



Report to: Council

Date Report Authored: January 6, 2017

**SUBJECT:** Canada 150 Update: Community Infrastructure Program  
Intake Two and Mandates of Council Committees

**PREPARED BY:** Brenda Librecz, Commissioner, Community and Fire  
Services, ext. 7761  
Mary Creighton, Director, Recreation Services, ext. 7515  
David Plant, Manager, Parks Operations, ext 4893

**RECOMMENDATION:**

- 1) That the Report entitled "Canada 150 Update: Community Infrastructure Program Intake Two and Mandates of Council Committees" be received; and
- 2) That the City of Markham approve the undertaking of two new infrastructure projects, the Improvement of Stiver Mill Community Centre for a total cost of \$258,000 and the Rehabilitation of John Daniels Park Gateway for a total cost of \$878,000 on a cost shared basis with Government of Canada and City of Markham for both projects;

- 3) That 'Canada 150 Community Infrastructure' project 809578 - Improvement of Stiver Mill Community Centre in the amount of \$258,000 be funded from the following sources:

Canada 150 Community Infrastructure		\$129,000
City's portion		
Development Charge Reserve	\$116,100	
Ramp-up Reserve	<u>\$ 12,900</u>	<u>\$129,000</u>
Total Funding		\$258,000

- 4) That 'Canada 150 Community Infrastructure' project 809702 - Rehabilitation of John Daniels Park Gateway in the amount of \$878,000 be funded from the following sources:

Canada 150 Community Infrastructure		\$421,504
City's portion		
Life Cycle Replacement and Capital Reserve Fund	\$382,500	
Development Charge Reserve	\$ 66,596	
Ramp-up Reserve	<u>\$ 7,400</u>	<u>\$456,496</u>
Total Funding		\$878,000

- 5) That two new capital projects be established to undertake the work for the Improvement of Stiver Mill Community Centre and Rehabilitation of John Daniels Park Gateway;
- 6) That the Mayor and Clerk be authorized to execute the contribution agreement, in a form and content satisfactory to the City Solicitor and Commissioner of Community and Fire Services and that the Commissioner be authorized to submit, as required project status as outlined in the contribution agreement;

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- 7) That the tendering process be waived where it is necessary or in the best interest of the City to acquire Consulting and Professional Services from a supplier who has a proven track record with the City in term of pricing, quality and service, in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) for the Rehabilitation of John Daniels Park Gateway(Project)City award the Consulting and Professional Services for detailed design and construction administration to Cosburn Giberson for 10% of the estimated construction costs, not to exceed \$70,000.00, inclusive of all required consultants and associated fees, contingency, and HST impact; and
  - 8) That the Chief Administrative Officer (CAO) be delegated authority for both projects to award the construction tender(s) to the successful bidder(s) provided that the project is within budget or can be made to come within budget through selected scope changes and/or corresponding price adjustments and/or budget allocation changes;
  - 9) That the Director of Planning and Urban Design, or designate, be delegated authority for any applicable Site Plan Approval requirements;
  - 10) That Council approve the attached Terms of Reference for the following previously approved Council Committees:
    - a. Markham's Canada 150 Committee
    - b. Canada 150 International Partnership Sub-Committee
    - c. Canada 150 Neighbourhood Engagement Sub-Committee
  - 11) That Council appoint two to three members of Council to Markham's Canada 150 Committee. *(Council appointed members of Council to the other two committee in December 2016);*
  - 12) That Council Members forward to the City Clerk names for consideration for membership on the Markham Canada 150 Committee based on the areas outlined in the terms of reference;
  - 13) That the Mayor as Chair of the Markham Canada 150 Committee with the support of staff finalize the appointments based on the categories in the terms of reference;
  - 14) And further that Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

The purpose of this report is to firstly inform Council that the City of Markham has been notified that two of the projects submitted for Canada 150 Community Infrastructure Grants were successful: Improvement of Stiver Mill Community Centre and Rehabilitation of John Daniels Park Gateway. In addition, to seek authorization for Staff

to initiate the design development, working drawings and specifications, tendering and tender award of the construction contracts to allow the construction of these projects to commence as soon as possible in order to meet the project completion deadlines.

Secondly to seek Council approval on the Terms of Reference for three Council Committees that were created at the December 13<sup>th</sup> 2016 Council meeting.

Thirdly to communicate to Council the status of the Canada 150 and Ontario 150 grants that the City of Markham has received to date.

### **BACKGROUND:**

#### **Canada 150 Community Infrastructure Program – Intake 2:**

As a result of the Federal Government releasing a second intake for the Canada 150 Community Infrastructure program on May 24, 2016, staff presented a report to Council on June 13, 2016 with projects for consideration to be submitted and Council recommended that the City of Markham submit the following projects:

- A. City Gateway Refurbishment – two locations
- B. Trees for Tomorrow – with Canada 150 focus
- C. Stiver Mill Expansion – Phase 2, excluding the building expansion

The Canada 150 Infrastructure Program provides funding for the rehabilitation, renovation and expansion of existing community infrastructure assets that are non-commercial in nature. An eligible project must be:

- Open for use to the public and not limited to a private membership;
- Leverage a minimum of 50 percent of funding from other sources with potential priority given to projects that average 66.6% or more (maximum grant amount per project is \$1.0 million); and
- Be substantially completed by March 31, 2018

#### **Markham Celebrates Canada 150 Action Plan**

In 2017, Canada will mark the 150<sup>th</sup> anniversary of Confederation.

At the December 13<sup>th</sup> 2016 Council meeting the **Markham Celebrates Canada 150 Action Plan** was approved, to engage our residents, businesses, visitors, and our institutions and is aligned to the city's "Building Markham's Future Together: 2015-2019 Strategic Plan". (Attachment 1 – Canada 150 Presentation to December 12<sup>th</sup> General Committee, Attachment 2 - Council Extract – December 13<sup>th</sup> 2016)

#### **The Vision of the Action Plan is to:**

Celebrate Canada's 150<sup>th</sup> birthday by engaging and *mobilizing our diverse and vibrant communities* to showcase Markham as a premier city that is a leader in sustainability, inclusion, and innovation.

#### **The goals of the Markham Celebrates Canada 150 Plan include:**

- Foster national and community pride

- Create lasting legacies in the community
- Engage residents, businesses, stakeholders, and partners – all ages
- Increase awareness of Canada 150 activities taking place within our community and across the nation.
- Animate the city's motto, "Leading While Remembering" by reflecting on and celebrating Markham's past and future

**Key Guiding Principles:**

- Leverage Markham's successful Pan Am experience
- Rebrand and realign existing programs and events to support Canada 150 and minimize the need for additional resources
- Limit the number of new activities to minimize resource requirements and conflicts with existing events
- Leverage available partnerships and grant programs and ensure Markham can deliver on its commitments
- Engage our residents to create their own sustaining celebrations

**Markham's 150 Plan incorporates four components:**

1. Events Programming - One-off and existing programs delivered by City of Markham
2. New Community Legacies – Projects implemented by the City of Markham that benefits the community over the long term
3. Partnerships & Engagement – Strengthen partnerships and engage the community to take part in the celebration
4. Branding & Awareness Building – City of Markham will promote our plan and create excitement



**Markham's Canada 150 Committees:**

Markham Council established three Council Committees plus a Staff Coordinating Committee. Council requested staff to report back on the terms of references for the three public committees:

