

General Committee Meeting Minutes

Meeting Number: 15

November 5, 2024, 9:30 AM - 1:00 PM

Live streamed

Roll Call	Mayor Frank Scarpitti Deputy Mayor Michael Chan Regional Councillor Jim Jones Regional Councillor Joe Li Regional Councillor Alan Ho Councillor Keith Irish Councillor Ritch Lau	Councillor Reid McAlpine Councillor Karen Rea Councillor Andrew Keyes Councillor Amanda Collucci Councillor Juanita Nathan Councillor Isa Lee
Staff	Andy Taylor, Chief Administrative Officer Trinela Cane, Commissioner, Corporate Services Morgan Jones, Commissioner, Community Services Arvin Prasad, Commissioner, Development Services Claudia Storto, City Solicitor and Director of Human Resources Bryan Frois, Senior Manager, Executive Operations & Strategic Initiatives Joseph Silva, Treasurer Kimberley Kitteringham, City Clerk Martha Pettit, Deputy City Clerk Sumon Acharjee, Chief Information Officer Stephanie DiPerna, Director, Building Standards	Ned Sirry, Senior Manager, ITS Operations & Project Delivery Frank Clarizio, Director, Engineering Alex Moore, Manager of Purchasing & Accounts Payable Giulio Cescato, Director, Planning & Urban Design Mark Visser, Senior Manager Strategy Innovation & Investments Rosemarie Patano, Senior Construction Buyer Emil Bautista, Technology Support Specialist II Jason Yang, Technology Support Specialist II Hristina Giantsopoulos, Election/Council & Committee Coordinator Tharsikaa Irajewaran, Assistant to Council/Committee 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 9:32 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 OCTOBER 22, 2024 GENERAL COMMITTEE (16.0)

Moved by Councillor Amanda Collucci
Seconded by Regional Councillor Jim Jones

1. That the minutes of the October 22, 2024 General Committee meeting be confirmed.

Carried

4. PRESENTATIONS

There were no presentations.

5. DEPUTATIONS

There were no deputations.

6. COMMUNICATIONS

There were no communications.

7. PETITIONS

There were no petitions.

8. CONSENT REPORTS - FINANCE & ADMINISTRATIVE MATTERS

**8.1 MINUTES OF THE MAY 9, JUNE 27 AND SEPTEMBER 18, 2024
MARKHAM VILLAGE BUSINESS IMPROVEMENT AREA BOARD
MEETING (16.0)**

Moved by Regional Councillor Alan Ho

Seconded by Councillor Isa Lee

1. That the minutes of the May 9, June 27 and September 18, 2024 Markham Village Business Improvement Area Committee meeting be received for information purposes.

Carried

**8.2 MINUTES OF THE SEPTEMBER 12, 2024 MARKHAM SANTA CLAUS
PARADE COMMITTEE MEETING (16.0)**

Moved by Regional Councillor Alan Ho

Seconded by Councillor Isa Lee

1. That the minutes of the September 12, 2024 Markham Santa Claus Parade Committee meeting be received for information purposes.

Carried

8.3 2024 THIRD QUARTER INVESTMENT PERFORMANCE REVIEW (7.0)

Moved by Regional Councillor Alan Ho

Seconded by Councillor Isa Lee

1. That the report dated November 5, 2024 entitled “2024 Third Quarter Investment Performance Review” be received.

Carried

**8.4 AWARD OF PROPOSAL 220-R-23 - CONSULTING SERVICES, SUPPLY,
IMPLEMENTATION AND ONGOING SUPPORT OF AN AUTOMATIC
VEHICLE LOCATION (AVL) SYSTEM (7.0)**

Moved by Regional Councillor Alan Ho

Seconded by Councillor Isa Lee

1. That the report entitled “Award of Proposal 220-R-23 - Consulting Services, Supply, Implementation and Ongoing Support of an Automatic Vehicle Location (AVL) System” be received; and,

