



**Minutes  
General Committee  
June 18, 2018  
Meeting Number 11**

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**Finance & Administrative Issues**

Chair: Deputy Mayor Jack Heath  
Vice Chair: Councillor Colin Campbell

**Community Services Issues**

Chair: Councillor Alan Ho  
Vice Chair: Councillor Alex Chiu

**Environment & Sustainability Issues**

Chair: Councillor Valerie Burke  
Vice Chair: Councillor Karen Rea

**Building, Parks, & Construction Issues**

Chair: Councillor Colin Campbell  
Vice Chair: Regional Councillor Nirmala Armstrong

**Alternate formats are available upon request.**

**Attendance**

Mayor Frank Scarpitti (arrived at 9:20 AM)  
Deputy Mayor Jack Heath  
Regional Councillor Jim Jones (left at 12:58 PM)  
Regional Councillor Joe Li (arrived at 9:20 AM)  
Regional Councillor Nirmala Armstrong  
Councillor Valerie Burke  
Councillor Alan Ho  
Councillor Don Hamilton  
Councillor Karen Rea (arrived at 9:19 AM, left at 12:58 PM)  
Councillor Colin Campbell  
Councillor Amanda Collucci (arrived at 9:14 AM)  
Councillor Alex Chiu

Andy Taylor, Chief Administrative Officer  
Arvin Prasad, Commissioner of Development Services  
Trinela Cane, Commissioner of Corporate Services  
Brenda Librecz, Commissioner of Community & Fire Services  
Catherine Conrad, City Solicitor and Acting Director of Human Resources  
Joel Lustig, Treasurer  
Kimberley Kitteringham, City Clerk  
Phoebe Fu, Director of Environmental Services  
Alex Moore, Manager of Purchasing & Accounts Payable  
Chris Alexander, Acting Manager, By-law & Regulatory Services  
Bryan Frois, Chief of Staff  
David Plant, Manager, Parks Operations  
Josh Machesney, Acting Council/Committee Coordinator

The General Committee meeting convened at the hour of 9:05 AM with Deputy Mayor Jack Heath in the Chair; Councillor Alan Ho Chaired Community Services related items.

General Committee recessed at 11:25 AM and reconvened at 11:38 AM.

General Committee recessed at 12:58 PM and reconvened at 1:47 PM.

**Disclosure of Pecuniary Interest**

None disclosed.

**1. MINUTES OF THE JUNE 12, 2018  
GENERAL COMMITTEE (16.0)**

[Minutes](#)

Moved by Councillor Alex Chiu

Seconded by Councillor Don Hamilton

- 1) That the minutes of the June 12, 2018 General Committee meeting be confirmed, as amended.

Carried

**PETITIONS**

There were no petitions.

**2. MINUTES OF THE MAY 14, 2018  
CANADA DAY COMMITTEE (16.0)**

[Minutes](#)

Moved by Regional Councillor Jim Jones

Seconded by Councillor Don Hamilton

- 1) That the minutes of the May 14, 2018 Canada Day Committee meeting be received for information purposes.

Carried

**3. MINUTES OF THE APRIL 23, 2018  
MARKHAM PUBLIC LIBRARY BOARD (16.0)**

[Minutes](#)

Moved by Regional Councillor Jim Jones

Seconded by Councillor Don Hamilton

- 1) That the minutes of the April 23, 2018 Markham Public Library Board meeting be received for information purposes.

