

# Electronic General Committee Meeting Minutes

**Meeting Number: 14**  
**October 19, 2020, 9:30 AM - 1:00 PM**  
**Live streamed**

Roll Call	Mayor Frank Scarpitti Deputy Mayor Don Hamilton Regional Councillor Jack Heath Regional Councillor Joe Li Regional Councillor Jim Jones Councillor Keith Irish Councillor Alan Ho	Councillor Reid McAlpine Councillor Karen Rea Councillor Andrew Keyes Councillor Amanda Collucci Councillor Khalid Usman Councillor Isa Lee
Staff	Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner, Corporate Services Claudia Storto, City Solicitor and Director of Human Resources Joel Lustig, Treasurer Bryan Frois, Chief of Staff Kimberley Kitteringham, City Clerk Martha Pettit, Deputy City Clerk Phoebe Fu, Director of Environmental Services Mary Creighton, Director of Recreation Services Hersh Tencer, Manager, Real Property Alex Moore, Manager of Purchasing & Accounts Payable Morgan Jones, Director, Operations	Hristina Giantsopoulos, Election & Council/Committee Coordinator Laura Gold, Council/Committee Coordinator John Wong, Technology Support Specialist II Graham Seaman, Director, Sustainability & Asset Management Shane Manson, Senior Manager, Revenue & Property Taxation Jacqueline Chan, Assistant City Solicitor Terence Tang, Technology Support Specialist II Claudia Marsales, Senior Manager Waste Management & Environment Grace Lombardi, Election and Council/Committee Coordinator Alice Lam, Sr. Mgr, Roads, Survey & Utility Lisa Chen, Sr. Manager, Financial Planning & Reporting Negar Mahmoudi, Supervisor, Survey, Utility and Right of Way

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**1. CALL TO ORDER**

In consideration of the ongoing public health orders, this meeting was conducted electronically to maintain physical distancing of participants. With the recent passage of Bill 197 COVID-19 Economic Recovery Act, municipal Council Members are now permitted to meet remotely and count towards quorum.

The General Committee Meeting convened at the hour of 9:33 AM in the Canada Room with Regional Councillor Jack Heath presiding as Chair for all items on the agenda.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None were disclosed.

**3. APPROVAL OF PREVIOUS MINUTES**

**3.1 MINUTES OF THE OCTOBER 5, 2020 GENERAL COMMITTEE (16.0)**

Moved by Councillor Alan Ho

Seconded by Deputy Mayor Don Hamilton

1. That the minutes of the October 5, 2020 General Committee meeting be confirmed.

**Carried**

**4. DEPUTATIONS**

There were no deputations.

**5. COMMUNICATIONS**

**5.1 YORK REGION COMMUNICATIONS (13.4)**

Moved by Regional Councillor Joe Li

Seconded by Councillor Khalid Usman

That the communication from York Region entitled Major Transit Station Areas Endorsement Report be received for information purposes.

**Carried**

**6. PETITIONS**

There were no petitions.

**7. CONSENT REPORTS - FINANCE & ADMINISTRATIVE ISSUES**

**7.1 MINUTES OF THE JUNE 22, 2020 MARKHAM PUBLIC LIBRARY BOARD (16.0)**

Moved by Councillor Keith Irish  
Seconded by Councillor Andrew Keyes

That the minutes of the June 22, 2020 Markham Public Library Board meeting be received for information purposes.

**Carried**

**7.2 2021 INTERIM SPENDING AUTHORITY PENDING APPROVAL OF BUDGET (7.0)**

Moved by Councillor Keith Irish  
Seconded by Councillor Andrew Keyes

1. That the report titled “2021 Interim Spending Authority Pending Approval of Budget”, be received; and,
2. That Council approve 50% of the City’s 2020 Operating, Waterworks, Planning & Design, Building Standards and Engineering budgets, equal to \$205,261,876, as a pre-budget approval for 2021 operating expenditures; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

**7.3 2021 INTERIM SPENDING AUTHORITY PENDING APPROVAL OF UNIONVILLE AND MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA BUDGETS (7.0)**

