



**THIRD MEETING OF THE
2012 BUDGET SUB-COMMITTEE
CANADA ROOM, MARKHAM CIVIC CENTRE
October 21, 2011**

Session 1

MINUTES

Attendance:

<p>Members Present:</p> <p>Regional Councillor Gord Landon, Chair Regional Councillor Jim Jones Regional Councillor Joe Li Councillor Valerie Burke Councillor Colin Campbell Councillor Alex Chiu Councillor Don Hamilton Councillor Alan Ho Councillor Logan Kanapathi Councillor Carolina Moretti Councillor Howard Shore</p> <p>Regrets:</p> <p>Mayor Frank Scarpitti (ex-officio) Deputy Mayor Heath (ex-officio)</p>	<p>Staff Present:</p> <p>Gary Adamkowski, Director of Asset Management Jim Baird, Commissioner of Development Services Bill Snowball, Fire Chief Noeline Chipun, Senior Financial Analyst Mary Creighton, Director of Recreation Services Dennis Flaherty, Director of Communications & Community Relations Nasir Kenea, Chief Information Officer Kimberley Kitteringham, Town Clerk Brenda Librecz, Commissioner of Community & Fire Services Peter Loukes, Director of Operations Joel Lustig, Treasurer Cathy Molloy, Director of Museum John Ryerson, Director of Culture Andrea Tang, Manager of Financial Planning Andy Taylor, Chief Administrative Officer Laura Gold, Council/Committee Coordinator</p>
--	--

The Budget Sub-Committee convened at 9:04 p.m. with Regional Councillor Gord Landon presiding as Chair.

Staff advised that questions from Budget-Cub Committee Nos. 1 and 2 will be addressed at the Tuesday, October 25, 2011 Budget Sub-Committee meeting.

The following Capital Budget Items were reviewed:

Legislative Services		
12089	<p>Establishment of New Ward Boundaries – these funds will be used to engage a consultant to undertake a comprehensive review and consultation process for the establishment of new ward boundaries for Markham prior to the 2014 election.</p> <p>There was an inquiry regarding the cost of the last ward boundary review. Staff advised that the last ward boundary review occurred in 2005 and was completed mostly in-house. It was noted that it is a best practice to conduct a ward boundary review after two elections and that most municipalities have been hiring an outside consultant to conduct the review in order to ensure neutrality. It was reported that there was a re-alignment of the wards after the last review.</p> <p>Staff reported that there has been considerable growth in wards 4, 5 and 6 since the last ward review and that there should be equitable distribution of residents across the wards. It was requested that a table be provided with the current number of residents per ward. A Member felt the review should only be done if there are large differences in the number of residents in each ward. It was noted that the review should also consider the projected population. Staff advised the review will consider a number of factors.</p> <p>It was noted that the amount of funds requested was based on the cost of other municipalities ward boundary reviews.</p>	40,700
<p>Moved by Councillor Don Hamilton Seconded by Councillor Alan Ho</p> <p>That Capital Budget Item No. 12089 be deferred until more information is provided.</p> <p style="text-align: right;">CARRIED.</p>		
ITS-Corporate Services		
12094	Web Based TXM (Financial Services)	50,900
ITS-Other		
12095	<p>Core Base Architecture - These funds will be used towards the replacement of aging hardware devices.</p> <p>It was clarified that the funds requested for printers is a placeholder in case any of the printers breakdown. It was clarified that the printers are large multipurpose printers.</p> <p>There was an inquiry regarding whether having centralized printers is still the most cost effective strategy. It was confirmed that having centralized printers reduces the number of printers and the amount of energy consumed.</p> <p>There was a question regarding whether the Town is investigating a document management system. Staff advised that document management falls under information management and is not included as part of this budget item. It was</p>	569,400

	noted that funds have been allocated to document management in previous budgets. The E-Agenda is one of the projects that falls under information management.	
ITS-Fire		
12171	Sinclab Power Supply Phase 1 of 2 (Fire)	9,800
12174	UPS System - GEAC (Fire) – these funds will be used to replace the Sinclab Power Supply in the fire communication centre. It was clarified that this is for the fire communication centre and not the emergency operation centre.	12,200
12355	Company Officer Training - Phase 1 of 2 (Fire)	20,400
ITS-Operations		
12097	Handheld Location Units (Operations)	25,400
12098	AVL for 108 Fleet (O11-1) (Operations)	64,000
ITS-Library		
12103	Angus Glen Branch 3M SmartSorter (Library) – this item is for obsolete 3-bin sorter with new 7-bin sorter to process the high volume of returns at Angus Glen. This item was deferred until a briefing note on the item is circulated to the Committee. Staff advised that the briefing includes information regarding the advantages of purchasing versus leasing the equipment. It was noted that the SmartSorter is being replaced before its scheduled lifecycle due to overuse.	199,400
ITS-Waterworks		
12104	DARTS Phase 2 of 2 (Waterworks) – These funds are for a data acquisition, repository and tracking strategy. There was an inquiry regarding whether other business units have dashboards or other tools that track staff productivity through statistical review. It was clarified that the use of the dashboard can be extended to other business units. Staff advised there are many tools used across the organization to benchmark productivity. The tools vary by the department and the type of service provided (e.g. Development Services uses Amanda to track process times).	152,600
12105	Business Intelligence Dashboard (Waterworks)	50,900
12353	CCTV Software Upgrade - ITS Component (Waterworks)	35,600

