



THE CORPORATION OF THE CITY OF MISSISSAUGA

MISSISSAUGA CYCLING ADVISORY COMMITTEE

TUESDAY, FEBRUARY 11, 2014 - 7:00 PM

COMMITTEE ROOM A

2ND Floor, Civic Centre
300 City Centre Drive, Mississauga, ON L5B 3C1
Internet Address - <http://www.mississauga.ca>

Members:

Jeff Wachman (**Chair**)
Don Stephens (**Vice-Chair**)
Darrin Wolter
Donnie Morris
Dorothy Tomiuk
Irwin Nayer
Joanne deCloe
Rajendra Singh
Suzanne Doyle

Council Representative:

Councillor C. Fonseca

Agency Representatives/City Staff

Region of Peel: Matthew Sweet, TDM Analyst

Transportation & Works: Wendy Alexander, Director, Transportation and Infrastructure Planning
Steve Barrett, Manager, Transportation Asset Management
Jacquelyn Hayward Gulati, Manager, Cycling Office
Andy Bate, Supervisor, Traffic Operations
Jacqueline Hunter, Cycling Technologist

Planning & Building Department: Paulina Mikicich, Policy Planner

Corporate Services Department: Kimberly Hicks, Communications Advisor
Stephanie Smith, Legislative Coordinator, Office of the City Clerk

CALL TO ORDER

DECLARATIONS OF CONFLICT OF INTEREST

PRESENTATIONS/DEPUTATIONS:

MATTERS TO BE CONSIDERED:

1. Administrative Matters:

1.1 Items to be added under "Other Business"

1.2 Minutes of Previous Meeting – January 14, 2014

RECOMMEND APPROVAL

2. 2013 Tour de Mississauga Debrief

Mississauga Cycling Advisory Committee to review the memorandum dated February 6, 2014 from Diana Rusnov, Manager, Legislative Services regarding the 2013 Tour de Mississauga

RECOMMEND RECEIPT

3. Reviewing Council Procedures and Communications

Mississauga Cycling Advisory Committee to discuss mechanisms to bring items and motions forward for Councils consideration. (Refer to Information Item number 11.1 regarding the email dated February 3, 2014 from Darrin Wolter, Citizen Member point 1.)

4. Business Planning and Budgeting Process

Mississauga Cycling Advisory Committee (MCAC) to discuss the memorandum dated February 6, 2014, from Jacquelyn Hayward Gulati, Manager Cycling Office regarding MCAC input into business planning and budgeting process. (Refer to Information Item number 11.1 regarding the email dated February 3, 2014 from Darrin Wolter, Citizen Member points 2-3.)

RECOMMEND RECEIPT

5. Mississauga Cycling Handbook

Mississauga Cycling Advisory Committee to discuss the Mississauga Cycling Handbook. (Refer to Information Item number 11.1 regarding the email dated February 3, 2014 from Darrin Wolter, Citizen Member point 4.)

6. Standing Agenda Items

Mississauga Cycling Advisory Committee to discuss standing agenda items. (Refer to Information Item number 11.1 regarding the email dated February 3, 2014 from Darrin Wolter, Citizen Member.)

7. Toronto International Bike Show – February 28, March 1 and 2, 2014

Mississauga Cycling Advisory Committee to discuss the 2014 the Toronto International Bike Show held on February 28, March 1 and 2, 2014.

8. Ward Ride Program Review

Mississauga Cycling Advisory Committee to discuss the email dated February 4, 2014 from Irwin Nayer, Citizen Member regarding a Ward Ride program review.

RECOMMEND RECEIPT9. 2014 Mississauga Cycling Advisory Committee - Calendar of Events

Committee Event Calendar to advise of cycling related events in 2014.

RECOMMEND RECEIPT10. 2014 Mississauga Cycling Advisory Committee Action List

Mississauga Cycling Advisory Committee Action List for 2014.

RECOMMEND RECEIPT

11. Information Items

11.1 Mississauga Cycling Advisory Committee Agenda Items

Mississauga Cycling Advisory Committee (MCAC) to review the email dated February 3, 2014 from Darrin Wolter, Citizen Member regarding agenda items.

11.2 Notice of Public Information - Municipal Class Environmental Assessment Study for Creditview Road

Mississauga Cycling Advisory Committee (MCAC) to review the letter dated January 20, 2014 regarding the Notice of Public Information – Municipal Class Environmental Assessment Study for Creditview Road

OTHER BUSINESS

ADJOURNMENT

FEB 11 2014



Minutes

THE CORPORATION OF THE CITY OF MISSISSAUGA

MISSISSAUGA CYCLING ADVISORY COMMITTEE

TUESDAY, JANUARY 14, 2014 - 7:14 PM

COMMITTEE ROOM B

2ND Floor, Civic Centre

300 City Centre Drive, Mississauga, ON L5B 3C1

Internet Address - <http://www.mississauga.ca>

Members Present:

Jeff Wachman (**Chair**)

Don Stephens (**Vice-Chair**)

Councillor C. Fonseca

Donnie Morris

Dorothy Tomiuk

Irwin Nayer

Joanne deCloe

Rajendra Singh

Members Absent:

Darrin Wolter

Suzanne Doyle

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City/Regional Staff Present: Jacquelyn Hayward Gulati, Manager, Cycling Office
Andy Bate, Supervisor, Traffic Operations
Jacqueline Hunter, Cycling Technologist
Stephanie Smith, Legislative Coordinator, Office of the City Clerk

Matthew Sweet, Transportation Demand Management Analyst,
Region of Peel

DRAFT

CALL TO ORDER – 7:14 p.m.

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST - Nil

PRESENTATIONS/DEPUTATIONS

Sawmill Trail Project

Michael Gusche, Project Manager, spoke to the Sawmill Trail Project section of Burnhamthorpe Road between Sawmill Valley Drive and Erin Mills Parkway. He outlined the characteristics, environmental assessment process, proposed realignment and future opportunities. He noted that cyclists would still be able to use the pathway and that new signage would be installed to reflect changes.

Discussion ensued with respect to pathway characteristics, timelines and amending the publication of the Mississauga Bike Map.

RECOMMENDATION

That the deputation made by Michael Gusche, Project Coordinator regarding the Sawmill Trail project be received.

Received (I. Nayer)

Recommendation MCAC-0001-2014

Off Road Cycling Network Plan

Michael Gusche, Project Manager, provided an update regarding the Off Road Cycling Network plan. He spoke to the recommended prioritization matrix which was created to determine and identify trails of priority due to trail statistics, transportation, funding and dependencies and constraints.

Jeff Wachman, Citizen Member spoke to the prioritization matrix and noted the need to create a matrix for the on-road network.

RECOMMENDATION

That the deputation made by Michael Gusche, Project Coordinator regarding the Off Road Cycling Network plan be received and referred to the Network and Technical Subcommittee.

Referred (I. Nayer)

Recommendation MCAC-0002-2014

MATTERS CONSIDERED:1. Administrative Matters:

1.1 Items to be added under "Other Business"

1.2 Minutes of Previous Meeting – November 12, 2013

2. Tour de Mississauga Subcommittee Update

Dorothy Tomiuk, Citizen Member provided a verbal update regarding the Tour de Mississauga. She spoke to achieving 5000 participants for the 2014 Tour, the creation of a fifth route for a 120km ride, enhancing the experience for riders, cross selling to incorporate tourism, creating a postcard to be displayed at the 2014 Toronto Bike Show, maintaining a free registration for participants and to incorporate food vendors and a beer garden.

3. Update on 2013 Cycling Network Program: Year-End Report

Jacquelyn Hayward Gulati, Manager Cycling spoke to the memorandum dated January 8, 2014 regarding the 2013 Cycling Network Program: Year-End Report.

RECOMMENDATION

That the memorandum dated January 8, 2014 from Jacquelyn Hayward Gulati, Manager Cycling Office regarding the 2013 Cycling Network Program: Year-End Report be received and referred to the Network and Technical Subcommittee.

Referred (D. Stephens)

Recommendation MCAC-0003-2014

4. Proposed 2014 Cycling Network Program

Jacquelyn Hayward Gulati, Manager Cycling spoke to the memorandum dated January 8, 2014 regarding the Proposed 2014 Cycling Network Plan and noted that the total numbers of kilometers have not been determined 2014.

Dorothy Tomiuk, Citizen Member enquired if the capital budget carries over from 2013. Ms. Hayward Gulati noted that yes it does.

RECOMMENDATION

That the memorandum dated January 8, 2014 from Jacquelyn Hayward Gulati, Manager Cycling Office regarding the Proposed 2014 Cycling Network Plan be received and referred to the Network and Technical Subcommittee.

Referred (J. deCloe)

Recommendation MCAC-0004-2014

5. Toronto International Bike Show – February 28, March 1 and 2, 2014

Mississauga Cycling Advisory Committee discussed their participation in the 2014 Toronto International Bike Show held on February 28, March 1 and 2, 2014.

Discussion ensued with respect to the need for increased lighting at the booth, purchasing mannequins to display jerseys, draws, creating a sponsorship package to handout, creating a giant Mississauga trail map, highlight the bronze bike status award and the overall layout of the booth.

