



**Minutes
General Committee
April 13, 2015
Meeting Number 12**

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
Deputy Mayor Jack Heath
Regional Councillor Jim Jones
Regional Councillor Joe Li
Regional Councillor Nirmala Armstrong
Councillor Valerie Burke
Councillor Alan Ho
Councillor Don Hamilton
Councillor Karen Rea
Councillor Colin Campbell
Councillor Amanda Collucci
Councillor Logan Kanapathi
Councillor Alex Chiu

Andy Taylor, Chief Administrative Officer
Trinela Cane, Commissioner of Corporate Services
Brenda Librecz, Commissioner of Community & Fire Services
Catherine Conrad, City Solicitor
Dennis Flaherty, Director of Communications and
Community Engagement
Mohammed Hosseini-Ara, Director of Culture
Kimberley Kitteringham, City Clerk
Eric Lariviere, Manager, Theatre
Peter Loukes, Director of Environmental Services
Joel Lustig, Treasurer
Gord Miokovic, Manager-System Engineering, Waterworks
Claudia Marsales, Senior Manager, Waste and Environmental
Management
Martha Pettit, Deputy City Clerk
Graham Seaman, Senior Manager, Sustainability Office
Kitty Bavington, Council/Committee Coordinator

The General Committee meeting convened at the hour of 9:06 AM with Deputy Mayor Jack Heath in the Chair. Councillor Alan Ho Chaired Community Services related items Nos. 15 and 16.

The Committee recessed from 11:14 AM to 11:20 AM, and from 2:10 PM to 2:45 PM.

Disclosure of Interest – None declared

**1. EDUCATION AND TRAINING SESSION
-MEDIA RELATIONS (11.0)**

Dennis Flaherty, Director of Communications and Community Engagement introduced this Training and Education Session, and the presenter.

Kevin Lennon of Trillium Corporate Communications Inc., gave a presentation on Media Relations and provided a handbook “Working With the Media”.

The objectives of the session are to: understand how to work with reporters; maximize opportunities; minimize risks; control media interviews; develop quotable messages; and, answer difficult questions. Three key messages were summarized: treat media interviews like important business meetings; prepare/rehearse your messages and answers before every interview; and, be accessible, polite, helpful, and careful.

Mr. Lennon responded to several questions from the Committee. The Committee expressed appreciation to Mr. Lennon for the presentation.

Moved by: Councillor Alex Chiu
Seconded by: Councillor Colin Campbell

- 1) That the presentation by Mr. Kevin Lennon of Trillium Corporate Communications Inc., regarding Media Relations, be received.

CARRIED

2. AUDITOR GENERAL (11.0)
[Presentation](#)

Kimberley Kitteringham, City Clerk, gave a presentation regarding the position of Auditor General for the City of Markham. The presentation reviewed the legislative framework, background information regarding the City’s previous Auditor General, and current context with respect to other municipalities and federal/provincial governments. Critical success factors include: actual and perceived independence; transparency; efficiency; value for money; and, quality of auditing.

Trinela Cane, Commissioner of Corporate Services, outlined key decisions for the role: mandate/scope; reporting structure; term of contract; audit plan approach, service model options; and, recruitment model. The suggested timeframe indicates the Auditor General could be retained by the fall of 2015.

The Committee discussed the benefits of retaining an Auditor General and the importance of scrutinizing the functions of the City. The position was originally created in 2006 and Council remains committed to continued transparency, improvement and excellence.

The Committee generally supported retaining an outside firm, and discussed the budget, the reporting structure through General Committee, renewal date options, terms of the RFP, performance measures, and the “value for money” approach. In accordance with auditing standards, the Auditor General will do a risk assessment and come forward with an independent proposal for the audit plan, for approval by Council. The plan could be amended by Council by 2/3 vote.

With respect to the work of the previous Auditor General, staff advised that all reports back to Council had been satisfied. Discussions included the review of Auditor General reports by staff prior to presentation to Council, to ensure accuracy of facts and to provide a Management Response. The Committee suggested that public participation be promoted when an Auditor General report is brought forward.