Moved by Councillor Colin Campbell
Seconded by Councillor Carolina Moretti

That the ITS Capital Budget Items listed above be approved (excluding Item No. 12103).

CARRIED.

Financial Services

12111	Development Charges Background Study	152,600
12112	Internal Project Management	763,400

Moved by Councillor Valerie Burke
Seconded by Councillor Don Hamilton

That the Capital Budget Financial Service Items listed above be approved.

CARRIED.

Corporate Communications

12114	<p>Great Hall Implementation of Multimedia Phase 1 of 2 - Design and staging of multimedia capability in the Great Hall to accommodate professional staging events.</p> <p>There was a question regarding how the design of the multi media would work. It was explained that the stage draping will be mechanized and that the stage will be fully retractable. The consultant will decide where the stage will be stored.</p> <p>It was questioned if there was a more a suitable place for the stage than the upper Great Hall. The office space used during the election was recommended. It was noted that the ceilings are too low and the space is less accessible, as that the office space is situated on the lower lever. Staff felt the Great Hall has more visual appeal and that the area is more inclusive to a gathering.</p>	35,600
12115	<p>Mobile Stage – Mobile Stage SL 100 for Markham events and festivals and as a rental opportunity to outside organizations.</p> <p>There was an inquiry regarding if the Town had a large enough vehicle to move the mobile stage and whether contracted staff or operations staff would be responsible for the moving of the stage. It was noted that contract staff would be used to move the stage. The Members requested to see a cost benefit analysis for this item. It was noted that the purchase of a mobile stage has been researched in the past.</p>	127,200

Moved by Councillor Howard Shore
Seconded by Councillor Colin Campbell

That the Communications & Community Relations Capital Budget Item No. 12114 be approved; and,

That that Communications & Community Relations Capital Budget Item No. Item No. 12115 be deferred.

CARRIED.

Museum		
12131	Museum Exhibitions	15,000
12132	Museum Artifact Restoration	30,000
12133	<p>Acadia Preservation Project - These funds are subject to an in-depth study conducted by the Canadian Conservation Institute, a Federal Agency. The request is to stabilize the Acadia and hire consultants to cost the required restoration. Funds requested will help the Museum address the most urgent issues; to build a stable railbed; move the Acadia slightly to the North; and purchase a new cover. The project will be follow by further request in 2013.</p> <p>There was an inquiry regarding whether the funds could be used to start the restoration of the car rather than to conduct the study. Staff clarified that the study is essential to ensure the car is stable, otherwise it may fall apart. It was suggested that Museum apply for federal grants to support the restoration project once the plan is approved.</p>	89,500
12134	Historical Building Stabilization Program	152,600
12135	Stiver Pavilion Renewal Program	30,000
12136	Museum Building Assessment Study - Phase 2 of 4	35,600
12137	Museum Building Maintenance Program	101,800
12138	<p>Pottery Project Study - Markham Museum – The funds will be used to establish a pottery program at Markham Museum.</p> <p>Moved by Councillor Carolina Moretti Seconded by Councillor Colin Campbell</p> <p>That Museum Capital Budget Item No.12138 be deferred until the Director of the Museum is available to speak to this item.</p> <p style="text-align: right;">CARRIED.</p> <p>Ms. Cathy Molloy, Director of Markham Museum, clarified that the business case to have the pottery program has already been conducted and that the funds will go directly towards the implementation of a pottery program at the Museum. Staff advised that it has an opportunity to purchase the equipment below market value from a local potter who is closing their business. Staff advised that a fee will be charged to participate in the pottery program and that it is anticipated that the program will generate positive revenue.</p> <p>There was an inquiry whether the program will be used Town wide. It was noted that the local potter's programs are currently full and are being used by schools, special needs group, and CINB groups.</p>	50,900
<p>Moved by Councillor Carolina Moretti Seconded by Councillor Valerie Burke</p>		

That the Markham Museum Capital Budget Items listed above be approved (excluding Item No. 12138).

CARRIED.

Moved by Councillor Moretti

Seconded by Councillor Colin Campbell

That the Museum Capital Budget Item No. 12138 be approved and the funds will be used towards the implementation of the project.

CARRIED.