1. **Markham's Canada 150 Committee** - To focus on partnerships, outreach to all sectors, sponsorship and oversight of Markham Expo 150; and coordinate information from the Canada 150 Neighbourhood Engagement Sub-Committee and the Canada 150 International Partnership Sub-Committee through receipt of minutes from their meetings.
2. **Canada 150 Neighbourhood Engagement Sub-Committee** – To foster activation of City neighbourhoods in undertaking celebration activities themselves, to showcase national and Markham pride through historic reflection, forward thinking, youth engagement and “good neighbour” thinking; and provide information to the Markham's Canada 150 Committee. *(Membership of Council Members approved at December 13<sup>th</sup> 2016 meeting.)*
3. **Canada 150 International Partnership Sub-Committee** - To host/strengthen Markham's partnerships and Sister Cities nationally and internationally throughout 2017; and provide information to the Markham's Canada 150 Committee. *(Membership of Council Members approved at December 13<sup>th</sup> 2016 meeting.)*

A City Staff Coordinating Committee will oversee the implementation of the four components of the Markham Celebrates Canada 150 Action Plan and be a resource to the above three committees. There are over 50 initiatives from all departments that will be branded for Canada 150 including the recent Council direction to name streets in 2017/18 after our veterans. Continuing a program that has been underway at the City but with additional focus in 2017 through the efforts of our Development Services Commission working with developers on the naming of streets.

**OPTIONS/ DISCUSSION:****Canada 150 Community Infrastructure Program – Intake 2:**

The City of Markham in early January has been informed that the Canada 150 Infrastructure -Intake 2 application for the “Improvement of Stiver Mill Community Centre” and the “Rehabilitation of John Daniels Park Gateway” projects have been approved. One of the key conditions of the grant funding is that the project is substantially completed by March 31, 2018. All expenses incurred after said date will not be eligible for funding.

To achieve substantial completion by March 31, 2018, the detail design work will need to commence immediately, for both projects in order to tender and award the construction contract in April 2017. Construction must commence in the summer of 2017.

In order to deliver both projects in 15 months, the Consulting and Professional Services award for design must be awarded immediately for both projects.

Stiver Mill Community Centre:

This project includes improvements to the Stiver Mill Community Centre site, a new pervious parking lot on the west side of the site, extension of the boardwalk that connects Main Street Unionville to Eureka Street, and landscaping on the west side of the site. These items were included in the original vision approved in principle by Council.

Mark Setter Associates completed the landscape design for Stiver Mill Restoration – Phase 1 and staff is recommending that Mark Setter Associates be retained to complete the phase 2 portion of the project to ensure a seamless landscape between the two phases. Mark Setter has completed during Phase 1 the specifications and materials that need to be carried through into the next portion of the project. Staff has received a quote for the scope of work from Mark Setter and is satisfied that it is reasonable relative to the market. Based on the dollar value for the consultant, which is less than \$25,000, staff are not required to tender the project and have awarded the project to Mark Setter and Associates.

Rehabilitation of John Daniels Park Gateway:

The rehabilitation of the Gateway within John Daniels Park includes the replacement of the water fountain, gazebo, landscaping (paths) to improve connectivity within the park, and the addition of accessibility features including bike racks.

Staff recommends that Council affirm Cosburn Giberson Landscape Architects (CGLA) as the preferred prime consultant for the “Rehabilitation of John Daniels Park Gateway” to provide full service landscape architectural consulting services, including but not limited to: concept design, detailed design; working drawings, tender documents; contract administration and warranty inspections, to an upset limit of \$70,000 inclusive of all required sub-consulting services (e.g. electrical, mechanical, civil, structural, geo-technical etc), testing and surveying allowances and HST.

Staff recommends that the tendering process be waived in accordance with Purchasing By-law 2004-341, Part II, Section 7.1 (h) which states;” where it is necessary or in the best interests of the City to acquire ... Professional Services from a preferred supplier or from a supplier who has a proven track record with the City in terms of pricing, quality and service” on the basis that Cosburn Giberson Landscape Architects is a well known local supplier and Markham firm, who has a proven track record with the City of Markham. Over the past 30 years, they have worked on a wide range of municipal park projects for both the City and local developers, and have demonstrated an ability to provide excellent service, competitive bid pricing and outstanding park design and project management. In particular, they have provided excellent service throughout all aspects of a park development project -- from design through working drawings and tender documents, to contract administration and warranty inspection. Because they have a proven track record with the City, they are keenly aware of the City’s requirements, standards and expectations, and as such are able to take on this commission and undertake this work on an aggressive schedule in order to meet all of the critical timelines under the Canada 150 program.

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Staff seeks authorization to obtain, and negotiate, a fair and appropriate bid price from Cosburn Giberson Landscape Architects (CGLA) based on the required services for this project, award this hire, and establish appropriate parameters and allowances for all anticipated sub-consultants;

All future sub-consulting hires associated with this project will be competitive and in accordance the Purchasing By-law 2004-341

Staff from the Federal Economic Development Agency for Southern Ontario has already contacted the City with instructions for the undertaking of a Contribution Agreement. The agreement will need to be executed by the City's signing authorities.

The City is required to contribute the balance of the project cost as submitted in the application.

### **Markham Celebrates Canada 150 Action Plan**

#### **Canada 150 Council Committees – Terms of Reference:**

Staff have attached a draft of the three committees for Council consideration and approval (Attachment 3-5). The excitement of celebrating Canada's 150<sup>th</sup> Birthday is building interest among our community hence the need to advance the work of these committees. Below is an overview of the three committees.

#### **1. Markham's Canada 150 Committee:**

**Markham's Canada 150 Committee** is recommended to be a multi-sectoral, high-functioning leadership group charged to work with the City of Markham to leverage resources, build partnerships and increase profile of Markham's Canada 150 events. The committee is recommended to be chaired by the Mayor with up to 12 to 14 high profile executives/community leaders from the corporate, business, education, sport, culture and social services sectors.

#### ***Areas of Focus/deliverables:***

1. Provide leadership and advice to the City of Markham in the implementation of the **Markham Celebrates Canada 150 Action Plan**;
2. Support and advance Markham's Signature Event, **Markham Expo 150**;
3. Foster community engagement and increase awareness to our residents about opportunities to participate at Markham's celebrations for Canada's 150<sup>th</sup> Birthday;
4. Foster partnerships and corporate sponsorship opportunities with businesses, business groups, community organizations, and other institutions;
5. Advance volunteer opportunities by outreaching to residents at existing and new events throughout the year to raise the profile of the many Canada 150 activities/events;
6. Work with the City on fostering the celebration of Canada 150 at sporting, cultural and youth driven events. Reach out to sport, culture and youth to undertake events that provide opportunities to showcase the talent and skill of Markham residents.

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7. Receive regular, formal updates from staff and the Sub-Committee Chairs from the Canada 150 Neighbourhood Engagement Sub-Committee and the Canada 150 International Partnership Sub-Committee;
  8. Provide regular, formal updates to Markham Council on the progress; and
  9. Submit final wrap-up report to General Committee in April 2018.