Eira Keay spoke in support of the staff report and the proposal to retain an Auditor General. The Committee responded to questions from Ms. Keay regarding the progress on this issue.

Staff will report back to the Committee on the selection committee and process. The Committee expressed appreciation to staff for their efforts and the report on this matter.

Moved by: Mayor Frank Scarpitti
Seconded by: Councillor Karen Rea

- 1) **That the deputation by Eira Keay, regarding the Auditor General, be received; and,**
- 2) That the presentation by Ms. Kimberley Kitteringham, City Clerk, and Trinela Cane, Commissioner of Community Services, entitled “Auditor General,” be received; and,
- 3) That the Auditor General’s mandate be: to assist Council in holding itself and its administrators accountable for the quality of stewardship over public funds and for the achievement of value of money in operations; and,
- 4) That the Auditor General report to Markham City Council through General Committee; and,
- 5) That the Auditor General be appointed for a four year term (outside of the term of Council); and,
- 6) That amendments to the Auditor General’s Audit Plan be permitted with 2/3 support of Markham City Council; and,
- 7) That the City of Markham implement an outsourced service model (Option 3) for an Auditor General and retain an Auditor General through an RFP process, **with a review of the effectiveness of the service model after 2 years;** and further,
- 8) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

CARRIED

****Note:** At the April 15, 2015 Council meeting clause (4) above was amended as follows:

- 4) That the Auditor General report to Markham City Council through General Committee, which is a Committee that is generally open to the public.

**3. MINUTES OF THE MARCH 23, 2015 AND
MARCH 31, 2015 GENERAL COMMITTEE (16.0)**
[March 23](#) [March 31](#)

Clarification was added on Page 9 of the March 23 minutes, regarding Morgan Park. The petition noted is received from Councillor Karen Rea, and a new park design to include the baseball diamond, was requested.

Moved by: Councillor Karen Rea
Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the March 23, 2015 and March 31, 2015 General Committee meeting be confirmed **as amended**.

CARRIED

**4. MINUTES OF THE FEBRUARY 18, 2015
ANIMAL CARE COMMITTEE (16.0)**
[Minutes](#)

Moved by: Councillor Alex Chiu
Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the February 18, 2015 Animal Care Committee meeting be received for information purposes.

CARRIED

**5. MINUTES OF THE MARCH 9, 2015
BUDGET COMMITTEE (16.0)**
[Minutes](#)

Moved by: Councillor Alex Chiu
Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the March 9, 2015 Budget Committee meeting be received for information purposes.

CARRIED

**6. MINUTES OF THE MARCH 23, 2015
BUDGET PUBLIC INFORMATION MEETING (16.0)**
[Minutes](#)

Moved by: Councillor Alex Chiu
Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the March 23, 2015 Budget Public Information meeting be received for information purposes.

CARRIED

**7. MINUTES OF THE FEBRUARY 26, 2015,
MARKHAM ENVIRONMENTAL ADVISORY
COMMITTEE (16.0)**
[Minutes](#)

Moved by: Councillor Alex Chiu
Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the February 26, 2015 Markham Environmental Advisory Committee meeting be received for information purposes.

CARRIED

**8. MINUTES OF THE NOVEMBER 24, 2014
AND JANUARY 26, 2015 FLATO MARKHAM
THEATRE ADVISORY BOARD (16.0)**
[November](#) [January](#) [Staff Memo](#)

John Tidball, Chair of the Theatre Advisory Board, made a deputation to speak in support of the recommendation of the Board, which supports the staff recommendation. Mr. Tidball responded to questions from the Committee. Mohammed Hosseini-Ara, Director of Culture, responded to questions regarding the Strategic Plan process.

The Committee discussed funding options and noted the importance of clarity and consistency in dealing with budget and endowment fund matters. The Committee requested information on the percentage of increase from the previous strategic plan project, and questioned if the strategic plan could be handled by internal staff. Staff will provide updates to the Committee during the process.

