

**FOURTH MEETING OF THE
2011 BUDGET SUB-COMMITTEE
CANADA ROOM, MARKHAM CIVIC CENTRE
January 31, 2011**

MINUTES

Attendance:

Members Present:

Regional Councillor Gord Landon, Chair
Regional Councillor Jim Jones
Regional Councillor Joe Li
Councillor Colin Campbell
Councillor Don Hamilton
Councillor Alan Ho
Councillor Logan Kanapathi
Councillor Howard Shore

Councillors Present:

Councillor Alex Chiu
Councillor Valerie Burke

Regrets:

Mayor Frank Scarpitti (ex-officio)
Deputy Mayor Heath (ex-officio)

Staff Present:

Gary Adamkowski, Director of Asset Management
Phil Alexander, Deputy Fire Chief
Jim Baird, Commissioner of Development Services
Noeline Chipun, Senior Financial Analyst
Mary Creighton, Director of Recreation Services
Paul Ingham, General Manager, Operations
Nasir Kenea, Chief Information Officer
John Livey, Chief Administrative Officer
Andy Taylor, Commissioner of Corporate Services
Eric Lariviere, Theatre Manager
Brenda Librecz, Commissioner of Community Services & Fire
Karen Liu, Senior Business Analyst
Peter Loukes, Director of Operations
Joel Lustig, Treasurer
Raj Raman, Senior Manager of Financial Report & Purchasing
John Ryerson, Director of Culture
Bill Snowball, Fire Chief
Andrea Tang, Manager of Financial Planning
Veronica Siu, Senior Business Analyst
Matt Vetere, Financial Analyst
Laura Gold, Council/Committee Coordinator

Guest Present:

Marion Matthias
Elvis Nurse, Consultant
Patrick King

The Budget Sub-Committee convened at 1:09 p.m. with Regional Councillor Gord Landon presiding as Chair.

**1. REVIEW OF MINUTES FROM
BUDGET SUB-COMMITTEE
MEETING # 3**

Moved by Councillor Alex Chiu
Seconded by Councillor Logan Kanapathi

That the Minutes from the January 10, 2011 Budget Sub-Committee be adopted as presented.

CARRIED.

2. 2011 BUDGET PRESENTATION

**a. RESPONSES TO QUESTIONS FROM PREVIOUS
BUDGET SUB-COMMITTEE MEETINGS**

Mr. Joel Lustig, Treasurer, provided the responses to questions from the previous Budget Sub-Committee regarding: the number of lost manufacturing jobs in the past four years; number of planning applications received; recreation user fees and rental revenues; delinquency rates on water bills; percentage of tax bills collected; and commercial vacancy rates.

**b. CONTINUATION WITH THE REVIEW ON
2011 PROPOSED CAPITAL BUDGET**

Mr. Nasir Kenea, Chief Information Officer, presented the Information Technology Services (ITS) Capital Budget Items.

ITS Contact Centre

Item	Description/Discussion	Total
11093	Contact Centre Knowledge Base (D11-6)	\$26,500
11116	Enterprise Asset Management Phase 2 Implementation – The funds will be used to purchase active network based software, which will improve business processes, optimize information collection, and improve data retrieval A Member wanted to ensure all cost sharing opportunities were being investigated, including partnering with other municipalities to obtain group rates when purchasing software. It was noted that cost sharing is challenging for internal services that are unique to an organization, such as telephone services. Markham belongs to a ITS procurement group for Ontario and uses benchmarks provided by the Province and the National Quality Institute to compare costs. It was recommended that Markham should have an ongoing Committee that meets regularly with neighbouring municipalities to investigate cost sharing opportunities. Creating an ongoing Committee may remove barriers/resistance to cost sharing.	\$152,600