Term: February 2017 to April 2018

2. **Canada 150 International Partnership Sub-Committee**

The mandate of the **Canada 150 International Partnership Sub-Committee** is to act as the City's Ambassadors by communicating and encouraging the participation of Markham's Sister Cities and partnership communities in the **Markham Celebrates Canada 150 Action Plan** and to plan and host delegations attending Markham's Canada 150 events. The actions of the Committee will foster national and community pride, create lasting legacies, and engage residents, stakeholders and businesses in the national and local celebrations

***Areas of Focus/Deliverables:***

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1. Work with the Mayor's Office and reach out to Markham's Sister, Partnership and Friendship Cities;
  2. Develop plan with City staff to host visiting delegations attending Markham Canada 150 events;
  3. Ensure Markham residents are aware and engaged with the visiting delegations;
  4. Encourage businesses, business groups, community organizations and other institutions are promoted or connects with the visiting delegations;
  5. Advance opportunities to raise the profile of Markham's Canada 150 Plan;
  6. Provide regular progress updates to Markham's Canada 150 Committee and coordinate with the City Staff Coordinating Team, as required; and
  7. Submit final wrap-up report to the Markham's Canada 150 Committee in March 2018.

Term: February 2017 to March 2018

3. **Canada 150 Neighbourhood Engagement Sub-Committee:**

The mandate of the **Canada 150 Neighbourhood Engagement Sub-Committee** is to raise the awareness and participation of Markham residents in celebrating the 150<sup>th</sup> birthday of Canada and to encourage residents to get to know their neighbours by working together to create opportunities to celebrate and build community spirit among all neighbours. The Committee will outreach to all neighbourhoods to encourage community engagement and set up a process for distributing seed monies to support qualifying activities.

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***Areas of Focus/Deliverables:***

1. Ensure Markham residents are aware and participate in Markham's celebrations of Canada's 150<sup>th</sup> Birthday;
2. Finalize criteria, outcomes, and process, as outlined in Appendix A, for the distribution of seed grants for neighbourhood initiatives that aligns to the **Markham Celebrates Canada 150 Action Plan**;
3. Implement the grant process by evaluating submissions, approving grants, and tracking outcomes on neighbourhood initiatives that will be approved in accordance to approved criteria and City of Markham practices at an upset limit of \$2,000 per recipient with a total program budget, including grant disbursements and "Canada 150 Neighbourhood kits", of \$50,000;
4. Undertake the development of "Canada 150 Neighbourhood kits" and distribute them to community organizations undertaking Canada 150 activities or promoting the **Markham Celebrates Canada 150 Action Plan**;
5. Foster partnerships and encouraging businesses, business groups, community organizations, and other institutions to get involved.
6. Advance opportunities to raise the profile of Markham's Canada 150 Plan;
7. Provide regular progress update to the Markham's Canada 150 Celebrate Committee and coordinate with the City Staff Coordinating Team., as required; and
8. Submit final wrap-up report, including the list of all projects approved and project outcomes achieved, to the Markham's Canada 150 Celebrate Committee in March 2018.

Term: February 2017 to March 2018

**Summary of Canada 150 and Ontario 150 Grants Received to Date:**

The City of Markham submitted 16 grant applications to the Canada 150 and Ontario 150 grant programs offered through the Federal and Provincial Governments. To date, 7 have been approved, 4 are under consideration, and 5 were not approved.

**Approved Projects:** City of Markham has received positive responses from Canada 150 Community Infrastructure Program, Ontario 150 Partnership Program, and Ontario 150 Community Celebration Program. 7 applications have been approved, namely:

- Stiver Mill Community Centre (included in report)
- Rehabilitation of John Daniels Park Gateway (included in report)
- Veterans Square (previously approved)
- Main Entrance Rehabilitation at Thornhill CC&L (previously approved)
- Southeast Community Centre (Aaniin) Youth Outreach and Engagement (discussed below)
- Markham Expo 150 (discussed below)
- Growing Innovation Project (discussed below)

**Information on Recently Approved Projects:**

The following three grant requests have recently been approved through the Ontario 150 program. These programs/events are supported by the City either through service-in-kind or monies already allocated through the budgeting process to support these programs/events. Below is a brief overview:

**Southeast Community Centre (Aaniin) Youth Outreach and Engagement:**

City of Markham was successful in securing \$71,685 from the Ontario 150 Partnership Program. This grant program focused on projects with a youth focus.

The City's Recreation Department took the initiative to reach out to form an innovative partnership with the following organizations 360°Kids, Social Service Network (SSN), Centre for Immigrant and Community Services (CICS), York Region and two local high schools, to create a seamless access to community services for youth in the area of the new community centre & library. Areas of focus include: *promotion of active and healthy living; youth counselling and mentorship; pre-employment workshops; Recreation & Sport Services; and increasing awareness of York Region social services.* The program aims to support and empower youth and to provide them with practical life skills to be successful citizens and community leaders.

The City of Markham is providing in-kind resources. Expenses include marketing, promotions, program space allotment at Aaniin and part-time staff salaries that we would ordinarily occur through our program offerings. The grant funding will be used for staffing expenses through 360° Kids and program expenses.

**Markham Expo 150:**

City of Markham was successful in securing \$70,000 from the Ontario 150 Community Celebration Program.

Markham Expo 150, to be held September 2017, will celebrate Canada's 150th Anniversary in the local context of the City of Markham's shared history and individual experiences. This one-day free event, will be held outdoors on the Markham Civic Centre, will bring together people from all walks of life to learn and share about Markham's rich history, as envisioned by its city motto of "*Leading While Remembering*".

Through stage performances, interactive exhibits, demonstrations, audio visual presentations and information booths the City intends to engage the community in social interactions that will allow them to gain knowledge and understanding for the contributions of Canada's indigenous peoples, to experience Markham's founding that included William Berczy and his group of settlers, and to explore Markham's immigrant DNA. It is a showcase of the community spirit as we come together to celebrate Markham and Canada as a mosaic of diversity and inclusiveness in praise of the community being Canada's most diverse community and a terrific place to live, work, and play.

### **Growing Innovation Project**

The Museum Foundation was successful in securing \$70,000 from the Ontario 150 Community Celebration program.

Through the “Growing Innovation” Project, Markham Museum endeavours to support the celebration of Ontario’s 150th anniversary by highlighting the City of Markham’s agricultural history, the successes of local industry, and the ingenuity of Markham residents.

The “Growing Innovation” Project will consist of a series of initiatives that will highlight Markham’s agricultural history. These will include: the development and opening of two exhibitions, a summer camp program, and monthly drop-in family programs and a guest lecture panel discussion.

### **Grant Program Financial Summary:**

When these projects are completed, an estimated \$3,870,819 in legacy investments will be injected into our community, as contributed by the City, and the Provincial and Federal governments.

Thus far, the Federal government has approved \$1,634,075 in grants and the Ontario government has approved \$211,685, with the City of Markham responsible for the remaining \$2,025,059.

### **Summary – Grant Results (as of January 20, 2017)**

Project Category	# of Applications Approved	Grant Approved	City of Markham	TOTAL
Legacy Projects	4	\$1,634,075	\$1,901,925	\$3,536,000
Programs & Events	3	\$211,685	\$123,134	\$334,819
Total	7	\$1,845,760	\$2,025,059	\$3,870,819

### **FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)**

The project costs for the Stiver Mill Community Centre and the Rehabilitation of John Daniels Park Gateway are \$258,000 and \$878,000 respectively on a cost shared basis of approximately 50% with Government of Canada and City of Markham for both projects.