RECOMMENDATION

1. That up to \$250.00 be allocated to purchase Tour de Mississauga postcards and that the funds come from the 2014 Mississauga Cycling Advisory Committee budget.
2. That up to \$750.00 be allocated to purchase promotional and marketing items for the 2014 Toronto Bike Show and that the funds come from the 2014 Mississauga Cycling Advisory Committee budget.

Approved (I. Nayer)

Recommendation MCAC- 0005-2014

6. Enforcement and Education Campaign

Jacquelyn Hayward Gulati, Manager Cycling Office provided an update regarding the status of the Enforcement and Education Campaign. She noted that there would be spring launch.

Conversation ensued with respect to problem areas such as; Bristol Road, Lakeshore Road along the trails, the west end of Burnhamthorpe Road and east bound on Mississauga Road.

Andy Bate, Supervisor, Traffic Operations spoke to the limitations surrounding the current traffic light management system and to clear visible bike lanes and signage.

Councillor Fonseca spoke to the Future Direction Mast Plan and to incorporate the Mississauga Fire to education students on safety, as they currently provide an educational program to students. Jacquelyn Hayward Gulati noted that she would coordinate a bike safety program with Mississauga Fire.

Matthew Sweet, Transportation Demand Management Analyst spoke to the Region of Peels Bike Rodeo Program.

7. 2013 Mississauga Cycling Advisory Committee - Calendar of Events

Councillor Fonseca noted that she would send correspondence to Members of Council regarding the upcoming 2014 Ward Rides.

8. 2013 Mississauga Cycling Advisory Committee Action List

Mississauga Cycling Advisory Committee (MCAC) members reviewed and amended the 2014 Action List to incorporate newly discussed items.

9. Information Items

9.1 Notice of Submission of Environmental Assessment

Mississauga Cycling Advisory Committee (MCAC) reviewed the news article dated December 12, 2013 regarding the Notice of Submission of Environmental Assessment – Credit Valley Conservation and Region of Peel – Lakeview Waterfront Connection Project.

OTHER BUSINESS

Irwin Nayer, Citizen Member spoke to creating a working group to help the City of Mississauga achieve silver status of the Bicycle Friendly Status Award and that the matter should be a standing item for upcoming Mississauga Cycling Advisory Committee (MCAC) agendas. MCAC nominated Mr. Nayer to the Bicycle Friendly working group.

Jeff Wachman, Citizen Member spoke to creating a document outlining the key points and skill sets for new MCAC members.

RECOMMENDATION

That \$300.00 be allocated towards incidentals for the Tour de Mississauga working group meetings and that the funds come from the 2014 Mississauga Cycling Advisory Committee budget.

Approved (D. Tomiuk)

Recommendation MCAC-0006-2014

ADJOURNMENT: 9:26 P.M.

FEB 11 2014

**Memorandum**

*Legislative Services Division
Corporate Services Department*

February 6, 2014

TO: Mississauga Cycling Advisory Committee

FROM: Diana Rusnov, Legislative Services

RE: 2013 Tour de Mississauga debrief

Recommendation:

That City staff arrange a facilitated workshop with the Mississauga Cycling Advisory Committee members and staff involved with the Tour de Mississauga to help prioritize and determine the best approach moving forward for the Tour de Mississauga event.

Background

The 2013 Tour de Mississauga was another successful event hosted by the Mississauga Cycling Advisory Committee. There is much to be celebrated such as: an overall increase in attendees; more riders on the longer routes; and, the addition of a 15 km family route and a 100 km route.

Staff involvement in the planning and logistics of the Tour has been critical to its success. As the Committee turns its attention to planning the 2014 Tour, it is important to review the assistance provided and available from City staff in support of the Tour to determine how best to utilize the resources of staff and Committee members.

Attached is an overview of the responsibilities handled by staff, including the time allocation. It is estimated that over 800 staff hours were spent in support of the 2013 Tour de Mississauga. Given the 2014 municipal election, the availability of staff resources from Legislative Services may be limited this year and will need to be accounted for in the planning of this year's event. City staff will continue to provide some level support for the Tour as a matter of their regular business function, such as route guidance and mapping from Transportation and Works' Cycling Office and Geomatics.

It is recommended that a work plan with associated timelines be developed early in the planning process to ensure that the staff and Committee members' roles and responsibilities associated with the Tour are clearly outlined and assigned.

Given the Committee's plans to continue to expand the Tour offerings and attendance, and the limited staff resources available to provide support, it is an opportunity to review how the Tour is

2a

organized and run. There are numerous examples of events held in the City that are organized and run by organizations that are separate from the City, such as the Mississauga Marathon, Carrasauga, the Southside Shuffle, and Streetsville Santa Clause Parade. These events are run independently but the City is able to provide support through a Community Development Coordinator. The attached Events and Festival Guide provides information about this alternative approach to events. In order to evaluate the options, it is recommended that we have a facilitated workshop to help prioritize and determine the best approach to continue moving forward.

Attachments: City of Mississauga Staff Tour de Mississauga Support Summary
Events and Festivals Guide

**2013 Tour de Mississauga
Internal Departmental Staff
Hours of Support**

Clerk's Office – 407 Hours of support
Cycling Office – 285 Hours of support
Customer Service – 83 Hours of support
Corporate Finances – 9.5 Hours of support
Communications – 30 Hours of support

Total hours of internal staff support – 814.50

Clerk's Office – 407 Hours of support

- **Tour de Mississauga Merchandise – T-Shirts and Jerseys – 115 hours**
(Supporting hours per month – March 1 hour per week, April 2 hours per week, May 2 hours per week, June 1 hour per day, July 1 hour per day, August 1 hour per day, September 2 hours per day)
 - Liaison with Central Store to confirm vendor
 - Work with MCAC members and sponsors to receive formatted logos
 - Review draft versions of t-shirt layout
 - Place order with vendor
 - Monitor e-city purchases of jerseys
 - Work directly with e-stores on a daily bases to arrange shipment of merchandise is mailed out to customers
 - Answer numerous phone calls/emails regarding t-shirts and jersey enquires
 - Work with CSC- registrations to ensure items are on CLASS
 - Work directly with vendor and act of point person for issues
 - Fold and organise merchandise by size and pre-sold to ensure accuracy
 - Sell merchandise on two pre-registrations days and on event day
 - Coordinate with Finance and IT for POS machine to sell merchandise
 - Receive training on POS and cash handling policies
 - Coordinate refunds

- **Other – 150 hours**

Roughly 1 hour per week for March and April, 2 hours per week May, 1 hour per day June, 2 hours per day July, 2 hours per day August, 3 hours per day September

- Facilitate and act as a point person with various city departmental staff
- Ensure printing material is received and printed
 - Routes, bike plates, safety sheets, que sheets
- Monitor, track liaison budget with Tour sponsors
- Monitor, track liaison budget with MCAC members
- Coordinate – Road Occupancy Permit, photographer, road signs, first aid, maps, bike plates, safety sheets, route arrows
- Confirm set-up details for day of Tour and pre-registration days
- Confirming Clerks Staff are confirmed for registration check-in table
- Communication delivered to Community Centres to ensure front desk staff are aware and informed about Tour
- Provide age overrides
- Trouble shoot registration issues
- Oversee MCAC members actions
- Purchase supplies
- Weekly and daily phone calls received from MCAC members to discuss the status of the Tour

- **Event day – 112 hours**

- Thursday pre-pick up day – 2 Legislative Staff – 10 hours
- Saturday pre-pick up day – 3 Legislative Staff – 21 hours
- Tour day – 13 Legislative Staff – 81 hours
- Ensure all supplies are at Great Hall and Celebration Square
- Point person to oversee day of event
 - Catering company – lunch
 - First aid
 - Registration – check in table
 - Selling t-shirt and jerseys
 - On route issues – flat tires, injuries, lost riders
- Liaison with route sponsors
- Teardown
- Emergency contact for participants

- **Post Event Day - 30 hours**

- Deposit all funds received
- Pay all outstanding vendors
- Journal voucher all internal departments

Transportation and Works Department – 285 Hours of support

Cycling Office staff (including Manager, Cycling Technologist and Summer Student) supported the Tour de Mississauga in 2013. Support is summarized in the following points:

Cycling Office

- **Route planning support - 40 hours**
 - Reviewing all Tour routes against City and Region construction programs
 - Advising on re-routing due to construction or preferred routing
 - Liaison with capital project managers regarding status of construction projects
 - Site visits
 - Commenting on Tour route mapping produced by Geomatics
- **Other – 30 hours**
 - Internal client review of communications materials related to Tour
 - Responding / re-routing email related to Tour
 - Liaison with bike patrol units participating in tour (Peel Police and Corporate)
 - Distribution of Tour posters through internal mail (admin)
- **Planning meetings - 22 hours:**
 - Monthly planning meetings (9 meetings, February 2013 – October 2013, approx. 1 hour each x 2 staff) = 18 hours
 - Celebration Square planning meetings = 4 hours
- **Pre-Ride Pick-up Days – 40 hours**
 - September 12 – 6 hours, September 14 – 7.5 hours x 3 staff
 - Staffing tables for distribution of pre-ride packages to registrants
- **Event day – 19 hours**
 - September 15 – 8 hours x 2 staff, 3 hours x 1 staff
 - Assisting with setup, on-site liaison with police for road closures, marshalling a route, staffing a booth

