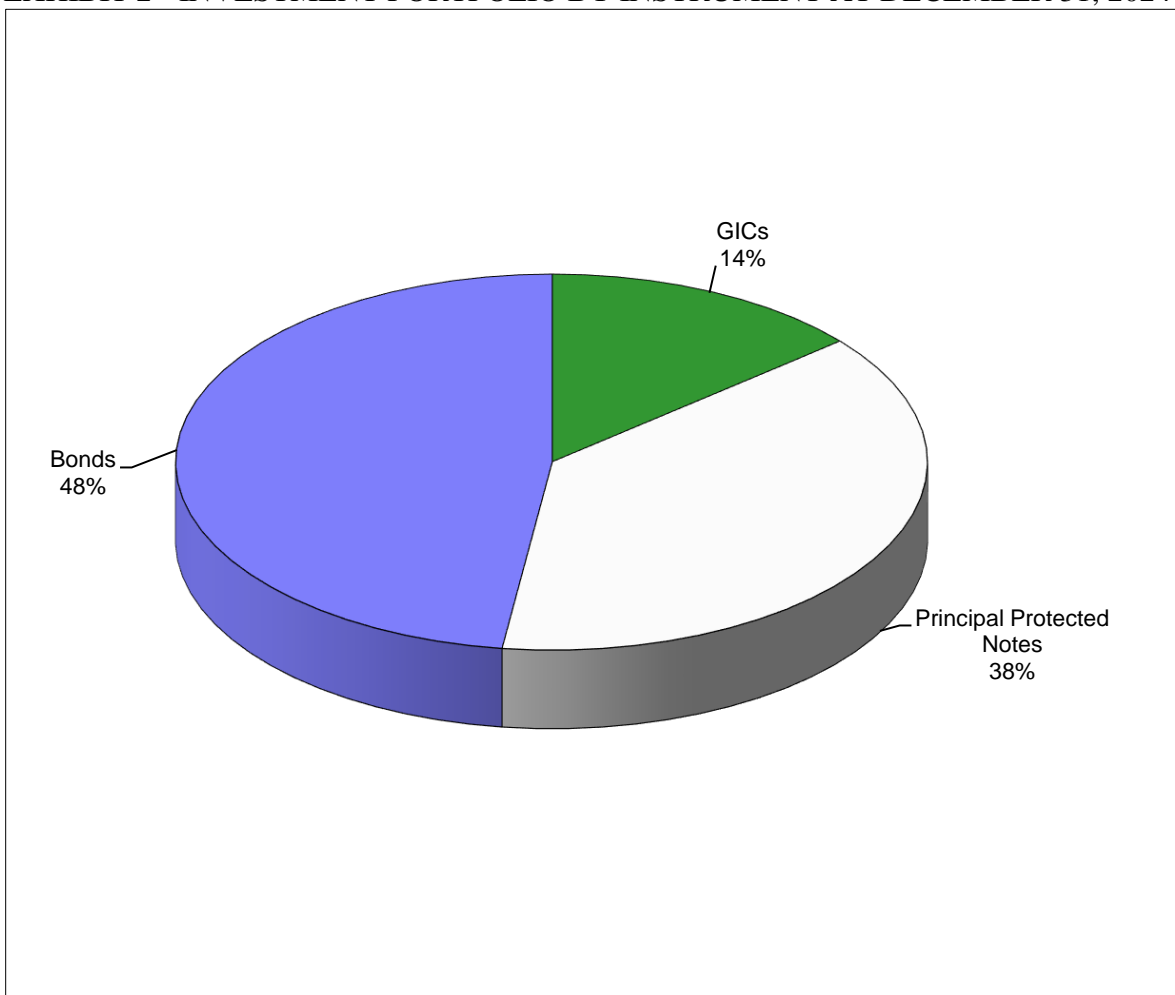


Year-End Portfolio Balance (All Funds; excluding bank balances): \$324.2m

	<u>Investment Policy Targets</u>	<u>Portfolio at Dec 31/24</u>
Government (Federal/Provincial)	>40%, no max	41%
Government (Municipal)	max 30%	0%
Schedule A Banks:		
Bank of Nova Scotia	max 20%	17%
Bank of Montreal	max 20%	13%
CIBC	max 20%	23% *
Royal Bank of Canada	max 20%	6%
Toronto Dominion	max 20%	0%
Schedule A Banks Total	max 60%	59%
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, 2024



Year-End Portfolio Balance (All Funds; excluding bank balances): \$324.2m

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, 2024		3.95	31-Dec-2024	01-Jan-2025	54,497,661.63	54,503,559.32	1	54,497,662	1	54,497,662
GIC (2027)	CIBC	3.40	06-Jan-2024	06-Jan-2025	30,000,000.00	31,020,000.00	366	7,299,999,992	6	1,519,999,992
GIC (2027)	CIBC	3.40	12-Jan-2024	12-Jan-2025	15,000,000.00	15,510,000.00	366	7,299,999,993	12	1,519,999,993
			Less than 1 month		99,497,662		26.3%			
BOND 2031	CIBC	4.28	17-Dec-2024	09-Mar-2025	3,848,000.00	4,000,000.00	82	7,299,999,994	68	1,519,999,994
			Between 1 and 3 months		3,848,000		1.0%			
BOND	SASK	2.56	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	2,276	9,723,641,000	150	640,837,500
BOND	ONT	1.48	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00	2,013	14,851,430,880	251	1,851,817,760
			Between three months and one year		11,650,010		3.1%			
BOND	ONT	2.13	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	2,602	8,956,084,000	701	2,412,842,000
PPN	CIBC	0.00	23-Feb-2021	23-Feb-2028	4,000,000.00	4,000,000.00	2,556	10,224,000,000	1,149	4,596,000,000
BOND	RBC	5.30	28-Mar-2024	28-Mar-2028	5,000,000.00	5,000,000.00	1,461	7,305,000,000	1,183	5,915,000,000
BOND	ONT	2.81	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	4,419	18,963,873,360	1,249	5,360,008,560
BOND	ONT	2.63	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	3,824	29,138,880,000	1,249	9,517,380,000
PPN	BMO	0.00	16-May-2023	16-Nov-2028	3,000,000.00	3,000,000.00	2,011	6,038,000,000	1,416	4,248,000,000
BOND	ONT	3.06	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	4,364	30,372,130,800	1,432	9,966,290,400
BOND	ONT	2.93	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	4,341	21,556,537,800	1,432	7,111,025,600
PPN	BNS	3.00	29-Dec-2023	29-Dec-2028	3,000,000.00	3,000,000.00	1,827	5,481,000,000	1,459	4,377,000,000
PPN	BNS	0.00	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	3,654	18,270,000,000	1,563	7,815,000,000
BOND	ONT	3.10	11-Sep-2024	02-Jun-2029	8,656,960.00	10,000,000.00	1,725	14,933,256,000	1,614	13,972,333,440
PPN	BNS	0.00	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	7,306,000,000	1,681	3,362,000,000
PPN	BNS	1.55	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	3,653	7,306,000,000	1,681	3,362,000,000
BOND	ONT	3.11	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	4,247	20,813,272,900	1,797	8,806,557,900
BOND	ONT	3.05	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	4,185	17,801,734,500	1,797	7,643,898,900
PPN	BMO	1.00	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00	3,653	25,571,000,000	1,876	13,132,000,000
PPN	BNS	1.00	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00	3,653	25,571,000,000	1,876	13,132,000,000
PPN	BMO	0.00	22-Mar-2023	22-Mar-2030	5,000,000.00	5,000,000.00	2,557	12,785,000,000	1,907	9,535,000,000
PPN	BMO	0.00	24-Jun-2023	24-Jun-2030	4,000,000.00	4,000,000.00	2,557	10,228,000,000	2,001	8,004,000,000
BOND	BNS	3.33	26-Jun-2024	26-Jun-2030	4,000,000.00	4,000,000.00	2,191	8,764,000,000	2,003	8,012,000,000
PPN	CIBC	4.49	16-Oct-2023	16-Oct-2030	4,000,000.00	4,000,000.00	2,557	10,228,000,000	2,115	8,460,000,000
PPN	BNS	1.50	27-Jan-2024	27-Jan-2031	3,000,000.00	3,000,000.00	2,557	7,671,000,000	2,218	6,654,000,000
PPN	BNS	3.00	18-Feb-2024	18-Feb-2031	5,000,000.00	5,000,000.00	2,557	12,785,000,000	2,240	11,200,000,000
PPN	BMO	0.00	05-Mar-2021	05-Mar-2031	6,000,000.00	6,000,000.00	3,652	21,912,000,000	2,255	13,530,000,000
PPN	CIBC	0.00	06-Mar-2024	06-Mar-2031	4,000,000.00	4,000,000.00	2,556	10,224,000,000	2,256	9,024,000,000
PPN	BMO	0.00	28-Mar-2024	28-Mar-2031	5,000,000.00	5,000,000.00	2,556	12,780,000,000	2,278	11,390,000,000
PPN	BNS	0.00	05-May-2021	05-May-2031	5,000,000.00	5,000,000.00	3,652	18,260,000,000	2,316	11,580,000,000
PPN	BNS	3.00	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00	2,556	7,668,000,000	2,348	7,044,000,000
PPN	BNS	2.00	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00	2,556	7,668,000,000	2,348	7,044,000,000
BOND	ONT	1.47	28-Sep-2020	02-Jun-2031	4,277,500.00	5,000,000.00	3,899	16,677,972,500	2,344	10,026,460,000
PPN	CIBC	0.00	07-Jul-2024	07-Jul-2031	5,000,000.00	5,000,000.00	2,556	12,780,000,000	2,379	11,895,000,000
PPN	BMO	0.00	02-Jul-2024	02-Jul-2031	4,000,000.00	4,000,000.00	2,556	10,224,000,000	2,374	9,496,000,000
PPN	CIBC	3.59	03-Jul-2024	03-Jul-2031	5,000,000.00	6,400,000.00	2,556	12,780,000,000	2,375	11,875,000,000
PPN	BMO	3.00	29-Jul-2024	29-Jul-2031	5,000,000.00	5,000,000.00	2,556	12,780,000,000	2,401	12,005,000,000
PPN	BMO	0.00	22-Sep-2024	22-Sep-2031	4,000,000.00	4,000,000.00	2,556	10,224,000,000	2,456	9,824,000,000
PPN	BNS	0.00	23-Sep-2024	23-Sep-2031	6,000,000.00	6,000,000.00	2,556	15,336,000,000	2,457	14,742,000,000
BOND	ONT	2.20	01-Mar-2021	02-Dec-2031	3,165,268.00	4,000,000.00	3,928	12,433,172,704	2,527	7,998,632,236
BOND	ONT	2.30	17-May-2021	02-Dec-2031	2,359,680.00	3,000,000.00	3,851	9,087,127,680	2,527	5,962,911,360
PPN	RBC	0.00	29-Nov-2024	09-Dec-2031	4,000,000.00	4,000,000.00	2,566	10,264,000,000	2,534	10,136,000,000
PPN	RBC	2.00	27-Nov-2024	27-Nov-2031	4,000,000.00	4,000,000.00	2,556	10,224,000,000	2,522	10,088,000,000
PPN	BNS	0.00	17-Nov-2021	17-Nov-2031	4,000,000.00	4,000,000.00	3,652	14,608,000,000	2,512	10,048,000,000
BOND	ONT	1.81	24-Feb-2021	02-Dec-2032	2,429,940.00	3,000,000.00	4,299	10,446,312,060	2,893	7,029,816,420
BOND	ONT	2.01	15-Sep-2021	02-Dec-2032	4,000,000.00	5,000,000.00	4,096	16,384,000,000	2,893	11,572,000,000
BOND	BC	2.51	03-Mar-2022	18-Jun-2033	3,777,300.00	5,000,000.00	4,125	15,581,362,500	3,091	11,675,634,300
PPN	BNS	0.00	11-Jul-2023	11-Jul-2033	3,000,000.00	3,000,000.00	3,653	10,959,000,000	3,114	9,342,000,000
BOND	CIBC	2.52	22-Sep-2021	22-Sep-2033	4,000,000.00	4,000,000.00	4,383	17,532,000,000	3,187	12,748,000,000
BOND	ONT	2.84	17-Feb-2022	02-Dec-2033	5,752,480.00	8,000,000.00	4,306	24,770,178,880	3,258	18,741,579,840
BOND	ONT	3.19	23-Mar-2022	02-Dec-2033	6,929,700.00	10,000,000.00	4,272	29,603,678,400	3,258	22,576,962,600
BOND	BC	3.60	28-Apr-2022	18-Dec-2033	4,638,340.00	7,000,000.00	4,252	19,722,221,680	3,274	15,185,925,160
BOND	RBC	4.88	08-Feb-2024	08-Feb-2034	6,000,000.00	6,000,000.00	3,653	21,918,000,000	3,326	19,956,000,000
BOND	ONT	4.48	16-Apr-2024	03-Nov-2034	6,298,800.00	10,000,000.00	3,853	24,269,276,400	3,594	22,637,887,200
BOND	ONT	4.39	23-May-2024	03-Nov-2034	3,829,800.00	6,000,000.00	3,816	14,614,516,800	3,594	13,764,301,200
BOND	ONT	4.17	19-Jul-2024	03-Nov-2034	6,567,700.00	10,000,000.00	3,759	24,687,984,300	3,594	23,604,313,800
BOND	ONT	4.25	07-Feb-2024	02-Dec-2034	4,462,416.00	7,000,000.00	3,951	17,631,005,616	3,623	16,167,333,168
BOND	ONT	4.20	05-Mar-2024	02-Jun-2035	2,518,560.00	4,000,000.00	4,106	10,341,207,360	3,805	9,583,120,800
BOND	ONT	4.71	03-Oct-2023	02-Jun-2035	4,645,200.00	8,000,000.00	4,260	19,788,552,000	3,805	17,674,986,000
BOND	ONT	4.12	26-Nov-2024	02-Jun-2035	3,269,150.00	5,000,000.00	3,840	12,553,536,000	3,805	12,439,115,750
BOND	ONT	4.28	01-Feb-2024	02-Dec-2035	6,701,640.00	10,000,000.00	4,322	28,964,488,080	3,988	26,726,140,320
			Over 1 year		263,713,774		69.5%			