The funding sources for the projects are outlined in the table below.

<b>Stiver Mill Community Centre</b>	<b>Cost (\$)</b>
<b>Project Cost</b>	<b>\$ 258,000</b>
<b>Funding</b>	
<b>Canada 150 Community Infrastructure Funding</b>	<b>\$ 129,000</b>
<b>City Funding Required</b>	
Development Charge Reserve \$ 116,100	
Ramp-up Reserve \$ 12,900	<b>\$ 129,000</b>
<b>Total Funding</b>	<b>\$ 258,000</b>
<b>Rehabilitation of John Daniels Park Gateway</b>	
<b>Project Cost</b>	<b>\$ 878,000</b>
<b>Funding</b>	
<b>Canada 150 Community Infrastructure Funding</b>	<b>\$ 421,504</b>
<b>City Funding Required</b>	
Lifecycle Replacement and Capital Reserve Fund \$382,500	
Development Charge Reserve \$ 66,596	
Ramp-up Reserve \$ 7,400	<b>\$ 456,496</b>
<b>Total Funding</b>	<b>\$ 878,000</b>

**HUMAN RESOURCES CONSIDERATIONS**

Not applicable.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Not applicable

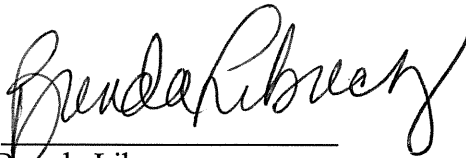
**BUSINESS UNITS CONSULTED AND AFFECTED:**

The Economic and Culture Department and Finance department have been consulted for both input and review of this report.

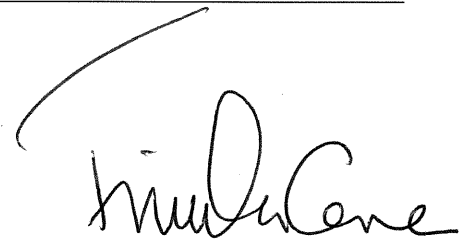
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**RECOMMENDED**

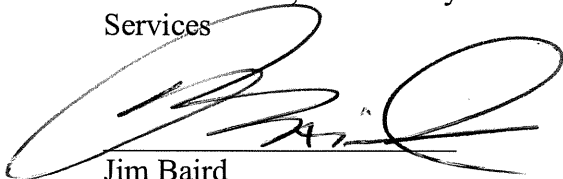
**BY:**



Brenda Librecz,  
Commissioner, Community & Fire  
Services



Trinela Cane  
Commissioner, Corporate  
Services



Jim Baird  
Commissioner, Development Services

**Attachments:**

- Attachment 1 – Canada 150 Presentation to December 12<sup>th</sup> General Committee
- Attachment 2 - Council Extract – December 13<sup>th</sup> 2016
- Attachment 3 – Markham Canada 150 Committee – Terms of Reference
- Attachment 4 – Markham Canada 150 Neighbourhood Engagement Sub Committee –  
Terms of Reference
- Attachment 5 – Markham Canada 150 International Partnership Sub Committee – Terms  
of Reference

# Markham Celebrates Canada 150



CANADA 150  
1867-2017

## General Committee

December 12, 2016



# Overview

## Purpose

To receive Council endorsement of the plan the City of Markham will undertake to celebrate Canada's 150<sup>th</sup> Anniversary in 2017

## Vision

**Celebrate Canada's 150<sup>th</sup> birthday by engaging and *mobilizing our diverse and vibrant communities* to showcase Markham as a premier city that is a leader in sustainability, inclusion, and innovation.**

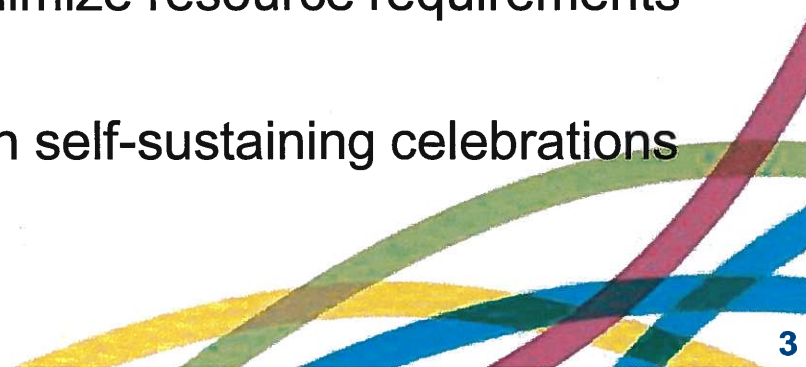
# Overview

## Goals

- Foster national and community pride
- Create lasting legacies in the community
- Engage residents, businesses, stakeholders, and partners
- Increase awareness of Canada 150 activities taking place within our community and across the nation

## Key Guiding Principles

- Leverage Markham's successful Pan Am experience
- Rebrand and realign **existing programs and events** to support Canada 150 and minimize the need for additional resources
- Limit the number of new activities to minimize resource requirements
- Leverage applicable grant programs
- Engage our residents to create their own self-sustaining celebrations



# Overview

## Markham's 150 Plan



# Canada 150 Plan

## 1. Events & Programming

Staff is in the process of finalizing a calendar of Canada 150 themed events and programs.

### a) New One-time Events & Programs

1. Markham Expo 150 – The signature event for Canada 150\*
2. Southeast Community Centre & Library Opening
3. Markham in Motion – Walking for Canada 150\*
4. TEDxMarkhamPublicLibrary: Celebrating Ontario 150 through Storytelling of Our History\*
5. Markham 150 – Video history of Markham\*
6. Celebratory event with Eabametoong First Nation

*Note: \* Grant funding request submitted and awaiting funder decision*



# Canada 150 Plan

## 1. Events & Programming

### b) Enhanced Existing Events & Programs

Examples include:

1. Canada Day Celebration
2. Markham-Milliken Children's Festival
3. Applefest
4. Markham Sports Day
5. Rebrand culture, environmental services, library, parks and roads, recreation, sustainability **programs** with Canada 150 theme



# Canada 150 Plan

## 2. New Community Legacies

- Veterans Square and Markham Cenotaph - \$1.9M investment
- Benjamin Thorne tribute at Thornhill Community Centre & Library - \$700,000 investment
- William Berczy Statue - Public Art Project
- Opening of the new community centre and library at 14<sup>th</sup> Avenue and Middlefield in 2017 and proposed recognition of the First Nations people – Aaniin Community Centre & Library
- Up to five additional community legacies, subject to grant approval from federal or provincial governments



# Canada 150 Plan

## 3. Partnerships & Engagement

### a) International Partnerships:

Establish the “Canada 150 International Partnership Committee” of Council to organize the hosting of Markham’s partnership and Sister Cities:

- Nördlingen, Germany (2001)
- Town of Cary, North Carolina (2002)
- Wuhan, Hubei, China (2003)

### b) Connections to other Canadian Communities:

- Eabametoong First Nation (Fort Hope)

### c) Local Neighbourhood Engagement:

Establish “Canada 150 Neighbourhood Engagement Committee” to outreach to all neighbourhoods and engage their involvement in the celebration of Canada and Markham



# Canada 150 Plan

## 4. Branding & Awareness Building

In addition to the creation of a new visual identity to mark this important initiative, the following items will be contemplated to build awareness and create excitement:

- Banners, pins, flags, decal for city vehicles, vehicle wrap for one fire apparatus and the Water on Wheel trailer
- Traffic Box Wrap – Working with Unionville H.S. to create wraps that celebrate Canada and Markham

Staff is proposing a visual identity to brand the “Markham celebrates Canada 150” initiative that will be retired at the end of the 2017 calendar year.