Geomatics – 134 hours

- - 125 hours working on microstation mapping of Tour de Mississauga routes
- - 1 hour conversion of files to KML for GPS
- - estimate of 8 hours of calls and meetings for revisions

Customer Service Centre – 83 Hours of support

Customer Service Centre staff (including the Manager, Supervisor-Recreation Reports & Administration, Data Administrator, Account Assistant and 3 Customer Service Representatives) supported the Tour de Mississauga in 2013. Support is summarized in the following points:

- **Preparing for Course Creation in CLASS – 3.5 hours**
 - Reviewing all Tour information from previous year
 - Preparing detailed information containing previous year's program descriptions, confirmation text, capacities, event date, registration details, course names/routes
 - t-shirt pricing/sizing changes set-up in CLASS
- **Finalizing Route/Course details and setting up new courses in CLASS – 14 hours**
 - Coordinating and consulting by phone and email with MCAC representative to finalize all program details, language, descriptions, price points for t-shirts etc.
 - Creating the new routes/courses in CLASS with up to date program description and other details
 - Activating Tour de Mississauga so courses are live and open for registrations and t-shirt sales online and at our Community Centres
- **Providing Custom Reports to MCAC Representative – 34 hours**
 - Custom reports prepared and emailed to Tour Chair twice per week during June/July and three times per week during August/September (each round of reports take approximately 1 hour to prepare x 34 reports)
- **Active Mississauga Guide Non-CLASS advertisement – 3.5 hours**
 - Preparing notification and follow-ups to ensure active guide critical path is adhered to and non-CLASS content is prepared and submitted within deadlines
- **General Customer Registration Issues – 28 hours**
 - Customer questions/issues
 - T-shirt issues/refunds
 - Customer account reconciliation
 - Coordination with Clerk's Office

- Roughly 2 hour per week for 3 and half months (14 weeks)

Corporate Finance – 9.5 hours of support

- **Financial Services- Banking Services (Total 5 hours)**
Internal Staff Planning, Payment Processing Training (1 hour)
 - Train on Cash Handling requirements and co-ordination between Legal Services Staff and Cashiers for Cash and use of Official Receipts balancing.
- **Equipment for Credit and Debit Card (2.5 hours)**
 - Ordering of Equipment from Global payments for an existing Merchant (piggy back on existing merchant support)
 - Distribute Equipment to Legal Services Staff
 - Return of Equipment back to Global Payments
 - Billing of Equipment (Review correct rental billing from Global Payments)
- **Accounting and Administrative Support- POS Balancing Reports (1.5 Hours)**
 - Establish and co-ordinate Cashiers and Legal Services on POS Balancing requirements and related accounting.
 - Provide Bank Reports to Cashiers during/following Event- Global Online Daily Settlement Reports for missing dates to assist Cashiers.
- **Revenue (Total 4.5 hours)**
 - Preparing and training on tracking, official receipts and debit machine and balancing (1.5 hours)
 - Transactions made at Cashiers which were verified, processed and balanced (3 hours)

Communications – 30 hours of support

- The Tour de Mississauga was supported by Corporate Communications, Creative Services and Marketing for the 2013 Tour de Mississauga in September.
- As a Transportation and Works Communications Advisor, Kimberly Hicks supports the Cycling Office. Being new to the cycling file, and prior to the Tour de Mississauga, Kimberly attended three Cycling Advisory Committee meetings and reviewed the files left behind by her predecessor.

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- The Communications role was specifically in media relations and protocol at the event. Kimberly researched, wrote and released two media advisories, did social media to assist in promotion leading up to the event, developed a cycling safety social media campaign in conjunction with Marketing to address safety issues and support safety during the Tour de Mississauga. Kimberly also worked with Creative Services to develop a website banner to promote the tour and promoted the event through all available city communication tactics including City Report, Gateway and Mississauga Celebration Square signage, social media, website, promotion on the City of Mississauga, Mississauga News and SNAP community listings, print ads, reader boards and assisted the clerk's office in mobile signage.
- Kimberly wrote speaking notes for Mayor McCallion, the event master of ceremonies – Darrin Wolter, and for Councillor Fonseca. She was present at the event to assist in protocol of speakers, with media in attendance and tweeted out the start of the Tour de Mississauga.
- Expenses- overtime for the Tour de Mississauga committee meetings and for the morning of the event.

RECREATION AND PARKS

events & festivals



2014
Guidelines & Requirements
for Hosting a **COMMUNITY** Festival or Event

mississauga.ca/communitygroups

DEFINITION OF AN OUTDOOR FESTIVAL/SPECIAL EVENT

An OUTDOOR FESTIVAL/EVENT is one which is held on City property that is either open to the public or closed (e.g. church or association picnics) and includes activities that:

- pose a level of risk such as alcohol, carnivals, inflatables etc., not normally expected with the use of the property; and/or
- require City approval(s) in addition to the approval for the use of the property itself such as advertising, staging, tents etc; and/or requires temporary closure of City streets; and/or
- require the approval of outside agencies such as the Peel Region Health Department, Peel Regional Police, Region of Peel, and the Alcohol and Gaming Commission of Ontario (AGCO)

Commercial Activity

The City requires that community benefit must be derived from events held on City property for all events that have an expectation of revenues. Therefore, events organized or sponsored by a commercial entity will only be permitted when the City has received written confirmation that all or a portion of the proceeds from the event will be donated to a not-for-profit group or registered charity in the City; or an event is deemed by the City to raise the City's profile as per the Culture Masterplan; or the event adds economic benefit to Mississauga from a tourism perspective as per the Cultural Masterplan.

Prohibited Activities

The following activities are **PROHIBITED** (not allowed) on City of Mississauga Property as part of an Outdoor Special Event Application;

ZIP LINING, AIR BAG JUMPING, BUNGEE JUMPING

HOW TO BOOK AN OUTDOOR FESTIVAL/EVENT

Call the Customer Service Centre at 905-615-4100 to request a booking. At that time, your request will be identified as within the scope of a "special event" and you will be assigned staff liaison.

Event organizers will be asked to complete the Outdoor Festivals/Events Request form, either on their own or with their liaison.

The Request form must be submitted NO LATER than 8 weeks prior to the event.

All applicants whose event request has been approved shall be responsible for meeting all requirements of the City of Mississauga, including fees, by-laws and policies as well as any regulatory approvals required by outside agencies, and assume responsibility for their actions, and any consequence thereof associated with the event.

It is important to note that approvals for the event or any of the event activities may not be granted, and the event or those activities can only take place with the proper approvals and permits. The City retains the right to determine whether or not a particular applicant shall be entitled to hold an event on City property.

Applicants who do not meet the application submission deadline will be required to complete all necessary City applications and compile all relevant attachments and submit them directly to each individual department and provide copies to the staff liaison at least 30 days prior to their event.

INSURANCE REQUIREMENTS

In accordance with City By-law 0264-2007, Mandatory Liability Insurance requirements, **all Indoor & Outdoor Special Events/Festivals require liability insurance.**

You must provide a Certificate of Insurance **at least eight (8) weeks** prior to the event. **Your event will not be processed without a properly completed City of Mississauga COI – Proof of Insurance.**

Event Insurance is required in the amount of \$2 million or \$5 million as determined by your staff liaison. This insurance must name the City of Mississauga as an additional insured for all of the dates of your event including set up and tear down. Proof of Insurance must be provided on the City of Mississauga template (Form 9)

Additional Insurance may be required where an activity falls outside of the event organizers policy. Examples can include, but are not limited to, inflatables, security companies, sponsor activations, sporting activities and vendors. These third party entities must supply proof of insurance (on the City of Mississauga template) naming the City of Mississauga as an additional insured in the amount of \$2 million. Insert chart here. **These are subject to change without notice.**

Blanket Insurance Coverage covers all third parties coming on site during an event and is highly recommended to ensure enough coverage is in place to protect both the event organizer and the City. It can also save time and money.

The City of Mississauga's User Fee Program offers blanket insurance coverage to event organizers as well as vendors where individual vendors do not have adequate proof of coverage. This program can be accessed by adding the additional insured to the event organizers' Facility Rental Contract. All insurance purchases must be paid for in full before the event.

INSURANCE REQUIREMENTS

<i>Activity</i>	<i>Minimum Required</i>	<i>Activity</i>	<i>Minimum Required</i>
Inflatable	\$5,000,000	Theatre Performance	\$2,000,000
Pony Rides	\$2,000,000	Vendors (non-alcohol)	\$2,000,000
Petting Zoo	\$2,000,000	Alcohol Served	\$5,000,000
Hay Rides	\$2,000,000	Rental Stage/Screen	\$2,000,000
Carnival	\$5,000,000	Fireworks Display	\$5,000,000
Hot Air Balloon	\$5,000,000	Major Concert/Events	\$5,000,000
Motorized Races	\$5,000,000	Rental Tent	\$2,000,000
Sport Activities	\$(2 or 5),000,000	Watersport & Activities	\$5,000,000

(this list is not inclusive)

Additional insurance information and premiums are available on the City's website:
www.mississauga.ca/portal/residents/facilityinsurance

The City is not an Insurance Broker or Provider and, as such, the City assumes no responsibility for coverage under these policies.