2. That the contract 220-R-23 - Consulting Services, Supply, Implementation and Ongoing Support of an Automatic Vehicle Location (AVL) System (One time - hardware, implementation and training costs) (Recurring - software licenses, ongoing support and maintenance) be awarded to the highest ranked/lowest priced bidder, Air Automotive Tracking Inc. (AAT) in the amount of \$326,580.40 inclusive of HST; and,
3. That a contingency in the amount of \$32,658.04 inclusive of HST be established to cover any additional project costs be approved, and that authorization be granted to approve expenditures of this contingency amount up to the specified limit in accordance with the Expenditure Control Policy; and,
4. That the capital costs be funded from capital project GL account 049-6150-23133-005, with available budget of \$458,700.00; and,
5. That the remaining budget in the amount of \$99,461.56 (\$458,700 - \$326,580.40-\$32,658.04) be returned to the original funding source; and,
6. That the contract for software licenses, ongoing support and maintenance costs for 9 years be awarded to Air Automotive Tracking Inc. (AAT) in the amount of \$980,315.14, inclusive of HST (\$510,428.16 fee for 5 years + \$469,886.98 fee for the 4 renewal options) to be funded from 400-400-5361, and subject to adoption of the annual operating budget from 2025 to 2033, in the amounts of:
 - a. Year 2 (2025) - \$ 102,085.63
 - b. Year 3 (2026) - \$ 102,085.63
 - c. Year 4 (2027) - \$ 102,085.63
 - d. Year 5 (2028) - \$ 102,085.63
 - e. Year 6 (2029) - \$ 102,085.63
 - f. Year 7 (2030) - \$ 117,471.74 *
 - g. Year 8 (2031) - \$ 117,471.74 *
 - h. Year 9 (2032) - \$ 117,471.74 *
 - i. Year 10 (2033) - \$ 117,471.74 *

Total - \$ 980,315.14 (* Optional Year Renewal)
7. That the Chief Administrative Officer and Commissioner, Corporate Services be authorized to approve the additional renewal years (Years 7 to

- 10) on behalf of the City (in its sole discretion), and execute any required documentation in a form satisfactory to the City Solicitor; and,
8. That Air Automotive Tracking Inc. (AAT) be designated as the preferred vendor for the City's Automatic Vehicle Location (AVL) System service needs at the sole discretion of the City and for Air Automotive Tracking Inc. (AAT) software products for the term of this contract; and,
 9. That the Chief Administrative Officer and Commissioner, Corporate Services be authorized to approve any new purchases related to this contract needed due to growth and/or future Automatic Vehicle Location (AVL) System upgrades due to change in technology or system integration with other applications related to the project during the term of this contract, subject to the Expenditure Control Policy and budget approval, in a form satisfactory to the City Solicitor and at the sole discretion of the City; and further,
 10. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8.5 UPDATE TO THE MARKHAM COUNCIL CODE OF CONDUCT (9.0)

Moved by Regional Councillor Alan Ho

Seconded by Councillor Isa Lee

1. That the report entitled "Update to the Markham Council Code of Conduct" be received; and,
2. That Council adopt the revised Markham Council Code of Conduct included as **Appendix "B"** to this report; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