# Canada 150 Plan

## 4. Branding & Awareness Building

Markham's Canada 150 visual identity – What do the elements stand for?

The four multi-colour leaf components (shapes) symbolize the four Heritage Districts of Markham:

Markham Village  
Unionville

Thornhill Village  
Buttonville

The colours of the four leaves symbolize:

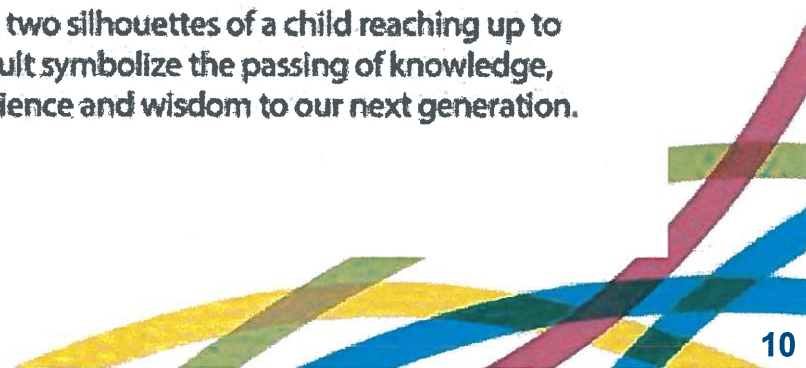
**GREEN** for our environmental focus,  
**BLUE** for our economic prosperity,  
**YELLOW** for social inclusion, and  
**RED** for the vibrancy of our communities.

Each of the four Heritage districts (leaves) surrounding the two silhouette figures represents engagement of our community and our cultural diversity.

The two silhouettes of a child reaching up to an adult symbolize the passing of knowledge, experience and wisdom to our next generation.



1867-2017 **Markham**  
celebrates Canada 150



# Canada 150 Plan

## 4. Branding & Awareness Building

Sample uses:

- Special corporate BMFT presentation template in 2017
- Email Signatures:
- Advertisements:



## Resourcing the Plan

### a) Grants Sought to Support our Canada 150 Activities

The status of the 15 grant applications completed are as outlined below and projects will not proceed without grant funding.

Status	# of Grant Applications	Grant Amount Sought	City Portion
Grants Received	2	\$1,083,571	\$1,516,429
Grants Submitted & Awaiting Decision	11	\$1,492,620	\$3,105,825
Grants Not Approved	2	\$564,575	N/A
<b>TOTAL</b>	<b>15</b>	<b>\$3,140,766</b>	<b>\$1,516,429 (c) \$3,105,825 (p)</b>

Notes: Where "(c)" denotes amount committed and "(p)" denotes potential commitment should grant application received funding

# Resourcing the Plan

## b) 2017 Capital Investment to Activate New Events and Mobilize Engagement

- New One-time Events and Programs @ up to \$60,000
  - Additional funds to be leveraged through six active event/program grant applications or sponsorships
- Branding & Awareness Building @ up to \$ 40,000
  - Flags, pins, banners, (civic buildings/public realm)
  - Including neighbourhood kits – small paper flags ....
- Leveraging and Engaging our Neighbourhoods @ \$50,000
  - Seed funding aims to encourage community and neighbourhood activities without City of Markham's direct involvement as a demonstration localized engagement
  - \$2,000 per neighbourhood event to be managed by Council and new Committee (Maximum of 25 neighbourhood projects)



## Resourcing the Plan

### c) Celebrate Markham Grant Program – Leverage Community Groups in the celebration of Canada 150

- Program supports community events/program, encourages community inclusivity, and enhances Markham's reputation as a destination city by a financial contribution to those eligible non-profit organizations undertaking an eligible project held in the City of Markham
- Staff received Council endorsement to promote Canada 150 in the April 1, 2017 to March 31, 2018 funding cycle (Cycle 4) by prioritizing applications that contribute to this important celebration



*Celebrate*  
**Markham**



# Success Measures

- # of participants at events
- # of volunteers involved in Markham Celebrates Canada 150 events and programs
- # and \$ of community legacies leveraged from grants
- # of community partnerships
- # of media impressions for Markham's Canada 150 events and activities



# Recommendations

1. That Council endorse Markham's plan to celebrate Canada's 150<sup>th</sup> Anniversary in 2017
2. That Council establish the following committees and direct staff to create appropriate terms of reference:
  - a) Canada 150 International Partnership Committee – the hosting of Markham's Partnership and Sister Cities;
  - b) Canada 150 Neighbourhood Engagement Committee - outreach and engage all neighbourhoods; and
  - c) Interdepartmental Committee of staff to support the implementation of Markham's Canada 150 Plan.
3. That Council appoint 2 to 3 Council members each to the "Canada 150 International Partnership Committee" and the "Canada 150 Neighbourhood Engagement Committee"
4. And further that Council appoint one or more Council members or community leaders to the **Federation of Canadian Municipalities' Canada 150 Community Leaders Network**, with estimated time commitment of less than 2 hours per month per member





# Questions?



THE CORPORATION OF THE CITY OF MARKHAM

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EXCERPT CONTAINING ITEM #006e OF THE COUNCIL COMMITTEE (December 13, 16)

**(6) MARKHAM CELEBRATES CANADA 150 (3.5)**

**Presentation**

- 1) That Council endorse Markham's plan to celebrate Canada's 150<sup>th</sup> Anniversary in 2017; and,**
- 2) That Council establish a Canada 150 Celebrate Committee with the following subcommittees and direct staff to create appropriate terms of reference:**
  - a) Canada 150 International Partnership Subcommittee – the hosting of Markham's Partnership and Sister Cities with Nordlingen represented by Deputy Mayor Jack Heath, Regional Councillor Nirmala Armstrong, Councillor Valerie Burke and Councillor Karen Rea; Cary, North Carolina, represented by Regional Councillor Nirmala Armstrong Councillor Alan Ho and Councillor Alex Chiu; and Friendship City represented by Regional Councillor Joe Li and Regional Councillor Nirmala Armstrong and Councillor Logan Kanapathi, and,**
  - b) Canada 150 Neighbourhood Engagement Subcommittee - outreach and engage all neighbourhoods; and**
  - c) Interdepartmental Committee of staff to support the implementation of Markham's Canada 150 Plan; and,**
- 3) That All Members of Council be appointed to the Canada 150 Neighbourhood Engagement Subcommittee; and**
- 4) That staff be directed to report back in the first quarter of 2017 on the composition of the Canada 150 Celebrate Committee and the Canada 150 International Partnership Subcommittee; and,**
- 5) That Council appoint Mayor Frank Scarpitti as the contact for Federation of Canadian Municipalities' Canada 150 Community Leaders Network, with estimated time commitment of less than 2 hours per month per member.**

**Carried**



# **Markham's Canada 150 Committee**

## **Terms of Reference**

January 6<sup>th</sup> 2017

Draft

Last revised on 1/24/2017

# 1. Establishment

This Committee was established by Council Resolution at its December 13, 2016 meeting.