Money Market/Cash Balance Portfolio	\$	99,497,662	Average Length of Investment (days)	2,456.5
Bond/Accrual/PPN Portfolio	\$	279,211,784	Weighted Average Days to Maturity	1,686.9
Portfolio Balance Dec 31, 2023	\$	378,709,446		
General Fund and Other Reserves (not including DCA)				

APPENDIX 4 - 2024 MONEY MARKET INVESTMENTS (All Funds excluding DCA)

INSTRUMENT	ISSUER	INT RATE	PURCHASE DATE	MATURITY DATE	COST
CASH BALANCE	CASH	5.54	31-Dec-24	1-Jan-25	54,497,661.63
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
GIC (2027)	CIBC	3.40	6-Jan-24	6-Jan-25	30,000,000.00
GIC (2027)	CIBC	3.40	12-Jan-24	12-Jan-25	15,000,000.00

APPENDIX 5 - 2024 BOND/PPN INVESTMENTS

BONDS THAT MATURED IN 2024:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE
ONT		3.20	2-Oct-12	7-Feb-24	3,499,150.00	5,000,000.00
BMO		-	17-May-23	17-May-24	6,000,000.00	6,000,000.00
ONT		3.53	10-Feb-14	2-Jun-24	3,496,950.00	5,000,000.00
CIBC		-	22-Jun-21	22-Jun-24	4,000,000.00	4,000,000.00
BNS	3.30	3.33	26-Jun-18	26-Jun-24	4,000,000.00	4,000,000.00
CIBC		7.25	20-Jul-22	20-Jul-24	7,000,000.00	7,000,000.00
ONT		3.48	21-Mar-14	2-Dec-24	2,774,800.00	4,000,000.00

BONDS/PPNs SOLD IN 2024:

ISSUER	COUPON RATE	YIELD/ PARTICIPATION	PURCHASE DATE	DATE SOLD	COST	FACE VALUE	SALE PROCEEDS	CAPITAL GAIN/(LOSS)
BNS	1.50	195%	31-Dec-2018	16-Jan-2024	7,000,000.00	7,000,000.00	8,851,260.28	1,851,260.27
BMO		370%	01-Mar-2019	21-Mar-2024	2,000,000.00	2,000,000.00	3,909,782.00	909,782.00
BMO		350%	31-Mar-2016	22-Mar-2024	3,000,000.00	3,000,000.00	4,857,900.00	1,857,900.00
BMO		350%	31-Mar-2016	25-Nov-2024	3,000,000.00	3,000,000.00	6,303,972.00	3,303,972.00
BMO	1.00	100%	05-Apr-2017	25-Nov-2024	5,000,000.00	5,000,000.00	5,884,090.00	852,035.21
BMO	1.50	100%	15-Sep-2017	25-Nov-2024	6,000,000.00	6,000,000.00	7,085,233.15	1,085,233.15
								9,860,182.63

APPENDIX 5 - 2024 BOND/PPN INVESTMENTS

BOLD HOLDINGS at DECEMBER 31, 2024:

ISSUER	COUPON RATE	YIELD	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE	MARKET VALUE	UNREALIZED GAIN/(LOSS)
CIBC	2.52	4.276	17-Dec-2024	09-Mar-2025	3,848,000.00	4,000,000.00	3,825,320.00	(48,631.22)
SASK		2.560	07-Mar-2019	30-May-2025	4,272,250.00	5,000,000.00	4,936,135.00	(15,902.57)
ONT		1.480	05-Mar-2020	08-Sep-2025	7,377,760.00	8,000,000.00	7,816,568.00	(105,845.19)
ONT		2.130	18-Oct-2019	02-Dec-2026	3,442,000.00	4,000,000.00	3,772,576.00	(77,094.25)
RBC	5.30	5.300	28-Mar-2024	28-Mar-2028	5,000,000.00	5,000,000.00	4,937,500.00	(62,500.00)
ONT		2.809	27-Apr-2016	02-Jun-2028	4,291,440.00	6,000,000.00	5,389,902.00	(127,185.25)
ONT		2.630	13-Dec-2017	02-Jun-2028	7,620,000.00	10,000,000.00	8,980,700.00	(241,941.21)
ONT		3.060	21-Dec-2016	02-Dec-2028	6,959,700.00	10,000,000.00	8,823,840.00	(178,518.02)
ONT		2.930	13-Jan-2017	02-Dec-2028	4,965,800.00	7,000,000.00	6,174,490.00	(154,472.36)
ONT		3.100	11-Sep-2024	02-Jun-2029	8,656,960.00	10,000,000.00	8,655,140.00	(88,241.70)
ONT		3.110	17-Apr-2018	02-Dec-2029	4,900,700.00	7,000,000.00	5,940,417.00	(171,322.56)
ONT		3.050	18-Jun-2018	02-Dec-2029	4,253,700.00	6,000,000.00	5,091,786.00	(158,369.05)
BNS	3.30	3.328	26-Jun-2024	26-Jun-2030	4,000,000.00	4,000,000.00	3,822,292.00	(177,708.00)
ONT		1.472	28-Sep-2020	02-Jun-2031	4,277,500.00	5,000,000.00	3,970,025.00	(595,622.60)
ONT		2.200	01-Mar-2021	02-Dec-2031	3,165,268.00	4,000,000.00	3,126,736.00	(336,255.91)
ONT		2.300	17-May-2021	02-Dec-2031	2,359,680.00	3,000,000.00	2,345,052.00	(234,774.37)
ONT		1.810	24-Feb-2021	02-Dec-2032	2,429,940.00	3,000,000.00	2,230,329.00	(386,050.72)
ONT		2.010	15-Sep-2021	02-Dec-2032	4,000,000.00	5,000,000.00	3,717,215.00	(576,486.17)
BC		2.510	03-Mar-2022	18-Jun-2033	3,777,300.00	5,000,000.00	3,620,015.00	(463,775.13)
CIBC	2.52	2.520	22-Sep-2021	22-Sep-2033	4,000,000.00	4,000,000.00	3,571,520.00	(428,480.00)
ONT		2.840	17-Feb-2022	02-Dec-2033	5,752,480.00	8,000,000.00	5,680,248.00	(619,236.40)
ONT		3.190	23-Mar-2022	02-Dec-2033	6,929,700.00	10,000,000.00	7,100,310.00	(558,155.03)
BC		3.600	28-Apr-2022	18-Dec-2033	4,638,340.00	7,000,000.00	4,960,410.00	(221,134.02)
RBC	4.88	4.880	08-Feb-2024	08-Feb-2034	6,000,000.00	6,000,000.00	6,469,680.00	469,680.00
ONT		4.480	16-Apr-2024	03-Nov-2034	6,298,800.00	10,000,000.00	6,670,910.00	123,314.05
ONT		4.390	23-May-2024	03-Nov-2034	3,829,800.00	6,000,000.00	4,002,546.00	46,492.23
ONT		4.170	19-Jul-2024	03-Nov-2034	6,567,700.00	10,000,000.00	6,670,910.00	(47,449.62)
ONT		4.250	07-Feb-2024	02-Dec-2034	4,462,416.00	7,000,000.00	4,743,613.00	70,534.50
ONT		4.201	05-Mar-2024	02-Jun-2035	2,518,560.00	4,000,000.00	2,623,532.00	(3,628.45)
ONT		4.710	03-Oct-2023	02-Jun-2035	4,645,200.00	8,000,000.00	5,287,080.00	283,562.16
ONT		4.120	26-Nov-2024	02-Jun-2035	3,269,150.00	5,000,000.00	3,279,415.00	(5,510.98)
ONT		4.276	01-Feb-2024	02-Dec-2035	6,701,640.00	11,000,000.00	7,090,171.00	56,357.88
							165,326,383.00	-5,034,349.99

