



**Minutes  
General Committee  
January 16, 2017  
Meeting Number 1**

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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 3:09pm)  
Deputy Mayor Jack Heath  
Regional Councillor Jim Jones  
Regional Councillor Joe Li  
Regional Councillor Nirmala Armstrong (arrive at 11:45 am)  
Councillor Valerie Burke  
Councillor Alan Ho  
Councillor Don Hamilton  
Councillor Karen Rea  
Councillor Colin Campbell  
Councillor Amanda Collucci (arrived 9:23am)  
Councillor Logan Kanapathi  
Councillor Alex Chiu

Andy Taylor, Chief Administrative Officer  
Jim Baird, 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  
Kimberley Kitteringham, City Clerk  
Martha Pettit, Deputy City Clerk  
Joel Lustig, Treasurer  
Kiran Saini, Acting Manager, Access & Privacy  
Catherine Biss, Chief Executive Officer, Markham Libraries  
Nasir Kenea, Chief Information Officer, Information Technology Services  
Christy Lehman, Licensing & Animal Services Coordinator  
Alida Tari, Council/Committee Coordinator

The General Committee meeting convened at the hour of 9:05 AM with Deputy Mayor Jack Heath in the Chair.

General Committee recessed at 11:09 AM and reconvened at 11:24 AM. General Committee recessed at 12:35 PM and reconvened at 1:20 PM.

## **Disclosure of Interest**

None disclosed.

### **1. RANKED BALLOT ELECTIONS REPORT (14.0)**

[Presentation](#) [Report](#) [Appendix A](#) [Appendix B](#) [Appendix C](#) [Appendix D](#)

Kimberley Kitteringham, Director of Legislative Services addressed the Committee and provided some brief opening remarks.

Diane Ploss, Municipal Advisor, and Tristin McCredie, Municipal Advisor, from the Ministry of Municipal Affairs (MMA) delivered a PowerPoint presentation regarding Ranked Ballots.

The Committee discussed the following relative to ranked ballots:

- Associated costs
- Upper and lower tier – all lower tier municipalities must approve ranked ballots for the upper tier to use it
- Potential increase in technology demand
- Are any of the nine municipalities within York Region moving forward with ranked ballots?
- Importance of public education if ranked ballots are being used

Moved by Councillor Don Hamilton

Seconded by Councillor Valerie Burke

- 1) That the Ranked Ballot Election report be received for information; and,
- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

### **2. PROCEDURAL BY-LAW AMENDMENTS (2.1)**

[Presentation](#) [Appendix A](#)

Martha Pettit, Deputy City Clerk delivered a PowerPoint presentation regarding the proposed amendments for the Procedural By-law.

The Committee discussed and suggested the following with respect to the proposed amendments for the Procedural By-law:

- Conduct of Members – ensure it is clear in the Procedural By-law that items such as emails, texts, papers received from members of the public or external sources that are not part of the meeting record, cannot be read aloud at a meeting
- Include wording under Conduct of Members to discourage “one-on-one” conversations and encourage meeting participants to speak through the Chair

- Permit in-person delegations at Standing Committee OR Council, but not both, when speaking to the same subject matter
- Continue to allow written delegations at both Standing Committee and Council meetings
- Remove “more than 5 persons who are present at the meeting.....” in Section 3.13 of current Procedural By-law; and, remove the distinction between an individual and a "group"
- Implement a 5 minute speaking limit for delegations appearing at Standing Committee or Council meetings
- Implement a 5 minute speaking limit for Members of Council in Standing Committee
- Implement a 5 minute speaking limit for Members of Council in Council for each time a Member speaks to the same matter; the Clerk will time speakers and will advise the Chair when the allotted time has elapsed
- Notices of Motion to be presented to the applicable Standing Committee (except in the case of a reconsideration of a matter to be dealt with at Council)
- Committee/Council determines whether a Motion on a Standing Committee agenda should be removed if left unactioned for more than two successive meetings
- Consider including a provision to allow the mover and seconder of a motion to speak last on the motion

The Committee suggested that this item be brought back to the February 6, 2016 General Committee meeting with the draft Procedural By-law that will include all the suggested amendments from Committee.

The Committee suggested that the final adopted revisions with respect to the public decorum section of the Procedural By-law be included on the delegation forms.

Kimberley Kitteringham, Director of Legislative Services addressed the Committee provided some closing remarks regarding the proposed amendments to the Procedural By-law and proposed next steps.

There was discussion regarding preparation of the agendas and when they are distributed.