ITS- Other

Item	Description/Discussion	Total
11118	Core Phone System Part 2 of 3 Funding Request (O11-9)- this is a multi year project to replace Enterprise Phone system. This technology has become obsolete. It was confirmed that the new phone system uses voice over technology. A Member questioned if consideration has been given to leasing rather than purchasing the technology. The vendor was requested to provide information on both options. The life span of the technology was reported to be 15 -20 years.	\$205,600
11119	Core Hardware Infrastructure (O11-8) – replaces information technology assets. This list includes laptops, desk top computers, non MFD printers, 3 firewall servers and A/V equipment in the Council Chamber and Canada Room. There was a suggestion to purchase lower cost laptops or to purchase a combination of higher and lower priced laptops. It was noted that the cost of technology that meets business standards is always higher.	\$1,359,000
11122	Enterprise Information Management Part 2 of 2(O11-7)	\$68,200
11125	Finance-Cayenta Upgrade Implementation	\$25,400

ITS- Fire

Item	Description/Discussion	Total
11095	Fire Data Recorder and Software (J11-10)	\$50,900

ITS – Asset Management

Item	Description/Discussion	Total
11097	Asset Management Easement Data Purchase (L11-7)	\$22,900

ITS-Operations

Item	Description/Discussion	Total
11090	Operations Plotter for SignShop (L11-3)	\$31,000

ITS - Traffic

Item	Description/Discussion	Total
11094	Traffic Operations relocate to Miller (L11-4) – this is a technology request associated with the move of Traffic Operation to Miller Avenue and peripheral locations. 4 electronic information boards, a colour printer, projector and screen, phones and network connections. It was clarified that the electronic information boards were for Markham's work yards. They will provide updates to outside staff on corporate information.	\$26,500

ITS – Legislative Services

Item	Description/Discussion	Total
11108	<p>Clerks Linking Photos to Parking Infraction records (J11-8) – Automatically links pictures of parking infraction photos with parking infraction record in Parksmart.</p> <p>Members questioned how many steps would the purchase of the software save. The software makes the process more seamless and reduces the chance for human error, as currently there are multiple staff involved in the process. This was considered an E3 improvement.</p> <p>An inquiry was made whether the software could be used to record other by-law infractions.</p> <p>The amount of the HST was explained to be minimal due to the municipalities getting a 78% rebate on the 8% of the HST.</p>	\$21,800

ITS - Library

Item	Description/Discussion	Total
11115	MPL-3M Equipment Lifecycle Phase 3 of 3 UL (O11-4 – r)	\$111,900
11415	MPL Envisionware Suite for Internet Session Management (J11-6)	\$22,400

The Chair requested that Councillor Colin Campbell be provided with a review of the Town's tender process.

Moved by Councillor Alex Chiu

Seconded by Councillor Logan Kanapathi

That the Budget Sub Committee approve in principle the ITS Capital Budget Items presented.

CARRIED.

Community Services Items

Mr. John Ryerson, Director of Culture, presented the Theatre and Art Centre Capital Budget Items.

Markham Theatre

Item	Description/Discussion	Total
11151	Wireless Microphone System Replacement	\$61,100
11153	Light Fixtures & Controller Replacement	\$20,600
11155	Intercom Headset System Replacement	\$42,700
11156	<p>Theatre Grand Piano life extension – These funds will be used to do major work that is done every three years to extend the life of the piano.</p> <p>The cost of replacing the Grand Piano (rather than maintaining it) is approximately \$100,000 - \$120,000.</p>	\$5,400
11157	House Speaker & Amplifier System Replacement	\$249,300
11158	Audio Control Booth Equipment Replacement	\$200,500
11159	Lobby Equipment Replacement	\$10,200

Information on Markham Theatre's revenues and expenses was requested.

Moved by Councillor Don Hamilton
Seconded by Councillor Valerie Burke

That the Budget Sub- Committee approve in principle the Theatre Capital Budget items presented.

CARRIED.

Art Centres

Item	Description/Discussion	Total
11165	Art Gallery Lighting Upgrade and Sustainability	\$44,100

Moved by Councillor Don Hamilton
Seconded by Councillor Logan Kanapathi

That the Budget Sub-Committee approve in principle the Art Centre Capital Budget Item No. 11165.