Moved by Councillor Keith Irish  
Seconded by Councillor Andrew Keyes

1. That the report titled “2021 Interim Spending Authority Pending Approval of Unionville Business Improvement Area and Markham Village Business Improvement Area Budgets”, be received; and,
2. That Council approve 50% of the 2020 Operating Budget equivalent to the amounts of \$107,111 for the Unionville BIA (UBIA) and \$154,976 for the Markham Village BIA (MVBIA) as pre-budget approval for 2021 operating expenditures; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

#### **7.4 2021 TEMPORARY BORROWING BY-LAW (7.3)**

The Committee discussed the following in relation to the report:

- Inquiry into the feasibility of internal borrowing versus going outside the organization to borrow funds;
- The City's capacity to borrow any required funds internally;
- Inquiry into the current status of property tax collection;
- Consideration to review and address issues related to temporary borrowing on a regular basis and not after extended periods of time;
- That the Temporary Borrowing By-Law provides staff with authorization to borrow funds in the event they are required; and,
- The consideration of any risks associated with the by-law.

Joel Lustig, Treasurer, addressed the Committee and indicated that the report presented was standard in nature and that a temporary borrowing by-law is recommended in the event the City needs to borrow funds. The *Municipal Act* allows municipalities to borrow necessary funds for expenditures until property taxes and other revenue are received. Members of Council would be notified in advance if the need to borrow were to arise. The Treasurer confirmed that should the City need to borrow a decision to borrow internally or externally will be made at that time. He indicated that an update with regards to tax collection and cash flow impact will be provided at the Special General Committee Meeting on Wednesday, October 21, 2020.

Moved by Councillor Khalid Usman  
 Seconded by Mayor Frank Scarpitti

1. That the report titled “2021 Temporary Borrowing By-law” be received; and,
2. That a by-law be brought forward for Council approval to authorize the temporary borrowing, if required, of amounts not to exceed \$205,261,876 from January 1, 2021 to September 30, 2021, and \$102,630,938 from October 1, 2021 to December 31, 2021 to meet the expenditures of the municipality until taxes are collected and other revenues are received; and,
3. That the Treasurer report to Council in advance of borrowing, if temporary borrowing is required; and further,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

**7.5 STAFF AWARDED CONTRACTS FOR THE MONTH OF SEPTEMBER 2020 (7.12)**

The Committee made inquiries in relation to the following awarded contracts:

- 171-T-20 Angus Glen Community Centre Arena Condenser Replacement;
- 172-Q-20 Angus Glen Community Centre Rooftop Condenser Replacement;
- 187-T-20 Pedestrian Accessibility Improvements;
- 189-T-20 New Infill Residential Service Connections at Various Locations; and,
- 193-S-20 Metrolinx Crossing Rehabilitation of Castlemore.

Staff addressed the Committee in response to the inquiries raised.

Moved by Councillor Karen Rea  
 Seconded by Councillor Isa Lee

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

**Carried**

**7.6 AWARD OF PROPOSAL 005-R-20 SUPPLY AND IMPLEMENTATION, UNIFIED COMMUNICATION AND VOIP PHONE SYSTEM (7.12)**

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

- The type of system currently used by the City and whether it entails Voice Over Internet Protocol (VOIP);
- Consideration to further evaluate the need for desk phones in offices given the current work from home environment;
- Options in the event of a power outage; and,
- Continued flexibility to be able to use a desk phone computer softphone or cellular mobile device with the ability to forward from one to another.

Trinela Cane, Commissioner, Corporate Services, addressed the Committee and confirmed that the City's current telephone system is Voice Over Internet Protocol (VOIP) and indicated that it is well past its expected service life and does not offer commonly available telecommunications features needed for a mobile and modern workplace. Staff consultations with users suggested that desk phones are not utilized in the same way as they require additional mobile functionality. This award will provide the flexibility required to assess and choose the required number of desk phones and optimize the system in consideration of existing cellular mobile device use. Staff provided additional information regarding two back-up internet systems, call routing and Uninterrupted Power Supply (UPS) for battery backup in the network closet offering continued support in the event of a power outage and highlighted the recent enhancement that allows forwarding of incoming calls to user mobile cellular devices to support the work from home strategy.