## 2. Purpose

In 2017, Canada will mark the 150<sup>th</sup> anniversary of Confederation. The Government of Canada has set up a website, Canada 150: Join the Celebration, encouraging Canadians to take part from coast to coast to coast. The Council of the City of Markham has approved a **Markham Celebrates Canada 150 Action Plan** to engage our residents, businesses, visitors, and our institutions and it is aligned to the city's "Building Markham's Future Together: 2015-2019 Strategic Plan".

### Vision:

Celebrate Canada's 150<sup>th</sup> birthday by engaging and ***mobilizing our diverse and vibrant communities*** to showcase Markham as a premier city that is a leader in sustainability, inclusion, and innovation.

### The goals of the Markham Celebrates Canada 150 Plan include:

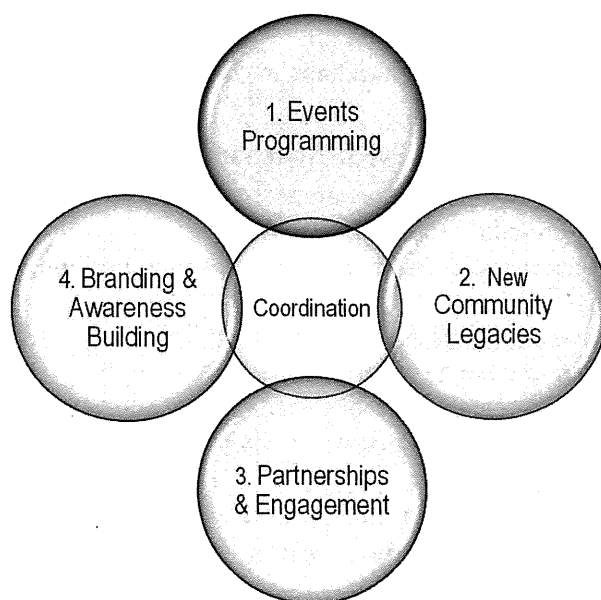
- Foster national and community pride
- Create lasting legacies in the community
- Engage residents, businesses, stakeholders, and partners – all ages
- Increase awareness of Canada 150 activities taking place within our community and across the nation.
- Animate the city's motto, "Leading While Remembering" by reflecting on and celebrating Markham's past and future

### Key Guiding Principles:

- Leverage Markham's successful Pan Am experience
- Rebrand and realign existing programs and events to support Canada 150 and minimize the need for additional resources
- Limit the number of new activities to minimize resource requirements and conflicts with existing events
- Leverage available partnerships and grant programs and ensure Markham can deliver on its commitments
- Engage our residents to create their own sustaining celebrations

### Markham's 150 Plan incorporates four components:

1. Events Programming - One-off and existing programs delivered by City of Markham
2. New Community Legacies – Projects implemented by the City of Markham that benefits the community over a lengthy period of time
3. Partnerships & Engagement – Strengthen partnerships and engage the community to take part in the celebration
4. Branding & Awareness Building – City of Markham will promote our plan and create excitement



The implementation of the **Markham Celebrates Canada 150** Action Plan will be supported by four committees:

1. **Markham's Canada 150 Committee** - To focus on partnerships, outreach to all sectors, sponsorship and oversight of Markham Expo 150; and coordinate information from the Canada 150 Neighbourhood Engage Sub-Committee and the Canada 150 International Partnership Sub-Committee through receipt of minutes from their meetings.
2. **Canada 150 Neighbourhood Engagement Sub-Committee** – To foster activation of City neighbourhoods in undertaking celebration activities themselves to showcase national and Markham pride through historic reflection, forward thinking, youth engagement and “good neighbour” thinking; and provide information to the Markham's Canada 150 Celebrate Committee.
3. **Canada 150 International Partnership Sub-Committee** - To host/strengthen Markham's partnerships and Sister Cities nationally and internationally throughout 2017; and provide information to the Markham's Canada 150 Celebrate Committee.
4. **City Staff Coordinating Team** - City staff will coordinate the implementation of the four components of the Markham Celebrates Canada 150 Action Plan and be a resource to the above three committees.

### 3. Mandate

The mandate of the Committee is to leverage resources, build partnerships, and increase profile and support the implementation of the **Markham Celebrates Canada 150** Action Plan by fostering national and community pride, creating lasting legacies, and engaging residents, stakeholders and businesses in the national and local celebrations. The Committee will provide advice, as required, to the Canada 150 Neighbourhood Engagement Sub-Committee, Canada 150 International Partnership Sub-Committee and the City Staff Coordinating Team and coordinate its efforts with these committees to ensure efforts and resources are coordinated.

## **Deliverables:**

1. Provide leadership and advice to the City of Markham in the implementation of the **Markham Celebrates Canada 150 Action Plan**;
2. Support and advance Markham's Signature Event, **Markham Expo 150**;
3. Foster community engagement and increase awareness to our residents about opportunities to participate at Markham's celebrations for Canada's 150<sup>th</sup> Birthday;
4. Foster partnerships and corporate sponsorship opportunities with businesses, business groups, community organizations, and other institutions;
5. Advance volunteer opportunities by outreaching to residents at existing and new events throughout the year to raise the profile of the many Canada 150 activities/events;
6. Work with the City on fostering the celebration of Canada 150 at sporting, cultural and youth driven events. Reach out to sport, culture and youth to undertake events that provide opportunities to showcase the talent and skill of Markham residents.
7. Receive regular, formal updates from staff and the Sub-Committee Chairs from the Canada 150 Neighbourhood Engage Sub-Committee and the Canada 150 International Partnership Sub-Committee;
8. Provide regular, formal updates to Markham Council on the progress; and
9. Submit final wrap-up report to General Committee in April 2018.

## **Term:**

February 2017 to April 2018

## **4. Membership**

### **Composition:**

The **Markham's Canada 150 Committee** is a multi-sectoral, high-functioning leadership group charged to work with the City of Markham to leverage resources, build partnerships and increase profile of Markham's Canada 150 events. The committee is chaired by the Mayor with up to 12 top level executives/leaders from the corporate, business, education, sport, culture and social services sectors.

The committee is composed of the following members:

<b>Sector/Agency/Organization</b>	<b>Member Name</b>
City of Markham	Mayor Frank Scarpitti (Committee Chair) 2-3 Council members - TBD Andy Taylor (staff) Brenda Librecz (staff)
City Historian or Heritage Markham Rep	tbd
Library Board	tbd
Cultural Organizations and Cultural Board Reps	tbd
Markham Arts Council	tbd
Media Representative	tbd
Markham Board of Trade	tbd

Local Business Representative(s) (BIA/Business leaders/developers)	tbd
Community Representatives	tbd
Youth Representative(s)	Mayor's Youth Council
Senior /Older Adults	Representative from Seniors Clubs

## 5. Meeting Schedule and Decision Making

### Meeting Schedule:

Committee meetings will be conducted monthly but there may be occasions whereby additional meetings will be needed. Meeting schedules will be prepared in consultation with the members. Meeting management, including meeting scheduling, agenda making, and minute taking will be provided by the Clerk's division.

## 6. Reporting Requirements and Methods

Formal, written communication from and about the work of the Committee will come from the Chair.