PPN HOLDINGS at DECEMBER 31, 2024:

ISSUER	COUPON RATE	PARTICIPATION RATE	PURCHASE DATE	MATURITY DATE	COST	FACE VALUE	MARKET VALUE	UNREALIZED GAIN/(LOSS)
CIBC		100%	23-Feb-2021	23-Feb-2028	4,000,000.00	4,000,000.00	4,610,720.00	610,720.00
BMO		245%	16-May-2023	16-Nov-2028	3,000,000.00	3,000,000.00	3,202,620.00	202,620.00
BNS		65%	29-Dec-2023	29-Dec-2028	3,000,000.00	3,000,000.00	3,152,400.00	152,400.00
BNS		448%	11-Apr-2019	12-Apr-2029	5,000,000.00	5,000,000.00	12,693,000.00	7,693,000.00
BNS		425%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	5,142,000.00	3,142,000.00
BNS	1.55	100%	08-Aug-2019	08-Aug-2029	2,000,000.00	2,000,000.00	2,626,600.00	626,600.00
BNS	1.00	265%	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00	10,990,700.00	3,990,700.00
BMO	1.00	265%	19-Feb-2020	19-Feb-2030	7,000,000.00	7,000,000.00	10,990,700.00	3,990,700.00
BMO		330%	22-Mar-2023	22-Mar-2030	5,000,000.00	5,000,000.00	5,543,500.00	543,500.00
BMO		380%	24-Jun-2023	24-Jun-2030	4,000,000.00	4,000,000.00	4,768,960.00	768,960.00
CIBC		180%	16-Oct-2023	16-Oct-2030	4,000,000.00	4,000,000.00	5,013,880.00	1,013,880.00
BNS		220%	27-Jan-2024	27-Jan-2031	3,000,000.00	3,000,000.00	3,408,000.00	408,000.00
BNS		115%	18-Feb-2024	18-Feb-2031	5,000,000.00	5,000,000.00	5,498,000.00	498,000.00
BMO		245%	05-Mar-2021	05-Mar-2031	6,000,000.00	6,000,000.00	7,911,840.00	1,911,840.00
CIBC		575%	06-Mar-2024	06-Mar-2031	4,000,000.00	4,000,000.00	7,287,200.00	3,287,200.00
BMO		500%	28-Mar-2024	28-Mar-2031	5,000,000.00	5,000,000.00	6,055,450.00	1,055,450.00
BNS		100%	05-May-2021	05-May-2031	5,000,000.00	5,000,000.00	6,063,000.00	1,063,000.00
BNS		110%	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00	3,191,400.00	191,400.00
BNS		195%	06-Jun-2024	06-Jun-2031	3,000,000.00	3,000,000.00	3,272,700.00	272,700.00
CIBC		100%	07-Jul-2024	07-Jul-2031	5,000,000.00	5,000,000.00	5,219,000.00	219,000.00
BMO		500%	02-Jul-2024	02-Jul-2031	4,000,000.00	4,000,000.00	5,054,240.00	1,054,240.00
CIBC	3.59	100%	03-Jul-2024	03-Jul-2031	5,000,000.00	6,400,000.00	5,325,050.00	225,910.72
BMO	3.00	115%	29-Jul-2024	29-Jul-2031	5,000,000.00	5,000,000.00	5,265,450.00	265,450.00
BMO		455%	22-Sep-2024	22-Sep-2031	4,000,000.00	4,000,000.00	3,994,600.00	(5,400.00)
BNS		100%	23-Sep-2024	23-Sep-2031	6,000,000.00	6,000,000.00	6,002,400.00	2,400.00
RBC		357%	29-Nov-2024	09-Dec-2031	4,000,000.00	4,000,000.00	3,949,200.00	(50,800.00)
RBC	2.00	151%	27-Nov-2024	27-Nov-2031	4,000,000.00	4,000,000.00	3,798,800.00	(201,200.00)
BNS		100%	17-Nov-2021	17-Nov-2031	4,000,000.00	4,000,000.00	4,523,600.00	523,600.00
BNS		625%	11-Jul-2023	11-Jul-2033	3,000,000.00	3,000,000.00	5,196,900.00	2,196,900.00
							159,751,910.00	35,652,770.72

TOTAL BONDS AND PPNS

325,078,293.00**30,618,420.73**

APPENDIX 6 - 2024 DCA FUND INVESTMENTS

ISSUER	INT RATE	PURCHASE DATE	MATURITY DATE	COST	MATURITY VALUE
CASH BALANCE	3.95	31-Dec-24	1-Jan-25	186,582,108.36	186,588,498.16



Report to: General Committee

Meeting Date: February 11, 2025

SUBJECT: New User Fees
PREPARED BY: Jay Pak, Senior Manager Financial Planning and Reporting
 Ameen Khan, Manager, Operating Budgets

RECOMMENDATION:

- 1) That the report titled “New User Fees” be received; and,
- 2) That the new user fee, permit and fines as outlined in Appendix A be approved; and
- 3) That By-Law 2012-137, Licensing, Permit and Service Fees be amended to reflect the proposed fee changes as outlined in Appendix B (Table 1.1); and,
- 4) That By-Law 2002-276, To Impose Fees and Charges for Services or Activities provided or done by the City of Markham, be amended to reflect the proposed fee changes as outlined in Appendix B (Table 1.2); and,
- 5) That Schedule A of By-Law 2018-109, a by-law to regulate the use, alteration, and occupancy of highways within the City of Markham be amended with changes as outlined in Appendix B (Table 1.3); and further,
- 6) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of the report is to obtain Council approval on the introduction of new user fees based on the City’s priorities, business requirements and operational needs as outlined in Appendix A – Schedule of New Fees.

BACKGROUND:

As per the City’s regular practice, the City’s user fees, permits and fine rates (“fees”) are reviewed and adjusted annually to incorporate changes based on the greater of Consumer Price Index (CPI) or escalating operating pressures including CUPE, Cost of Living Adjustments (COLA), utility rates and credit card merchant charges, where applicable. Fees are also reviewed for market competitiveness, as part of the City’s Excellence Through Efficiency and Effectiveness (E3) Program. The City’s fees are benchmarked against the relevant comparators, with the goal being to adjust the City’s fees at a minimum to be equivalent to the highest of the comparators. These administrative adjustments are factored into regular business processes, including the budget process.

As part of the recent market reviews undertaken by departments, City staff have identified opportunities to harmonize with peer jurisdictions where appropriate and introduce new fees that support delivery of the City’s program goals, policy priorities and business

requirements. The proposed fees align with comparators and factor in recovery of eligible costs, where appropriate.

DISCUSSION:

Based on this analysis, six departments have identified a total of 47 new fees to be included in the City's user fee by-laws as outlined in the table below:

Commission	Department	Fee Changes Requested
Community Services	Operations	4
	Environmental Services -	
	Waterworks	2
Community Services Total		6
Corporate Services	By-Law and Regulatory Services	3
Corporate Services Total		3
Development Services Commission	Arts Centres	11
	Museum	14
Development Services Commission Total		25
Office of the CAO	Fire and Emergency Services	13
Office of the CAO Total		13

*For details related to new fees, see Appendix A – Schedule of New Fees.

Summary of Proposed Fee Changes by Department

Operations:

Proposing to introduce 4 new road occupancy fees, and requisite fee descriptions, to recover the cost of labour and materials as incurred by the City in line with the City contract rates, as allowable under By-law 2018-109, a by-law to regulate the use, alteration, and Occupancy of Highways within the City of Markham.

Rationale: New fees are being introduced mainly to recover the cost of labour and materials.

*The new fee descriptions associated with the 4 new fees are outlined in Appendix B (Table 1.3).

Environmental Services - Waterworks:

- Seeking to introduce a new fee for dual camera inspection of private service and a fee for bulk water fob access.

Rationale: The new dual inspection fee will transfer economies of scale and efficiency to residents as it will allow for a dual inspection service for storm and sanitary pipes during a single site visit. The second fee relates to a charge for a fob (free on board) for commercial customers to access and purchase water from the City's bulk water sales station.

By-Law and Enforcement Services:

- Proposing to implement 2 new non-refundable processing fees under the "Permitting of Noise By-Law Exemption" for:

-
- Residential noise permits (per event)
 - Bar & Grills Restaurants noise permit (per season)
 - Proposing to implement a non-refundable processing fee for the review of residential tree removal permit applications.