Moved by: Mayor Frank Scarpitti
Seconded by: Councillor Colin Campbell

- 1) **That the deputation by John Tidball, Chair of the Theatre Advisory Board, regarding minutes of the Flato Markham Theatre Advisory Board, be received; and,**

- 2) That the minutes of the November 24, 2014 and January 26, 2015 Flato Markham Theatre Advisory Board meeting be received for information purposes; and further,
- 3) That staff recommend that Council consider approval of a one-time withdrawal of **up to** \$75,000 from the Theatre Endowment Fund to be used to undertake the Theatre's 2016-2020 Strategic Plan and brand review, and that surplus funds from the theatre's operating budget not be returned to the Endowment Fund as this is not aligned with the City's financial management practices.

CARRIED

**9. MINUTES OF THE MARCH 4, 2015
FRIENDS OF THE MARKHAM MUSEUM
FOUNDATION BOARD (16.0)**

[Minutes](#)

Moved by: Councillor Alex Chiu

Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the March 4 2015 Friends of the Markham Museum Foundation Board meeting be received for information purposes.

CARRIED

**10. MINUTES OF THE FEBRUARY 23, 2015
MARKHAM PUBLIC LIBRARY BOARD (16.0)**

[Minutes](#)

Moved by: Councillor Alex Chiu

Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the February 23, 2015 Markham Public Library Board meeting be received for information purposes.

CARRIED

**11. MINUTES OF THE FEBRUARY 26, 2015
RBC MARKHAM MILLIKEN MILLS
CHILDREN'S FESTIVAL COMMITTEE (16.0)**

[Minutes](#)

Moved by: Councillor Alex Chiu

Seconded by: Councillor Logan Kanapathi

- 1) That the minutes of the February 26, 2015 RBC Markham Milliken Mills Children's Festival Committee meeting be received for information purposes.

CARRIED

**12. AWARD OF REQUEST FOR PROPOSAL 210-Q-13
SUPPLY AND DELIVERY OF WORKPLACE UNIFORMS
FOR STAFF & MARKHAM-BRANDED PRODUCTS (7.12)**
[Report](#)

In response to questions from the Committee, staff will provide information at the Council meeting on April 15, 2015, regarding the ethical and sustainability record of the supplier.

Moved by: Councillor Alex Chiu

Seconded by: Councillor Logan Kanapathi

- 1) That the report entitled “Award of Request for Proposal 210-R-13 Supply and Delivery of Workplace Uniforms for Staff & Markham-Branded Products” be received; and,
- 2) That the contract for Supply and Delivery of Workplace Uniforms for Staff & Markham-Branded Products be awarded to the highest ranked / lowest priced bidder, Commercial Marketing; and,
- 3) That the term of the contract be for two (2) years with an option to renew for an additional two (2) years in the total award amount of \$421,520 (inclusive of HST);

2015 - \$105,380*
2016 - \$105,380*
2017 - \$105,380**
<u>2018 - \$105,380**</u>
Total: \$421,520

*For the two (2) year contract term (2015-2016), costs will be at the same itemized pricing.

**The two (2) optional renewal years (2017-2018), costs will be adjusted to reflect negotiated pricing as mutually agreed by Purchasing Staff and the vendor; and,

- 4) That the contract be funded from various City Department’s Operating and Capital Budget’s as identified within the Financial Consideration Section of this report; and,
- 5) That the Director of Corporate Communications & Community Engagement and Senior Manager of Purchasing & Accounts Payable be authorized to exercise the option to renew the contract in year 3 and 4 dependent on assessment of performance in consultation with key City stakeholders and Council approval of the annual budget; and further,
- 6) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