Carried

**4. STAFF AWARDED CONTRACTS  
FOR THE MONTH OF MAY 2018 (7.12)**  
[Report](#)

Moved by Councillor Karen Rea  
Seconded by Regional Councillor Jim Jones

- 1) That the report entitled “Staff Awarded Contracts for the Month of May 2018” be received; and,
- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution

Carried

**5. STATUS OF CAPITAL PROJECTS AS OF APRIL 30, 2018 (7.0)**  
[Report](#) [Exhibits](#)

Moved by Regional Councillor Jim Jones  
Seconded by Councillor Don Hamilton

- 1) That the report dated May 23, 2018 entitled “Status of Capital Projects as of April 30, 2018” be received; and,
- 2) That the amount of \$6,221,764 from the closure of capital projects be transferred to the sources of funding as listed on Exhibit A; and,
- 3) That the closure of projects as outlined on Exhibit B and C be approved; and,
- 4) That the Non-Development Charge Capital Contingency Project be topped up from the Life Cycle Replacement and Capital Reserve Fund by \$390,531 to the approved amount of \$250,000; and,
- 5) That the Engineering Capital Contingency Project be topped up from the City-Wide Hard Development Charges Reserve by \$35,465 to the approved amount of \$100,000; and,
- 6) That the Planning Capital Contingency Project be topped up from the Development Charges Reserve by \$6,878 to the approved amount of \$50,000; and,
- 7) That the Waterworks Capital Contingency Project be topped up from the Waterworks Stabilization/Capital Reserve by \$226,078 to the approved amount of \$100,000; and further,
- 8) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**6. DEVELOPMENT CHARGES CREDIT APPLICATION  
– RULAND PROPERTIES INC (7.11)**

[Report](#) [Appendix A](#)

Moved by Regional Councillor Jim Jones  
Seconded by Councillor Don Hamilton

- 1) That the report entitled “Development Charges Credit Application – Ruland Properties Inc.” be received; and,
- 2) That Council authorize City Wide Hard Development Charge credits for \$3,442,655 to Ruland Properties Inc. for completed works regarding the construction of Enterprise Boulevard and Birchmount Road on lands located within Markham Centre, as set out in this report; and,
- 3) That Council authorize City Wide Hard Development Charge credits not exceeding \$2,172,273 to Ruland Properties Inc. for the construction of enhanced streetscape along Enterprise Boulevard in the Markham Centre community as set out in this report – the exact amount to be finalized upon completion of the remaining works and review of costs by the Engineering Department; and,
- 4) That the Mayor and Clerk be authorized to execute a Development Charge Credit Agreement in accordance with the City’s Development Charge Credit and Reimbursement Policy, with Ruland Properties Inc., or their successors in title, to the satisfaction of the Treasurer and City Solicitor; and further,
- 5) That staff be directed to do all things necessary to give effect to this report.

Carried

**7. AMENDMENTS TO ALECTRA INC.  
UNANIMOUS SHAREHOLDER’S AGREEMENT (13.7)**

[Report](#)

Moved by Regional Councillor Jim Jones  
Seconded by Councillor Don Hamilton

- 1) That the report entitled “Amendments to the Alectra Inc. Unanimous Shareholders’ Agreement” dated June 26<sup>th</sup>, 2018, be received; and,
- 2) That the resolutions attached as Appendix “A” be adopted and forwarded to Alectra Inc.; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**8. QUALITY MANAGEMENT SYSTEM  
– MANAGEMENT REVIEW (5.3)**

[Report](#) [Attachment A](#)

Moved by Councillor Alan Ho

Seconded by Councillor Valerie Burke

- 1) That the report titled “Quality Management System – Management Review” be received; and,
- 2) That the Report on Quality Management System to Council from Management Review (Attachment “A”), be received; and,
- 3) That Council, as the Owner of the City’s drinking water system, acknowledge and support the outcome and action items identified from the Management Review; and further,
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**9. PROJECT MANAGEMENT  
COORDINATION AND REPORTING (5.0)**

[Report](#) [Attachment A](#) [Attachment B](#)

Moved by Councillor Alan Ho

Seconded by Councillor Karen Rea

- 1) That the report entitled “Project Management Coordination and Reporting” be received; and,
- 2) That the “Major Project Status Tracking” Dashboard report (Attachment “A”) be received; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**10. HUMAN RESOURCE INFORMATION SYSTEM (HRIS)  
IMPLEMENTATION AUDIT (7.0)**

[Presentation](#)   [Report](#)

Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham was in attendance to deliver a PowerPoint Presentation regarding Human Resources Information System (HRIS) Implementation Audit.