Reports, minutes, and decision are to kept and filed in accordance to City practices. Minutes, reports and documentation will be recorded and distributed to General Committee and then from that committee to Council.

## 7. Test for Completion

The Committee will have submitted a wrap-up report to Council in April 2018.



**Canada 150 Neighbourhood Engagement  
Sub-Committee  
Terms of Reference  
January 6<sup>th</sup> 2017**

**Draft**

Last revised on 1/16/17

# 1. Establishment

This Committee was established by Council Resolution at its December 13, 2016 meeting.

## 2. Purpose

In 2017, Canada will mark the 150<sup>th</sup> anniversary of Confederation. The Government of Canada has set up a website, Canada 150: Join the Celebration, encouraging Canadians to take part from coast to coast to coast. The Council of the City of Markham has approved a **Markham Celebrates Canada 150 Action Plan** to engage our residents, businesses, visitors, and our institutions and it is aligned to the city's "Building Markham's Future Together: 2015-2019 Strategic Plan".

### Vision:

Celebrate Canada's 150<sup>th</sup> birthday by engaging and ***mobilizing our diverse and vibrant communities*** to showcase Markham as a premier city that is a leader in sustainability, inclusion, and innovation.

### The goals of the Markham Celebrates Canada 150 Plan include:

- Foster national and community pride
- Create lasting legacies in the community
- Engage residents, businesses, stakeholders, and partners – all ages
- Increase awareness of Canada 150 activities taking place within our community and across the nation.
- Animate the city's motto, "Leading While Remembering" by reflecting on and celebrating Markham's past and future

### Key Guiding Principles:

- Leverage Markham's successful Pan Am experience
- Rebrand and realign existing programs and events to support Canada 150 and minimize the need for additional resources
- Limit the number of new activities to minimize resource requirements and conflicts with existing events
- Leverage available partnerships and grant programs and ensure Markham can deliver on its commitments
- Engage our residents to create their own sustaining celebrations

### Markham's 150 Plan incorporates four components:

1. Events Programming - One-off and existing programs delivered by City of Markham
2. New Community Legacies – Projects implemented by the City of Markham that benefits the community over a lengthy period of time
3. Partnerships & Engagement – Strengthen partnerships and engage the community to take part in the celebration
4. Branding & Awareness Building – City of Markham will promote our plan and create excitement



The implementation of the **Markham Celebrates Canada 150** Action Plan will be supported by four committees:

1. **Markham's Canada 150 Committee** - To focus on partnerships, outreach to all sectors, sponsorship and oversight of Markham Expo 150; and coordinate of information from the sub-committees by receiving their minutes (Canada 150 Neighbourhood Engage Sub-Committee and the Canada 150 International Partnership Sub-Committee.)
2. **Canada 150 Neighbourhood Engagement Sub-Committee** – To foster activation of City neighbourhoods in undertaking celebration activities themselves to showcase national and Markham pride through historic reflection, forward thinking, youth engagement and “good neighbour” thinking; and provide information to the Markham's Canada 150 Celebrate Committee.
3. **Canada 150 International Partnership Sub-Committee** - To host/strengthen Markham's partnerships and Sister Cities nationally and internationally throughout 2017; and provide information to the Markham's Canada 150 Celebrate Committee.

**City Staff Coordinating Team** - City staff will coordinate the implementation of the four components of the Markham Celebrates Canada 150 Action Plan and be a resource to the above three committees.

### 3. Mandate

The mandate of the **Canada 150 Neighbourhood Engagement Sub-Committee** is to raise the awareness and participation of Markham residents in celebrating the 150<sup>th</sup> birthday of Canada and to encourage residents to get to know their neighbours by working together to create opportunities to celebrate and build community spirit among all neighbours. The Committee will outreach to all neighbourhoods to encourage community engagement and set up a process for distributing seed monies to support qualifying activities.

#### Deliverables:

1. Ensure Markham residents are aware and participate in Markham's celebrations of Canada's 150<sup>th</sup> Birthday;
2. Finalize criteria, outcomes, and process, as outlined in Appendix A, for the distribution of seed grants for neighbourhood initiatives that aligns to the **Markham Celebrates Canada 150 Action Plan**;

3. Implement the grant process by evaluating submissions, approving grants, and tracking outcomes on neighbourhood initiatives that will be approved in accordance to approved criteria and City of Markham practices at an upset limit of \$2,000 per recipient with a total program budget, including grant disbursements and “Canada 150 Neighbourhood kits”, of \$50,000;
4. Undertake the development of “Canada 150 Neighbourhood kits” and distribute them to community organizations undertaking Canada 150 activities or promoting the **Markham Celebrates Canada 150 Action Plan**;
5. Foster partnerships and encouraging businesses, business groups, community organizations, and other institutions to get involved.
6. Advance opportunities to raise the profile of Markham’s Canada 150 Plan;
7. Provide regular progress update to the Markham’s Canada 150 Celebrate Committee and coordinate with the City Staff Coordinating Team., as required; and
8. Submit final wrap-up report, including the list of all projects approved and project outcomes achieved, to the Markham’s Canada 150 Celebrate Committee in March 2018.

**Term:**

February 2017 to March 2018

## 4. Membership

**Composition:**

The **Canada 150 Neighbourhood Engagement Sub-Committee** is comprised of all Members of Council.

The Committee is composed of the following members:

Sector/Agency/Organization	Member Name
City of Markham <ul style="list-style-type: none"> <li>Committee Chair - TBD</li> </ul>	Mayor Frank Scarpitti Deputy Mayor Jack Heath Regional Councillor Jim Jones Regional Councillor Joe Li Regional Councillor Nirmala Armstrong Ward 1 Councillor Valerie Burke Ward 2 Councillor Alan Ho Ward 3 Councillor Don Hamilton Ward 4 Councillor Karen Rea Ward 5 Councillor Colin Campbell Ward 6 Councillor Amanda Collucci Ward 7 Councillor Logan Kanapathi Ward 8 Councillor Alex Chiu Operations-Public Realm-TBD (staff) Markham Public Library – TBD (staff) Recreation Services – TBD (staff) Heritage Planning – TBD (staff as required)

## **5. Meeting Schedule and Decision Making**

### **Meeting Schedule:**

Committee meetings will be conducted monthly but there may be occasions whereby additional meetings will be needed. Meeting schedules will be prepared in consultation with the members. Meeting management, including meeting scheduling, agenda making, and minute taking will be provided by the Clerk's Division.

## **6. Reporting Requirements and Methods**

Formal, written communication from and about the work of the Committee will come from the Chair.

Reports, minutes, and decision are to kept and filed in accordance to City practices. Minutes, reports and documentation will be recorded and distributed to the Markham's Canada 150 Celebrate Committee. The Markham's Canada 150 Celebrate Committee may request this Sub-Committee to appear or present to the General Committee and/or Council.

## **7. Test for Completion**

The Committee will have submitted a wrap-up report to Council in March 2018.

## Appendix A – Seed Grant Program

The Sub-Committee will undertake the distribution of seed monies to achieve the goals of the Markham Celebrates Canada 150 Action Plan, namely to:

- Foster national and community pride
- Create lasting legacies in the community
- Engage residents, businesses, stakeholders, and partners – all ages
- Increase awareness of Canada 150 activities taking place within our community and across the nation.
- Animate the city's motto, "Leading While Remembering" by reflecting on and celebrating Markham's past and future

The Sub-Committee is responsible for approving the **criteria, process, and decision making /approval methods**. Only those grant submission that meets the approved criteria will receive approval by this Sub-Committee. Staff will present to the Committee those criteria for Committee consideration and approval to guide their decision making.