CARRIED

**13. AWARD OF CONTRACT 035-S-15 PURCHASE
OF ONE (1) ICE RESURFACING MACHINE (7.12)**
[Report](#)

Moved by: Councillor Alex Chiu

Seconded by: Councillor Logan Kanapathi

- 1) That the report entitled “Award of Contract 035-S-15 Purchase of One (1) Ice Resurfacing Machine be received; and,
- 2) That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (e) “where the City is acquiring specialized equipment, such as equipment in which case the sources of supply may be based on technical specifications prepared by the User Department Staff”; and,
- 3) That the purchase of one (1) Ice Resurfacing Machine for the Mount Joy Community Centre be awarded to Zamboni Company Ltd. in the amount of \$91,535.31 inclusive of HST; and,
- 4) That funding for the purchase of one (1) ice resurfacing machine be funded from the 2014 Fleet capital account 057-6150-14232-005 (Corp Fleet Replacement – Non Fire) in the amount of \$89,961.00; and;
- 5) That the shortfall in the amount of \$1,574.31 be funded from the Life Cycle Replacement and Capital Reserve Fund; and,
- 6) That upon delivery of the new ice resurfacing machine, unit number 525-9229 (Model Year 2009) be traded in for an amount of \$15,000.00, with the proceeds from the sale posted to account 890-890-9305; and,
- 7) That Zamboni Company Ltd. be the preferred supplier for five (5) years (2015 – 2019) for ice resurfacing machines; and,
- 8) That the Director of Recreation and Senior Manager of Purchasing be authorized to approve annual purchases of new ice resurfacing machines in years 2015-2019 subject to 1.75%; and further,
- 9) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

CARRIED

**14. ELECTRIC VEHICLE QUICK CHARGING
STATION AT THE CIVIC CENTRE (5.7)**

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

Graham Seaman, Senior Manager, Sustainability Office, responded to questions from the Committee regarding this partnership funding opportunity and the cost and feasibility of expanding the system. It was noted that there are no current requests for this service.

Moved by: Councillor Valerie Burke

Seconded by: Councillor Colin Campbell

- 1) That the report “Electric Vehicle Quick Charging Station at the Civic Centre” be received; and,
- 2) That the CAO be authorized to enter into a three-way funding partnership with Nissan Canada and PowerStream Inc in a form satisfactory to the City Solicitor to install an electric vehicle fast charger as part of the Civic Centre’s parking lot upgrade project; and,
- 3) That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (e) “where the City is acquiring specialized equipment, such as equipment in which case the sources of supply may be based on technical specifications prepared by the User Department Staff”; and,
- 4) That the purchase of one SmartDC, 50kW multi-standard 208 V electric vehicle fast charger with five years of service and warranty be awarded to Add Energie Technologies Inc. in the amount of \$35,580.80 inclusive of HST; and,
- 5) That the electric vehicle charger provisional item from the Civic Centre parking lot upgrade project of \$30,609 inclusive of HST for conduit, duct, distribution panel, foundation and install be approved; and,
- 6) That of the total of cost of equipment, site preparation and installation equal to \$66,189.80 (\$35,580.80 + \$30,609) be funded from the MECO Account # 31-2220034; and,
- 7) That the City of Markham cost will be \$22,063.27 after two-third funding from Nissan and PowerStream for \$22,063.27 each; and,
- 8) That Council endorse the preferred location of the charging station at the Civic Centre across from the Flato Markham Theatre as shown on Appendix # B; and,
- 9) That the CAO be authorized to enter into a revenue sharing agreement, in a form satisfactory to the City Solicitor with PowerStream Inc. and Add Energie Technologies Inc. to retain 50% of net revenues (approximately 42% after fees) with a payback of five years; and,

- 10) That Markham's share of the net revenues be contributed to the original funding source (MECO Account); and further,
- 11) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

CARRIED

**15. "THE BEST OF THE BEST" MARKHAM'S
ROADMAP TO 80% DIVERSION & YORK
REGION SMART LIVING STATUS REPORT (5.1)**
[Presentation](#)

Claudia Marsales, Senior Manager, Waste & Environmental Management, gave a presentation entitled "The Best of the Best Markham's Roadmap to 80% Diversion and York Region Smart Living Status Report". The presentation provided an update on Markham's waste diversion strategy with respect to the 10 recommendations by the Diversion Sub-Committee. Ms. Marsales advised that the Recycling Council of Ontario has recognized Markham with four awards in 2014.