BY-LAWS AND POLICIES GOVERNING SPECIAL EVENTS

Accessibility "Accessibility for Ontarians with Disabilities Act" (AODA - Provincially mandated and adopted by Council	Event Organizer should provide an accessible environment for all visitors to the event, including: <ul style="list-style-type: none"> • Clearly visible accessible parking signs. • Designated entertainment viewing areas. • Pathways to accommodate people with disabilities. For more information contact: City of Mississauga – Accessibility Coordinator Phone: 905-615-3608 TTY: 905-615-3411 E-mail: accessibility.info@mississauga.ca
Admission	Approval is required from your Staff Liaison to charge admission on-site or in advance. All inquiries must be reviewed by your Staff Liaison.
Alcohol	Where the presence of alcohol has been approved, the organizer will receive a MAP (Municipal Alcohol Policy) package from the staff liaison outlining the responsibilities of the organizer. This package will include a "no objections letter" that the organizer must submit to the AGCO (Alcohol and Gaming Commission of Ontario) with their application. The organizer is then responsible for: <ol style="list-style-type: none"> 1) Applying and obtaining a Special Occasion Permit through the AGCO at www.agco.on.ca

	<p>2) Reviewing the documents in the MAP package; completing and returning the "Conditions of Serving Alcohol Agreement" and the "Transportation Plan". The "Transportation Plan" and the "It's the Law" document must be copied and displayed prominently in various locations throughout the area where alcohol is being served.</p> <p>3) Ensuring the serving area permitted to serve alcohol is fenced according to AGCO requirements; all fencing, set up, and tear down are the responsibility of the Event Organizer.</p> <p>4) Supplying mandatory additional security coverage throughout the site as well as officers located at all entrances/exits of the serving area.</p>
Balloons (Helium / Hot Air)	<p>Helium Balloons for distribution to the public must be air-filled and fully consider environmental impact.</p> <p>Hot Air Balloons area Federally regulated and under the jurisdiction of the Canadian Aviation Regulations or the Aeronautics Act. Event Organizer should contact NAV directly.</p> <p>Not all parks allow hot air balloons on site. Balloon locations need to be approved by the Parks Supervisor and/or your Staff Liaison.</p> <p>NAV Canada IFR Operations Toronto ontyyzups@navcanada.ca</p>
Banners (Street Banners)	<p>All banners must meet the requirements of the Sign By-law (By-law 38-88, as amended). Applications for street banners can be submitted to Transportation and Works Department.</p> <p>Transportation and Works Department 3185 Mavis Road (Ground Floor) Mississauga ON L5C 1T7 Phone: 905-615-3200 ext. 3638 www.mississauga.ca/portal/resident/signpermits</p>
Barbecues/Propane TSSA Requirements	<p>Only propane barbecues will be permitted, the event organizer is required to provide one (1) fire extinguisher per barbecue unit. Events with BBQ arrangements must comply with requirements set out by the Technical Standards & Safety Authority (TSSA). Further information can be found at: www.tssa.org</p>
Carnival/Amusement Rides	<p>Carnivals are considered as a restricted activity and require multiple approvals. Contact your staff liaison to ensure that this type of activity is allowed on the site you've booked for your event.</p> <p>Carnival/Circus Companies are NOT allowed to operate independently for commercial gain on City property; they must be contracted by a community group for which proof must be provided. It is the responsibility of the host community group to book the park or parking lot.</p> <p>Carnival's cannot operate for a length of more than three (3) days on City of Mississauga property. It is the Carnival/Circus Company who is responsible for providing a site plan, meeting all conditions outlined in the terms and conditions letter, provide a damage/ security deposit of \$5,000, apply for and obtain a Mississauga license to operate the</p>

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	<p>Carnival/Circus and pay the license fee. Carnivals/Circus' will be monitored for community tolerance and impact will determine future availability.</p> <p>Applications, contact: Licensing Administration Assistant 300 City Centre Drive, Ground Floor Mississauga, ON L5B 3C1 Phone: 905-615-3200 ext. 5056 www.mississauga.ca/portal/business/businesslicensing</p>		
Car Washes	NOT ALLOWED in Parks and or at Community Centres due to the environmental compliance impacts (soaps, water runoff, etc.,)		
Damages / Damage Deposit	<p>A \$5,000 Damage Deposit may be requested and required NO LATER THAN 30 DAYS BEFORE THE EVENT. This amount is based on the potential for repair costs and fees for services resulting from the event. The Event Organizer is responsible for any costs related to an event which has not been otherwise agreed to, in writing, prior to the event. The Event Organizer is liable for any loss or damage to City of Mississauga property or equipment. These costs are payable immediately upon receipt of an invoice and/or taken from the Damage Deposit.</p> <p>A pre and post event walk through with staff liaison is strongly recommended.</p>		
Electrical Standards Association	<p>All electrical installations covered by the scope of the Ontario Electrical Safety Code ("OESC") in the province of Ontario require an application for Inspection (permit) to be filed with the Electrical Safety Authority ("ESA"), whether of a temporary nature or not. This would include all electrical installations connected by other than a standard configuration receptacle to a source of electrical power or energy – including a generator.</p> <p>All productions and events shall file an application for inspection with the ESA 48 hours prior to commencement of any electrical activity</p> <p>All electrical appliances must display a sticker indicating proof of inspection by the Electrical Standards Association (ESA) or the Canadian Standards Association (CSA).</p> <p>Requests for Inspection and or information at: www.esasafe.com</p>		
Environmental Compliance	<p>All events must meet the legislative requirements regarding discharges into the City's storm water sewer system.</p> <p>Vendors must ensure that NO contaminants are permitted to be discharged into the storm sewer. During set-up and for the duration of the event, any spills must be cleaned up and reported to your City Liaison for assessment.</p> <p><u>Storm Sewer Use By-law 259-05</u></p> <table border="0"> <tr> <td> City of Mississauga Environmental Services 201 City Centre Drive, Suite 800 Mississauga ON L5B 2T4 Phone: 905 615-3200 ext 3124 </td> <td> Region of Peel Environmental Control Section 3515 Wolfedale Rd Mississauga, ON L5C 1V8 Phone: 905-791-7800 ext. 3101 </td> </tr> </table>	City of Mississauga Environmental Services 201 City Centre Drive, Suite 800 Mississauga ON L5B 2T4 Phone: 905 615-3200 ext 3124	Region of Peel Environmental Control Section 3515 Wolfedale Rd Mississauga, ON L5C 1V8 Phone: 905-791-7800 ext. 3101
City of Mississauga Environmental Services 201 City Centre Drive, Suite 800 Mississauga ON L5B 2T4 Phone: 905 615-3200 ext 3124	Region of Peel Environmental Control Section 3515 Wolfedale Rd Mississauga, ON L5C 1V8 Phone: 905-791-7800 ext. 3101		
Fire Extinguisher	The Mississauga Fire Department requires that a portable fire extinguisher is		

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TSSA Requirements	<p>on hand at all cooking activities and requires that barbecues be located at least three (3) metres from any structure (i.e. shelters, tents, buildings, etc.). The Event Organizer must comply with TSSA (Technical Standards & Safety Authority) requirements especially where propane or other hydrocarbon fuels (such as gasoline, diesel, propane, and natural gas) are being used for cooking and/or heating appliances.</p> <p>For more information: www.tssa.org</p>
Fireworks	<p>All public displays of fireworks being set off on City property require approval and a "Fireworks Permit". Public Display Fireworks must be set off by a person who has a valid fireworks supervisor card.</p> <p>You/Your group will be issued a "no objection" letter of approval from your Staff Liaison to accompany your Fireworks Permit application.</p> <p>Completion of an application for a Fireworks Permit and payment of the applicable fee must be made directly to the Mississauga Fire & Emergency Services, on the 2nd floor of the Civic Centre, by the licensed certified fireworks supervisor.</p> <p>The sale of fireworks on City property is not permitted.</p> <p>www.mississauga.ca/portal/residents/fireworksregulations</p>
First Aid	<p>The Event Organizer is responsible for providing a highly visible first aid station/s as part of the event. Certified first aid attendant/s must be present.</p> <p>St. John Ambulance is a charitable, non-denominational organization that specializes in the provision of first aid services in the community.</p> <p>For information on how you can request their assistance for your event, please call 905-568-1905 or e-mail mississauga@on.sja.ca.</p>
Food	<p>If your event is open to the general public, Peel Public Health requires notification. Peel Public Health requires a letter of the organizer's intent to host an event involving food, a <u>minimum of 8 weeks</u> prior to their event. Information may also be submitted on-line through the Peel Public Health website: www.peelregion.ca/health/environ/htmlfiles/events-intro.htm</p> <p>Upon receipt of notification, a Public Health Inspector will contact the event organizer and vendors to obtain any further information regarding food vendors and other details. A Public Health Inspector may conduct inspections at your event.</p> <p><u>Your City of Mississauga Liaison will require a copy of the letter or your completed Peel Public Health on-line Special Event Information form.</u></p> <p>For private events such as family or company picnics there is no need to contact Peel Public Health. However, to keep your picnic food safe, please contact Peel Public Health at the number provided to obtain safe summertime food handling information or visit www.mississauga.ca/portal/residents/cg-specialevents</p> <p>For additional onsite cooking requirements, see fire extinguisher, barbeque,</p>

