



AGENDA

GENERAL COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

www.mississauga.ca

WEDNESDAY, JUNE 12, 2013 – 9:00 A.M.

COUNCIL CHAMBER – 2nd FLOOR – CIVIC CENTRE
300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO, L5B 3C1

Members

Mayor Hazel McCallion	
Councillor Jim Tovey	Ward 1
Councillor Pat Mullin	Ward 2
Councillor Chris Fonseca	Ward 3
Councillor Frank Dale	Ward 4
Councillor Bonnie Crombie	Ward 5
Councillor Ron Starr	Ward 6
Councillor Nando Iannicca	Ward 7
Councillor Katie Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10
Councillor George Carlson	Ward 11 (Chair)

Contact:

Sacha Smith, Legislative Coordinator, Office of the City Clerk
905-615-3200 ext. 4516 / Fax 905-615-4181
sacha.smith@mississauga.ca

INDEX – GENERAL COMMITTEE – JUNE 12, 2013

CALL TO ORDER

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

PRESENTATIONS

DEPUTATIONS

- A. Shelley White, United Way of Peel Region
- B. Item 1 Laura Piette, Director, Parks and Forestry and Paul Cravit, CS&P Architects
- C. Item 1 Todd Ladner, Streetsville Square Design Steering Committee and Streetsville BIA representative
- D. Item 3 Olav Sibille, Project Lead, Park Planning

MATTERS CONSIDERED

- 1. Streetsville Main Street Square Redevelopment (Ward 11)
- 2. Naming Streetsville Main Street Square Redevelopment (Ward 11)
- 3. Natural Heritage and Urban Forestry Strategy – Draft Strategy and Upcoming Public Engagement
- 4. Amendments to the Animal Care and Control By-law 0098-04, as amended to address Excess Bird Feeding
- 5. Lisgar District Basement Water Infiltration Update and Proposed Sump Pump Subsidy Program (Ward 10)
- 6. Speed Limit Change – Miller's Grove (Ward 9)
- 7. Proposed Parking Prohibition – Cliff Road (Ward 7)
- 8. 15-hour Parking Anytime (lay-bys) – Bristol Road West (Ward 6)

INDEX – GENERAL COMMITTEE – JUNE 12, 2013

CONTINUED

9. Lane Designation – Living Arts Drive and Princess Royal Drive (Ward 4)
10. Assumption of Municipal Services (Ward 4)
11. Sheridan College Parking Rate Increase 2013-2014
12. Kariya Drive and Burnhamthorpe Road West Municipal Parking Lot #36 (Ward 7)
13. Revised Full Service Food Truck Pilot Project
14. MiWay Ticket Agent Network Consolidation (Wards 1, 2, 3, 4, 5, 6, 7, 8)
15. Tree Canada Funding Agreement
16. Winter Maintenance Operations Review
17. Winter Maintenance – Parks Operations
18. Treasurer's Statement Report: Summary of Development Charge Activity in 2012 (Unaudited)
19. Corporate Policy and Procedure - Tuition Reimbursement Policy
20. Sole Source Contract for Microsoft Premier Support Services

ADVISORY COMMITTEE REPORTS

Mississauga Celebration Square Events Committee Report 4-2013 – May 27, 2013

Heritage Advisory Committee Report 4-2013 – May 28, 2013

Environmental Advisory Committee Report 4-2013 – June 4, 2013

COUNCILLORS' ENQUIRIES

CLOSED SESSION

(Pursuant to Subsection 239 (2) of the Municipal Act, 2001)

ADJOURNMENT

CALL TO ORDER

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

PRESENTATIONS

DEPUTATIONS

- A. Shelley White, United Way of Peel Region
- B. Item 1 Laura Piette, Director, Parks and Forestry and Paul Cravit, CS&P Architects
- C. Item 1 Todd Ladner, Streetsville Square Design Steering Committee and Streetsville BIA representative
- D. Item 3 Olav Sibille, Project Lead, Park Planning

MATTERS CONSIDERED

1. Streetsville Main Street Square Redevelopment (Ward 11)

Corporate Report dated May 29, 2013 from the Commissioner of Community Services with respect to the Streetsville Main Street Square Redevelopment.

RECOMMENDATION

That the report entitled "Streetsville Main Street Square Redevelopment", dated May 29, 2013 from the Commissioner of Community Services be received for information.

2. Naming Streetsville Main Street Square Redevelopment (Ward 11)

Corporate Report dated May 29, 2013 from the Commissioner of Community Services with respect to the naming of the Streetsville Main Street Square Redevelopment.

RECOMMENDATION

- 1. That the lands subject to the Streetsville Main Street Square Redevelopment be named Streetsville Village Square;

(2.)

2. That Council waive the requirement for a 30 day consideration period as outlined in the City's "Property and Facility Naming and Dedications" corporate policy ; and,
3. That all necessary by-laws be enacted.

3. Natural Heritage and Urban Forestry Strategy – Draft Strategy and Upcoming Public Engagement

Corporate Report dated May 24, 2013 from the Commissioner of Community Services with respect to the draft Natural Heritage and Urban Forestry Strategy.

RECOMMENDATION

That the report dated May 24, 2013 from the Commissioner of Community Services entitled "Natural Heritage and Urban Forest Strategy -- Draft Strategy and Upcoming Public Engagement", be received for information and be referred to stakeholders and the public for comments.

4. Amendments to the Animal Care and Control By-law 0098-04, as amended to address Excess Bird Feeding

Corporate Report dated May 29, 2013 from the Commissioner of Transportation and Works with respect to amendments to the Animal Care and Control By-law 0098-04, as amended to address excess bird feeding.

RECOMMENDATION

1. That the Animal Care and Control By-law 0098-04, as amended, be revised as outlined in the report from the Commissioner, Transportation and Works, dated May 29, 2013 and titled "Amendments to the Animal Care and Control By-law 0098-04, as amended, to address Excess Bird Feeding".
2. That the enforcement action plan to address bird feeder complaints as outlined in the report from the Commissioner, Transportation and Works, dated May 29, 2013 and titled "Amendments to the Animal Care and Control By-law 0098-04, as amended, to address Excess Bird Feeding" be approved.

5. Lisgar District Basement Water Infiltration Update and Proposed Sump Pump Subsidy Program (Ward 10)

Corporate Report dated May 26, 2013 from the Commissioner of Transportation and Works to provide an update on the Lisgar District Basement Water Infiltration and proposed Sump Pump Subsidy Program.

RECOMMENDATION

1. That the City of Mississauga offer a sump pump subsidy for the owners of those homes in the Lisgar District with reported basement water infiltration problems through a one-half cost sharing arrangement between the City of Mississauga and the homeowner, with a maximum contribution of \$3,000 per household to be provided by the City of Mississauga.
2. That a by-law be enacted authorizing the Commissioner of Transportation and Works or delegate to enter into any agreements and ancillary documents between the City of Mississauga and homeowners related to the Lisgar District Sump Pump Subsidy Program.
3. That a capital project be established: Lisgar District Sump Pump Subsidy Program (PN 13-142) with a gross and net budget of \$277,500 and that \$277,500 be allocated from the Capital Reserve Fund (Account 33121) to PN 13-142 and that the appropriate by-law be enacted.
4. That a copy of the report dated May 26, 2013 from the Commissioner of Transportation and Works titled Lisgar District Basement Water Infiltration Update and Proposed Sump Pump Subsidy Program be forwarded to the Region of Peel and Conservation Halton for information.

6. Speed Limit Change – Miller's Grove (Ward 9)

Corporate Report dated May 15, 2013 from the Commissioner of Transportation and Works with respect to a speed limit change on Miller's Grove.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to extend the 40 km/h speed zone on Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (southerly intersection).

7. Proposed Parking Prohibition – Cliff Road (Ward 7)

Corporate Report dated May 22, 2013 from the Commissioner of Transportation and Works with respect to a proposed parking prohibition on Cliff Road.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to implement a parking prohibition on the east side of Cliff Road between North Service Road to a point 150 meters (492 feet) northerly thereof.