Moved by Regional Councillor Nirmala Armstrong  
Seconded by Councillor Karen Rea

- 1) That the presentation entitled "Proposed Amendments to Markham City Council's Procedural By-law" be received; and,
- 2) That Staff report back to the **February 6, 2017 General Committee meeting with a revised draft Procedural By-law that incorporates all the suggested proposed changes from the January 16, 2016 General Committee meeting.**

Carried

## **2 (A). DIGITAL MARKHAM STRATEGY**

### Presentation

Trinela Cane, Commissioner of Corporate Services addressed the Committee and provided some opening remarks relative to Digital Markham Strategy

Nasir Kenea, Chief Information Officer, Information Technology Services delivered a PowerPoint presentation regarding Digital Markham Strategy.

There was discussion of any potential partnerships with other municipalities; private companies or other tiers of government.

Moved by Councillor Alex Chiu

Seconded by Councillor Colin Campbell

- 1) That the Digital Markham strategy presentation be received; and,
- 2) That the Digital Markham strategy & roadmap be endorsed as a go-forward approach to support achievement of Markham's digital goals by 2020 in the following areas:
  - Engaging and serving the community;
  - Becoming the digital differentiator for the business;
  - Enabling a digital workforce; and
  - Making the city a platform for innovation; and,
- 3) That Staff be directed to develop a detailed implementation plan, including a funding strategy for the Digital Markham roadmap and report back to General Committee by the end of June 2017; and further,
- 4) That Staff provide an annual update to General Committee on the status of the implementation of the roadmap.

Carried

**3. MINUTES OF THE DECEMBER 12, 2016  
GENERAL COMMITTEE (16.0)**

[Minutes](#)

Moved by Councillor Alex Chiu

Seconded by Councillor Logan Kanapathi

- 1) That the minutes of the December 12, 2016 General Committee meeting be confirmed.

Carried

**4. MINUTES OF THE NOVEMBER 16, 2016  
ADVISORY COMMITTEE ON ACCESSIBILITY (16.0)**

[Minutes](#)

Moved by Councillor Alex Chiu  
Seconded by Councillor Logan Kanapathi

- 1) That the minutes of the November 16, 2016 Advisory Committee on Accessibility meeting be received for information purposes.

Carried

**5. MINUTES OF THE AUGUST 4, 2016  
PUBLIC REALM ADVISORY COMMITTEE (16.0)**  
[Minutes](#)

Moved by Councillor Alex Chiu  
Seconded by Councillor Logan Kanapathi

- 1) That the minutes of the August 4, 2016 Public Realm Advisory Committee meeting be received for information purposes.

Carried

**5 (A). 136-S-16 PURCHASE OF AUTOMATED  
MATERIAL HANDLING EQUIPMENT  
FOR MARKHAM VILLAGE AND SOUTH  
EAST MARKHAM LIBRARIES (3.19)**  
[Report](#) [Attachment A](#) [Attachment B](#)

There was discussion regarding the proposed number of sorters at the various library locations.

Moved by Councillor Karen Rea  
Seconded by Councillor Colin Campbell

- 1) That the Report entitled “136-S-16 Purchase of Automated Material Handling Equipment for Markham Village and South East Markham Libraries” be received; and,
- 2) That staff be authorized to award a contract to Bibliotheca ITG Inc. for one (1) FX 11-bin book sorter with patron and staff induction, four (4) V to R Upgrade (Drop in) Cabinet, three (3) 420 Selfcheck Desktop, one (1) 420 Selfcheck Freestanding , three (3) 895 Staff Workstations for **Markham Village Branch** (Lifecycle Project) in the amount of \$304,003.95 (including freight, installation, and HST); and,
- 3) That staff be authorized to award a contract for Bibliotheca ITG Inc. for **South East Markham Branch** for one (1) FX 11-bin book sorter with patron and staff induction, four (4) 8421 self check kiosk, five (5) 895 Staff Workstation, three (3) 9101 Detection System and one (1) 9102 Detection System in the amount of \$354,973.93 (including freight, installation, and HST); and,
- 4) That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7, Non Competitive Procurement, “Where there is only one source of supply for the goods to be purchased”; and,

- 5) That the award for purchasing of equipment for the **Markham Village Branch** in the amount of \$304,003.95 be funded from the Library 3M Hardware Project (Account #049-6150-15618-005); and,
- 6) That the award for purchasing of equipment for **South East Markham Branch** in the amount of \$354,973.93 be funded from the South East Library IT Project (Account #070-5350-13891-005); and,
- 7) That the net operating impact for maintenance cost of \$10,411.07 (\$42,231.07 requirement - \$32,820.00 existing budget) be charged to the ITS Computer Hardware Acct#400-404-5360 following the expiry of the one year warranty period (sometime in mid 2018), which will be addressed during the 2018 operating budget process; and further
- 8) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**6. MINUTES OF THE NOVEMBER 16, 2016  
ANIMAL CARE COMMITTEE (16.0)**  
[Minutes](#)

There was discussion regarding whether the letter should be sent by the Chair of Animal Care Committee rather than Markham Council.