Kyra Li, Manager, Enterprise Risk Services, MNP was in attendance to discuss the findings of the audit and the Auditor's recommendations:

- Implementation of Complementary User Entity Controls (CUEC)
- Role Based Access Controls (RBAC)
- Review of ADP Service Organization Controls (SOC 1) Report

Moved by Regional Councillor Nirmala Armstrong  
Seconded by Councillor Don Hamilton

- 1) That the presentation provided by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled "Report of the Auditor General – Human Resources Information System (HRIS) Implementation Audit" be received; and,
- 2) That the report prepared by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled "City of Markham – Human Resources Information System (HRIS) Implementation Audit" be received; and further,
- 3) That staff be authorized and directed to do all things necessary to give effect to the recommendations

Carried

**11. WATER REVENUE AUDIT  
- FOLLOW UP (7.0)**

[Presentation](#)   [Report](#)

Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, was in attendance to deliver a PowerPoint presentation regarding the Water Revenue Audit.

Veronica Billa, Partner, MNP, was in attendance to discuss the follow up of the Water Revenue Audit that was conducted in February 2017. She advised that the following audit recommendations have since been completed by the City:

- Database Alignment with Alectra Utilities
- Automate, Extract, Transfer & Load Processes
- Enhanced Controls for AMI Roll-Out
- Data Timeliness, Accuracy & Granularity
- Process Documentation

- Third Party Vendor Risk Management
- Merger Integration Controls
- Workflow Automation
- Resource Model

Moved by Mayor Frank Scarpitti  
Seconded by Regional Councillor Joe Li

- 1) That the presentation provided by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled “Report of the Auditor General – Water Revenue Audit- Follow Up” be received; and,
- 2) That the report prepared by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled “City of Markham – Water Revenue Audit- Follow Up” be received; and,
- 3) **That staff be authorized and directed to do all things necessary to give effect to the recommendations.**

Carried

## **12. ANIMAL SERVICES BY-LAW UPDATE (2.8)** [Presentation](#)

Chris Alexander, Manager, By-law Enforcement & Regulatory Services was in attendance to deliver a PowerPoint Presentation providing an update regarding the Animal Services By-law. Mr. Alexander advised that the current By-law is outdated and staff are suggesting that a number of administrative and prosecutorial amendments are required. Staff further suggested that a provision be added to license and regulate pet stores within the City of Markham.

Mr. Alexander advised that a draft By-law will be brought forward at the June 26<sup>th</sup>, 2018 Council meeting.

Augustine Lau, resident, was in attendance to discuss his concerns regarding wild animals on Heathmore Court.

Naseem Walji, resident, was in attendance to discuss her concerns regarding wild animals on Heathmore Court.

Smila Patel, resident, was in attendance to discuss her concerns regarding wild animals on Heathmore Court.

Councillor Valerie Burke suggested that Staff provide further public education with respect to animal care and wildlife.

General Committee directed Staff to follow up with further information, including:

- Listing of permitted/prohibited animals within the City

- Overview of Provincial Legislation as it relates to wildlife

Moved by Councillor Valerie Burke

Seconded by Mayor Frank Scarpitti

- 1) That the presentation by Mr. Christopher Alexander, Acting Manager, By-Law Enforcement and Regulatory Services entitled “Animal Services By-Law Update,” be received.
- 2) That the Draft Animal Services By-law Update be referred to the Animal Care Committee for review.

Carried

Moved by Mayor Frank Scarpitti

Seconded by Councillor Don Hamilton

- 3) That Staff be directed to prepare public education material for residents regarding wildlife, particularly related to health concerns such as Lyme disease and rabies, as well as tips to deal with local wildlife.