8. 15-hour Parking Anytime (lay-bys) – Bristol Road West (Ward 6)

Corporate Report dated May 15, 2013 from the Commissioner of Transportation and Works with respect to 15-hour parking anytime on Bristol Road West.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to implement 15-hour parking anytime on Bristol Road West in the following lay-bys:

1. On the south side of Bristol Road West between a point 42 metres (138 feet) west of Bathgate Road and a point 95 metres (312 feet) westerly thereof.
2. On the north side of Bristol Road West between a point 18 metres (59 feet) east of Durie Road and a point 63 metres (207 metres) easterly thereof.

9. Lane Designation – Living Arts Drive and Princess Royal Drive (Ward 4)

Corporate Report dated May 21, 2013 from the Commissioner of Transportation and Works with respect to a lane designation at Living Arts Drive and Princess Royal Drive.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to designate the northbound curb lane on Living Arts Drive between Princess Royal Drive and a point 45 metres (148 feet) southerly thereof, as an exclusive right-turn lane.

10. Assumption of Municipal Services (Ward 4)

Corporate Report dated May 21, 2013 from the Commissioner of Transportation and Works with respect to the assumption of municipal services.

RECOMMENDATION

That the City of Mississauga assume the municipal works as constructed by the developer under the terms of the Servicing Agreement for 43M-1781, Partacc Mississauga Developments Inc., (lands located north of Huntington Ridge Drive, east of Guildwood Way, west of Confederation Parkway and south of Eglinton Avenue West, in Z-29, known as Centrepont West) and that the Letter of Credit in the amount of \$1,753,076.60 be returned to the developer and that a by-law be enacted to establish the road allowances within the Registered Plan as public highway and part of the municipal system of the City of Mississauga. Yorkminster Crescent, which forms part of the Centrepont West Subdivision, has been established as public highway pursuant to By-Law No.0277-2009.

11. Sheridan College Parking Rate Increase 2013-2014

Corporate Report dated May 23, 2013 from the Commissioner of Transportation and Works with respect to a Sheridan College parking rate increase for 2013-2014.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended to increase the Sheridan College paid parking rates for the academic year of 2013-2014 as outlined in the report entitled, "Sheridan College Parking Rate Increase 2013-2014" from the Commissioner of Transportation and Works, dated June 12, 2013.

12. Kariya Drive and Burnhamthorpe Road West Municipal Parking Lot #36 (Ward 7)

Corporate Report dated May 16, 2013 from the Commissioner of Transportation and Works with respect to Municipal Parking Lot #36 located at Kariya Drive and Burnhamthorpe Road West.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended to implement paid parking in Municipal Parking Lot 36, located at Kariya Drive and Burnhamthorpe Road West.

13. Revised Full Service Food Truck Pilot Project

Corporate Report dated May 29, 2013 from the Commissioner of Transportation and Works with respect to a revised Full Service Food Truck Pilot Project.

RECOMMENDATION

1. That a pilot project for full service food trucks be implemented for a period of one year subject to the conditions outlined in the report from the Commissioner, Transportation and Works, dated May 29, 2013 and titled "Revised Full Service Food Truck Pilot Project".
2. That staff report to Council at the conclusion of the pilot project.

14. MiWay Ticket Agent Network Consolidation (Wards 1, 2, 3, 4, 5, 6, 7, 8)

Corporate Report dated May 21, 2013 from the Commissioner of Transportation and Works with respect to MiWay Ticket Agent Network Consolidation.

RECOMMENDATION

1. That the approach contained in the report dated May 21, 2013 from the Commissioner of Transportation and Works entitled "MiWay Ticket Agent Network Consolidation", to reduce the number of ticket agents through a phase-out process commencing September 01, 2013, be approved.
2. That ticket agents not meeting required orders of \$600 per week as stipulated in their Ticket Agent Agreement, be terminated.
3. That ticket agents with low sales volume that are located too close to another agent with higher sales volume be eliminated prior to the end of 2013.
4. That MiWay continue to monitor customer migration to remaining ticket agents during each phase-out process, and further reduce the network by eliminating agents who do not meet the terms and conditions of their Ticket Agent Agreement.

15. Tree Canada Funding Agreement

Corporate Report dated May 27, 2013 from the Commissioner of Transportation and Works with respect to a Tree Canada Funding Agreement.

RECOMMENDATION

1. That the Commissioner of Transportation and Works and the City Clerk be authorized to enter into the TD Green Streets Agreement with Tree Canada on behalf of the City of Mississauga, in a form satisfactory to Legal Services.
2. That all necessary by-laws be enacted.

16. Winter Maintenance Operations Review

Corporate Report dated May 29, 2013 from the Commissioner of Transportation and Works providing a review of winter maintenance operations.

RECOMMENDATION

1. That the Winter Maintenance Driveway Windrow Snow Clearing Pilot be adopted as a permanent service for older adults (65 and over) and disabled residents only as outlined in this report dated May 29, 2013 from the Commissioner of Transportation and Works.
2. That a permanent co-ordinator position for Works Maintenance and Operations to address communication issues with the public be considered during the 2014 budget review process.
3. That a new communications campaign be initiated reminding residents to “Be nice, Clear your ice” to promote lending a helping hand with snow removal along sidewalks and driveways to those neighbours that are in need of assistance.

17. Winter Maintenance – Parks Operations

Corporate Report dated May 24, 2013 from the Commissioner of Community Services providing a review of winter maintenance parks operations.

RECOMMENDATION

That the Corporate Report dated May 24, 2013 from the Commissioner of Community Services entitled, “Winter Maintenance – Parks Operations” be received for information.

18. Treasurer's Statement Report: Summary of Development Charge Activity in 2012 (Unaudited)

Corporate Report dated May 27, 2013 from the Commissioner of Corporate Services and Treasurer with respect to the Treasurer's Statement Report: Summary of Development Charge Activity in 2012.

RECOMMENDATION

1. That the City of Mississauga's 2012 Treasurer's Statement as required under the *Development Charges Act*, 1997, be received.
2. That the City of Mississauga's 2012 Treasurer's Statement be sent to the Ministry of Municipal Affairs and Housing within 60 days of Council receipt, as per the legislation.

19. Corporate Policy and Procedure - Tuition Reimbursement Policy

Corporate Report dated June 5, 2013 from the Commissioner of Corporate Services and Treasurer with respect to proposed revisions to the Tuition Reimbursement Policy.

RECOMMENDATION

1. That the revised Corporate Policy and Procedure - Tuition Reimbursement attached as Appendix 1 to the report dated June 5, 2013, from the Commissioner of Corporate Services and Treasurer, be approved.
2. That By-law 0622-1991, being a by-law to provide for the reimbursement to employees for education costs, be repealed.

20. Sole Source Contract for Microsoft Premier Support Services

Corporate Report dated May 27, 2013 from the Commissioner of Corporate Services and Treasurer with respect to a Sole Source Contract for Microsoft Premier Support Services.

RECOMMENDATION

1. That the Purchasing Agent be authorized to execute the necessary contracts for a 5 year term ending June 29, 2018 with Microsoft Canada (Microsoft) for Microsoft Premier Support Services in the estimated amount of \$500,000 exclusive of taxes.

(20.)

2. That the Purchasing Agent be authorized to issue contract amendments to increase the value of the contract where necessary to accommodate growth and where such amount is approved in the Budget.
3. That Microsoft continue to be designated as "City Standard" for the duration of the contract term for the Premier Support Services and Microsoft suite of products used within the City.