Theatre

12146	Theatre Public Washroom Counters and Faucets – the funds will be used to replace counters in 3 lobby washrooms & upgrade facets to improve efficiency & sanitary touch-less fixtures. There was an inquiry whether the faucets are automatic and staff confirmed they are automatic.	27,500
12147	Theatre Door Replacement	40,700
12148	Theatre Stage Equipment Replacement – These funds will be used towards the replacement of Theatre stage equipment. There was an inquiry regarding whether the stage curtain will be replaced, as some people in the audience can see backstage. The Theatre Manager was requested to report back to Councillor Ho on this matter.	24,900
12149	Theatre Lighting Dimmer System	179,700
12150	Theatre Stage Lighting Fixture Replacement	133,700
12151	Theatre Steinway Piano Refurbishment	12,200
	Moved by Councillor Alan Ho Seconded by Councillor Logan Kanapathi	
Theatre Total	That the Theatre Capital Budget items listed above be approved.	CARRIED.
Arts Centres		
12156	Mechanical and Boiler Room Pumps Replacement	38,700
12157	Office/Programming Room Transformation – the funds will be used to transform the former office space into community programming areas. This will allow for increased revenues from rentals and educational activities There was an inquiry why the information desk is being removed from the lobby. It was explained that the desk is being removed in order to make the space more open and versatile. A mobile desk may be used in its place. A Member questioned if the Accessibility Coordinator had been consulted on the renovations. It was confirmed that the Accessibility Coordinator was consulted.	152,600

	There was an inquiry regarding the last time funds were put towards improving the Henitzman House. It was noted that funds have been invested into the facility in the past.	
12158	Varley Gallery Lobby and Gallery Door Repairs	71,200
12160	<p>Civic Centre Art Collection – A project for the art acquisition committee to maintain and provide the necessary funds for the care and upkeep of this special collection dedicating to bringing works to the Civic Centre, the libraries, community centres and other public buildings.</p> <p>Members advised that there is a need for more artwork at the Civic Centre. Staff advised that they are looking at ways to have more art at public spaces. There was a discussion regarding how the art would be kept secure and discussion on displaying rotating art on the fourth floor as was done.</p>	5,100
12161	<p>McKay Art Centre Fence and Front Step Replacement -</p> <p>There was an inquiry regarding whether the wooden fence could be replaced with a rot iron fence. Staff advised that the wood fence is shown in a famous Varley painting.</p>	11,200
12163	Varley Gallery Access to the Street	15,300
<p>Moved by Regional Councillor Joe Li Seconded by Councillor Don Hamilton</p> <p>That the Art Centre Capital Budget Items listed above be approved.</p> <p style="text-align: right;">CARRIED.</p>		
Fire & Emergency Services		
12166	Breathing Air Cylinders	72,900
12167	Firefighting Tools & Equipment Replacement	127,000
12168	Mobile Radios	97,400
12175	Medical Equipment (Defibrilators)	91,600
12176	<p>Firefighting Boots – these funds are for fire fighting boots.</p> <p>There was question regarding whether the leather boots will repel the water. It was reported that the boots are treated to repel the water and have a 10 year lifecycle. A Member questioned if the Town donates fire gear that can still be used. It was noted that a fire truck was donated to Ecuador last year and that staff are working on donating bunker gear that are no longer in use.</p>	91,600
12178	<p>Replacement of Equipment due to Staff Retirements – when staff are hired to replace vacancies due to retirement there is a need to purchase personal protective clothing, uniforms, and equipment fore each recruit.</p> <p>There was a question regarding whether the equipment is tailor made for the</p>	86,000

	individual. It was reported that the equipment is tailor made and cannot be re-used, advising that bunker gear is the personal protective gear that a fireman wears when entering a building. It is custom fit to maximize mobility.	
12179	Apparatus Equipment	250,000
12180	Bunker Gear Life Cycle Replacement	115,800
12352	<p>Backup Electricity-ERC/Web EOC-Phase 1 of 4 – This funding request provides reception centres to be connected to a generator.</p> <p>It was questioned if all reception centres could be without power. It was clarified that there are 4 identified reception centres and that in a power outage 3 out of 4 reception centres may be with power. This funding request is for 1 mobile and 3 stationary generators to provide back-up power to these reception centres. It was noted that residents are supposed to care for themselves for 72 hours in a power outage.</p> <p>It was questioned if back up for the phone lines could also be obtained and whether staff could look into multi-purpose back-up centres. This matter was referred to the Emergency Management Committee.</p>	167,000
<p>Moved by Councillor Colin Campbell Seconded by Councillor Alan Ho</p> <p>That the Fire & Emergency Services Capital Budget Items listed above be approved.</p> <p style="text-align: right;">CARRIED.</p>		

The Budget Sub-Committee recessed at 11:08 a.m.