Rationale: Seeking to introduce new processing fees for noise exemption permits for businesses (per season), residential events and for residential tree removal permits based on a market review and increased application volumes. Permits are currently being reviewed and issued by the City at no charge.

Arts Centre:

- Proposing to implement 11 new fees related to facility rentals at the Varley Art Gallery and McKay Arts Centre and programming such as family workshops.

Rationale: Seeking to introduce new fees based on a market review and demand for additional programming from client groups, such as family workshops. The City currently only offers programs geared towards adult, children, teen and pre-teen individually. Facility rental fees are also being introduced, such as overnight storage at the Arts Centres which was not previously levied.

Museum:

- Proposing to implement 14 new fees mainly related to facility rentals and new corporate memberships.

Rationale: New fees being proposed mainly to introduce rental charges for facilities where none were levied before. With regards to corporate memberships, it will provide corporations with the opportunity to align their brand with Markham Museum and enjoy exclusive benefits such as enhanced visibility, networking opportunities, and the chance to support meaningful community initiatives. Competitive scan completed against other facilities such as those in the City of Toronto.

Fire and Emergency Services:

- Seeking to implement new fees related to fire safety inspections and investigations.

Rationale: New Fire prevention fees being proposed based on a market review, and increased review volumes. New fees align fee structure with comparator municipalities. The City currently does not charge for these services.

FINANCIAL CONSIDERATIONS

Should the above noted fees be approved by Council, the requisite by-laws will be updated, and staff will monitor participation rates and identify any potential revenue changes for consideration as part of the 2026 budget.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

All impacted business units were consulted in the preparation of this report.

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner Corporate Services

ATTACHMENTS:

Appendix A – Schedule of New Fees

Appendix B – By-Law Updates

Appendix A - Schedule of New Fees

Department	Fee Description	Fee Basis	New Fee Rate	Count of Fees	Applicable By-Law	Rationale
Arts Centres	Children/Teen Workshop/Lecture	Per hour	\$ 30.00	1	2002-276	<ul style="list-style-type: none"> Expanding workshop/lecture series to children and teens based on market scan and demand from client groups. This series is currently already offered to adults. Introducing a new fee for after-hours to charge after the current flat fee daytime rate. Expanding to create new family program/workshop based on market review and demand from client groups. The City currently only offers programs geared towards adult, children, teen and pre-teen individually. Introducing new fee for vendors who wish to use Gallery's utilities. Currently, the City absorbs all utilities charges. New facility rental fee. Introducing a new rental fee, offering flexibility for exhibitions. There is an existing rental user fee for five days only. New facility rental fee.
	Courtyard (Hourly After Hours)	Per hour	\$ 167.00	1	2002-276	
	Family Full Day Program	Per family	\$ 80.00	1	2002-276	
	Family Half Day Program	Per family	\$ 44.00	1	2002-276	
	Family Workshop	Per hour	\$ 32.00	1	2002-276	
	McKay Garden Utilities (Flat Fee)	Per day	\$ 10.00	1	2002-276	
	McKay Gardens	Per hour	\$ 100.00	1	2002-276	
	McKay Main Floor After Hours	Per hour	\$ 50.00	1	2002-276	
	McKay Main Floor Per Day (10 AM to 4 PM) (Flat Fee)	Per day	\$ 200.00	1	2002-276	
	McKay Overnight Storage (Flat Fee)	Per night	\$ 100.00	1	2002-276	
	Varley Overnight Storage (Flat Fee)	Per night	\$ 100.00	1	2002-276	
Arts Centres Total				11		
By-Law and Enforcement Services	Permitting of Noise By-law exemptions - Businesses-Restaurants, Bar & Grill Processing Fee	Per Season	\$ 100.00	1	2002-276	<ul style="list-style-type: none"> Introducing a new fee for processing noise exemption permits for businesses and residential events based on a market review and increased application volumes. Businesses can apply for this permit on a per season basis (i.e., May to October) and Residents can apply for this permit on a per event basis. Permits are currently being reviewed and issued at no charge by the City. Introducing a new non-refundable fee for residential tree removal permit applications based on a market review of comparator municipalities. Permits are currently being reviewed and issued at no charge by the City.
	Permitting of Noise By-law exemptions - Residential Events (per event) Processing Fee	Per Event	\$ 69.00	1	2002-276	
	Residential Tree Removal Permit Processing Fee	N/A	\$ 20.00	1	2012-137	
By-Law and Enforcement Services Total				3		
Fire and Emergency Services	File Administration leading to Posting of FPPA letter for Obstruction	N/A	\$ 383.00	1	2002-276	<ul style="list-style-type: none"> New Fire prevention fees being introduced based on a market review, and increased review volumes. New fees align fee structure with comparator municipalities. The City currently does not charge for these services.
	Fire Inspection Arising from A Public Complaint of a Repeated Unauthorized Occupancy Use of Home/Building	N/A	\$ 255.50	1	2002-276	
	Fire Inspection Arising from Public Complaint of a Confirmed Air B&B (Short Term Rentals in Homes)	N/A	\$ 255.50	1	2002-276	
	Fire Inspection Arising from Public Complaints as a Result of Homes Converted to More Than One Unit	N/A	\$ 255.50	1	2002-276	
	Fire Inspection: After 2nd Or Subsequent Inspection of Rooming Houses, Homes Converted to More Than One Unit and Air BnB (Short Term Rentals in Homes)	N/A	\$ 192.00	1	2002-276	
	Fire Inspections Arising from Public Complaint of a Confirmed Rooming Houses	N/A	\$ 255.50	1	2002-276	
	Fire Safety Plan Review: 2nd or subsequent revisions	N/A	\$192.00 per each additional review	1	2002-276	
	Inspection Fees for Registration of Basement Apartments	N/A	\$ 255.50	1	2002-276	
	Investigation Of an Open-Air Burning Complaint from Public/Fire Crews	N/A	\$ 192.00	1	2002-276	
	Outdated Key Lock Box Contents	N/A	\$ 128.00	1	2002-276	
	Smoke Control Report (OFC Section 7.3) Review plus one site visit	N/A	\$ 447.00	1	2002-276	
	Smoke Control Report (OFC Section 7.3) Review: per 2nd or Subsequent review and or site visit	N/A	\$ 319.50	1	2002-276	
	Vulnerable Occupancy Inspection	N/A	\$ 255.50	1	2002-276	
Fire and Emergency Services Total				13		

Appendix A - Schedule of New Fees

Department	Fee Description	Fee Basis	New Fee Rate	Count of Fees	Applicable By-Law	Rationale
Markham Museum	Corporate Membership - Emerging Leader	Per year	\$ 663.72	1	2002-276	<ul style="list-style-type: none"> To provide corporations with the opportunity to align their brand with Markham Museum and enjoy exclusive benefits such as enhanced visibility, networking opportunities, and the chance to support meaningful community initiatives. Emerging Leader membership is focused on small businesses while the Innovation Partner membership is geared towards larger companies. New fee for additional site tours/meetings beyond standard scope of work. Weddings offer three complimentary site tours. New fee for customers who do not wish to have alcohol during event (mostly for meetings) Set up/Tear Down Fee added for rentals of small ceremonies Fee added for rentals of small ceremonies Fee added for rentals of ceremonies Introducing a new fee to account for 5 hour rentals. There is an existing fee for two hours. Half wall can be used to separate spaces or make rooms like transportation Hall smaller or hide catering New fee for overnight storage for events New facility rental fee. New fee for using existing lights. Providing different options for guests who would like to use this space quickly. There is currently only a 2 hour option.
	Corporate Membership - Innovation Partner	Per year	\$ 1,327.43	1	2002-276	
	Administrative Charge	Per Hour	\$ 50.00	1	2002-276	
	Bandstand & Pavilion without alcohol (100 people max)	Per 2 hours	\$ 500.00	1	2002-276	
	Burkholder Field Set-up / Tear Down Fee Outdoor Ceremony Option	Per rental	\$ 100.00	1	2002-276	
	Burkholder House - Bridal Party Waiting Area (only in addition to ceremony)	Per 2 Hours	\$ 75.00	1	2002-276	
	Church Hall - Bridal Party Waiting Area (only in addition to ceremony)	Per 2 Hours	\$ 75.00	1	2002-276	
	Church Sanctuary Full Day Rental	Per 5 hours	\$ 960.00	1	2002-276	
	Half Wall Rental	Per rental	\$ 75.00	1	2002-276	
	Overnight Storage Fee	Per rental	\$ 250.00	1	2002-276	
	South Gallery Room Rental with alcohol	Per 2 hours	\$ 192.00	1	2002-276	
	South Gallery Room Rental without alcohol	Per 2 hours	\$ 96.00	1	2002-276	
	Specialty Lighting - Use	Per rental	\$ 50.00	1	2002-276	
	Wedding Photos External Only (1 Hour)	Per 1 hour	\$ 105.00	1	2002-276	
Museum Total				14		
Operations	Interlock Restoration	m ² - 4m ² minimum	\$ 100.00	1	2012-137 / 2018-109	<ul style="list-style-type: none"> To recover the cost of labour and materials as incurred by the City in line with the City contract rates, as allowable under Bylaw 2018-109 (by-law to regulate the use, alteration, and occupancy of highways within the City of Markham).
	Boulevard Restoration (Grading & Sod)	m ² - 4m ² minimum	\$ 50.00	1	2012-137 / 2018-109	
	Sign / Pole Relocation / Installation	Per Location	\$ 375.00	1	2012-137 / 2018-109	
	Mast Arm Replacement	Per Sign	\$ 1,450.00	1	2012-137 / 2018-109	
Operations Total				4		
Environmental Services - Waterworks	Dual Camera Inspection of Private Service	N/A	\$ 456.50	1	2002-276	<ul style="list-style-type: none"> New Fee to transfer economies of scale and efficiency to residents through introduction of dual camera inspection service for storm and sanitary pipes.
	Bulk Water Fob	N/A	\$ 45.00	1	2002-276	<ul style="list-style-type: none"> Fee to purchase a fob for commercial customers to access and purchase water from the City's bulk water sales station.
Waterworks - Total				2		
Grand Total				47		



By-law 2025-

To amend Bylaw 2012-137 being a by-law to impose licensing, permit and service fees, By-Law 2002-276, a by-law to impose fees and charges for services or activities provided or performed by the City of Markham, and By-law 2018-109 a by-law to regulate the use, alteration, and Occupancy of Highways within the City of Markham.