Moved by Councillor Reid McAlpine

Seconded by Deputy Mayor Don Hamilton

1. That the report entitled "Award of Proposal 005-R-20 Supply and Implementation, Unified Communication and VoIP Phone System; and,
2. That the contract for 005-R-20 Supply and Implementation, Unified Communication and VoIP Phone System be awarded to the highest ranked/lowest priced bidder, Unity Connected Solutions Inc. in the amount of

\$1,364,866.34 inclusive of HST, to an upset limit of \$750,321.41 for the hardware, licenses, software, training and implementation costs and \$614,544.93 for nine years of warranty, ongoing support and maintenance; and,

3. That the hardware, licenses, software, training and implementation costs to the upset limit amount of \$750,321.41 be funded from capital project 18079, IT Life Cycle Asset Replacement, GL account 49-6150-18079-005 and capital project 19063, ITS - City Wide Telephone System Replacement, GL account 49-6150-19063-005, with a combined available budget of \$764,759.42; and,
4. That the cost of the warranty, support and maintenance fee for six (6) years in the amount of \$406,401.96 inclusive of HST and \$208,142.97 for the three (3) additional optional years be funded from #400-404-5461 with current annual budget of \$107,508.64 and subject to Council approval of the 2021-2029 operating budgets in the amounts of;
  - a. Year 1 (2021) - \$ 67,733.66
  - b. Year 2 (2022) - \$ 67,733.66
  - c. Year 3 (2023) - \$ 67,733.66
  - d. Year 4 (2024) - \$ 67,733.66
  - e. Year 5 (2025) - \$ 67,733.66
  - f. Year 6 (2026) - \$ 67,733.66
  - g. Year 7 (2027) - \$ 69,380.99\*
  - h. Year 8 (2028) - \$ 69,380.99\*
  - i. Year 9 (2029) - \$ 69,380.99\*Total - \$614,544.93\*Optional Year Renewal
5. That surplus capital budget in the amount of \$14,438.01 in Capital Project 19063 be returned to sources; THAT the 2021 operating budget of #400-404-5461 be reduced by \$39,774.98; and,
6. That the Chief Information Officer and Senior Manager Procurement & Accounts Payable be authorized to execute the additional renewal years for the life cycle of the project (at the sole discretion of the City); and,
7. That Unity Connected Solutions Inc. be designated as the preferred vendor for the City's telephony service needs and for Mitel Hardware and software products for the term of this contract; and,

8. That the purchase orders may be adjusted to acquire additional Mitel hardware and software to support growth and/or future telephone system upgrade or integration related projects, subject to the Expenditure Control Policy and budget approval; and,
9. That the Chief Information Officer and Senior Manager, Procurement & Accounts Payable be authorized to approve any new purchases related to this contract needed due to growth and/or future telephone system upgrade due to change in technology or system integration with other applications related to the project during the term of this contract; subject to the Expenditure Control Policy and budget approval; and further,
10. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