ADVISORY COMMITTEE REPORTS

Mississauga Celebration Square Events Committee Report 4-2013 – May 27, 2013
(Recommendation MCSEC-0015-2013 to MCSEC-0017-2013)

Heritage Advisory Committee Report 4-2013 – May 28, 2013
(Recommendation HAC-0037-2013 to HAC-0049-2013)

Environmental Advisory Committee Report 4-2013 – June 4, 2013
(Recommendation EAC-0025-2013 to EAC-0028-2013)

COUNCILLORS' ENQUIRIES

CLOSED SESSION

(Pursuant to Subsection 239 (2) of the Municipal Act, 2001)

ADJOURNMENT



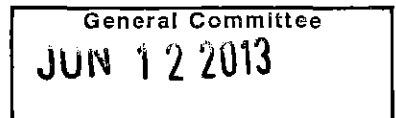
Corporate Report

Clerk's Files

Originator's
Files

DATE: May 29, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013



FROM: Paul A. Mitcham, P. Eng., MBA
Commissioner of Community Services

SUBJECT: Streetsville Main Street Square Redevelopment (Ward 11)

RECOMMENDATION: That the report entitled "Streetsville Main Street Square Redevelopment", dated May 29, 2013 from the Commissioner of Community Services be received for information.

**REPORT
HIGHLIGHTS:**

- Community Steering Committee and Public Engagement guided design
- Streetsville Main Street and Boulevard redesigned as a shared street with no curbs, concrete unit pavers, more trees and no parking to create a versatile and vibrant public square
- Cenotaph relocated to a more quiet and respectful area onsite
- Two way traffic maintained with ability to close square for events
- Construction July – November 2013, with CIIF substantial completion required by March 2014

BACKGROUND: The City of Mississauga received \$990,000 Community Infrastructure Improvement Fund (CIIF) funding toward the redevelopment of Streetsville Main Street Square.

The project was also selected for a grant from 8-80 Cities, a consulting firm specializing in Placemaking, who conducted significant public engagement and provided design and program concepts. CS&P Architects, staff and Streetsville Main Street Square Steering Committee completed design based on public input.

The City requested that the CIIF March 31, 2014 project and report deadline be extended but an extension has not been approved.

PRESENT STATUS:

Steering Committee

The Steering Committee, made up of members of the Streetsville BIA, the Streetsville Legion Branch 139, senior staff of the City of Mississauga and Councillor George Carlson, have guided the final design and communication process.

Community Engagement

Over 100 residents attended the first public information session in October 2012 to launch the project which resulted in many ideas being generated.

A significant number of additional opportunities were provided to solicit resident input throughout fall 2012, led by 8-80 Cities, a consulting firm specializing in Placemaking. Information sessions, on site events and interviews with a variety of interest groups were conducted.

Final Design Public Information Session

Ideas generated during the community engagement process are captured in CS&P's design which was presented to over 150 residents on April 24, 2013.

The design boards were on display at the Streetsville Bread and Honey Festival in the Community Hall on Saturday June 1, 2013 and are available on the City's Building Our Future Mississauga web page.

Main Street Merchants

The re-design of Streetsville Village Square was presented to the Main Street merchants on March 11 and April 23, 2013 to inform them of the proposed design changes to the space and obtain their feedback.

1b

The majority of merchants see the benefit of transforming the square into a destination, support two way road traffic with road closures for events, but were concerned with removal of Main Street on-street parking. Additional Church Street parking, and a Main Street lay by with a drop off zone, helps address this concern.

Construction Schedule

Tender documents are underway with a public tender call for site construction by end of June 2013. Work will commence in July with completion anticipated by Remembrance Day 2013.

COMMENTS:

New Urban Square Design

The focus of the Square's redevelopment is to transform a disjointed space into a vibrant urban destination for community use, improve the site of the Cenotaph and to revitalize Streetsville's main public gathering space. (See Appendix 1: Design Concept).

Heritage Advisory Committee, Crime Prevention Through Environmental Design, and Facilities Accessibility Design subcommittee have reviewed and support the design.

Reconstruct Cenotaph

The relocation of the Cenotaph, to more appropriate and respectful area within the square is supported by Streetsville Legion Branch 139. The design was approved by the Heritage Advisory Committee on May 28th.

Detailed structural condition testing is underway to ensure lifecycle reconstruction is appropriately addressed. Based on the deteriorating condition the monument will have to be rebuilt. Brick to match the original is being sourced, while all stone components and bronze plaques will be salvaged, restored and reinstalled.

The Veteran Affairs Grant for additional cenotaph work, submitted in cooperation with the Legion, is still under consideration for funding.

Improved Site Utilities

Reduction of hydro poles, communication and guy wires, will increase program flexibility, allow tree planting and improve overall aesthetics. Electrical outlets and potable water will be added throughout the site

allowing for expanded programming, improved sound system and support increased events.

Performances

A trellis canopy that doubles as flexible performance space including stage lighting and sound system, has been incorporated into the site to support event programming and to provide a shaded seating area for daily use.

The redesign provides access to electrical outlets and potable water connections to address community site programming requirements for major events.

Boulevard and Road as a Square

Main Street will continue to function as a two lane roadway on a daily basis. The elimination of parking has expanded the boulevard to improve program space, seating areas, tree planting and provide a suitable area for the Cenotaph. For major events Main Street can be closed to accommodate site programming and community events.

A major element of the redesign of the space is to create a shared street environment through the elimination of curbs. This design approach benefits the functionality of the space for events and programming and creates a barrier free environment for those with mobility challenges. To achieve this design approach and provide a more pleasing but durable design solution, concrete unit pavers on an engineered granular sub-base, will be installed for the boulevard and road to create a shared street.

The use of concrete unit pavers within Mississauga in road environments has been problematic in the past with respect to long term lifecycle maintenance issues. To address these concerns David Hein of Applied Research Associates Inc., an expert road construction engineer with extensive international experience in the use of concrete unit pavers in building roads, truck loading facilities, and parking lots has been retained as a sub-consultant to prepare contract documents and undertake site administration reviews for this important component. The consultant's recommendation includes the use of an extensive granular sub-base as the structural support for the unit pavers.

Concrete pavers have been used with long term success on several streets within the Greater Toronto Area including Main Street, North Bay; King Street, Hamilton; Ferguson Avenue, Hamilton and Wallingford Street, Toronto. David will also provide detailed specifications and procedures for the successful maintenance of this facility.

Pavers are an important element of the proposed Square creating a visual linkage between the Square and the road surface abutting the Square. While we will make every effort to construct the Square according to current engineering standards, experience shows that we will incur increased long term costs to maintain the road and the Square.

Parking

Main Street on-street parking spaces (15) have been removed to allow for an unencumbered and expanded public realm within the redesigned square. Additional on street parking has been added on Church Street. The redesign maintains private driveway access to businesses and residential units on Main Street.

Site Beautification

The removal of on-street parking and the removal of power lines, poles and guy wires from the south side of Main Street will allow for the planting of numerous street trees to provide shade and create a beautiful setting. Relocation of Bell and Rogers Communications lines and Hydro transformers on the north side of Main Street will also improve site aesthetics.

Site Programming and Maintenance

Councillor Carlson will work with the community to raise \$100,000 to support additional programming for the newly redeveloped square. Staff are currently working with the Streetsville BIA regarding future operational roles and program procedures for the redeveloped site as this destination people place will attract more use and require a higher level of daily and long term site maintenance once complete.

STRATEGIC PLAN: The redevelopment of Streetsville Main Street Square advances the Strategic Goal to Build and Maintain Infrastructure under the Completing our Neighbourhoods Pillar.

FINANCIAL IMPACT: The Streetsville Main Street Square project is presently funded for a total of \$3.1M (from the 2009 Special Projects Reserve Fund (Account 35574 - \$500,000); \$1,610,000 from the Capital Reserve Fund; and \$990,000 from CIIF).

The Veteran Affairs Grant for additional cenotaph work, submitted in cooperation with the Legion, is still under consideration for funding. Community fundraising will fund additional BIA programming. Ongoing City maintenance requirements will be included in operating and capital budgets as required for the newly developed space.

CONCLUSION: The Streetsville Main Street Square project will transform a disjointed space into a vibrant urban destination that will attract more community use and revitalize Streetsville's central public gathering space. The new design addresses access to utilities, lifecycle deficiencies, cenotaph location, improved accessibility, additional trees and creates a people place to be enjoyed on a daily basis as well as increase attendance at community festivals and local businesses.