Please provide date of Council Resolution or Approval (mm/dd/year)- 2/25/2025

WHEREAS, it is necessary where authorities exist or where new authorities are granted to periodically add fees and charges as administrative and enforcement standard operating procedures are modified or enhanced;

AND WHEREAS Section 11 (1) of the Municipal Act, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality to provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that fees and charges imposed by a municipality on a person constitute a debt of the person the municipality;

NOW THEREFORE the Council of the Corporation of the City of Markham enacts as follows:

1. THAT:
 - 1.1 The fees and charges listed in By-Law 2012-137 be updated to include the following (Table 1.1):
 - 1.2 The fees and charges listed in By-Law 2002-276 be updated to include the following (Table 1.2):
 - 1.3 The road occupancy fee descriptions listed Schedule A in By-Law 2018-109 be updated as following (Table 1.3):

Table 1.1 By-Law 2012-137 Updates

Department	Fee Description	Term	New Fee Rate	Applicable By-Law
By-Law and Enforcement Services	Residential Tree Removal Permit Processing Fee	Per Application	\$ 20.00	2012-137
Operations	Interlock Restoration	m ² - 4m ² minimum	\$ 100.00	2012-137
Operations	Boulevard Restoration (Grading & Sod)	m ² - 4m ² minimum	\$ 50.00	2012-137
Operations	Sign / Pole Relocation / Installation	Per Location	\$ 375.00	2012-137
Operations	Mast Arm Replacement	Per Sign	\$ 1,450.00	2012-137

Table 1.2 By-Law 2002-276 Updates

Department	Fee Description	Fee Basis	New Fee Rate	Applicable By-Law
Arts Centres	Children/Teen Workshop/Lecture	Per hour	\$ 30.00	2002-276
Arts Centres	Courtyard (Hourly After Hours)	Per hour	\$ 167.00	2002-276
Arts Centres	Family Full Day Program	Per family	\$ 80.00	2002-276
Arts Centres	Family Half Day Program	Per family	\$ 44.00	2002-276
Arts Centres	Family Workshop	Per hour	\$ 32.00	2002-276
Arts Centres	McKay Garden Utilities (Flat Fee)	Per day	\$ 10.00	2002-276
Arts Centres	McKay Gardens	Per hour	\$ 100.00	2002-276
Arts Centres	McKay Main Floor After Hours	Per hour	\$ 50.00	2002-276
Arts Centres	McKay Main Floor Per Day (10 AM to 4 PM) (Flat Fee)	Per day	\$ 200.00	2002-276
Arts Centres	McKay Overnight Storage (Flat Fee)	Per night	\$ 100.00	2002-276
Arts Centres	Varley Overnight Storage (Flat Fee)	Per night	\$ 100.00	2002-276
By-Law and Enforcement Services	Permitting of Noise By-law exemptions	Businesses- Restaurants, Bar & Grill processing Fee (per season)	\$ 100.00	2002-276
By-Law and Enforcement Services	Permitting of Noise By-law exemptions	Residential Events Processing Fee (per application)	\$ 69.00	2002-276
Fire and Emergency Services	File Administration leading to Posting of FPPA letter for Obstruction	N/A	\$ 383.00	2002-276
Fire and Emergency Services	Fire Inspection Arising from A Public Complaint of a Repeated Unauthorized Occupancy Use of Home/Building	N/A	\$ 255.50	2002-276
Fire and Emergency Services	Fire Inspection Arising from Public Complaint of a Confirmed Air B&B (Short Term Rentals in Homes)	N/A	\$ 255.50	2002-276
Fire and Emergency Services	Fire Inspection Arising from Public Complaints as a Result of Homes Converted to More Than One Unit	N/A	\$ 255.50	2002-276

Fire and Emergency Services	Fire Inspection: After 2nd Or Subsequent Inspection of Rooming Houses, Homes Converted to More Than One Unit and Air BnB (Short Term Rentals in Homes)	N/A	\$ 192.00	2002-276
Fire and Emergency Services	Fire Inspections Arising from Public Complaint of a Confirmed Rooming Houses	N/A	\$ 255.50	2002-276
Fire and Emergency Services	Fire Safety Plan Review: 2nd or subsequent revisions	N/A	\$192.00 per each additional review	2002-276
Fire and Emergency Services	Inspection Fees for Registration of Basement Apartments	N/A	\$ 255.50	2002-276
Fire and Emergency Services	Investigation Of an Open-Air Burning Complaint from Public/Fire Crews	N/A	\$ 192.00	2002-276
Fire and Emergency Services	Outdated Key Lock Box Contents	N/A	\$ 128.00	2002-276
Fire and Emergency Services	Smoke Control Report (OFC Section 7.3) Review plus one site visit	N/A	\$ 447.00	2002-276
Fire and Emergency Services	Smoke Control Report (OFC Section 7.3) Review: per 2nd or Subsequent review and or site visit	N/A	\$ 319.50	2002-276
Fire and Emergency Services	Vulnerable Occupancy Inspection	N/A	\$ 255.50	2002-276
Markham Museum	Corporate Membership - Emerging Leader	Per year	\$ 663.72	2002-276
Markham Museum	Corporate Membership - Innovation Partner	Per year	\$ 1,327.43	2002-276
Markham Museum	Administrative Charge	Per Hour	\$ 50.00	2002-276
Markham Museum	Bandstand & Pavilion without alcohol (100 people max)	Per 2 hours	\$ 500.00	2002-276
Markham Museum	Burkolder Field Set-up / Tear Down Fee Outdoor Ceremony Option	Per rental	\$ 100.00	2002-276

Markham Museum	Burkolder House - Bridal Party Waiting Area (only in addition to ceremony)	Per 2 Hours	\$ 75.00	2002-276
Markham Museum	Church Hall - Bridal Party Waiting Area (only in addition to ceremony)	Per 2 Hours	\$ 75.00	2002-276
Markham Museum	Church Sanctuary Full Day Rental	Per 5 hours	\$ 960.00	2002-276
Markham Museum	Half Wall Rental	Per rental	\$ 75.00	2002-276
Markham Museum	Overnight Storage Fee	Per rental	\$ 250.00	2002-276
Markham Museum	South Gallery Room Rental with alcohol	Per 2 hours	\$ 192.00	2002-276
Markham Museum	South Gallery Room Rental without alcohol	Per 2 hours	\$ 96.00	2002-276
Markham Museum	Specialty Lighting - Use	Per rental	\$ 50.00	2002-276
Markham Museum	Wedding Photos External Only (1 Hour)	Per 1 hour	\$ 105.00	2002-276
Environmental Services - Waterworks	Dual Camera Inspection of Private Service	N/A	\$ 456.50	2002-276
Environmental Services - Waterworks	Bulk Water FOB	N/A	\$ 45.00	2002-276

Table 1.3 By-Law 2018-109 Update

FEE ITEM		TERM	CONDITIONS
Road Occupancy			
Curb & Culvert Modifications			
1. Interlock Restoration*	m ²		Min. charge 4 m ²
2. Boulevard Restoration*	m ²		Min. charge 4 m ²
Miscellaneous			
3. Sign/Pole Relocation/Installation*	Per Location		Where relocation of street sign and pole needed to accommodate construction activities
4. Mast Arm Replacement*	Per Sign		To replace mast arm when damaged due to construction activities or other incidents
* Charge to be adjusted annually to reflect tendered prices for contracted services being provided			

NOTE:

See Licensing, Permit and Service Fees By-law 2012-137, most recent amendment, for fee rates, City Tree Replacement Criteria

Read a first, second, and third time and passed on _____.

Kimberley Kitteringham
City Clerk

Frank Scarpitti
Mayor



[Delete page if not required]

EXPLANATORY NOTE

BY-LAW NO: 2024-xxxxxxxxxx
xx By-law

Title
Description

Insert Details below.



**MARKHAM ENVIRONMENTAL ADVISORY COMMITTEE
CANADA ROOM MARKHAM CIVIC CENTRE**

**September 26, 2024
7:00 PM
Minutes**

<p><u>Present</u> Stuart Cumner, Chair Paddy Wong, Vice-Chair Robert Willatts Sarena Karpouzis Karl Lyew Christina Wong Victoria Choy Cliff Chan Catherine Jeffrey Yash Kapur</p>	<p><u>Staff</u> Laura Gold, Committee Clerk</p> <p><u>Regrets</u> Frank Vignando Jack Heath Jennifer Wong, Manager, Sustainability Councillor Amanda Collucci Councillor Ritch Lau</p>
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1. CALL TO ORDER

The Environmental Advisory Committee convened at 7:03 PM with Stuart Cumner in the Chair.

2. CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

**3. ADOPTION OF THE MINUTES OF THE MARKHAM ENVIRONMENTAL
ADVISORY COMMITTEE MEETING HELD ON MAY 30, 2024**

Moved by Yash Kapur
Seconded by Cathie Jeffrey

That the minutes of the Markham Environmental Advisory Committee meeting held on on May 30, 2024, be adopted.

Carried

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes.

5. UPDATE ON PROGRESS TO OBTAIN BIRD FRIENDLY CITY CERTIFICATION

<https://naturecanada.ca/defend-nature/how-you-help-us-take-action/bfc/>

Victoria Choy introduced the item.

The Committee discussed whether the City would consider obtaining bird friendly certification, and it hoped to learn more about the City's bird friendly practices due to there being a considerable drop in the bird population.

Laura Gold, Council/Committee Coordinator, noted that ensuring new developments meet bird friendly guidelines is considered as part of the development process.

Catherine Jeffrey's advised that she had reached out to Planning Staff to get more information on the City's Bird Friendly Guidelines.

6. WHETHER MARKHAM WOULD CONSIDER BECOMING A BLUE COMMUNITY? SEVERAL COMMUNITIES SUCH AS AJAX AND NIAGARA HAVE OBTAINED DESIGNATIONS

<https://canadians.org/resource/bluecommunities-guide/>

Victoria Choy advised that to be a Blue Community a municipality must abide by the following guidelines: 1) recognizes water and sanitation as a human right; 2) banning or phasing out of the sale of bottled water in municipal facilities and at municipal events; 3) promoting publicly financed, owned and operated water and wastewater services.

