



**FOURTH MEETING OF THE  
2014 BUDGET SUB-COMMITTEE  
CANADA ROOM, MARKHAM CIVIC CENTRE  
October 18, 2013**

**MINUTES**

**Attendance:**

<p><b>Members Present:</b> Deputy Mayor Heath (ex-officio) Regional Councillor Gord Landon, Chair Regional Councillor Joe Li Regional Councillor Jim Jones Councillor Colin Campbell Councillor Don Hamilton Councillor Alan Ho Councillor Logan Kanapathi Councillor Howard Shore</p> <p><b>Guests:</b> Councillor Alex Chiu Councillor Valerie Burke Councillor Carolina Moretti</p>	<p><b>Staff Present:</b> Jim Baird, Commissioner of Development Services Trinela Cane, Commissioner of Corporate Services Brenda Librecz, Commissioner of Community &amp; Fire Services Catherine Biss, Chief Executive Officer, Markham Public Libraries Bill Snowball, Fire Chief Catherine Conrad, City Solicitor Paul Ingham, Director of Operations Nasir Kenea, Chief Information Officer Dennis Flaherty, Director Corporate Communications &amp; Community Relations Joel Lustig, Treasurer Judy Rigby, Senior Manager, Financial Planning &amp; Reporting Andrea Tang, Manager of Financial Planning Laura Gold, Council/Committee Coordinator</p>
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The Budget-Sub-Committee convened at 9:06 a.m. with Regional Councillor Gordon Landon presiding as Chair.

**1. REVIEW OF MINUTES**

Moved by Councillor Alan Ho  
Seconded by Councillor Howard Shore

That the Minutes from the October 8, and 11, 2013 Budget Sub Committee Meeting be approved as presented.

CARRIED

## **2. THE LIBRARY RESPONSES TO QUESTIONS FROM PREVIOUS BUDGET SUB-COMMITTEE MEETINGS**

The Budget Sub-Committee reviewed the Library's responses to its questions from previous Budget Sub-Committee meetings. Catherine Biss, Chief Executive Officer, Markham Public Libraries was in attendance to answer any questions.

### Additional Part-time Pages Request

An overview of the part-time pages position was provided and it was explained why it is an essential position to the Library's operations. The position is a non-union part time position. The position cannot be done by interns or volunteers, as these types of positions are generally short-term commitments and a longer term commitment is required for this position since it requires several months to train a page.

### Library Management Position

An overview of the Library Manager position was provided and it was explained why a Library Manager is needed at each branch. The Library Manager is responsible for ensuring that all responsibilities delegated to the CEO by the Library Board are met at the library branch. The Library Manager is the only staff position that has the authority to make personnel hiring and dismissal decisions. Library managers will typically have a Masters in Library Sciences degree and will oversee approximately 35 employees.

The Committee inquired about the number of supervisors at each branch. It was advised that there are two union supervisors per branch (an Information Supervisor and a Circulation Supervisor). These positions do not share the same responsibilities as the Library Manager.

### Posting Library Salaries Over \$100K on the Sunshine List

The Library Board made its decision not to disclose salaries over \$100K on the Sunshine List based on a legal opinion received from Miller Thomson in 2001 and reaffirmed by Miller Thomson in a report to the Board in September 2011.

There was a discussion on whether the Library Board has the legal authority to post salaries greater than \$100K on the Sunshine List. The City Solicitor provided her legal opinion that the *Municipal Freedom of Information and Protection of Privacy Act* prohibits the disclosure of individual salaries, unless required to do so by specific legislation. Municipalities must disclose the incomes of municipal public servants who make greater than \$100K, as it is required to do so under the *Public Sector Salary Disclosure Act*, which libraries are exempted from.

It was suggested that the library should post salaries over \$100K on the Sunshine List to be transparent in its operations since the library receives financial assistance from the City.