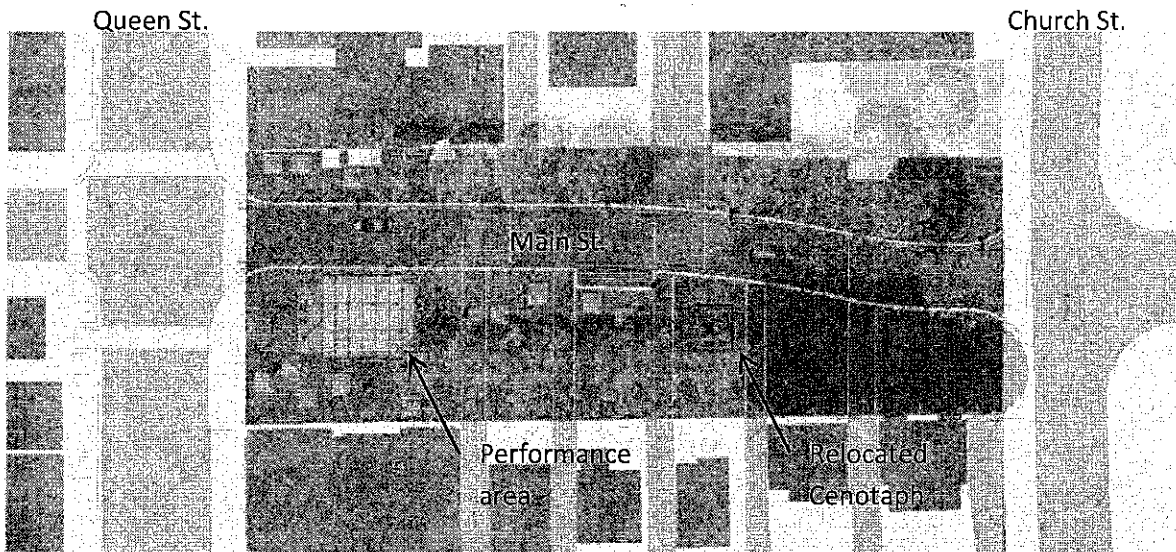
ATTACHMENTS: Appendix 1: Streetsville Main Street Square - Design



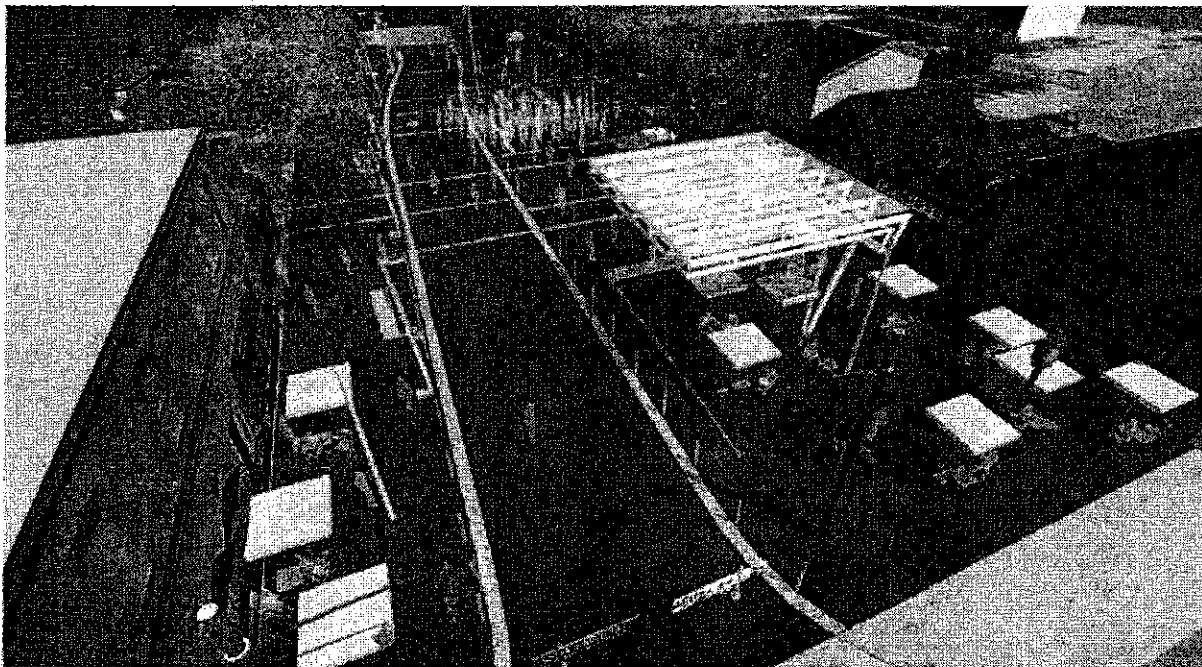
Paul A. Mitcham, P.Eng. MBA
Commissioner, Community Services

Prepared By: Randy Jamieson, Senior Project Manager, Parks and Forestry, Community Services

Site Plan – Streetsville Village Square



Remembrance Day Ceremony





Corporate Report

Clerk's Files

Originator's
Files

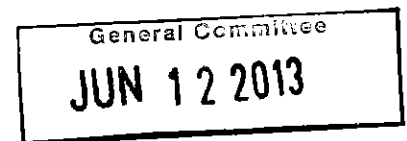
2

DATE: May 29, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Paul A. Mitcham, P. Eng., MBA
Commissioner of Community Services

SUBJECT: Naming Streetsville Main Street Square Redevelopment
(Ward 11)



- RECOMMENDATION:**
1. That the lands subject to the Streetsville Main Street Square Redevelopment be named Streetsville Village Square;
 2. That Council waive the requirement for a 30 day consideration period as outlined in the City's "Property and Facility Naming and Dedications" corporate policy ; and,
 3. That all necessary by-laws be enacted.

BACKGROUND: In accordance with the City's "Property and Facility Naming and Dedications" corporate policy, the Community Services Department is directed to bring forth names for General Committee and Council's consideration for the purposes of naming parks, trails, and facilities in the City of Mississauga. In accordance with the policy, General Committee is requested to consider the recommended names brought forth by the Community Services Department for a period of 30 days, after which the Committee is asked to make a final recommendation to Council.

Design concepts for the re-development of Streetsville Main Street Square commenced in early January 2013. Concept development relied on the recommendations from 8-80 Cities contained in their final report resulting from the extensive public engagement process during the fall of 2012. The focus of the Square's redevelopment is to transform a disjointed space into a vibrant urban destination for community use, improve the site of the Cenotaph and to revitalize Streetsville's main public gathering space.

A design was presented to the public on April 24, 2013 and was enthusiastically endorsed by the majority of the approximately 130 residents in attendance (see Appendix 1)

COMMENTS:

The square is in the heart of Streetsville and referred to by local residents by a number of names including: Streetsville Square; Streetsville Main Street Square; the Village Square, etc. The Square's Steering Committee decided that a formal name should be adopted to identify it as a place and for programing and marketing purposes. A number of names were considered that would recognize the history of the village and past local references to the Square. The Committee endorsed "Streetsville Village Square" as the name that best suits the site and relates to current local references.

STRATEGIC PLAN:

The proposed name "Streetsville Village Square" is in accordance with the "Connect" Strategic Pillar for Change in that naming of a place that invokes a strong connection to its history helps develop a sense of place and identity within the Streetsville community and City.

FINANCIAL IMPACT:

All sign and material costs related to the naming are currently included within the capital project budget for the Streetsville Main Street Square project.

CONCLUSION:

The recommended naming for the land subject to the Streetsville Main Street Square project is Streetsville Village Square. As signs for the name are required to be tendered to coincide with construction it is

recommended that in accordance with the City's Property and Naming Facility Policy, Council waive the 30 day consideration period for the name.