Carried

### **13. MARKHAM TREES FOR TOMORROW (6.0)**

#### Presentation

David Plant, Manager, Parks Operations, was in attendance to deliver a PowerPoint presentation regarding Markham’s Trees for Tomorrow Program. Mr. Plant reviewed the Trees for Tomorrow planting projects that have been undertaken and outlined the planting projects that are scheduled for 2018.

The Committee expressed concern that some parks were being planted too deeply, and that overplanting can take away from the use of park space for recreational purposes or spaces intended to be natural meadows. It was requested that Staff provide a layout of the new park at Birchmount Road and RougeSide Promenade with a tree planting plan,, and that Staff and Committee review the plan to ensure there is a balance between required tree canopy while ensuring sufficient park space is available for alternative purposes.

The Committee directed Staff to report back with additional information.

General Committee thanked Mayor Frank Scarpitti and Nory Takata, Parks Planner, for their work with the Trees for Tomorrow Project.

Moved by Mayor Frank Scarpitti

Seconded by Deputy Mayor Jack Heath

- 1) That the presentation entitled “Markham Trees for Tomorrow,” be received.

Carried



**14. ONTARIO'S MAIN STREET  
REVITALIZATION INITIATIVE FUND  
– MUNICIPAL FUNDING AGREEMENT**  
[Report](#)

Moved by Councillor Colin Campbell  
Seconded by Councillor Karen Rea

- 1) That the report, "Ontario's Main Street Revitalization Initiative Fund – Municipal Funding Agreement", be received; and,
- 2) That the City of Markham's allocation from the Province of Ontario in the amount of \$320,609.39, as administered by the Association of Municipalities of Ontario, be utilized for eligible projects in the three commercial areas for streetscape-related improvements with the funding distributed as follows:
  - a. \$140,304.53 for Main Street Unionville (Municipal Road);
  - b. \$140,304.53 for Main Street Markham (Municipal Road);
  - c. \$40,000.33 for Yonge Street within the Heritage District (Regional Road); and,
- 3) That Council authorize the Mayor and the City Clerk to sign the Municipal Funding Agreement for the Main Street Revitalization Initiative with the Association of Municipalities of Ontario; and,
- 4) That Council pass an enacting bylaw in Attachment #1 as required by the Association of Municipalities of Ontario; and,
- 5) That a new reserve fund be established titled Main Street Revitalization Initiative Reserve Fund in the amount of \$320,609.39 for the purpose of funding eligible Main Street Revitalization projects and held in an interest bearing account until the earliest expenditure or March 31, 2020; and further,
- 6) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**MOTIONS**

There were no motions.

**NEW/OTHER BUSINESS**

There was no new business.

## **ANNOUNCEMENTS**

There were no announcements.

### **15. CONFIDENTIAL ITEMS (16.0& 8.6)**

Moved by Councillor Chiu  
Seconded by Councillor Collucci

That, in accordance with Section 239 (2) of the Municipal Act, General Committee resolve into a confidential session to discuss the following matters (12:57 PM):

#### **(1) GENERAL COMMITTEE CONFIDENTIAL MINUTES - JUNE 12, 2018 (16.0) [Section 239 (2) (a) (b) (c)]**

General Committee confirmed the June 12, 2018 confidential meeting minutes.

Carried

Moved by Deputy Mayor Jack Heath  
Seconded by Councillor Colin Campbell

That the General Committee rise from the confidential session 12:59 PM.

Carried

Moved by Councillor Don Hamilton  
Seconded by Councillor Alex Chiu

That, in accordance with Section 239 (2) of the Municipal Act, General Committee resolve into a confidential session to discuss the following matters (1:48 PM):

#### **(2) A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 2) (8.6) [Section 239 (2) (c)]**

General Committee received information on the matter.

Carried

Moved by Mayor Frank Scarpitti  
Seconded by Regional Councillor Jim Jones

That the General Committee rise from the confidential session 3:36 PM.

Carried

### **Adjournment**

Moved by Councillor Valerie Burke  
Seconded by Councillor Alex Chiu

That the General Committee meeting adjourn at 3:36 PM.

Carried