The Committee noted how the City appears to be already following these guidelines, such as water bottles have been banned at municipal facilities, the City's Wow truck promotes public water at events, and the City is continuously ensuring the safety of the communities water supply. Members suggested that it may be fairly straight forward for the City to apply for this certification if it was interested in obtaining it, as it seems to be already abiding to many of the guidelines.

Members also discussed encouraging Members of Council to include articles on environmental matters in their newsletters, particularly articles that would be of value to the community, such as having an article on Green Energy Promotion. Victoria Choy advised

that she has a background in Corporate Communications and agreed to prepare a draft article as a sample of an environmental article that could be included in the Councillors newsletters.

Moreover, Members discussed the possibility of attending events to promote environmental initiatives, providing an example of having a booth at Markham Fair or participating in Earth Day.

7. UPDATE ON BIKE LANES

The Committee discussed bike lanes and the role they play in providing alternative modes of transportation to transit hubs and other places. Members felt that bike lanes and places to lock up one's bike should be included in all major transit hubs and that there should be as many connections as possible to Markham's trail network. They also noted the importance of having groups such as Markham Cycles that help with bike repairs and that offer bicycle-lending libraries. The Committee questioned what Markham's strategy is with respect to providing alternative modes of transportation, and bike lanes.

Cliff Chan, Member of both the Cycling and Pedestrian Advisory Committee (CPAC) and the Environmental Advisory Committee, advised that the City is working towards building a cycling network and solving some of the issues noted above. Mr. Chan agreed to provide regular updates on CPAC's activities at Committee meetings.

Moreover, the Committee discussed recent news articles on how the use of bikes and bike lanes has increased in Toronto due to the City's crowded streets, and the implications the bike lanes are having on stores and traffic congestion.

8. SENIORS FOR CLIMATE ACTION RALLIES IN NEWMARKET AND IN TORONTO

Victoria Choy advised that the Seniors for Climate Action rallies will be held across the country on October 1, 2024. On this day, a rally will be held in Newmarket and David Suzuki is scheduled to attend. The rally will also be livestreamed.

9. FOOD WASTE AND FOOD INSECURITY SUB-COMMITTEE UPDATE

Christina Wong and Stuart Cumner provided an update on the Food Waste and Food Insecurity Sub-Committee. Some of the highlights of the update included:

- Working with York University 4th year students regarding reducing food waste and food insecurity in Markham.
- Holding 7 meetings with the students throughout the year, noting the next meeting will be held on October 11th.
- Prior to the December break - Students will first research what is causing food waste and food insecurity in Markham.
- After the December break – Students will look at what actions can be taken to help

resolve the problem.

- The Committee is also looking into building a relationship with the University of Toronto in relation to food systems and the environment.
- Noted that high school students may also be interested in conducting environmental research for the Committee.
- Sub-Committee Members visited grocery stores and discussed with their managers what they were doing to address food security, some of which included freezing food if close to expiry, cooking it and making it a ready-made meal, selling surprise boxes, and providing food to the Second Harvest Group. The stores noted that technology is also playing an important role in reducing food waste, as it allows for better forecasting with respect to the supply and demand of food products.
- Advised that it is no longer common to see food waste in the back of large grocery stores but noted that smaller businesses may still be struggling with food waste.

The Committee discussed food waste going into the garbage, noting that having food waste in the garbage creates methane. A Member advised that Markham's clear bag and organics program has greatly reduced the amount of food waste that is put in the garbage.

10. NEW BUSINESS

There was no new business.

11. NEXT MEETING

The next Markham Environmental Advisory Committee Meeting will be held on November 28, 2024, at 7:00 PM.

12. ADJOURNMENT

The Environmental Advisory Committee adjourned at 8:55 PM.

**Advisory Committee on Accessibility
Minutes**

Date: Monday, September 16, 2024
Time: 5:00pm
Location: Ontario Room (hybrid meeting)
Interim Chair: Edward Lau

<p>Members present Edward Lau (Chair) Jewell Lofsky (Co-Vice-Chair) Yoyo Chen (Co-Vice-Chair) Regional Councillor Alan Ho Councillor Ritch Lau Kim Adeney Satya Arora Stephanie Mak</p> <p>Regrets: Babak Esmaeilzadeh-faal Christina Lee</p>	<p>Staff: Dana Honsberger, Project Manager, Facilities Assets Joanne Kinya Baker, Manager, Diversity, Equity, and Inclusion Joann Sotiropoulos, Senior Manager, Transformation Office, Learning, OD & Inclusion Laura Gold, Council Committee Coordinator</p>
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TOPIC	DISCUSSION	ACTION
1. Call to Order	The Advisory Committee on Accessibility convened at 5:07 PM with Edward Lau in the Chair. The City's Indigenous Land Acknowledgement was read.	
2. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items	Moved by Satya Arora Seconded by YoYo Chen That the Minutes of the July 8, 2024, Markham Accessibility Advisory Committee be approved as presented.	Carried
3. Multi Year Accessibility Plan Update	Madi Crespo, BDO, provided a presentation on the draft Multi Year Accessibility Plan. Some of the highlights of the presentation included the plan is intended to be for today and tomorrow; that the percentage of Markham residents with a disability is growing as the population ages; an overview of the staff and community survey results; that a section	

	<p>regarding culture was added to the plan; and that the completed plan will be available in different formats in the future.</p> <p>Ms. Crespo discussed with the Committee the possibility of adding in snapshot about a few Members of the Committee in plan. An interview could be coordinated with Members interested in sharing their personal experience on the Committee.</p> <p>The Committee suggested that these snapshots should be included throughout the plan, noting the importance of including the information in different formats as people process information differently. A Member also noted that language in the plan should be clear and simple.</p> <p>The Committee was asked to provide feedback by email on the draft plan by Friday, September 17, 2024.</p> <p>The Committee noted that housing affordability was noted to be a key challenge for both seniors and people with a disability.</p>	
<p>4. International Day for Persons with a Disability</p>	<p>The Committee discussed what it would do in celebration of International Day for Persons with a Disability. After careful consideration, Members decided to refrain from having a formal event celebrating the International Day for Persons with a Disability. Rather it will focus on hold an event in the spring in celebration of National Accessibility Week.</p> <p>Members discussed having a committee dinner to celebrate the holidays and the International Day for Persons with a Disability in December.</p>	
<p>5. Subcommittees Plan Updates</p>	<p><u>Cycling and Pedestrian Committee Update</u> Kim Adeney, Accessibility Representative, Cycling and Pedestrian Advisory Committee, provided an update on the committee’s activities with respect to accessibility. Ms. Audney advised that the City is implementing best practices with respect to accessibility on its trails, specifically with respect to signage, wayfinding, and trail surfaces. Ms. Adeney advised that she will be completing her term on the Markham Accessibility Advisory Committee in December and that a new representative from the</p>	

	Committee will need to be appointed to serve as the Accessibility Representative on the Cycling and Pedestrian Advisory Committee.	
6. Markham Accessibility Advisory Committee Marketing Material	Edward Lau, Chair, Markham Accessibility Advisory Committee, reported that Unionville High School has been working with the Committee to develop marketing material for the Committee. Members noted that the design needs to be accessible and met Corporate Communication branding guidelines.	
7. Roundtable	The Committee requested that a portion of the November meeting be devoted to business planning for 2025.	
8. Adjournment	The Markham Accessibility Advisory Committee adjourned at 6:49 PM.	
Next Meeting Date	The next meeting of the Markham Accessibility Advisory Committee will be held on October 28, 2024.	

**Advisory Committee on Accessibility
Minutes**

Date: Monday, October 28, 2024
Time: 5:00pm
Location: Ontario Room (hybrid meeting)
Interim Chair: Edward Lau

Attendance:

<p>Members present Edward Lau (Chair) Jewell Lofsky (Co-Vice-Chair) Yoyo Chen (Co-Vice-Chair) Councillor Ritch Lau Kim Adeney Stephanie Mak Satya Arora Christina Lee</p>	<p>Regrets: Regional Councillor Alan Ho</p> <p>Staff: Dana Honsberger, Project Manager, Facilities Assets Joann Sotiropoulos, Senior Manager, Transformation Office, Learning, Organizational Development and Inclusion Kinya Baker, Manager, Diversity, Equity, and Inclusion Lois Davies, Accessibility Consultant Laura Gold, Council/Committee Coordinator</p>
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TOPIC	DISCUSSION	ACTION
<p>1. Call to Order</p>	<p>The Advisory Committee on Accessibility convened at 5:05 PM with Edward Lau in the Chair. The City’s Indigenous Land Acknowledgement was read.</p> <p>The Committee welcomed Lois Davies, Accessibility Consultant, and briefly introduced themselves.</p>	
<p>2. Markham Accessibility Advisory Committee Group Photo</p>	<p>A group picture was taken of the Markham Accessibility Committee. The picture will be included in the Multi Year Accessibility Plan.</p>	
<p>3. Approval of Advisory Committee on Accessibility Minutes & Review of Action Items</p>	<p>Kim Adeney requested that the Cycling and Pedestrian Advisory Committee (CPAC) Representative be updated in the minutes to reflect that she is working on an accessibility best practice check list that can be used by CPAC and this Committee when she steps down from this role. She also requested that the spelling of her last name be corrected in the Minutes.</p>	