ATTACHMENTS:

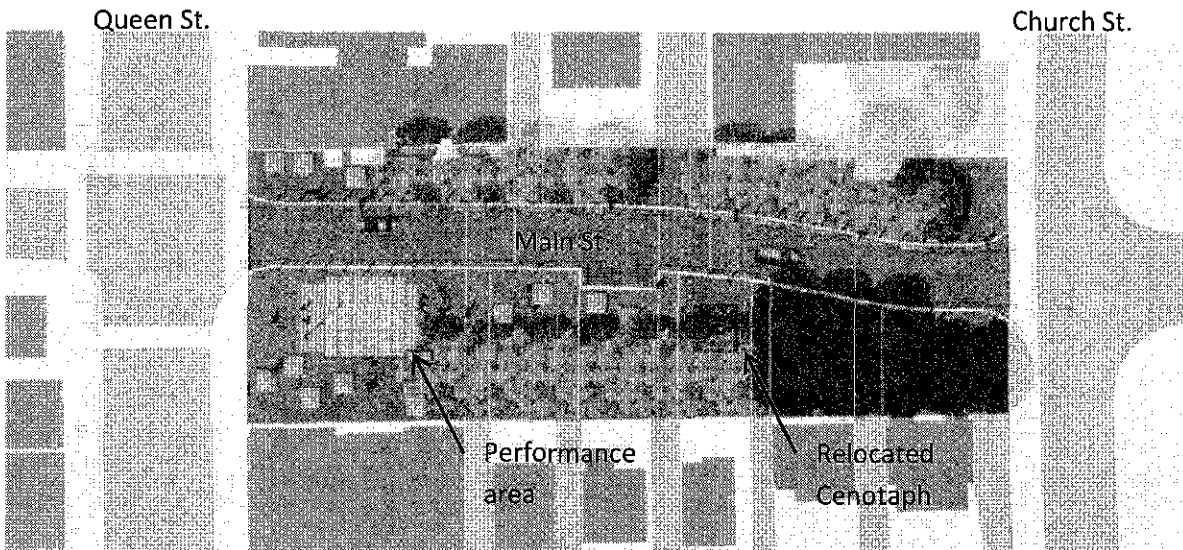
Appendix 1: Streetsville Main Street Square - Design



Paul A. Mitcham, P.Eng. MBA
Commissioner, Community Services

Prepared By: Geoff Smith, Team Leader, Long Term Planning

Site Plan – Streetsville Village Square





Corporate Report

Clerk's Files

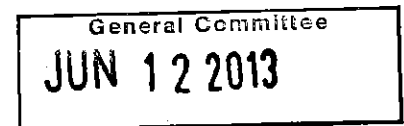
Originator's
Files

EC. 10 NAT

DATE: May 24, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Paul A. Mitcham, P. Eng., MBA
Commissioner of Community Services



SUBJECT: **Natural Heritage and Urban Forest Strategy -
Draft Strategy and Upcoming Public Engagement**

RECOMMENDATION: That the report dated May 24, 2013 from the Commissioner of Community Services entitled "Natural Heritage and Urban Forest Strategy -- Draft Strategy and Upcoming Public Engagement", be received for information and be referred to stakeholders and the public for comments.

**REPORT
HIGHLIGHTS:**

- The Natural Heritage and Urban Forest Strategy is a long term strategy to manage the City's natural areas and urban forest. The Strategy includes an Urban Forest Management Plan for the next 20 years.
- Development of the Natural Heritage and Urban Forest Strategy is well under way and has received input from staff in various City departments, the Region of Peel, local conservation authorities, stakeholders and the public.
- A draft of the Natural Heritage and Urban Forest Strategy and the Urban Forest Management Plan is complete and a summary will be shared with the public for consultation in June 2013.

BACKGROUND:

Mississauga's natural heritage system, currently known as the Natural Areas System, consists of:

- Natural Areas (e.g., woodlands, wetlands, watercourses, etc.)
- Residential Woodlands (older residential areas, generally with large lots that have mature trees forming a fairly continuous canopy)
- Special Management Areas (areas adjacent to or close to existing natural areas, and which have the potential for restoration, or which should be planned or specially managed); and,
- Linkages (areas which serve to link any of the above).

As of 2012, the Natural Areas System covered a total of 2 737 ha (6,763 ac), representing 9.4% of the City's total land area. As the City moves into a new phase of growth through infill and intensification, an update was needed to ensure conformity with the Region of Peel Official Plan and Provincial Policy Statement policies, and to integrate new science-based information.

To that purpose, the City is currently undertaking a Natural Heritage and Urban Forest Strategy (the "Strategy") to improve the long term management of our natural areas and urban forest. A draft executive summary is attached as Appendix 1. The Strategy will develop policies, identify priorities, and guide the implementation of City programs and activities for the protection, enhancement, restoration, and expansion of natural areas and the urban forest across Mississauga. A key component of this project is the preparation of an Urban Forest Management Plan that will guide City's forestry activities over the next 20 years.

A deputation by staff and the consultant will be made to the Environmental Advisory Committee at its meeting of June 4, 2013, to provide an update on the progress of this study.

COMMENTS:

The Natural Heritage and Urban Forest Strategy was initiated in April 2012 and is anticipated to be complete by early 2014. The first phase, which is now complete, included a review of the current conditions of our natural areas and targeted assessment of potential expansions to the Natural Areas System. With the second phase well underway, key components include a comprehensive policy review and commencement of the Urban Forest Management Plan.

The Strategy has established a vision, guiding principles and strategic objectives to address the on-going protection, enhancement and expansion of the City's natural areas.

Key principles include the need to:

- work towards established targets for natural areas and tree canopy;
- maximize native biodiversity;
- balance protection of natural areas with appropriate public access;
- encourage stewardship on private lands;
- consider the impacts of climate change; and,
- continue to involve the community in on-going initiatives, particularly the youth.

With these guiding principles in mind, the intent of the Strategy will be:

- to ensure that the City's Natural Areas System and urban forest are maintained and incrementally expanded when there is opportunity;
- to maintain the size and function of existing natural areas;
- to ensure that connections between natural areas will continue to be identified and strengthened; and,
- to ensure that increased efforts will be undertaken to expand opportunities for education, stewardship and management of lands in both public and private ownership.

The draft Strategy has received ongoing input from a wide range of stakeholders including City staff, Region of Peel, and the three local conservation authorities. In addition, input was also received during stakeholder sessions with the provincial and federal government, local environmental and educational institutions, aboriginal organizations, resident associations, utilities, and arboriculture firms.

In total, a series of six stakeholder sessions and two open houses were held in late 2012 to introduce the study and receive initial feedback on the preliminary direction and key issues. Response of stakeholders and the public to this initiative has been very positive.

A second series of public stakeholder meetings are planned for June, 2013 and an open house is scheduled for June 20th, 2013 at the Living Arts Centre. The second round of consultations will seek input on the draft vision, guiding principles and objectives as well as the draft strategies, and related Urban Forest Management Plan actions. All stakeholders groups engaged during the first phase and those newly added will be invited to participate. Project information will also be updated on the project's website.

It is expected that after completing revisions and integration of stakeholder and public input, the draft Strategy will be presented to the Environmental Advisory Committee for information and subsequently to General Committee for adoption.

STRATEGIC PLAN: The completion of the Natural Heritage and Urban Forest Strategy will support the Strategic Plan's Green Pillar. Through its implementation, the Strategy will advance our City's strategic goals to lead and encourage environmentally responsible approaches; and, to conserve, enhance and connect natural environments.

FINANCIAL IMPACT: The financial impact of the Strategy will be outlined in its Implementation Guide. Appropriate resourcing and timing for the implementation of Strategy recommendations will be confirmed through the City's Corporate Business Planning and Budget Process.

CONCLUSION: The Natural Heritage and Urban Forest Strategy will provide a long-term strategy for the City to plan for and manage its natural areas and urban forest, as well as tools to engage stakeholders and the community more widely.

Staff recommends that the draft Natural Heritage and Urban Forest Strategy be reviewed by the public in June 2013 with copies of the draft documents made available on line for a thirty (30) day commenting period.

In early 2014, the final Strategy will be presented to General Committee and Council.