CARRIED.

Recreation Services

Ms. Mary Creighton, Director of Recreation Services, presented the Recreation Services Capital Budget Items.

Recreation & Library Construction

Item	Description/Discussion	Total
11318	South East Community Centre Architecture/ Consulting Services – These funds will be used for the project management and the consultant services for the building of the South East Community Centre. It was explained that the cost of \$40 million identified under future phases includes the construction cost.	\$4,350,000
11416	Toronto 2015 Pan/Parapan American Games	\$172,000

Moved by Councillor Logan Kanapathi
Seconded by Councillor Don Hamilton

That the Budget Sub-Committee approve in principle the Recreation & Library Construction Capital Budget Item Nos. 11318 & 11416.

CARRIED.

Mr. Bill Snowball, Fire Chief, presented the Fire & Emergency Services Capital Budget Items.

Fire & Emergency Services

Item	Description/Discussion	Total
11175	Fire Communications Centre FF & E	\$231,000
11176	Firefighter PPE for Cornell Firefighters	\$126,500
11178	Firefighting Tools & Equipment	\$102,000
11180	Special Response Trench/Confined Space/Rope Rescue	\$50,000

Item	Description/Discussion	Total
11182	Fire Communication Centre	\$360,000
11183	Breathing Air Cylinder Replacement	\$15,900
11185	<p>Bunker Gear Replacement – These funds will be used for the lifecycle replacement of the bunker gear.</p> <p>Staff were requested to consider the possibility of donating the used bumper gear to developing Countries. The Fire Chief added that a donation of equipment was made a few years ago. It was explained that the National Fire & Protection Association sets the standards regarding the lifecycle of the bumper gear.</p>	\$113,700

Moved by Councillor Alex Chiu

Seconded by Councillor Colin Campbell

That the Budget Sub-Committee approved in principle the Fire & Emergency Services Capital Budget items presented.

CARRIED.

Recreation Services

Item	Description/Discussion	Total
11190	<p>Replacement of Recreation Fitness Equipment – These funds will be used towards the annual replacement of fitness equipment at Town owned facilities. The formula for replacement is based on industry standard.</p> <p>It was clarified that the fitness equipment at Thornhill and Centennial Community Centres were being replaced. Some of the surplus equipment may be moved to Civic Centre or to 8100 Warden Avenue. There was a question regarding the possibility of donating some of the equipment to a local group.</p>	\$105,700
11191	<p>Recreation Tables & Chair replacement – These funds will be used towards an annual program to replace the table and chairs at all recreational facilities. The life expectancy of the table and chairs is 10 years.</p> <p>A breakdown of these expenses was requested, including the number and type of tables and chairs being purchased. The criteria used to select the chairs was questioned. The chairs should be stackable, able to hold persons of different weights and sizes, and should be interchangeable with</p>	\$49,100

Item	Description/Discussion	Total
	the chair models at other community centres. .	
11192	Recreation Program Equipment	\$73,200
11193	Recreation Aquatic Equipment	\$71,300
11195	<p>Warden House Flooring replacement – The funds will be used to replace the linoleum floor on the main floor, vestibule and washroom.</p> <p>There was a question regarding what type of flooring being used and the square footage of the flooring being replaced. Staff were requested to provide further details on this request.</p>	\$9,200
11196	<p>Unionville Train Station Exterior fencing and decking – The funds will be used to repair existing fencing and decking.</p> <p>It questioned if the fence should be replaced rather than repaired. The repair is based on the lifecycle of the fence. Staff were requested to investigate the possibility of replacing the fence with alternative materials that require less upkeep. Heritage staff are required to be consulted when updating a heritage property.</p>	\$5,600
11197	Thornhill C.C. Skylight replacement	\$32,000
11198	<p>Thornhill C.C. Rink board replacement West Arena – These funds will be used towards the replacement of the rink board plastic. This will include the sill and kick plates.</p> <p>There was a question regarding placing advertisement on the rink board. It was confirmed that advertisement space is already sold and placed on the rink board.</p>	\$40,000
11199	Recreation AED program	\$27,500
11201	Rouge River C.C. Painting	\$9,700
11204	<p>Thornhill C.C. Interior painting -These funds will be used towards painting both arena areas and the associated change rooms.</p> <p>A Member inquired if vendors are required to properly dispose of paint and other hazardous materials when contracted to do work at Town facilities. It was explained that all vendors contracted to do work on Town property are advised on health and safety issues, including the disposal of hazardous materials.</p>	\$63,000
11205	Thornhill C.C. Hall counter replacement	\$9,200
11206	<p>Angus Glen C.C. Pool change room doors – These funds will be used towards the installation of rollup doors in the pool change room area.</p> <p>The need for installing the rollup doors was clarified. This project is not a lifecycle project. Rather there is a need to close off certain change rooms for security and safety concerns. The pull down doors will help control</p>	\$40,000