It was questioned if any other libraries in Ontario post salaries over \$100K on the Sunshine List. It was advised that some libraries in Ontario post salaries over \$100K on the Sunshine List, and it was suggested that these libraries may not have received a legal opinion on the matter.

It was questioned how the library salary grid was established. It was reported that the salary grid for library employees was developed through a process similar to how other City salary grids were established.

The Committee suggested that a letter should be written to the Province requesting that the legislation be changed to grant libraries the legal authority to post salaries over \$100K on the Sunshine List.

### **3. RESPONSES TO QUESTIONS FROM BUDGET SUB-COMMITTEE NO. 1**

Andrea Tang, Manager of Financial Planning presented the responses to the questions from Budget Sub-Committee No. 1. A copy of the responses was circulated with the agenda package. The following discussion occurred in response to the answers to the questions:

#### Personnel Ramp-up for New Facilities

##### *Ramp-Up for Cornell Fire station*

A Member questioned if the Fire Prevention Officer can oversee more than one area of Markham and whether a City vehicle is provided with this position. Staff advised that the Fire Prevention Officer has overseen more than one area of Markham in the past and that this organization of work does not permit the City to conduct enough inspections. It was confirmed that this Fire Prevention Officer will use a City vehicle to conduct their day to day roles and responsibilities (e.g. conducting inspections and going to court).

*Ramp-Up for Pan AM Facility*

A Member questioned how the City was in year six of eight of the ramp-up for the PAN AM Facility when the decision to build the facility was made less than six years ago. Staff advised that the ramp-up originated from the proposed Canadian Sports Institute of Ontario.

*Ramp-up for Milliken Mills Library Expansion*

A Member asked about the status of the proposed expansion to the Milliken Mills Library. Staff advised that a report will be brought forward to the General Committee on this project this fall.

*Operations Work Yard*

A Member questioned if the work yard will require new staff. Staff advised there will be a new Administrative Clerk to support the workers, a new licensed Fleet Operator and a new Mechanic to undertake small mechanical repairs. The City is currently in year 4 of 7 of the ramp-up for these positions.

*Use of Personnel Ramp-up Funds prior to a Facility being Built*

A Member questioned how the personnel ramp-up funds are used prior to the facility being built. Staff advised that the funds are transferred to the ramp-up reserve where the funds are used to fund the gap between the required personnel costs and the cumulative ramped-up amount in the base Operating Budget (applies when the facility is open and the Operating Budget is not fully-ramped-up).

*Markham Centre Fire Station*

There was a discussion on the location of the Markham Centre Fire Station. It was suggested that the City should try to partner with the Emergency Medical Services (EMS), York Region Police (YRP) or another organization to share some of the facility costs associated with the new station.

It was questioned if the Birchmount Station could service the Markham Centre Area and still meet the required response time of 5 minutes. Staff advised that this option was previously explored and it was determined that the service demands would be too great for the station to meet both the demands of the area and to provide backup to other fire stations in Markham.

Winter Maintenance Service Levels and Winter Maintenance Phase-in Response

A Member asked what the budget is for the 2014 winter maintenance. Staff advised the total 2014 winter maintenance budget is approximately \$7M. This budget covers four snow storm and one major winter storm. The budget also includes one additional tandem /sanding and

salting truck to service the City's arterial and major collector streets. This truck will also salt local streets after plowing is complete.

There was a discussion on the establishment of a dedicated winter maintenance reserve. Staff explained that operating surpluses will first be transferred to top-up the Corporate Rate Stabilization Reserve to a level at 15% of the local tax revenues. This reserve has been and can be used to address year-end deficits resulted from severe winter conditions. Staff can only draw funds from reserve/reserve funds with Council's approval.

#### Part time Civic Centre Facility Operator

Staff advised that a part time Civic Centre Facility Operator is required to assist with the room set-up in the evenings and weekends and to meet the increase in demand of work orders. The greatest increase in work orders has been to support evening and weekend meetings and events.