	<p>propane and TSSA guidelines.</p> <p>Peel Public Health, Environmental Health Division, Phone: 905-799-7700, Website: www.peelregion.ca/health</p>
Inclement Weather Occupational Health and Safety Act – Safety Guidelines for the Live Performance Industry in Ontario	<p>Outdoor festivals and events are by their nature subject to inclement weather. In the case of thunder and lightning, the event organizer is required to shut down the stage to reduce the risk of being hit by lightning. Only when 30 minutes have passed without hearing thunder should event activity be allowed to resume.</p> <p>For additional emergency preparedness resources:</p> <p>www.mississauga.ca/portal/residents/emergencymanagement</p>
Inflatables	<p>The location of these activities must be approved by the Parks Supervisor/ Staff Liaison due to potential turf damage. All technical specs and contact information of the rental company must be provided in order for approval to be given. It is recommended that the rental company also provide qualified staff to supervise inflatables when open to the public.</p> <p>Inflatables must be secured with sand bags or water barrels, not pegs or stakes. If structure requires tethering because of height and size a proper stakeout (locates) is required. This is to be arranged with the Parks Supervisor and/or Staff Liaison. <i>***please be advised that there is a fee for a stakeout.</i></p> <p>No carnival license is required if the event is only have simple inflatables.</p> <p>Proof of Insurance must be provided on the proper certificate.</p>
Noise (Projected Sound / Sound Systems)	<p>Not all parks allow for sound systems. Site approval is required.</p> <p>Operation of amplified sound may only occur Monday-Saturday between the hours of 7:00am- 5:00pm & 9:00am- 5:00pm on Sundays.</p> <p><i>Requests for exemptions to the Noise Control By-Law have to be submitted to the Compliance and Licensing Enforcement Office a minimum of eight (8) weeks before the event date.</i></p> <p>Proximity of residents is consideration of approval. Volume levels will also be monitored during the event. There is a restriction on maximum decibel level, volume levels will be monitored and enforced.</p> <p>Compliance and Licensing Enforcement Section at 905-615-3200 ext. 5655 or visit for online applications www.mississauga.ca/portal/residents/bylawenforcement</p>
Open Flames	<p>Any use of open flames is subject to approval of the Parks Supervisor and the City of Mississauga Fire Dept.</p> <p>www.mississauga.ca/portal/residents/firesafety</p>
Parking	<p>Parking is NOT GUARANTEED nor includes exclusive use of parking lots, particularly adjacent to Community Centres. Event participants should use designated areas only. Illegally parked vehicles on grassed areas,</p>

	<p>roadways, etc., will be tagged or towed away at the owner's expense</p> <p>Exemptions and or Considerations to Parking By Law, can be requested through Parking Enforcement.</p> <p>Depending on the size of your event, your Staff Liaison may request a parking strategy. This would include parking schedule, monitoring times and locations, number of monitors, security and or Paid Duty, etc., Groups may also want to encourage participants to take City transit to event.</p> <p>Event organizers are responsible for making additional parking arrangements for your participants and should be identified on your site plan. You should have accessible parking areas that are clearly marked and on firm ground, as close to the event as possible. Traffic Control by Police and or Parking attendants are to be provided by the event organizer (at their expense), if deemed necessary by the Staff Liaison.</p>
Pony Rides/ Petting Zoos / Animals	<p>Animal Services should be contacted if any animal activities are a part of your event. The company providing services will need to provide a copy of their business license and an insurance certificate. Animal Services and Peel Health may be on site for inspection.</p> <p>Contact Peel Public Health for further information on Petting Zoo's as hand washing stations and proper signage must be present.</p> <p>City Parks and Corporate Security Officers are authorized to remove any animal or persons with such an animal who is in contravention of these Bylaws.</p> <p>Peel Public Health Environmental Health Division (905) 799-7700 www.peelregion.ca/health</p> <p>www.mississauga.ca/portal/residents/animalservices</p>
Propane Technical Safety Standards Association (T.S.S.A.)	<p>Use of Propane should be carefully monitored. All tanks must be properly labeled according to content by suppliers and secured vertically by chains to a stable support. Technical Safety Standards Association (T.S.S.A.) Fuel Safety Inspectors must check propane fuelled cooking and/or heating appliances and tank storage areas where commercial appliances with multiple tanks or cylinders in excess of 20 lbs are utilized. Certificates of inspection must be obtained.</p>
Raffles, Games of Chance, Ticket Draws	<p>Groups hosting any type of raffle, 50/50 draws, silent auction, etc., must obtain a licence from the Enforcement Division.</p> <p>Contact Licensing Department, phone 905-896-5643</p> <p>www.mississauga.ca/portal/business/businesslicensing</p>
Road Closures or Road Allowances (parades, walkathons, street parties, etc.,)	<p>Every applicant for a temporary road closure should file an application with the Transportation and Works Department.</p> <p>City Roads - Applications for temporary road closures not exceeding twenty-four (24) hours shall be filed eight (8) weeks in advance of the special event, and applications for temporary road closures exceeding twenty-four (24)</p>

	<p>hours shall be filed twelve (12) weeks in advance of the special event.</p> <p>Regional Roads - You are required to complete a letter of intent to be sent to the Region of Peel a minimum of five (5) weeks before the event. This letter of intent must also be sent to the Ontario Provincial Police.</p> <p>City of Mississauga Transportation and Works Traffic Operations (905) 615-3200 ext 3638</p> <p>www.mississauga.ca/portal/residents/roads</p>
<p>Security Plan (Police / Private Security)</p> <p>Peel Regional Police (905) 453-3311 12 Division – ext. 1213 (east of Miss Rd) 11 Division – ext. 1113 (west of Miss Rd) 21 Division – ext. 2113 (Malton)</p>	<p>Participants and patrons at all events should be adequately safeguarded. Event Organizer may be asked to prepare a Security Plan that is reviewed by Staff Liaison, City of Mississauga Corporate Security and Peel Regional Police. If the security plan is insufficient for the event activities, the Event Organizer must hire additional security, and/or Peel Regional Police coverage as recommended.</p> <p>The Security Plan provides identification of high risk areas (eg. stage during a popular performance), types of guards patrolling (eg. Private, Corporate Security, Peel Pay Duty Officers), times and route of patrols, and a list of artists performing at the event.</p> <p>If you are required to hire Peel Regional Police, you should give as much notice as possible. Minimum of three hours is required. For more information, visit: www.peelpolice.on.ca/en/services/paidduties.asp</p> <p>Private Security Company must provide the following;</p> <ol style="list-style-type: none"> 1. An insurance certificate for the date of the event naming the City as an additional insured for general liability in the amount of \$2 million 2. A copy of their business licence 3. Copies of current licenses of guards who will be present during the event 4. Overnight security is mandatory for events where equipment is left set up overnight on City property.
Signage	<p>Location(s) and size(s) event signs are limited and must be approved by The City of Mississauga and must not cause safety and or site line issues. Signage must not obscure any City Signage and or City sponsor logos.</p> <p>Road Signs - there are a number of conditions, which must be considered and met. These are set out in Sign By-law 54-2002 as amended and the City of Mississauga Corporate Policy entitled "Portable Signs on Road Allowances" (05-01-08). Inquires may be directed to the Sign Unit at 905-615-3200 ext. 4169</p> <p>www.mississauga.ca/portal/residents/signpermits</p>
Site Plan	Event Organizers are required to submit a detailed site plan to their Staff Liaison prior to the event.
Smoking By Law (Peel Outdoor Smoking By-law)	<p>The Peel Outdoor Smoking By-law makes it illegal (as of September 2, 2013) for anyone to smoke outdoors within nine metres (30 feet) of;</p> <ol style="list-style-type: none"> a. Within a playground area or within a nine metre radius of the perimeter of a playground area (e.g., swings, slides, climbing