ATTACHMENTS: Appendix 1: Draft Natural Heritage and Urban Forest Strategy - Executive Summary



Paul A. Mitcham, P.Eng., MBA
Commissioner of Community Services

Prepared By: Olav Sibille, Project Lead, Park Planning



DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Introduction

Mississauga's natural areas and urban forest are found throughout the city within its parks and open spaces, along its valley and stream corridors, across its lakeshore, and within its built-up areas on a wide range of public and private lands. These green spaces and elements represent a shared natural and cultural heritage, and are a vital connection to Mississauga's past, and its future.

While many municipalities have undertaken either Natural Heritage Strategies or Urban Forest Strategies, Mississauga is the first to fully recognize the close relationship and overlap between natural heritage and the urban forest, particularly in a city, by addressing them in a joint Strategy. This Strategy is also one of the first to look at these components from a more holistic perspective in terms of their relationship to other "green" elements in the city.

In its Official Plan (2011), the City of Mississauga identifies a "Green System" that includes the Natural Areas System, Natural Hazard Lands and Parks and Open Space on both private and public lands. This Green System was immediately recognized through this Strategy as the perfect framework for (a) conveying the interrelatedness of the various system components, (b) illustrating the connections between the people who live, work and play in Mississauga, and the natural heritage and urban forest around them, and (c) looking for opportunities for protecting, enhancing, expanding and restoring the city's natural heritage and urban forest. Two key recommendations made through this Strategy to improve this framework are:

1. to change the label "Natural Areas System" to "Natural Heritage System" to be more consistent with Provincial policy direction, and
2. recognize the urban forest as a cornerstone of the Green System.





3e

DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Figure 1 conceptually illustrates the interrelatedness of the Natural Heritage System and the urban forest, as well as their overlap with other components of the City's Green System, and the central importance of the City's Green System within Mississauga as a whole. This figure has evolved over the course of this Strategy and been developed based on input from City staff, stakeholders and the public.

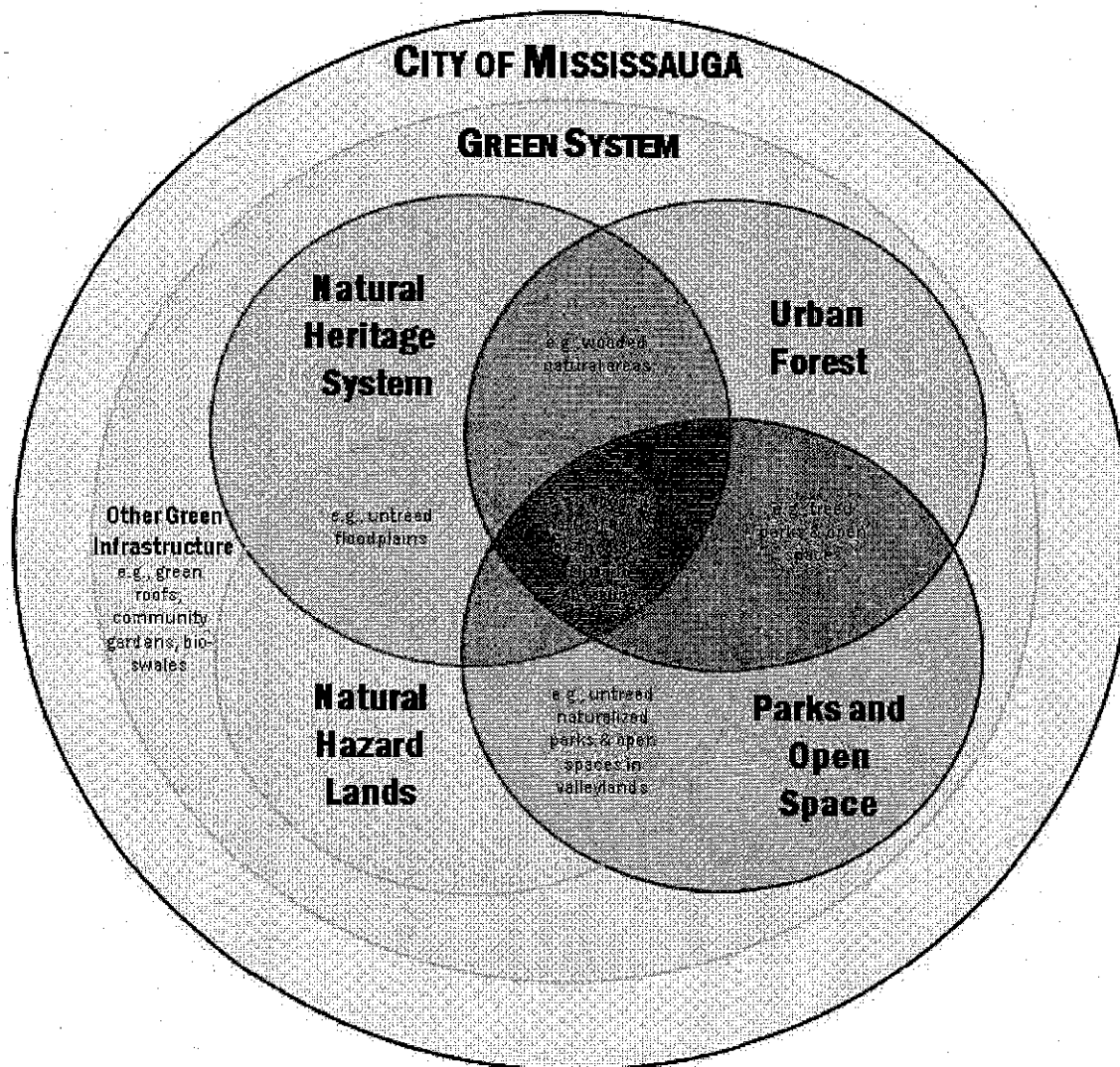


Figure 1. Conceptual illustration of the interrelatedness of the Natural Heritage System and the urban forest with each other, and with other components of the City's Green System, and the central importance of the City's Green System within Mississauga as a whole. *All of the components illustrated include private as well as public lands.*



DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Strategy Development

This Strategy has been developed based on:

- a critical review of all the relevant data, mapping, legislation, policies, plans and guidelines
- a review of the City's relevant operational and procedural practices
- consideration of relevant best practices and precedents, as well as the current technical and scientific literature, and
- input from City staff, the City's Environmental Advisory Committee and representatives from other City committees, Peel Region's Urban Forest Working Group, a wide range of stakeholders¹, and representatives for the community at large.

The direction in this Strategy (the NH&UFS) has also been informed by relevant Federal, Provincial and Regional policies and several key City plans, while its implementation is directly supported by the City's Urban Forest Management Plan (the UFMP), which has been developed in tandem with this Strategy. The two documents share a vision, guiding principles and strategic objectives (as presented below), but stand alone documents can generally be distinguished as follows:

- The NH&UFS is the overarching document for both natural heritage and the urban forest that includes planning direction as well as strategies addressing opportunities with respect to external planning, management, engagement and partnerships, and tracking (including targets). It includes 30 strategies (summarized below).
- The UFMP is a more detailed and technical document focused on the operational, technical and tactical aspects of urban forest and natural heritage management required to implement many of the actions related to the broader strategies identified in the NH&UFS. It includes 24 Actions (summarized below).



Figure 2. Illustration showing the key City guiding documents for the Natural Heritage & Urban Forest Strategy, and the close relationship between the NH&UFS and the Urban Forest Management Plan.

¹ Stakeholders representing a range of local groups and organizations invited to participate in this process include representatives from: aboriginal organizations, government and agencies (including adjacent municipalities and local conservation authorities), committees to City Council, local educational institutions, environmental groups, community groups and residents associations, recreational facilities, business and development organizations, local utilities and transit, and arboriculture firms.



3g

DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Mississauga's Natural Heritage System



Mississauga's Natural Heritage System was originally conceived in 1996. Since that time it has evolved and been refined in response to changes in Provincial and City policy direction, increased involvement of the conservation authorities in natural heritage planning, an increase in the availability and accuracy of information related to the natural environment, and changes in the approach taken to protect natural heritage.