#### **7.7 2021 BUDGET SCHEDULE (7.0)**

Moved by Councillor Keith Irish

Seconded by Councillor Andrew Keyes

1. That the report dated October 19, 2020 titled “2021 Budget Schedule” be received; and
2. That the following schedule for the 2021 Budget be approved with the dates and times below:**Meeting #1** – Tuesday, November 3, 2020 (9:00 a.m. to 12:00 p.m.)**Meeting #2** – Friday, November 6, 2020 (9:00 a.m. to 12:00 p.m.)**Meeting #3** – Tuesday, November 10, 2020 (9:00 a.m. to 12:00 p.m.)**Meeting #4** – Friday, November 13, 2020 (9:00 a.m. to 12:00 p.m.)**General Committee** – Monday, November 16, 2020 (9:30 a.m.)– Draft presentation of the proposed 2021 Budget for the public meeting**Meeting #5** – Tuesday, November 17, 2020 (9:00 a.m. to 12:00 p.m.)**Meeting #6** – Friday, November 20, 2020 (9:00 a.m. to 12:00 p.m.)**Public Meeting** – Wednesday, November 25, 2020 (7 p.m. to 9 p.m.)– Feedback from the public meeting will be incorporated into the report to Council**Meeting #7** – Friday, November 27, 2020 (9:00 a.m. to 12:00 p.m.) – if required**Council Decision** – Wednesday, December 9, 2020 (1:00 p.m.)**Press Conference** – Thursday, December 10, 2020 (10:00 a.m.)
3. That the following schedule for the 2021 Water & Wastewater Rate be approved with the dates and times below:**General Committee** – Monday,

November 2, 2020 (9:30 a.m.)**Public Meeting** – Thursday, November 12, 2020 (6:30 p.m. to 7:30 p.m.)– Feedback from the public meeting will be incorporated into the report to Council**Council Decision** – Wednesday, December 9, 2020 (1:00 p.m.); and further,

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

**Carried**

## **8. CONSENT REPORTS - ENVIRONMENT & SUSTAINABILITY ISSUES**

### **8.1 ASSET MANAGEMENT PLAN PROGRESS UPDATE – REVISED (5.0)**

The Committee acknowledged and thanked staff for the revised update that was requested at a previous meeting.

Moved by Councillor Keith Irish  
Seconded by Councillor Andrew Keyes

That Council receive the Asset Management Plan Progress Update.

**Carried**

## **9. PRESENTATIONS - COMMUNITY SERVICES ISSUES**

### **9.1 EAST MARKHAM WORKS YARD (5.0)**

Trinela Cane, Commissioner, Corporate Services addressed the Committee and provided a brief introduction to the presentation. She indicated the East Markham Works Yard is a priority of Council to ensure effective winter maintenance service delivery. She provided a recap of the capital approval process to date for the project and indicated to the Committee that in the past several months, additional funding requirements had been identified which required Council approval. She also highlighted that there have been related project delays which will impact on the project completion date. She introduced Graham Seaman, Director, Sustainability and Asset Management who delivered the East Markham Works Yard presentation outlining the additional budget requirements, the budget increase request for \$1.5M, an updated project timeline and the authority request to grant an easement to Alectra for electrical services to the site.

There was discussion on the following relative to the presentation:

- Consideration to provide a more definitive opening date;

- Whether the site is still the most appropriate given the information available;
- The issues surrounding soil conditions and the number of necessary bore holes to conduct analysis;
- Accountability of the consultant vs staff in relation to due diligence;
- Consideration to request funding to undertake due diligence investigations in the future;
- Inquiry into the project funding source and whether there is enough to cover the costs;
- Where the responsibility to determine the project scope and cost assessment lies and whether there is an established process to determine it;
- The process to select consultants; and,
- Inquiry into entering closed session to discuss aspects of project responsibility.

Staff provided information in reference to the discussion. Commissioner Cane indicated that Staff rely on the advice provided by the expert contracted consultants and noted that Staff have tools such as the vendor evaluation process to evaluate vendor performance. Staff will look at due diligence requirements for future projects will be established for subsequent projects. Andy Taylor, Chief Administrative Officer, indicated that an independent third party review of this project will be undertaken.