	<p>apparatus, skateboard ramps), including the surrounding safety surface.</p> <p>b. Within a sports/activity area or within a nine metre radius of the perimeter of a sports/activity area (e.g., swimming pool, splash pad, soccer field, tennis courts), including the spectator seating area.</p> <p>c. Within a nine metre radius of the entrances and exits of municipal buildings (e.g., municipal offices, community centres, ambulance stations, police stations, fire halls, public transit facilities and Peel Living multi-residential buildings with common entrances).</p> <p>If you have more questions about the Peel Outdoor Smoking By-law: Peel Public Health at 905-799-7700, e-mail Peel Public Health at PeelHealth@peelregion.ca</p>
SOCAN / Re-Sound Society of Composers, Authors, and Music Publishers of Canada	<p>All music, either pre-recorded or live, played at a public event is subject to tariffs governed by SOCAN and Re-Sound. As the venue owner, the City of Mississauga is responsible for the appropriate collection of fees for the "fair compensation" for artists, musicians and recording companies when others make use of their recorded performances and or sound recordings.</p> <p>It is the Event Organizer's responsibility to ensure that Staff Liaison's is aware of any SOCAN and Re-Sound implications so that the appropriate fee can be applied to the event permit.</p> <p>Details can be found on their website at www.socan.ca.</p>
Tents	<p>Tent structures LARGER than 20x30 ft (greater than 60 m²)(645 ft²) aggregate, are subject to the requirements of the Ontario Building Code under Section 3.13.1. and are require to obtain a building permit from the City of Mississauga, Planning and Building Department, Permit Administration.</p> <p>It is the responsibility of the tent rental company to apply for the building permit. Permits take a minimum of 30 days to process.</p> <p>The new "Building Permit Form" is available online www.mississauga.ca/portal/residents/pbformscentre.</p> <p>Fire Safety Requirements - Tents shall meet the match flame test in N.F.P.A. 705 "Standard Methods of Fire Tests for Flame-Resistant Textiles and Film."</p> <p>Smoking shall not be permitted within a tent or air supported structure. Open flame devices (candles) shall not be permitted within a tent or air supported structure unless approved by the Chief Fire Official. Cooking or heating devices using open flame shall not be permitted within a tent or air supported structure. Tents or air supported structures shall not obstruct or block building exits, fire department access routes, fire department connections, or building fire protection systems. Tents and air supported structures shall be separated from buildings and each other, by a minimum distance of 3 m. A ULC Listed 2A 10BC rated (5 pound ABC) type portable fire extinguisher shall be provided in an easily seen and accessible location for each tent.</p>

	<p>Tents Structures LESS than 20x30 feet or 60 m² (645 ft²) aggregate area, requires staff approval and must be clearly marked on the site plan.</p> <p>Canopy Tents / Vendor Tents (usually 10 X 10) MUST be secured by appropriate sandbags or rubberized concrete weights. Tents that are improperly secured will be removed at the expense of the event organizer.</p> <p>Fire Safety Requirements - Tents shall meet the match flame test in N.F.P.A. 705 "Standard Methods of Fire Tests for Flame-Resistant Textiles and Film."</p> <p>Smoking shall not be permitted within a tent or air supported structure. Open flame devices (candles) shall not be permitted within a tent or air supported structure unless approved by the Chief Fire Official. Cooking or heating devices using open flame shall not be permitted within a tent or air supported structure. Tents or air supported structures shall not obstruct or block building exits, fire department access routes, fire department connections, or building fire protection systems. Tents and air supported structures shall be separated from buildings and each other, by a minimum distance of 3 m. A ULC Listed 2A 10BC rated (5 pound ABC) type portable fire extinguisher shall be provided in an easily seen and accessible location for each tent.</p> <p>Planning & Building Department, Permit Administration, 300 City Centre Drive, 3rd Floor, Mississauga, ON, L5B 3C1, Phone: 905-615-3200 ext. 5619 www.mississauga.ca/portal/residents/pbformscentre.</p>
Vendors	<p>The Event Organizer is responsible for providing a list of vendors taking part in the event. All vendors must comply with licensing requirements, have a special event licence specific to the event and produce an ORIGINAL copy of appropriate insurance, listing the City of Mississauga as an additional insured.</p> <p>Appropriate licenses and insurance are required and must be prominently displayed during an event</p> <p>Vendors can obtain a special event permit through Mobile Licensing. Special event licenses MUST be obtained in person. Fee for a Special Event License is \$ 51.00. Please allow 7 DAYS processing time, those not allowing adequate processing time, take the risk that their application may be declined.</p> <p>Display Vendors do not require insurance unless the activities are deemed medium to high risk.</p> <p>If a vendor does not have the appropriate insurance, insurance is available through the city for a fee.</p> <p>Mobile Licensing 3235 Mavis Rd Main Floor (905) 615-3200</p> <p>email: mobile.license@mississauga.ca</p>
Vehicles	<p>Any vehicles approved to access the event site will be reflected on the final event contract. It is the responsibility of the event organizer to ensure that any vehicle access is done in a safe manner, ensuring pedestrian and vehicle</p>

	<p>safety.</p> <p>Permission must be obtained to place any display vehicles on site at an event. All other vehicles are subject to parking and traffic regulations. Vehicles are not permitted to stay on site during an event.</p>
Walkathons	<p>Short walks/runs that are less than 5km must have a well-marked route with identified, route marshals, first aid & water stations.</p> <p>Larger events that may involve road allowances will need to complete a road occupancy permit (see road occupancy application).</p> <p>Depending on the size, location and type of event, you may be required to meet existing governing body sanctioning guidelines of the sport.</p> <p>The route should be well marked and clean up of the markers must occur immediately following your event. You are not allowed to attach markers to any trees.</p> <p>All participants <u>must</u> wear a helmet at wheeled events that include rollerblading, biking, skateboarding etc. You should have a communication tool for volunteers in case of emergencies along the route.</p>
Waste Management	<p>Recycling at events is a responsible way to help keep our City clean and green. Our parks do provide recycling containers however; eligible events are encouraged to make arrangements with the Region of Peel for special event recycling services by completing an online application form available at www.peelregion.ca/waste.</p> <p>Event organizer is responsible for the removal and disposal of any items no longer require by the group. Any oversized items must be disposed of offsite.</p>
Water Activities	<p>Where in water events are part of your planned activities, contact The Lifesaving Society at 416-490-8844 for event safety management information. Depending on the scope and risk associated with your event, you may also be required to meet requirements set out be the Marina Manager, Coast Guard and or require Peel Regional Police, Marine Unit presence.</p>



Mississauga Cycling Advisory Committee
FEB 11 2014

Memorandum

Transportation and Infrastructure Planning Division

Transportation and Works Department

TO: MEMBERS OF THE MISSISSAUGA CYCLING ADVISORY COMMITTEE

FROM: Jacquelyn Hayward Gulati, Manager, Cycling Office

DATE: February 6, 2014

SUBJECT: MCAC INPUT INTO BUSINESS PLANNING AND BUDGETING PROCESS

RECOMMENDATIONS:

That the following process be endorsed for involving input from the MCAC in the City's annual business planning and budget process related to the Cycling Program including:

- an opportunity for input on the overall cycling network program via prioritization matrix tools;
- an opportunity for input early in the annual budget process regarding priorities and direction; and
- a submission of the proposed budget to MCAC prior to Budget Committee deliberations, which would give MCAC an opportunity to review the details prior to budget approval by Council.

That MCAC be requested to provide input on the overall cycling network program via prioritization matrix tools as follows:

- a draft Primary Route Prioritization Matrix will be circulated in March by the Cycling Office (Transportation and Works);
- the Off-Road Trail Prioritization Matrix was presented by Park Development (Community Services) in January and was referred to the Network and Technical subcommittee; and
- that time be allocated for discussion of comments on these matrices at the MCAC meeting in April in order to facilitate a response to staff on these tools.

BACKGROUND ON EXISTING PROCESS FOR INTEGRATING MCAC INPUT:

The 2010 City of Mississauga Cycling Master Plan outlines a strategy to build an integrated on-road and off-road cycling network as part of a multi-modal transportation system, as well as a wide range of accompanying programs and policies to enhance cycling. MCAC was actively involved in the development of the Cycling Master Plan.

Following the establishment of the Cycling Office in April 2011, on May 3, 2011, staff hosted a Cycling Master Plan priorities workshop with MCAC to gather input on MCAC's route priorities as well as priorities for programs and policies to enhance cycling. Several of the routes (or sections of routes) identified in that workshop have since been completed, including Bristol Road, Unity Drive and sections of Ridgeway Drive, Derry Road, Thomas Street and Lakeshore Road, as well as the connection to Clarkson GO from Walden Circle. Other priorities identified by MCAC are part of upcoming Capital Programs, including Central Parkway West, Derry Road, Dixie Road and Goreway Drive.

The annual Cycling Network Programs in 2011 through 2014 have included the development of bicycle lanes, sharrows and multi-use trails in several locations. The project locations have been aligned with the criteria contained within the Cycling Master Plan and in coordination with other City of Mississauga and/or Region of Peel Capital projects. Since 2011, the proposed annual program has been presented to MCAC, followed by quarterly updates on the status and a year-end memorandum on completed projects. At MCAC meetings, these updates are received or referred to the Network and Technical Subcommittee for comment.

Opportunities for input from MCAC on the annual Cycling Network Program have largely been informal and have generally taken place at meetings of MCAC's Network and Technical Subcommittee.

The existing process has served well to ensure MCAC is aware of the Cycling Network work plan but does not serve to integrate MCAC's input on what gets built when, in a structured and transparent manner. In addition, the existing process has not provided MCAC with any opportunity to comment on the proposed Operating Budget as it pertains to funding policies and programs that enhance cycling.