Peter Loukes, Director of Environmental Services, gave a presentation on Markham's partnership with York Region and the Smart Living Master Plan, with respect to the textile diversion initiative. The decline in household garbage generation and the reduced average cost per household for the 3-stream collection were reviewed.

Staff responded to several questions from the Committee regarding blue bag versus blue box use; where residents can drop off textiles; and the recycling depot in Barrie.

The Committee expressed appreciation to the Diversion Sub-Committee, staff, and the residents for making the diversion programs successful, and discussed initiatives to reduce food waste.

Moved by: Councillor Alex Chiu

Seconded by: Councillor Colin Campbell

- 1) That the presentations by Ms. Claudia Marsales, Senior Manager, Waste & Environmental Management, entitled "The Best of the Best Markham's Roadmap to 80% Diversion and York Region Smart Living Status Report," and by Peter Loukes, Director of Environmental Services be received.

CARRIED

**16. CITYWIDE MULTI-PHASE SANITARY SYSTEM
DOWNSPOUT DISCONNECTION PROGRAM
- ANNUAL PROGRESS UPDATE PHASE 3 DETAILS (5.3)**
[Report](#) [Attachment A-F](#)

Gord Miokovic, Manager-System Engineering, Waterworks, responded to questions from the Committee regarding grading situations that cause flooding problems. An update was provided for the phases of the sanitary sewer and downspout disconnection program.

Moved by: Councillor Colin Campbell
Seconded by: Deputy Mayor Jack Heath

- 1) That the report entitled “Citywide Multi-phase Sanitary System Downspout Disconnection Program – Annual Progress Update and Phase 3 Details” be received; and,
- 2) That Council approve the Phase 3 program area, covering 3,690 properties pending 2015 Capital Budget Approval, as follows:
 - a. Thornhill Area - bounded by John Street to the north, Highway 404 to the east, Chumleigh Crescent to the south, and Don Mills Road to the west;
 - b. Milliken Area - bounded by Denison Street to the north, McCowan Road to the east, Steeles Avenue to the south, and Brimley Road to the west;
 - c. Unionville Area - bounded by Highway 7 to the north, McCowan Road to the east, Highway 407 to the south, and Kennedy Road to the west; and,
- 3) That the project be funded in the amount of \$361,700 from the 2015 capital project request # 15294 Sanitary System Downspout Disconnection Program – Phase 3 of 5; and further,
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

CARRIED

17. IN-CAMERA MATTERS (16.0 & 8.2)

Moved by: Councillor Amanda Collucci
Seconded by: Councillor Logan Kanapathi

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:

- (1) GENERAL COMMITTEE IN-CAMERA MINUTES
- March 23, 2015 (16.0)
[Section 239 (2) (a) (b) (c) (e)]

- (2) **THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD (TLC DAYCARE) (8.2)**
[Section 239 (2) (a)]

CARRIED

Moved by Councillor Colin Campbell
Seconded by Regional Councillor Jim Jones

That the General Committee rise and report out from the in-camera session 5:00 PM.

CARRIED

The in-camera items were approved by General Committee as follows:

- (1) **GENERAL COMMITTEE IN-CAMERA MINUTES**
- March 23, 2015 (16.0)
[Section 239 (2) (a) (b) (c) (e)]

Moved by: Councillor Alex Chiu
Seconded by: Councillor Colin Campbell

- 1) That the General Committee in-camera minutes dated March 23, 2015 be confirmed.

CARRIED

- (2) **THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD (TLC DAYCARE) (8.2)**
[Section 239 (2) (a)]

Moved by: Councillor Colin Campbell
Seconded by: Councillor Logan Kanapathi

- 1) That the confidential report dated April 10, 2015, regarding the Security of the Property of the Municipality or Local Board (TLC Daycare) be received; and,
2) That staff be authorized to proceed as directed by General Committee on April 13, 2015.

CARRIED

ADJOURNMENT

The General Committee meeting adjourned at 5:00 PM.