A Member expressed concern with respect to the lack of meeting space at Civic Centre. This issue is more prevalent now that access to the York Room is restricted to the daytime hours. It was suggested that this issue may be addressed by having places where groups can meet in the Great Hall and in the Lower Atrium.

A Member questioned if other meeting rooms at the Civic Centre could be used to meet the demand for meeting space in the evenings. Staff advised that these rooms are not being used as the public does not have access to the secured areas of the Civic Centre.

A Member questioned if this position will be a union or non-unionized position. Staff will investigate and respond back to the Member directly.

Moved by Councillor Logan Kanapathi

Seconded by Councillor Howard Shore

That the responses from Budget Sub-Committee No. 1. be received.

CARRIED

#### **4. STATUS OF THE OPERATING BUDGET**

Andrea Tang provided an update on the status of 2014 Operating Budget. It was noted that the Budget Public Consultation Presentation will be brought forward to Monday's General Committee for its approval.

The Committee discussed how the infrastructure surcharge and the stormwater levy should be presented at the Budget Public Consultation Meeting. A Member suggested that this information should be presented separately from the operating budget with an explanation why the municipality is facing these fiscal pressures. This suggestion was not supported by all Members.

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A Member advised that the proposed tax rate increase be shown in the dollar amount rather than as a percentage.

The Committee discussed how the shortfall to Lifecycle Reserve Fund should be addressed and where the stormwater management levy should be collected. Staff advised that these issues will be addressed at the October 28, 2013 General Committee meeting.

A Member requested that a list of the City's job vacancies be provided.

## **5. E3 INITIATIVES**

Staff presented the revised E3 Initiatives. Revisions were made to the E3 initiatives based on feedback from the first Budget Sub-Committee meeting.

### Film Permits

A Member questioned whether the film permit should be more than the proposed \$750. Staff did not recommend increasing the cost of the film permit by more than that what is being proposed.

The Committee discussed the film permit process in Markham and the impact on local businesses during the filming process. Staff suggested that the City could negotiate that food must be purchased from local businesses to help ensure businesses are not impacted adversely by the filming. The City can also negotiate in-kind services that will benefit the local area, such as fixing up the streetscape.

### Entrance Fees at Milne Park

A Member inquired about the proposed entrance fee at Milne Park. Staff advised that the proposed entrance fee for Milne Park is \$6 for adults; \$4 for seniors; and Children under 15 will be free.

Moved by Councillor Logan Kanapathi

Seconded by Councillor Howard Shore

That the E3 Initiatives be approved as presented.

CARRIED

## 6. COUNCILLOR REQUESTS

The Committee reviewed the Councillor Requests from one to nine.

Item	
#2 Beautification of Bur Oak Avenue	<p>Staff will work with Councillor Campbell to beautify Bur Oak Avenue within the existing public realm program.</p> <p>There was a suggestion that the Horticulture Policy should be revisited.</p>
#3 Installation of Benches at Ninth Line and Hwy 7	<p>Staff advised that benches have been installed at Ninth Line and Hwy 7.</p>
#6 Revolving Door at Angus Glen Community Centre – Swimming Pool	<p>Staff advised that the issues with theft at Angus Glen Community Centre have been resolved.</p>
# 9 Illuminated House Number Signs	<p>A member suggested that Council pass a new policy requiring developers to illuminate house numbers.</p> <p>Moved by Councillor Alan Ho Seconded by Councillor Logan Kanapathi</p> <p>That staff investigate the possibility of creating a new policy that would require builders to illuminate house numbers in new development.</p> <p style="text-align: right;"><b>DEFEATED</b></p>

## 7. NEXT MEETING DATE

The next meeting of the Budget Sub-Committee will be held on Wednesday, October 23, 2013 at 9:00 a.m. in the Council Chamber. The Chair requested that the meeting end at 11:30 a.m.

## 8. ADJOURNMENT

The Budget Sub-Committee adjourned at 11:59 a.m.