Currently, Mississauga's Natural Heritage System comprises 2737 ha including woodlands, wetlands, watercourses, valleylands, and covers more than 9% of the city (excluding the recently acquired Ninth Line Corridor lands). The system consists of: remnant natural areas, linkages, residential woodlands and special management areas. The breakdown of the area within each category, and its relative proportion of the system and the City, is provided in Table 1.

Table 1. Components of Mississauga's Natural Heritage System.

	Area ha (acres)	% of NHS	% of City*
Natural Areas	2147 (5305)	78.4	7.4
Residential Woodlands	232 (573)	8.5	0.8
Contributing Linkages	186 (459)	6.8	0.6
Special Management Areas	172 (426)	6.3	0.6
TOTALS	2737 (6763)	100	9.4

*Note: Percentages based on an area of 29,213 ha, which excludes the recently acquired Ninth Line Corridor lands

Major trends identified through the annual update reports since 1996 include: (1) a decrease in the area of tableland and smaller wetland natural areas in the City, (2) a gradual decrease in the quality of the vegetation communities, (3) a City-wide decline in the diversity and abundance of amphibian species, and (4) an increase in naturalization projects undertaken by the City, usually as part of community based stewardship initiatives (which, in some cases, have contributed to small expansion of the Natural Heritage System).

These trends point to the need for: (1) stronger protection for natural areas – particularly woodlands and smaller wetlands, (2) more active management of protected areas (at least those that are City or conservation authority owned), (3) habitat enhancement and, where possible, expansion, as well as mitigation as it relates to amphibian breeding, overwintering and movement, and (4) continued and expanded stewardship efforts.



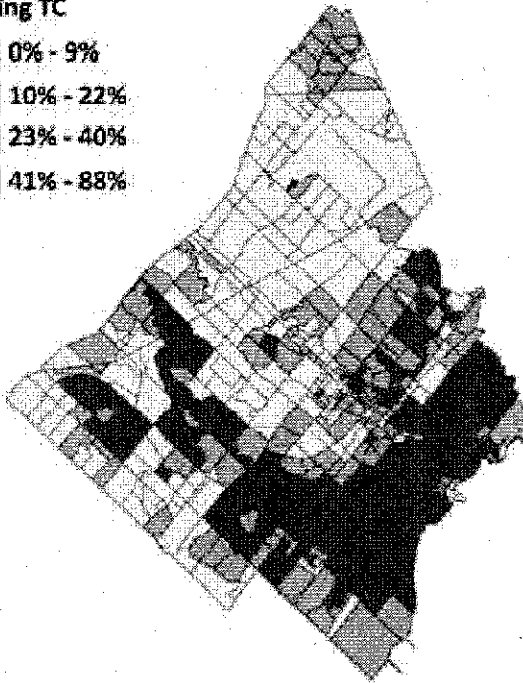
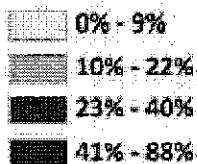
DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Mississauga's Urban Forest

Existing TC



Mississauga's urban forest is fundamental to the City's environmental, social and economic well-being. The City's estimated 2.1 million trees provide valuable environmental services such as pollution filtration, flood control, and carbon storage, many other benefits to mental and physical health, as well as economic spin-offs. The urban forest includes all the wooded areas within the Natural Heritage System, plus all the trees outside this system, within the city's boundaries (e.g., street trees, trees in parks, residential yards, business parks, commercial lots, school grounds, hospital grounds, golf courses, cemeteries, etc.).

Figure 3. Existing tree canopy cover (TC) by small geographic units (from *City of Mississauga Urban Forest Study, 2011*).

In addition to the data collected in Mississauga's wooded natural areas through the City's Natural Areas Surveys (ongoing since 1996), recent urban forest studies undertaken by the Peel Region Urban Forest Working Group² have provided additional useful data about Mississauga's urban forest as a whole. Key findings include: (1) Mississauga has an urban forest canopy cover of approximately 12% (note: target is still under review) which is not evenly distributed across the city, (2) most of Mississauga's trees are in relatively good health, but small in stature (e.g., about 60% are 15 cm in diameter or less), (3) the dominant trees in the city are maple and ash, with ash accounting for about 18% of the trees in residential areas and 10% of the street trees, and (4) more than half of the city's canopy cover is located in residential areas.

These facts point to: (1) the need to target tree establishment to areas with relatively low canopy cover, (2) the importance of establishing and maintaining recently planted trees so that they are able to mature to canopy producing stature, (3) the need to increase the diversity of tree species being planted on public and private lands so that the urban forest is more resilient to the next invasive pest or pathogen that arrives, and (4) the important role of residential areas and the remaining natural areas in sustaining and expanding the current canopy cover.

² The Peel Region Urban Forest Working Group is comprised of the Region of Peel, City of Mississauga, City of Brampton, Town of Caledon, Toronto Region Conservation Authority and Credit Valley Conservation.



3i

DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

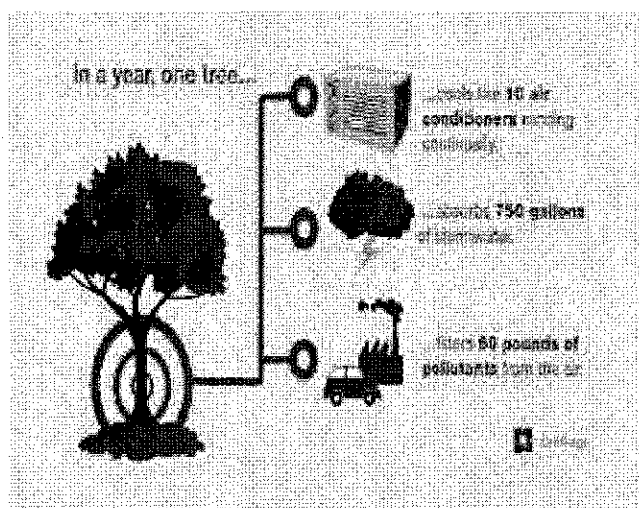
EXECUTIVE SUMMARY

May 2013

Ecosystem Services Provided by Mississauga's Green System

As illustrated in Figure 1, Mississauga's Green System includes the Natural Heritage System and the urban forest, as well as natural hazard lands, parks and open space, and other green infrastructure elements such as green roofs. Together, these provide what are called "ecosystem services". "Ecosystem services" is a term used to describe the processes of nature needed to support the health and survival of humans. While ecosystem services are required and used by all living organisms, the term has been coined to capture their direct value (quantified or not) to humans. Critical ecosystem services provided by the Green system include:

- flood and drought management
- air and water purification
- carbon storage and sequestration
- pollination of crops and other vegetation
- safer cities
- human physical health
- human mental health and spiritual well-being
- social networking opportunities
- habitat for native biodiversity, and
- ecological connectivity.



One research paper reported a 46% decrease in crash rates across urban arterial roads and highways after landscape improvements were installed.

Naderi, J. R. (2003)

Research in Portland Oregon found that the presence of street trees, on average, added \$8870 to the sales price of the house and reduced the time on the market by 1.7 days.

Donovan, G. H. and D. T. Butry. 2010. "Trees in the city: Valuing street trees in Portland, Oregon". Landscape and Urban Planning 94: 77-83.

Researchers at Columbia University have found that for every additional 343 trees per square kilometer, asthma rates drop by 25% in young children.

... [P]hytoncides (essential oils derives from trees) have been suggested to exert a preventative effect on cancer generation and development.

A Healthy Dose of Green (Trees Ontario 2012)



DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Natural Heritage System and Urban Forest Targets

Indicators and targets are recognized as useful tools in measuring performance in relation to established objectives. This Strategy builds on the direction provided in the City's Strategic Plan (2009) and Living Green Master Plan (2012) and has developed six targets which can serve as bars against which the City can measure its progress in over the next 20 years (2014 and 2033).

Table 2. Recommended Natural Heritage System (NHS) and urban forest targets.

