



MARKHAM LIVE COMMITTEE

Thursday August 25, 2011 – 4:00 pm
Mayor's Boardroom

MINUTES

<p><u>Attendance:</u></p> <p><u>Members:</u> Regional Councillor Jim Jones – Chair Deputy Mayor Jack Heath (ex-officio) Regional Councillor Joe Li Councillor Howard Shore Councillor Don Hamilton Councillor Carolina Moretti Councillor Alan Ho Councillor Logan Kanapathi</p> <p><u>Regrets:</u> Councillor Colin Campbell</p>	<p><u>Staff:</u> Andy Taylor, Chief Administrative Officer Ronji Borooah, Town Architect Meg West, Manager Strategic Initiatives Andrea Tang, Manager, Financial Planning Alex Moore, Manager, Purchasing Alida Tari, Council/Committee Coordinator</p>
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The Markham Live Committee meeting convened at 4:05 pm with Regional Councillor Jim Jones as Chair.

Disclosure of Pecuniary Interest - None Declared

1. Minutes of Markham Live Committee – June 21, 2011

Moved by: Councillor Alan Ho

Seconded by: Councillor Don Hamilton

That the minutes of the June 21, 2011 Markham Live Committee meeting be adopted.

CARRIED

2. Financial Update and Request for Information

The Committee consented to move item #5 on the agenda and discuss it together with Request for Information (RFI) process.

Andy Taylor, CAO distributed a summary sheet with respect to the Markham Live Council approved budget and remaining budget as of August 25, 2011. He briefly reviewed the financial figures for the Committee.

There was discussion regarding the importance of a detailed financial summary outlining the budgeted money spent to date. Staff confirmed that they are in the process of preparing such a document.

Andy Taylor, CAO explained the following four steps that will assist in advancing the Markham International Sports Training Academy (MISTA) proposal:

- The Town has retained KPMG to assist in submitting an application to the Public-Private Partnership Canada (P3) to receive 25% of the cost of construction (up to \$100 Million) for the community component. The application was submitted by the deadline (June 30, 2011) and it was noted that the applications received by P3 will be reviewed by the Board in October 2011
- The Town has also retained KPMG to assist in formulating a Request for Information (RFI). It was noted that staff anticipate bringing the proposed RFI to Council for approval in early Fall 2011
- Staff are in the process of developing a policy regarding unsolicited bids received by the Town
- Commissioners Librecz and Baird are in the process of developing specifications and a Master Plan for the MISTA project

Moved by: Deputy Mayor Jack Heath

Seconded by: Councillor Carolina Moretti

That the staff update regarding the financial update and RFI be received.

CARRIED

3. Unsolicited Bid Process

Mr. Alex Moore, Manager, Purchasing distributed a copy of "Unsolicited Quotation or Proposal Policy Draft" and briefly summarized the process for the Committee.

There was discussion regarding unsolicited proposals submitted that are less than \$350,000 and whether those should also obtain Council approval.

Moved by: Deputy Mayor Jack Heath

Seconded by: Councillor Carolina Moretti

That the staff update regarding unsolicited bid process be received.

CARRIED

4. MISTA Markham Project Update

The Committee had a Memo dated August 15, 2011 from Commissioner Brenda Librecz in front of them. The Committee suggested that the proposed recommendations should include the potential to charge back the successful proponent.

Moved by: Councillor Howard Shore
Seconded by: Councillor Logan Kanapathi

- 1) That the Memo dated August 15, 2011 from Commissioner Brenda Librecz, be received; and,
- 2) That the request approval of funding in the amount of \$100,000 for the completion of the Master Plan for 16 Main Street for the undertaking of the MISTA project be approved, **and that the \$100,000 can be negotiated as a charge back to the successful preferred supplier; and,**
- 3) **That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (h) which states “where it necessary or in the best interests of the Town to acquire non standard items or Consulting and Professional Services from a preferred supplier or from a supplier who has a proven track record with the Town in terms of pricing, quality and service”; and,**
- 4) That Adamson Architects be awarded the undertaking of this project ; and further,
- 5) That the attached scope of work provided by Adamson also include the following key deliverables as described below: concept plan, functional plan, ‘functional program ‘site fit’.

CARRIED

It was noted that recommendation (2) does not require Council endorsement in accordance to By-law 4-2000, as amended and By-law 2004-341, as amended.

5. New Business

There was no new business.

Adjournment

The Markham Live Committee meeting adjourned at 5:35 p.m.