### **Suggested Program Principles, Criteria, and Logistics:**

- Submission must show alignment to the Markham Celebrates Canada 150 Vision, Goals, or Principles.
- Priority for funding is given to submissions supporting neighbourhood engagement -- foster community spirit, celebration and inclusiveness. Examples may include: 'Get to know' your neighbours and undertake and create a neighbourhood legacy such as – tree plantings, clean up day, Canada 150 street party, Aboriginal/First Peoples Initiatives, Storytelling of Neighbourhoods/City Founders/ Street Plays (historical moments), Newcomer Canada Stories, Youth Leadership Actions, Walking Program , Passport to Health – 150 Days of Activity , and small approved legacy projects within neighbourhood public spaces.
- The seed funding amount to be approved will range from \$200 to \$2,000 (maximum) per project.
- No more than three (3) applications may be submitted by the same organization/group but only one project will be funded organization/group.
- Submission must demonstrate a group effort, involving more than one single individual.
- Successful grant recipients will be encouraged to raise additional funding from other sources, as required by project.
- Approved initiative must be completed by December 31, 2017.
- A simple and accountable template will be provided by the City of Markham to solicit interested submissions from the neighbourhoods.
- All projects/initiatives funded will be required to provide documentation – photos/written report following the completion of their initiative to the Sub-Committee to ensure public transparency that the funds were used for the intended purpose.
- All projects may be promoted on the City of Markham's website.



**Canada 150 International Partnership  
Sub-Committee  
Terms of Reference  
January 6<sup>th</sup> 2017**

**Draft**

Last revised on 1/16/17

# 1. Establishment

This Committee was established by Council Resolution at its December 13, 2016 meeting.

## 2. Purpose

In 2017, Canada will mark the 150<sup>th</sup> anniversary of Confederation. The Government of Canada has set up a website, Canada 150: Join the Celebration, encouraging Canadians to take part from coast to coast to coast. The Council of the City of Markham has approved a **Markham Celebrates Canada 150 Action Plan** to engage our residents, businesses, visitors, and our institutions and it is aligned to the city's "Building Markham's Future Together: 2015-2019 Strategic Plan".

### Vision:

Celebrate Canada's 150<sup>th</sup> birthday by engaging and ***mobilizing our diverse and vibrant communities*** to showcase Markham as a premier city that is a leader in sustainability, inclusion, and innovation.

### The goals of the Markham Celebrates Canada 150 Plan include:

- Foster national and community pride
- Create lasting legacies in the community
- Engage residents, businesses, stakeholders, and partners – all ages
- Increase awareness of Canada 150 activities taking place within our community and across the nation.
- Animate the city's motto, "Leading While Remembering" by reflecting on and celebrating Markham's past and future

### Key Guiding Principles:

- Leverage Markham's successful Pan Am experience
- Rebrand and realign existing programs and events to support Canada 150 and minimize the need for additional resources
- Limit the number of new activities to minimize resource requirements and conflicts with existing events
- Leverage available partnerships and grant programs and ensure Markham can deliver on its commitments
- Engage our residents to create their own sustaining celebrations

### Markham's 150 Plan incorporates four components:

1. Events Programming - One-off and existing programs delivered by City of Markham
2. New Community Legacies – Projects implemented by the City of Markham that benefits the community over a lengthy period of time
3. Partnerships & Engagement – Strengthen partnerships and engage the community to take part in the celebration
4. Branding & Awareness Building – City of Markham will promote our plan and create excitement



The implementation of the **Markham Celebrates Canada 150** Action Plan will be supported by four committees:

1. **Markham's Canada 150 Committee** - To focus on partnerships, outreach to all sectors, sponsorship and oversight of Markham Expo 150; and coordinate and receive information from the Canada 150 Neighbourhood Engage Sub-Committee and the Canada 150 International Partnership Sub-Committee.
2. **Canada 150 Neighbourhood Engagement Sub-Committee** – To foster activation of City neighbourhoods in undertaking celebration activities themselves to showcase national and Markham pride through historic reflection, forward thinking, youth engagement and “good neighbour” thinking; and provide information to the Markham's Canada 150 Celebrate Committee.
3. **Canada 150 International Partnership Sub-Committee** - To host/strengthen Markham's partnerships and Sister Cities nationally and internationally throughout 2017; and provide information to the Markham's Canada 150 Celebration Committee.
4. **City Staff Coordinating Team** - City staff will coordinate the implementation of the four components of the Markham Celebrates Canada 150 Action Plan and be a resource to the above three committees.

### 3. Mandate

The mandate of the **Canada 150 International Partnership Sub-Committee** is to act as the City's Ambassadors by communicating and encouraging the participation of Markham's Sister Cities and partnership communities in the **Markham Celebrates Canada 150 Action Plan** and to plan and host delegations attending Markham's Canada 150 events. The actions of the Committee will foster national and community pride, create lasting legacies, and engage residents, stakeholders and businesses in the national and local celebrations

#### Deliverables:

1. Work with the Mayor's Office and reach out to Markham's Sister, Partnership and Friendship Cities (list attached separately);
2. Develop plan with City staff to host visiting delegations attending Markham Canada 150 events;
3. Ensure Markham residents are aware and engaged with the visiting delegations;
4. Encourage businesses, business groups, community organizations and other institutions are promoted or connects with the visiting delegations;
5. Advance opportunities to raise the profile of Markham's Canada 150 Plan;
6. Provide regular progress update to the Markham's Canada 150 Celebrate Committee and coordinate with the City Staff Coordinating Team., as required; and
7. Submit final wrap-up report to the Markham's Canada 150 Celebrate Committee in March 2018.

**Term:**

February 2017 to March 2018

## 4. Membership

**Composition:**

The Committee is composed of the following members:

Sector/Agency/Organization	Member Name
City of Markham <ul style="list-style-type: none"> <li>Committee Chair TBD</li> </ul>	Deputy Mayor Jack Heath Regional Councillor Nirmala Armstrong Regional Councillor Joe Li Councillor Valerie Burke Councillor Karen Rea Councillor Alan Ho Councillor Logan Kanapathi Stephen Chait (staff) Sandra Tam (staff)
City Historian	Lorne Smith
Town Crier	John Webster
Community Representatives	Judi Macintyre TBD
Local Business Representative(s)	TBD

## **5. Meeting Schedule and Decision Making**

### **Meeting Schedule:**

Committee meetings will be conducted monthly but there may be occasions whereby additional meetings will be needed. Meeting schedules will be prepared in consultation with the members. Meeting management, including meeting scheduling, agenda making, and minute taking will be provided by the Clerk's Division.

## **6. Reporting Requirements and Methods**

Formal, written communication from and about the work of the Committee will come from the Chair.

Reports, minutes, and decision are to kept and filed in accordance to City practices. Minutes, reports and documentation will be recorded and distributed to the Markham's Canada 150 Celebrate Committee. The Markham's Canada 150 Celebrate Committee may request this Sub-Committee to appear or present to the General Committee and/or Council.

## **7. Test for Completion**

The Committee will have submitted a wrap-up report to Council in March 2018.