8.6 MINUTES OF THE SEPTEMBER 23, 2024 MARKHAM PUBLIC LIBRARY BOARD MEETING (16.0)

Moved by Regional Councillor Alan Ho

Seconded by Councillor Isa Lee

1. That the minutes of the September 23, 2024 Markham Public Library Board meeting be received for information purposes.

Carried

9. REGULAR REPORTS - FINANCE & ADMINISTRATIVE MATTERS

9.1 COUNCIL-STAFF RELATIONS POLICY (9.0)

K. Kitteringham, ext. 4729 / M. Pettit, ext. 8220

Kimberley Kitteringham, City Clerk and Director of Legislative Services, introduced the Council-Staff Relations Policy to Committee and provided opening remarks. Ms. Kitteringham advised that under the Municipal Act, 2001, every municipality is required to adopt a Council-Staff Relations Policy and the purpose of the report is to recommend adoption of the stand-alone policy. Ms. Kitteringham provided a summary of the Council-Staff Relations Policy and noted that the Legislative Services Department will host a series of sessions to educate Members of Council and staff on the policy in addition to training opportunities in the future. Ms. Kitteringham advised that there is a Frequently Asked Questions (FAQs) section in the report which includes responses to 4 additional questions raised by a Member of Council for the purpose of providing clarity on the interpretation of the policy.

The Committee made the following inquiries and comments in relation to the Council-Staff Relations Policy:

- Whether staff resources can be used for Community Information Meetings (CIMs) related to a particular development application or will it require approval from Council.
- The difference between a CIM and a Ratepayers Association meeting and determining which type of meeting would require approval from Council to utilize staff resources.
- The status of the new Customer Relationship Management (CRM) system and the timeline for its implementation.
- The chain of command when dealing with an issue and whether there is a policy for response time on a matter.
- The ability to contact staff directly or escalate a matter to staff in the event of an after hours emergency that requires immediate attention.

- Whether Councillors and their assistants can input Active Citizen Requests (ACRs) using the current CRM and the improvement of ACR tracking in the new CRM.
- Clarified that Councillors would also like to see how the matter was handled or responded to in order to better communicate the response to the resident.
- Whether CIMs related to By-laws which may be a city-wide matter that has been heavily advertised and has staff participation requires Council approval.
- Request for protocols for emergency situations during after hours, weekends, and holidays similar to protocols that are in place for Bylaw Enforcement and Operations matters.
- Request for additional consultation of the policy prior to it being adopted including the opportunity to consult with members of public on aspects of the policy that impact a Councillor's ability to interact with residents.
- The purpose of requiring Council's pre-authorization for planning and engineering staff to be involved in the CIMs. Staff clarified that the authorization allows reporting managers to better handle staff workload and readjust priorities. Staff advised that this is also good for transparency and allows for additional information to be provided prior to the CIM.
- A situation where a resident did not agree with the response provided by junior Staff member. Staff advised the Council-Staff Relations policy codifies practices and procedures in place such as the chain of command. In this instance it would be appropriate to reach out to the Senior Executive to escalate this matter.
- A discussion on this policy being an internal policy and whether it can be shared with members of the public. Staff clarified that this not a confidential policy but an internal policy that governs relations between Council and staff and would be posted once adopted.
- Whether staff can continue to review the wording or information on a subject matter provided on the Councillor's newsletter prior to its publication.
- Request that the adoption of the policy be deferred until the implementation of the new CRM. Staff clarified that this policy codifies existing policies and practices in place such as following the chain of

command, inputting service request through the ACR process, and escalating a matter for follow up to the Senior Executive.

Moved by Councillor Reid McAlpine

Seconded by Councillor Karen Rea

1. That, in accordance with section 5.9 (b) of By-law 2017-5, this matter be referred to the December 3, 2024 General Committee meeting to allow for additional review of the Council-Staff Relations Policy.

Carried

The General Committee had before them this original motion which was not voted on at this time:

1. That the report titled, “Council-Staff Relations Policy” be received; and,
2. That Markham City Council adopt the revised “Council-Staff Relations Policy” included as **Appendix “B”** to this report; and further,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

10. MOTIONS

There were no motions.

11. NOTICES OF MOTION

There were no notices of motion.

12. NEW/OTHER BUSINESS

There was no new or other business.

13. ANNOUNCEMENTS

There were no announcements.

14. CONFIDENTIAL ITEMS

There were no confidential items.

15. ADJOURNMENT

Moved by Regional Councillor Joe Li

Seconded by Councillor Andrew Keyes

That the General Committee meeting adjourn at 11:12 AM.

Carried