CAPITAL BUDGET PROCESS AND CYCLING ROUTE PRIORITIZATION

The City's Capital Budget is based on a ten-year plan, with annual updates. Cycling infrastructure on arterial and major collector roadways is funded through Development Charges, while cycling infrastructure on minor collector and local roadways would be funded through other sources such as tax revenue or gas tax. The ten-year Capital Budget for road resurfacing, intersection improvements, bridge rehabilitation, road reconstruction, new road or bridge construction, rapid transit projects and watermain works will continue to be the driving force in the implementation of the cycling network. The Cycling Office coordinates with other capital projects to implement the Cycling Master Plan, which reduces the impact to the community, the cost of projects, and results in better integration of multi-modal design.

Prioritization of routes is primarily opportunity-driven, however a Prioritization Matrix for the Primary Routes identified in the Cycling Master Plan is currently under development. MCAC will be asked to provide input into the development of this matrix, as a tool for decision making about what routes get built when.

Once a draft capital budget has been prepared, all proposed capital projects are put through a corporate budget prioritization process, which determines overall corporate priority of projects against available funding. At this point some proposed projects are flagged as being unfunded. The City's senior administration then approves the entire capital budget package to be recommended to Budget Committee. Budget Committee meetings are open to the public.

OPERATING BUDGET PROCESS

The City's Operating Budget is based on a multi-year Business Plan. The City drafts a new multi-year Business Plan and Budget every four years, and updates it every year as required. 2014 will involve planning for the next business planning cycle (2015-2018). The City's Cycling Program Operating Budget funds staffing and "soft" program elements including cycling skills education and awareness programs, cycling counts and monitoring initiatives.

In order to integrate input from MCAC early into the budget process, it is proposed that Transportation and Works staff appear at MCAC to discuss the proposed general direction of business and budget planning for the upcoming year (i.e. for the 2015 budget, this could take place in May or June). Input from MCAC would be received at that time and staff would proceed in developing the proposed budget.

Once the City's senior administration approves the overall operating budget to be recommended to Budget Committee, it is recommended that the proposed budget be submitted to MCAC for information. For the 2015 budget, this could take place in November 2014. Budget Committee deliberations on the budget are proposed to take place in December 2014 / January 2015.

Sincerely,

Jacquelyn Hayward Gulati
Manager, Cycling Office

c: Wendy Alexander, Director, Transportation and Infrastructure Planning Division, T&W
Laura Piette, Director, Planning Development and Business Services Division, CMS
Steve Barrett, Manager, Transportation Asset Management, T&W
Jacqueline Hunter, Cycling Technologist, T&W
Stefan Szczepanski, Manager, Park Development, CMS
Michael Gusche, TNT Lead, Park Development, CMS
David Marcucci, Manager, Park Planning, CMS

FEB 11 2014

Stephanie Smith

Subject: FW: Agenda - Ward Rides
Attachments: WARD RIDE PROGRAM REVIEW NOTES.docx

From: [REDACTED]
Sent: 2014/02/04 4:29 PM
To: Jeff Wachman; Jacquelyn Hayward Gulati
Subject: Agenda - Ward Rides

Hello from Daytona Beach:

I have prepared the attached document as a stimulus for discussion at an MCAC meeting. I would like to see this on the next agenda. Obviously, I can't be there, but you don't need me to have a meaningful discussion on the topic. If the group sees merit in this I would be happy to amend the document to reflect consensus.

I will leave this in your hands.

Regards,

Irwin

WARD RIDE PROGRAM REVIEW NOTES

OBJECTIVES

1. To promote and develop cycling culture in Mississauga through participation in organized cycling events.
2. To provide Council with opportunities to see firsthand the benefits of continuing to expand our infrastructure and cycling culture in Mississauga.
3. To increase the profile of the cycling community by conducting highly visible and inclusive group cycling events that demonstrate to the community at large that cycling culture is integral to the structure of our City.
4. To use the opportunity afforded by direct contact with Mississauga cyclists to promote continued growth of cycling for recreation and transportation.
5. To educate cyclists on matters of safety and courteous street and trail use.

PROGRAM STRUCTURE

Event structure has been largely absent, and largely unneeded until recently. In 2013 there was a major increase in participation and group size. In order to avoid turning the events into mob scenes that antagonize other segments of the population it is important to improve our execution of the rides to create the appearance of organization decorum. Failure to do so could make the program counterproductive to our goal of promoting cycling culture as a benefit to the City as a whole.

The first element of structure that we need is greater commitment from MCAC members to participate and help on the road. For most of our rides in 2013 participation was pitiful, leaving most of the burden on two or three members. Moreover, when there has been a better participation level, most members used the occasion as an opportunity to socialize instead of helping to organize the event execution. In fact there have even been unconstructive comments from members about the efforts of others, while no effort to assist was made from those commenting.

If we agree that preserving the Ward Ride program is an MCAC objective, we must have a stronger participation level from members in terms of attendance and active organization.

RIDE STRUCTURE

Every group ride benefits from basic elements of organization. In this case those might be: a ride leader; a sweeper and; marshals to maintain order, assist as needed and control traffic. When they are with us in sufficient number, police and corporate security are best equipped to handle traffic.

In order to continue the Ward Ride program and maintain its positive impact, we will have to start adding structure to how we organize each event.

ROUTE INFORMATION

In order to ensure that each ride is well organized routes and tip sheets have to be posted well in advance. In 2013 this information was not published in a timely manner (on the day of the ride is not timely). Events can be best planned when the information is available at least a week in advance.

RIDE LEADERS

Ride leaders should bear the following responsibilities:

1. **Know the route.** This is best accomplished by doing a preview ride before the event to ensure that all unmarked turns are known. This will also aid in ensuring that a pre-ride safety briefing can include ride-specific instructions.
2. **Assign responsibilities.** The ride leader should ensure that there is a sweeper and at least one marshal (more is better). If MCAC members are not available, volunteers should be recruited from ride participants. If police and/or corporate security are participating marshaling and sweeping duties should be coordinated with them.
3. **Keep the ride together.** The leader and sweeper must have plans to ensure that the tail end of the ride is not abandoned by a faster moving front end.
4. **Provide a safety briefing.** This does not have to be done by the leader, but the leader must ensure that ride-specific content is covered. In the absence of anyone else prepared to do so, the leader must do the briefing.

SWEEPERS

Ride sweepers have two key roles:

1. **Do not allow anyone to be left behind.** The sweeper is always the last person to pass any point on the ride. The sweeper should render assistance to any rider as needed or send word to the front that assistance is needed.
2. **Help keep the ride together.** The sweeper should provide gentle encouragement to lagging riders to stay with the group. Sometimes those at the end are there because they are distracted by the socializing that naturally occurs on our rides. Those lagging due to lack of ability to keep up should be encouraged, but not pushed to a pace beyond their capability.

MARSHALS

When participation was relatively low we saw no need to marshal the riders. With larger groups the lack of marshalling is working to our detriment. We want these rides to (among other things) demonstrate that cycling is an activity that integrates well with other activities on our streets and

8c

multi-use trails (MUTs). When our organized activities antagonize drivers and pedestrians by blocking lanes and violating right-of-way rules it is a giant step backwards in our overall effort to integrate cycling into street culture in Mississauga. Marshals and leaders should counter this by encouraging courteous and safe use of streets and MUTs:

1. **Riders should be reminded at every safety briefing that, whether by choice or not, when riding on public rights of way they are ambassadors for all cyclists in our city.** Positive impressions resulting from their actions reflect on the entire cycling community and can reinforce effective integration of cycling as a valuable transportation and leisure activity on our streetscape. Negative impressions caused by ill-use of our facilities are more easily formed and last longer.
2. **Marshals should patrol the group and encourage organized formations.** This means staying in lanes, passing with appropriate warnings and safe cycling practices, staying out of right turn lanes when going straight through intersections, obeying rules of the road, etc.
3. **Marshals should be identifiable.** We should provide T-shirts for easy identification and to convey a sense of authority (even if it is really an illusion).
4. **Utilize uniformed participants.** Ask accompanying police and corporate security personnel to assist in the marshalling effort.

In 2014 the Ward Ride program can become the single large contributor to our overall efforts. Participation is likely to rise as we become more adept at using social media to boost ridership and our profile will improve with the addition of corporate sponsorship. The positive fallout that we can generate will not come automatically. It will take some effort, and the potential payoff makes that effort worthy our attention.