	<p>Moved by Satya Arora Seconded by Kim Adeney</p> <p>That the Minutes of the July 8, 2024, Markham Accessibility Advisory Committee be approved as presented.</p> <p style="text-align: right;">Carried</p>	
4. Multi Year Accessibility Plan Update	<p>Staff advised that they hoped that the Multi Year Accessibility Plan would be brought forward to Council at the beginning of December 2024. High level results or general observations from the accessibility survey will be included in the plan. Committee Members are welcome to come to the General Committee meeting the Multi Year Accessibility Plan is brought forward to if available to attend. The City needs to approve the plan prior to the end of December to be in compliance with Provincial legislation. There will be a proper launch and celebration once it is approved. The Committee was thanked for all their feedback on the Multi Year Accessibility Plan.</p>	
5. Volunteer and Community Recognition Nights	<p>The Committee briefly discussed the fall Volunteer and Community Recognition events and how it would like to proceed with the Markham Accessibility Award in 2025. Putting together a plan for the 2025 award was recommended, which would include the advertisement and promotion of the award and developing criteria for evaluating the nominations. The Committee noted that it would like to continue to have the award presented at the Community Recognition Night in the fall at this point in time.</p>	
6. Board and Committee Recruitment	<p>Laura Gold, Council/Committee Coordinator, provided an update on the recruitment of members. Vacancies have been advertised and some applications have been received.</p>	
7. Marketing Material	<p>Edward Lau, Chair, advised that Shane Clodd, the art teacher at Unionville High has agreed to lead his students to create marketing material that meets the accessibility standards. They will also make the slashes that the</p>	

	Committee discussed at previous meetings. The design concept will be presented at the November meeting.	
8. Succession Planning	<p>Members discussed the need to make a succession plan to prepare members to feel confident in fulfilling the roles of Chair and Vice Chair in the future.</p> <p>Edward Lau, Chair, advised that the December meeting will be his last meeting. Yo-Yo will assume the role of acting Chair until the Committee elects a new Chair. The Committee was asked to support Yo-Yo in performing this role.</p>	
9. Roundtable	<p>The Committee briefly discussed the following:</p> <ul style="list-style-type: none"> • How Markham has changed over the years. • Markham’s population growth. • How the roads could be made safer if there was equipment to alert people with hearing disabilities that there is an emergency vehicle. • Re-visiting the “did you knows”. • Learning about different types of disabilities as a Committee. • Developing a 2025 work plan that is tied to the Multi Year Accessibility Plan. • Re-thinking the agenda structure. • The National Accessibility Celebration. <p>The Committee requested that new name tags be created for the Committee.</p>	
10. Adjournment	The Markham Accessibility Advisory Committee adjourned at 7:00 PM.	
Next Meeting Date	The next meeting of the Markham Accessibility Advisory Committee will be held on December 16, 2024.	

**Advisory Committee on Accessibility
Minutes**

Date: Monday, December 16, 2024
Time: 5:00pm
Location: Canada Room
Interim Chair: Edward Lau

Attendance:

<p>Members present Edward Lau (Chair) Jewell Lofsky (Co-Vice-Chair) Yoyo Chen (Co-Vice-Chair) Kim Adeney Satya Arora</p> <p>Staff: Dana Honsberger, Project Manager, Facilities Assets Joann Sotiropoulos, Senior Manager, Transformation Office, Learning, Organizational Development and Inclusion Lois Davies, Accessibility Consultant Linda Stott, Acting Manager of Corporate Communications Laura Gold, Council/Committee Coordinator</p>	<p>Regrets: Kinya Baker, Manager, Diversity, Equity, and Inclusion Regional Councillor Alan Ho Councillor Ritch Lau Stephanie Mak Satya Arora Christina Lee</p>
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Item	Discussion	Action
1. Call to Order	The Markham Advisory Committee on Accessibility convened at 5:17 PM with Edward Lau in the Chair.	
2. Approval of the Advisory Committee Minutes	The approval of the Minutes was deferred to the next meeting due to there being no quorum.	
3. Discussion on Unionville	Linda Stott, Acting Manager of Corporate Communications, provided a presentation on the best practices with respect to designing accessible digital	

Item	Discussion	Action
<p>High School Student Presentation of Designs</p>	<p>content and graphics. Ms. Stott provided the following suggestions with respect to the Unionville High School Student’s designs:</p> <ul style="list-style-type: none"> • Font should be more recognizable. • Committees are not encouraged to have their own logo but are not prohibited from having one. • Noted that the Multi Year Accessible Plan is a City document and that it is staff’s decision with respect to which artwork that is included in the plan. • Discussed the simplification of the student’s characters and possibly using them on the banner or other promotional material for the Committee. • Offered to provide the students with a virtual session on the best practices on branding and designing accessible content and graphics. • Suggested recognizing the students that participated in the design project at the next Community Recognition Night. • Noted that that the City would need the characters in JPEG high resolution format. <p>Edward Lau, Chair, will reach out to the students’ art teacher to discuss the next steps, including finalizing the characters, and Ms. Stott possibly providing a branding and accessible design session for the students</p>	<p>Edward Lau to reach out to the students’ art teacher with Committee’s feedback</p>
<p>4. Multi Year Accessibility Plan and Markham Accessibility Advisory Committee Deputation Update</p>	<p>Yoyo Chen, Vice-Chair, spoke briefly about her deputation to the General Committee on Markham’s Multi Year Accessibility Plan, and on how each section of the plan supports inclusiveness.</p> <p>Lois Davies, Accessibility Consultant, advised that a link to the new plan will be circulated to the Committee once it has been posted on the website. Ms. Davies advised that she plans to invite the subject matter experts representing each section of the plan to speak about their plans for improving accessibility.</p>	

Markham Accessibility Advisory Committee

December 16, 2024

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Item	Discussion	Action
	The Committee thanked Yoyo for her deputation to the General Committee in support of the new Multi Year Accessibility Plan, and other Members that attended the meeting also to show their support for the new plan.	
5. Discussion on 2025 Markham Accessibility Business Planning	Laura Gold, Council/Committee Coordinator, circulated a past business plan, and the Committee's Terms of Reference to the Committee to encourage Members to start thinking about what they would like to focus on in 2025.	
6. Roundtable	<p>The Committee conducted a roundtable and provided their sincere appreciation to Edward Lau for serving as Chair and for his contributions to the Committee over the last couple of years. The Committee also wished Edward success in his future endeavors.</p> <p>The Committee agreed that Yoyo Chen will assume the role of Chair in January after Edward Lau has officially stepped down from the Committee.</p> <p>Laura Gold, Council/Committee Coordinator, provided a brief update on recruitment for the Committee. Ms. Gold advised that she has re-recruited for new members, and that the submission deadline is now January 10, 2025.</p>	
7. Holiday Celebration	The Committee adjourned the meeting and held a holiday celebration.	
8. Adjournment	The meeting and holiday celebration convened at 7:00 PM.	

Box Grove Community Centre

Meeting Agenda

Date: Monday, October 15, 2024, 7:00pm

Meeting Location: 7651 Ninth Line

Type of Meeting: Board Member Meeting

Facilitator: Jeremiah Vijey

1. Call to order (1 min)
 - 7:25pm call to order

2. Roll Call (1 min)

In Attendance:

Jeremiah Vijey – Board Chair

Shawn Hermans – City Liaison

Juanita Nathan – Councillor (7:48pm arrival)

Danny Shaikh – Rental Manager

Marcus Bansavatar – Treasurer (8:45pm departure)

Alia Khan – Recording Secretary

Nimisha Patel

Killi Chelliah

Ismail Bhayat

Sharon Gabriel (8:35pm departure)

3. Approve minutes from last meeting

- Last meeting minutes approval motioned by Nimisha; approved

4. Open Issues

- a) Reopening of BGCC

- Many inquiries from residents regarding rentals
- Oct 7, 2024 official opening day of community centre
- All groups are back and parties are being booked again
- Now booking into Jan 2025
- New fridge and microwave were purchased; microwave not working, new one to be needed
- Send Thank You cards (e-cards) to reps at City that helped Board during closure
 - **Action:** Nimisha to send e-cards to Shawn, Anthony, Leslie, Jason

b) Financial Update

- July 31, 2024 balance = \$38,000.00
- October 15, 2024 balance = \$30,458.16 in investment account, \$5355.82 in chequing account
- Expenses included management fees, utilities, etc.
- Expenses report sent to City, no response yet
 - City needs financial statements
 - Board's statements need to be itemized with each deposit/expense indicated
 - **Action:** Marcius to export financial document to Jeremiah
 - **Action:** Jeremiah to add financial document to minutes and send to City (Shawn)
 - **Action:** Shawn to forward to Laura Gold
- Payouts to Nimisha have been made
- Jeremiah has given \$250 gift card to rental managers

c) Rental Manager Update

- Community centre opened on October 7, 2024
- Work complete: painted lobby and back room, fridge and microwave delivered, microwave needs to be changed
- First rental occurred on October 12, 2024 → many requests made and now booking into January 2025
- Many renters asking for bookings at odd times instead of during set time slots → how to deal with this?
 - Jeremiah suggested have a template of hours for reference
 - Nimisha suggested to use discretion depending on nature of rental, before/after availability
 - Shawn suggested offering renters longer rental times to accommodate (8 hours package)
- Cleaner's (Raja) contract is renewed; he has WSIB
 - BGCC's insurance has increased (BFL Insurance Co)
- In last meeting before fire, there was discussion about increase in rental manager's rate of pay → Nimisha asked if anything had been decided
 - Jeremiah explained that current rate is not subject to tax payments (CPP, etc.); if rate is increased, there will be taxed; may not be worth it to increase rate because it may reduce total amount of net income
 - Nimisha made suggestion about idea of a bonus if pay increase not an option
 - **Action:** Jeremiah will speak with City about options and suggestions

- Sharon asked about WIFI access for renters → Jeremiah said Board will consider it because service fees are increasing as well
- Jeremiah stated that security camera signs have been installed, but cameras have not been → Shawn said equipment (cameras, spotlight, motion detector) is in but needs to be installed by City

d) Chair Remarks

- Mandatory Accessibility Training (city mandate)
 - Accessibility training to be done by end of the week
 - **Action:** Jeremiah will send to whole Board
 - **Action:** Board members that have not completed the training must do
- Reopening / Rates

- Nimisha provided info regarding rates:

<i>Re-occurring Renters</i>	
<i>Group 1</i>	<i>\$3/hour</i>
<i>Group 2</i>	<i>\$16/hour</i>
<i>Group 3</i>	<i>\$23/hour</i>
<i>Group 4</i>	<i>\$16/hour</i>
<i>Group 5</i>	<i>\$15/hour</i>