It was suggested that the proposed recommendation be sent back to the Animal Care Committee.

Moved by Councillor Valerie Burke  
Seconded by Regional Councillor Nirmala Armstrong

- 1) That the minutes of the November 16, 2016 Animal Care Committee meeting be received for information purposes.
- 2) That the following recommendation from the November 16, 2016 Animal Care Committee be **referred back to the next Animal Care Committee**:

"That the City of Markham send a letter to the Town of Georgina supporting their proposed Trap Neuter Release (TNR) program."

Carried

**7. CELEBRATE MARKHAM GRANT PROGRAM  
- REVISION TO THE MINIMUM FINANCIAL  
REPORTING REQUIREMENTS FOR GRANTS  
\$5,001 TO \$10,000 (7.6)**  
[Report](#) [Attachment](#)

There was discussion regarding the information required during the application process for Celebrate Markham Grant Program.

Moved by Councillor Karen Rea

Seconded by Regional Councillor Nirmala Armstrong

- 1) That the report titled, “Celebrate Markham Grant Program – revision to the minimum financial reporting requirements for grants between \$5,001 and \$10,000” be received; and,
- 2) That Council approve the change to the minimum financial reporting requirements for grants between \$5,001 and \$10,000 from a Review Engagement to a Compilation Engagement, applicable to the 2016 and future grant recipients; and,
- 3) That the minimum reporting requirement for the remaining two categories: a) grants \$5,000 or less and b) grants \$10,001 & over remain unchanged; and further,
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

## **8. NEW BUSINESS**

### **- RESCUE 7 (16.0)**

#### Rescue 7

Councillor Colin Campbell advised the Committee that “Rescue 7”, a Health and Safety Training Company in Markham and elsewhere, hosts an annual Fundraising event (they have an official charitable foundation “Chase McEachern Memorial Fund), and that 100% of the funds raised provide AED machines to charitable and non profit as well as families who can not afford the machines. Councillor Campbell is requesting approval to attend this event that is being held on January 27, 2017 at Horseshoe Valley Resort with an overnight at cost of \$154.52

Moved by Councillor Don Hamilton

Seconded by Councillor Valerie Burke

That Council authorize Councillor Colin Campbell to attend the Rescue 7 annual fundraising event held on January 27, 2017 at Horseshoe Valley Resort; and

That the cost of overnight accommodations at approximately \$154.52 be funded through the Councillor Colin Campbell’s discretionary budget.

Carried

## **9. IN-CAMERA MATTERS (16.0, 8.6, 16.24, 8.7)**

Moved by Councillor Logan Kanapathi  
Seconded by Councillor Amanda Collucci

That, in accordance with Section 239 (2) of the Municipal Act, General Committee resolve into an in-camera session to discuss the following confidential matters (2:25 PM):

- (1) GENERAL COMMITTEE IN-CAMERA MINUTES - DECEMBER 12, 2016 (16.0)  
[Section 239 (2) (b) (c) (e) (f)]

General Committee confirmed the December 12, 2016 in-camera meeting minutes.

- (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 consented to defer this item to a future General Committee meeting.

- (3) THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD  
AND  
ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT PRIVILEGE, INCLUDING COMMUNICATIONS NECESSARY FOR THAT PURPOSE  
(WARD 6) (8.6)  
[Section 239 (2) (a) (f)]

General Committee consented to defer this item to a future General Committee meeting.

- (4) PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES (APPOINTMENTS & RESIGNATIONS TO BOARDS/COMMITTEE) (16.24)  
[Section 239 (2) (b)]

General Committee consented to place this on a future Council in-camera agenda for consideration.

- (5) ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT PRIVILEGE, INCLUDING COMMUNICATIONS NECESSARY FOR THAT PURPOSE (WARD 2) (8.7)  
[Section 239 (2) (f)]

General Committee received a verbal update regarding this matter.

Carried



Moved by Councillor Don Hamilton  
Seconded by Councillor Valerie Burke

That the General Committee rise from the in-camera session 3:15 PM.

Carried

### **Adjournment**

Moved by Councillor Alex Chiu  
Seconded by Mayor Frank Scarpitti

That the General Committee meeting adjourn at 3:15 PM.

Carried