2014 MCAC Event Calendar

Mississauga Cycling Advisory Committee

FEB 11 2014

<u>EVENT</u>	<u>EVENT DATE</u>	<u>WHO</u>
Toronto International Bicycle Show	February 28, March 1 and 2nd	
Bike Month	May 26 – June 30, 2014	
Bike to Work Day	May 26, 2014	
Tour de Mississauga Registration Day	September 20, 2014	
Tour de Mississauga	September 21, 2014	

Mississauga Cycling Advisory Committee Action List 2014

Proposed 2014 Cycling Network Program	Jan 14, 2014	Network and Technical Subcommittee	Review and report to MCAC committee with recommendations
Peel region Bicycle Rodeo initiative	Jan 14, 2014	Mathew Sweet	Meets bi-weekly appoint MCAC representative to this committee
MCAC Job Description	Jan 14, 2014	Communications and Promotions Subcommittee	
Glen Oaks Mini Bike Ride			

Mississauga Cycling Advisory Committee

FEB 11 2014

Mississauga Cycling Advisory Committee Action List 2014

Issue	Last Discussed on	Who	Status
Ward Rides – sponsors, routes, organize and strategize	Jan 14, 2014	Irwin, Dorothy and Councillor Fonseca	
Toronto Bike Show – organize, promotional pamphlet for Feb MCAC meeting	Jan 14, 2014	Joanne, Don	Budget \$750 Printed material \$250 Manikins \$125 Don-booth design Joanne-Promotional Tour material Scheduling
MCAC Agenda Items – per month with yearly outlook	Jan 14, 2014	Darrin	
Bike Friendly Award Monthly review to reach silver status	Jan 14, 2014	Irwin	
On Road Cycling Prioritization Matrix	Jan 14, 2014	Cycling Office	Estimated 10.1KM build out in 2014
MCAC members to answer: 1. What is the initiative you see as most important for MCAC to focus on in 2014 2. If you had to choose on initiative that you are personally passionate about that we are involved in - what would it be?	Jan 14, 2014	MCAC members	Joanne-community awareness -Mississauga achieving silver status Jeff-critical kilometers -Growing Tour de M to 5000
2013 Cycling Network Program: Year-End Report	Jan 14, 2014	Network and Technical Subcommittee	Review with recommendations for Feb MCAC mtg

Stephanie Smith

Subject: Extra Agenda Items for February MCAC Meeting and Future Meetings

From: Darrin Wolter [REDACTED]
Sent: 2014/02/03 8:52 AM
To: Stephanie Smith; Jacquelyn Hayward Gulati
Cc: Jeff Wachman; Dorothy Tomiuk (MCAC)
Subject: Extra Agenda Items for February MCAC Meeting and Future Meetings

Hi Stephanie,

Jeff and I spoke and we would like to make a few changes to the Agendas.

There are a few items our team would like to learn about at our February meeting. It will be a recap for some, and new information for others. Can I trouble you to coordinate them and the people needed to address them.

1. Review mechanisms for MCAC to communicate with council and city staff. Things like motions, recommendations and other tools we can use as a group to influence change. Having a summary handout for our team to review before the meeting would be great.
2. Review Cycling Build plan for 2014 and which gaps are being addressed. Include a refresher of the process used to decide where money will be spent on infrastructure. I have heard we have news around the QEW credit River bridge, that could be shared here too.
3. Review the process to implement the cycling master plan in city Parks. Include a description of how the decisions are made and where the funding comes from.
4. Discuss issues around access to content of "Mississauga cycling handbook".

Going forward, can you please include the following each month so we keep focused on our major goals:

1. Tour de Mississauga growing to 5000
2. Growing Network
3. Going Safely
4. Action items from action list that need to be addressed
5. Report from network and technical subcommittee
6. Report from communications subcommittee

Each Month, can we have some special items coordinated:

Month	Item
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11.1a

Mar	Transportation and works Dept-staff member briefing on how department coordinates with cycling office to achieve goals set out in Masterplan
	Prepare draft recommendations for the city for guidelines on "who (bikes,scooters, ebikes, ...) can ride where
Apr	Presentation from City Branding on how cycling is incorporated into Branding.
	Cycling route maintenance program review
	Review Ward ride program
May	Website review and analysis

If you have any questions, please give me a call at my cell phone below.

Thanks
Darrin

Darrin Wolter, MASc, PEng, MBA

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Mississauga Cycling Advisory Committee FEB 11 2014
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January 20, 2014

Mr. Jeff Wachman, Chair
Mississauga Cycling Advisory Committee
300 City Centre Drive
Mississauga, ON L5B 3C1

Dear Mr. Wachman:

**Regarding: Notice of Public Information Centre (PIC) #1
Municipal Class Environmental Assessment Study for Creditview Road
From Bancroft Drive to Old Creditview Road**

The City of Mississauga is conducting a Class Environmental Assessment (Class EA) Study including preliminary design for the section of Creditview Road from Bancroft Drive to Old Creditview Road. The Class Environmental Assessment for Improvements to the Creditview Road Bridge over the Credit River was approved in January 2013. As such, the Credit River bridge structure is not considered as part of this Class EA study.

The Class EA study is being conducted in accordance with the planning and design process for 'Schedule C' projects, as outlined in the Municipal Engineers Association "Municipal Class Environmental Assessment," (October 2000, as amended in 2011), which is approved under the *Ontario Environmental Assessment Act*.

PUBLIC CONSULTATION

Public consultation is a vital component to this study. Public Information Centre (PIC) #1 is being held on **Monday February 10, 2014** at the **Vic Johnston Community Centre, Streetsville Hall, 335 Church Street, Streetsville from 5:30 pm to 8:00 pm** to receive your input, comments and concerns on the Class EA study, present the study area boundaries, existing and future conditions and road improvement alternative solutions. The PIC will have an open house format. Representatives from the City and the project consulting team will be available to answer questions and discuss the details of the study. Please refer to the enclosed Notice for additional details.

Comments and information regarding this project are being collected by the Study Team in accordance with the requirements of the *Ontario Environmental Assessment Act*. If you require additional information or wish to discuss the study process, please contact either one of the Project Team members listed in the enclosed Notice.

Thank you for your assistance with this project.

Sincerely,
AECOM Canada Ltd.



Mirjana Osojnicki, BES
Senior Environmental Planner

Encl.
cc: Abdul Shaikh – City of Mississauga
Jessica Lee – City of Mississauga
Jose Vernaza – AECOM

January 20, 2014

Ms. Stephanie Smith
Legislative Coordinator
Mississauga Cycling Advisory Committee
300 City Centre Drive, 2nd Floor
Mississauga, ON L5B 3C1

Dear Ms. Smith:

**Regarding: Notice of Public Information Centre (PIC) #1
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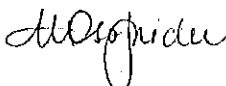
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Thank you for your assistance with this project.

Sincerely,
AECOM Canada Ltd.



Mirjana Osojnicki, BES
Senior Environmental Planner

Encl.
cc: Abdul Shaikh – City of Mississauga
Jessica Lee – City of Mississauga
Jose Vernaza – AECOM



11.2b

CITY OF MISSISSAUGA NOTICE OF PUBLIC INFORMATION CENTRE #1 Municipal Class Environmental Assessment Study for Creditview Road

THE STUDY:

The City of Mississauga is conducting a Class Environmental Assessment (Class EA) Study 'Schedule C', including preliminary design for the section of Creditview Road from Bancroft Drive to Old Creditview Road. The Class Environmental Assessment for Improvements to the Creditview Road Bridge over the Credit River was approved in January 2013. As such, the Credit River bridge structure is not considered as part of this Class EA study.

Within the study area, Creditview Road consists of a mixed two-lane urban and rural cross section with a posted speed limit of 60 km/hr. As per the City's Official Plan, Creditview Road, within the study area is considered a Major Collector road with a right-of-way (R.O.W.) of 30 m. The study area includes a bridge over Highway 401 at the north end, greenbelt, businesses and a mix of low to medium density residential areas.

This study is being undertaken to investigate the need for additional north-south capacity and traffic management improvements along this section of Creditview Road, taking into consideration the road's identification as a part of the City's cultural heritage landscape. The study also considers the future Active Transportation corridor, including a future multi-use trail with connections to other neighbourhoods.

The Study will be conducted in accordance with the planning and design process for 'Schedule C' projects, as outlined in the Municipal Engineers Association "Municipal Class Environmental Assessment," (October 2000, as amended in 2011), which is approved under the *Ontario Environmental Assessment Act*.

PUBLIC CONSULTATION:

Public consultation is a vital component of the Class EA process. Public Information Centre (PIC) #1 is being held to receive your input, comments and concerns on the study. The PIC will have an open house format where information about the project and the preliminary planning alternatives will be displayed. Representatives from the City of Mississauga and the project consulting team will be available to answer questions and discuss the details of the study.

The PIC will be held as follows:

Date: Monday February 10, 2014
Time: 5:30 p.m. to 8:00 p.m.
Location: Vic Johnston Community Centre, Streetsville Hall
335 Church Street, Streetsville, ON L5M 1N1

COMMENTS INVITED:

If you would like to provide us with your comments, require additional information, or would like to be placed on the project mailing list to be notified about upcoming public meetings, please contact:

Jessica Lee, P. Eng.
Project Manager
City of Mississauga
201 City Centre Drive, Suite 800
Mississauga, ON L5B 2T4
Tel: 905-615-3200, Ext. 3170
Fax: 905-615-3173
E-mail: jessica.lee@mississauga.ca

Mirjana Osojnicki, BES
EA and Public Coordination Lead
AECOM
5600 Cancross Court, Suite A
Mississauga, ON L5R 3E9
Tel: 905-712-6987
Fax: 905-501-0181
E-mail: mirjana.osojnicki@aecom.com