Item	Description/Discussion	Total
	access to the pool when it is not being supervised.	
11208	Centennial C.C. Interior painting	\$10,200
11209	Armadale C.C. Washroom partition replacement	\$14,200
11213	<p>Angus Glen C.C. Library carpet replacement – These funds will be used towards the removal and replacement of 14,400 square foot of carpet. The original carpet was installed in 2005.</p> <p>A Member questioned why the carpet at Angus Glen Community Centre is already being replaced. The library was noted to be a high traffic area, explaining there were approximately 450,000 library patrons in 2010.</p> <p>It was questioned if the carpet could be replaced with another type of flooring. Staff advised that carpet was thought to be less noisy and less costly than other floor types.</p> <p>It was questioned if the entire carpet needs replacing. A condition assessment was completed before making the decision to replace the carpet.</p>	\$65,000
11214	Angus Glen C.C. Rubber flooring replacement	\$212,000
11215	Crosby Arena Condensor replacement	\$65,000
11216	Angus Glen C.C. Arena & Pool painting	\$20,400
11217	Centennial C.C. Vapour barrier replacement	\$47,500
11218	Angus Glen C.C. Acoustical tile replacement	\$40,000
11220	Recreation Thornlea Pool program Year 3 of 5	\$66,100
11222	Armadale C.C. Ceiling tile replacement	\$12,200
11225	Angus Glen C.C. Youth Centre flooring replacement	\$10,000
11228	Pingle House Painting	\$8,600
11229	Rouge River C.C. Window replacement	\$22,400
11230	R.J. Clatworthy Arena Lift replacement	\$9,200
11231	Mount Joy C.C. Washroom counter replacement	\$6,100
11233	Milliken Mills C.C. Condensor tank replacement	\$25,400
11234	Milliken Mills C.C. Arena beam painting	\$18,300
11236	Markham Village C.C. Dressing room door replacement	\$11,200
11237	Milliken Mills Dome Hot water tank replacement	\$18,800
11238	Markham Village C.C. Roof accessories	\$10,200
11239	Markham Village C.C. Exterior caulking	\$6,100

Recreation Staff were requested to provide more detailed information for some of the capital budget recreation items and report back at the next Budget Sub-Committee meeting.

Deputation by Mr. Patrick King

Mr. Patrick King inquired why there was resistance to using modern materials to replicate Heritage designs. He questioned why the Town was incurring a cost to change a street number. Staff advised that a request to change a street number is paid for by the person placing the request.

The number of group homes in Ward 5 was questioned. It was clarified that there are different types of group homes and that very strict rules exist regarding which type of group homes can be located where. The Province was reported to provide funding for group homes.

c. NEXT STEP

The Committee will continue to review the proposed capital budget item at the next Budget Sub-Committee Meeting being held on February 1, 2011 at 1:00 p.m.

ADJOURNMENT

Moved by Councillor Howard Shore

Seconded by Councillor Alan Ho

That the Budget Sub-Committee meeting adjourn at 3:07 p.m.

CARRIED.