Moved by Councillor Karen Rea

Seconded by Councillor Reid McAlpine

1. That the presentation entitled “East Markham Works Yard – General Committee – October 19, 2020” be received; and,
2. That the request budget increase to the capital project in the amount of \$1,503,734 (incl HST) be funded from the Development Charges Reserve in the amount of \$1,455,140.65 or 97.5%, and the Non-DC Growth Reserve in the amount of \$37,593.35 or 2.5%; and,
3. That the City grant an easement to Alectra Utilities, for nominal consideration over part of the lands municipally known as 10192 9<sup>th</sup> Line acceptable to the City’s Senior Manager of Real Property in the event that such easement is required by Alectra to provide services to the site (the “Alectra Easement”); and,

4. That the Mayor and Clerk be authorized to execute agreement(s) with Alectra Utilities required for the development of a works yard on the land municipally known as 10192 9<sup>th</sup> Line and to convey the Alectra Easement, if required, provided the form of such agreement(s) is satisfactory to the City Solicitor and the CAO; and,
5. **That an independent third party review of the East Works Yard Project be undertaken and its findings reported back to Council; and further,**
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried as Amended**

## **10. REGULAR REPORTS - ENVIRONMENT & SUSTAINABILITY ISSUES**

### **10.1 2020 MARKHAM ENVIRONMENTAL SUSTAINABILITY FUND (MESF), FUNDING APPLICATIONS APPROVAL (7.0, 5.7)**

Moved by Councillor Isa Lee

Seconded by Mayor Frank Scarpitti

1. That the report entitled “2020 Markham Environmental Sustainability Fund (MESF), Funding Applications Approval’ be received; and,
2. That the external funding application Pollinators: Bees, Butterflies and Beyond submitted by Swan Lake for a pollinator awareness and planting project, for \$3,730.90, be approved to be funded from the MESF reserve; and,
3. That the internal funding application for a Smart Irrigation System Pilot at Milliken Mills Park for \$6,200.00, submitted by the Environmental Services Department be approved to be funded from the MESF reserve; and further,
4. That further, that Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

## **11. MOTIONS**

There were no motions.

## **12. NOTICES OF MOTION**

There were no notices of motion.

### **13. NEW/OTHER BUSINESS**

#### **13.1 PROPOSED EMPLOYMENT AREA MAPPING AND EMPLOYMENT CONVERSIONS - UPDATE**

The Chair addressed the Committee to provide a verbal update on the Proposed Employment Area Mapping and Employment Conversions item that was addressed at the York Region Committee of the Whole meeting on October 15, 2020 and noted the commitment by Markham's Regional Councillor's in representing the City on this matter. The Mayor indicated that this item will move forward to Regional Council on October 22, 2020 and suggested that consideration to community amenities in relation industrial areas may constitute a better vision than those proposed.

### **14. ANNOUNCEMENTS**

There were no announcements.

### **15. CONFIDENTIAL ITEMS**

Moved by Councillor Amanda Collucci  
Seconded by Councillor Isa Lee

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

**Carried**

#### **15.1 FINANCE & ADMINISTRATIVE ISSUES**

##### **15.1.1 GENERAL COMMITTEE CONFIDENTIAL MINUTES OCTOBER 5, 2020 (16.0) [ Section 239 (2) (b)(a)]**

General Committee confirmed the October 5, 2020 confidential minutes.

##### **15.1.2 A POSITION, PLAN, PROCEDURE, CRITERIA OR INSTRUCTION TO BE APPLIED TO ANY NEGOTIATIONS CARRIED ON OR TO BE CARRIED ON BY OR ON BEHALF OF THE MUNICIPALITY OR LOCAL BOARD;- TELECOMMUNICATION MUNICIPAL CONSENT (8.0) [SECTION 239 (2) (k)]**

General Committee consented to place this matter on the October 27, 2020 confidential Council agenda for consideration.

**15.2 LAND, BUILDING & PARKS CONSTRUCTION ISSUES**

**15.2.1 THE SECURITY OF THE PROPERTY OF THE CITY OR LOCAL BOARD; LEASE UPDATE (8.2) [SECTION 239 (2) (a)]**

General Committee consented to place this matter on the October 27, 2020 confidential Council agenda for consideration.

Moved By Councillor Amanda Collucci

Seconded By Councillor Isa Lee

That the General Committee confidential session adjourn at 12:30 AM.

Carried

**16. ADJOURNMENT**

Moved by Councillor Amanda Collucci

Seconded by Councillor Isa Lee

That the General Committee meeting adjourn at 11:09 AM.

**Carried**