- There are discrepancies between rates of groups and storage usage
- Nimisha asked about rates in scenarios for non-profit, charity, community groups or weekday rentals → is there a discounted rate?
- Board discussed and agreed that non-busy slot rentals and groups named above should have discounted rate (example: \$25/hour rental fee on an available weeknight); Board unanimously agreed this is ok and better than leaving community centre unrented
- Board needs to discuss the rates and how to close the gap and also about 50% discount to regular renters, non-profit, charities, etc.
- **Action:** Shawn suggested that Danny create a matrix of times/groups and Board discuss in next meeting
- Nimisha suggested Board should invest in round tables
 - Cost for 5' table is \$283 or \$255 depending on style from Uline
 - 15 tables would manage 8 people per table
 - Motion to buy 12 round tables for CC at total cost of \$3457.80 → Board voted yes unanimously

- **Action:** *Nimisha will order tables from Uline*
- *Killi put forth request of Markham Tamil group for morning yoga classes on weekend*
 - **Action:** *Jeremiah will speak with Church group about timings*
 - **Action:** *Killi will ask group if there is another day that is suitable*
- Christmas celebration
 - *May be scheduled for January 2025*
 - **Action:** *Board will discuss at next meeting*

5. New Business (10 Mins)

- *Jeremiah raised issue about excessive alcohol use at some parties at CC*
- *Suggestion was made that if renters want to serve alcohol, then they must hire or pay for a security guard*
- **Action:** *Board will discuss at next meeting*

AGENDA 1.3**MARKHAM PUBLIC LIBRARY BOARD****Regular Meeting****Minutes of Regular Meeting held on Monday, November 25, 2024, 7:02 p.m.**
Virtual by ZOOM

- Present from Board: Ms. Margaret McGrory, Chair
Mr. Edward Choi, Vice Chair
Deputy Mayor Michael Chan
Mr. Raymond Chan
Mr. Harout Manougian
Ms. Winnie Phung
Ms. Jenny Tung (from IC 3.1)
Ms. Gail Vlahopoulos
Mr. Kenneth Wightman (from 1.4)
Mr. Jay Xie
- Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Andrea Cecchetto, Director Service Excellence
Mrs. Diane Macklin, Director, Community Engagement
Ms. Debbie Walker, Director, Library Strategy & Planning
Ms. Megan Garza, Senior manager, Organizational Transformation
Mr. Patrick Pan, manager, Facilities and Workplace Safety
Mrs. Susan Price, Board Secretary
- Regrets: Councillor Ritch Lau
Mr. Robin Choy
- Guest: Ms. Stephanie Jeronimo, Legal Counsel, Hicks-Morley

1.0 Call to Order/Adoption of Agenda

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

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

Carried.

1.1 Adoption of Minutes:

Library Board Minutes October 28, 2024.

AGENDA 1.3

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

Resolved that the minutes of October 28, 2024, Library Board Meeting be confirmed.

Carried.

1.2 **Declaration of Conflict of Interest**

None.

1.3 **Delegation**

None.

1.4 **Chair's Remarks:**

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

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

Ms. McGrory asked the Directors to introduce any guest staff members present.

The Chair reminded the Board that we need to count votes at virtual meetings and to keep hands raised until tallied.

Agenda 5.2: Annual Policy review - Board members are asked to review the Policy over the next two months and bring forward to the January meeting changes for consideration.

The in-camera meeting will be moved ahead after these remarks. A reminder that these meetings are strictly confidential so please ensure you are in a private space or wearing headphones.

This is the last Board meeting of the year, our next meeting will be on January 27, 2025.

AGENDA 1.3**10.0 In Camera: Moved forward to accommodate our guest****10.1 To Discuss a Confidential Personnel Matter**

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

Resolved that the Board move in camera at 7:07 p.m.

Carried.

The Board returned to its regular meeting at 7:37 p.m.

Moved by Mr. Edward Choi
 Seconded by Mr. Harout Manougian

Resolved that the motions approved In Camera be ratified.

Carried.

2.0 Ownership Linkage:**2.1 Reports from Board Members**

Mr. Manougian advised the Board that he attended the annual Markham Prayer Breakfast, November 22, 2024 and suggested that it may be an event that other Board members would like to attend next year. The CEO will follow up on MPL being invited to the event.

Ms. McGrory informed the Board that she, the Vice Chair and the CEO had attended the Mayor's Annual Luncheon, November 8, 2024. The event showcased new businesses in Markham and highlighted the new campus of York University. There was an opportunity to mingle and talk about the importance of the library in the community; she received positive feedback from a number of attendees, particularly on the Library's programs.

3.0 Board Education:**3.1 Digital Literacy at MPL**

Deferred due to technical difficulties.

3.2 OLA Super Conference

The Chair encouraged Board members to attend, if unable to attend the entire conference in person, the two-day virtual offering or even just the Boot Camp for public library board members would be worth attending.

AGENDA 1.3**4.0 Information Requested by the Board:****4.1 CEO's Highlights, November 2024**

The CEO noted the following items in the report:

- City Budget 2025: Proposed property tax increase of 3.88%
A Special Council Meeting is scheduled for November 27, 2024, to discuss any potential amendments to the Budget and conduct a Council vote.
- Population Projections Revised: The staff report entitled "2024 Update: Monitoring Growth in the City of Markham and Official Plan Performance Indicators" indicated that population growth has fallen below forecasted levels; high land costs and lags in provincial infrastructure delivery are considered factors.
- Content Strategy-Collections Survey: Business Plan includes the development and launch of "a refreshed Library Content Strategy to align with community priorities of literacy, reading skill development, educational achievement and to ensure that Library collections meet the needs of Markham residents. This process will begin by consulting the community with a Collections Survey to be rolled out December 9th to January 31st.
- Trends and Strategic Planning: A first step will be an environmental scan to provide a comprehensive understanding of the Library environment and 2025 context. Library staff will be engaged in gathering information on the external environment and identifying external influences and trends that may impact the library over the course of the next Strategic Plan
- 2025 Strategic Plan: Trend Areas are reading, aging, social isolation, and social media and youth mental health.
- California Library Conference Learnings: The CEO gave an overview of the De-Escalation Session: Key Concepts and Strategies

Discussion on the value of the Library in the community and how the ROI could or should be measured, qualitative and- quantitative measures. Lots of input from Board members.

Regarding the Environmental Scan, the Chair enquired if the Scan findings would be ready for March for the Board's educational presentation on Trends and Issues. Staff advised that preliminary findings would be included in the March presentation, with more to follow.

The Chair enquired whether there would be a role for the Board in the strategic planning consultations. Staff advised that the Board will be invited to attend community focus groups for listening and engagement. The January 2025 report regarding the Strategic Plan Process will identify "touchpoints" for Board involvement.

AGENDA 1.3

The Chair noted that the 2025 Strategic Workplan refers to “projects and initiatives designed to move MPL forward in terms of responding to the leading library-relevant trends of our times”. Would these strategies be linked back to the Board Ends? The CEO advised that all strategies would be tied back to the Board’s Ends.

Staff noted that the Business Plan is important in terms of showing Council how the Library contributes to the success of the City’s Goals.

Regarding Goal 3, “Participate in the Civic Square Study project for Markham Centre”, the Chair noted that the Board’s vision of a central library for Markham could be referenced in this context.

Moved by Mr. Edward Choi
Seconded by Ms. Jenny Tung

Resolved that the report entitled “CEO’s Highlights, November 2024” be received.

Carried.

5.0 **Items for Decision**

5.1 2025 Board Meeting and Agenda Planning Dates

Moved by Ms. Gail Vlahopoulos
Seconded by Ms. Winnie Phung

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

Carried.

5.1 Policy Governance Wording Review

There are two copies of the Policies included in the Board package; Appendix A is the current version and Appendix B is the amended version, which highlights changes already established due to timing and frequency of some reports, and suggested amendments. Members are asked to review the documents and come to the January meeting prepared to discuss acceptance (or not) of the highlighted changes as well as any other changes they would like considered.

Moved by Mr. Edward Choi
Seconded by Ms. Winnie Phung

AGENDA 1.3

Resolved that all the policies under the Governance Process and Board-CEO Linkage sections of the Governance Polices and EL Polices be reviewed and that proposed amendments be presented to the Board at its regular meeting in January 2025 as required.

Carried.

6.0 Monitoring Performance

6.1.1 Ends Progress Update-Level 1

The CEO explained that since an update was provided in September, this update will be deferred to the Annual Summary of Ends in January.

6.2 Executive Limitations:

6.2.1 Internal Monitoring Report: Executive Limitations, EL-2a, Customer Treatment (assigned to Ms. Jenny Tung)

Ms. Tung reviewed the report and did not have any concerns. She sent an email to the Board and did not receive any questions or concerns.

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 Ms. Jenny Tung
Seconded by Ms. Gail Vlahopoulos

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

Carried.

6.2.2 Internal Monitoring Report: Executive Limitations, EL-2j, Communication & Counsel to the Board (February 2024 to October 2024) (assigned to Mr. Harout Manougian)

Mr. Manougian reviewed the report and sent an e-mail to Board members and received no questions or concerns. There was one error in the report that was corrected and a clarification about an interruption of service that he had noticed at Unionville branch.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication & Counsel to the Board (February 2024 to October 2024) comply with the requirements of EL-2j policy.

Moved by Mr. Harout Manougian
Seconded by Ms. Winnie Phung

AGENDA 1.3

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL-2j, Communication & Counsel to the Board (February 2024 to October 2024)” be received.

Carried.

7.0 **Consent Agenda:**

Moved by Mr. Raymond Chan
Seconded by Ms. Jenny Tung

Resolved that the Consent Agenda comprising Agenda items 7.0 to 7.1 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:

7.0 CONSENT AGENDA:

7.1 Declaration of Due Diligence by the CEO

Carried.

8.0 **Board Performance and Self-Evaluation:** **(none this month)**

9.0 **New Business**

10.0 **In Camera Agenda:** 10.1 See after 1.4

11.0 **Adjournment**

Prior to adjournment, Ms. McGrory thanked the Board for their support over the past year and for the privilege of serving as their Chair. As it is the last meeting of 2024 Ms. McGrory wished everyone the best of the Holiday Season.

Moved by Mr. Edward Choi that the meeting be adjourned at 8:36 p.m.