Target Type	Current Status	Recommended Target
1. NHS Size	9.4% of the City	12% of the City
2. NHS Linkage	a. 62% of the watercourses have vegetation for at least 30 m on either side b. XX% (TBD) of Significant Natural Areas are linked through the NHS	a. 75% of the watercourses have vegetation for at least 30 m on either side b. 100% of Significant Natural Areas to be linked through the NHS or other components of the Green System
3. NHS Quality	Conservation Plans / Management Plans have only been completed for a few Significant Natural Areas	Conservation Plans / Management Plans to be completed and implemented for all Significant Natural Areas
4. Urban Forest Canopy Cover	approximately 15%	15% to 20%
5. Urban Forest Quality (of City Street and Park Trees)	a. About six species account for 42% of the urban forest b. Invasive Norway maple accounts for about 8% of the urban forest c. Current City tree inventory is not up to date, is missing some key metrics, and excludes naturalized portions of City parks	a. No tree species represents more than 5% of the tree population City-wide or more than 20% on a given street b. Gradual reduction of non-native, invasive trees on City lands** c. The inventory includes all City street and park trees, including data on their condition and health
6. Urban Forest Canopy Distribution	Current canopy cover distribution in the city is very uneven.	To improve the distribution of forest cover by focusing more efforts in areas where it is currently below the City-wide target. <i>(More specific targets to be developed if possible).</i>

* Data Source: City of Mississauga Urban Forest Study (2011) and subsequent analyses by the Peel Urban Forest Working Group.

** It is not possible to develop a metric before the street and park tree inventory has been updated and actual percentages of non-native invasive trees are confirmed.



3k

DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

The targets developed are intended to be ambitious but achievable within the 20-year lifespan of this Strategy. *Notably, Targets 3, 5 and 6 only apply to City and conservation authority lands.*

TARGET 1: The target of 12% Natural Heritage System cover is the most ambitious target set by this Strategy. Small incremental increases in the City's Natural Heritage System have been occurring annually since 2006, and more substantial increases will occur over 2013 with the addition of the natural areas in the Ninth Line lands and the various additions to public lands identified through this Strategy (see **Map 1**). Going forward, further expansions are anticipated through: annual Natural Areas updates, updates to the Residential Woodlands (to capture areas where canopy cover has matured since the original mapping was done), and the expansion of Special Management Areas along watercourses as opportunities arise.

TARGET 2: Although the connectivity of Mississauga's Natural Heritage System is constrained by the built environment, there remain opportunities to enhance and improve it (a) along the watercourse and (b) by recognizing the linkage functions of the other components of the Natural Heritage System as well as of the Green System in supporting natural connectivity (see **Map 2**).

TARGET 3: Within urban areas, the primary two factors that impair the quality of natural areas are invasive species and over-use. However, both these factors can be addressed through management, therefore it is recommended that short Natural Area Conservation Plans focused on operational needs (Strategy #13) be developed for all Significant Natural Areas.

TARGET 4: In reality, increasing canopy cover in an urban area is more challenging than might be expected. Even with ongoing tree planting efforts, a target of 15% to 20% is considered realistic for Mississauga because: (a) emerald ash borer, a pest that kills almost all ash trees, is established in Mississauga and will peak over the next few years, (b) many lands have existing zoning that permits some type of development, (c) infrastructure still needs to be improved or expanded, (d) hazard trees must be removed, (d) most of the City's trees are small and will not start contributing substantially to canopy cover for at least 10 to 20 years, (e) some trees, in the past, were planted in poor conditions, (f) it is a challenge to maintaining newly planted trees under conditions of climate change (e.g., more intense periods of drought, more frequent storms).

TARGET 5: Improving the diversity of native street and park trees, and having a comprehensive and well-maintained inventory of all these trees will be critical to ensuring the City's urban forest is more resilient to climate change and other stressors.

TARGET 6: Strategically targeting tree planting efforts to areas that have, or are expected to have, lower than average canopy cover in the City will contribute to overall canopy cover targets, and also help ensure that access to the range of ecosystem services provided by tree cover are provided more equitably across the city.



DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Vision, Guiding Principles and Objectives

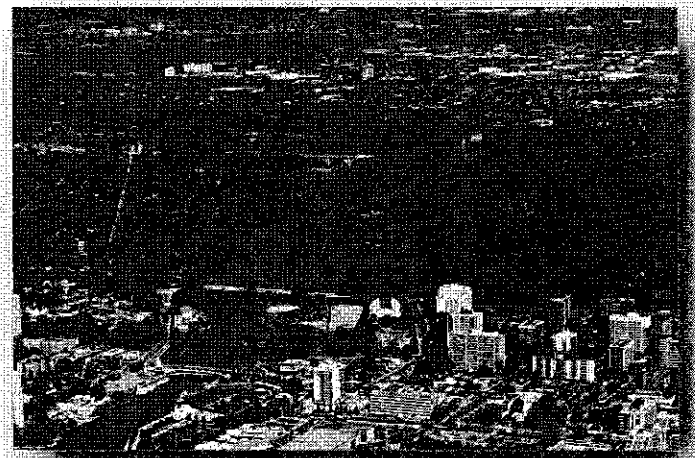
The following vision, guiding principles and objectives are intended to provide the “big picture” direction for this Strategy over the document’s 20 year lifespan.

VISION: *The City, private and public stakeholders, and members of the community are working together to protect, enhance, restore, expand and connect Mississauga’s Natural Heritage System and urban forest so that native biodiversity and the ecological services essential for a healthy community are sustained for present and future generations.*

Key themes in the guiding principles include: taking a “conservation first” approach, maximizing native biodiversity, building on past successes, learning from others, viewing the NHS and urban forest within the city’s broader Green System, recognizing the value of the ecosystem services provided by this system, making stewardship part of daily living, integrating climate change and adaptive management, pursuing opportunities for protecting / enhancing / restoring / expanding the NHS and urban forest, and tracking performance.

The nine strategic objectives recognize different approaches are required for public versus private lands and include the following direction:

1. Increase internal (within the City) and external (among the community and other stakeholders) awareness
2. Expand the NHS on public and private lands
3. Build on existing, and develop new, public and private sector partnerships.
4. Undertake regular monitoring of the NHS and urban forest
5. Protect the NHS and urban forest on public lands through proactive management, enforcement of applicable regulations, and education
6. Enhance and restore the NHS and urban forest on public lands by improving their condition and connectivity, and establishing more trees and creating habitats
7. Support the NHS and the urban forest by managing public open spaces to maximize their ecological functions (while maintaining their primary uses)
8. Protect the NHS and urban forest on private lands through education, implementation of applicable policies and regulations, the development review process, and enforcement
9. Enhance and restore the NHS and urban forest on private lands by promoting stewardship, naturalization, restoration, tree planting and proactive tree care with creative outreach and incentives





3m

DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

Recommended Strategies and Supporting Actions

A total of 30 STRATEGIES, summarized below, have been identified to support the vision and objectives, as well as guide the City in achieving the established targets, under the following four themes: (1) planning, (2) management, (3) engagement and (4) tracking. These Strategies are shown with the more detailed supporting ACTIONS (24 in total), identified through the Urban Forest Management Plan.

PLANNING FOR THE NATURAL HERITAGE SYSTEM AND URBAN FOREST

STRATEGY #1: Improve interdepartmental coordination and information sharing on natural heritage and urban forest issues

- **Action #3:** Formalize involvement of City Forestry staff in the City planning and information sharing related to trees
- **Action #19:** Improve and maintain awareness among City departments about current natural heritage and urban forest policies, by-laws and technical guidelines

STRATEGY #2: Make the City's Official Plan Green System framework more comprehensive

STRATEGY #3: Revise Official Plan policies related to the Natural Heritage System to be more consistent with Provincial and Regional policies

STRATEGY #4: Clarify and strengthen Official Plan policies related to the Natural Heritage System

STRATEGY #5: Refine Official Plan policies to better support connectivity within the Natural Heritage System

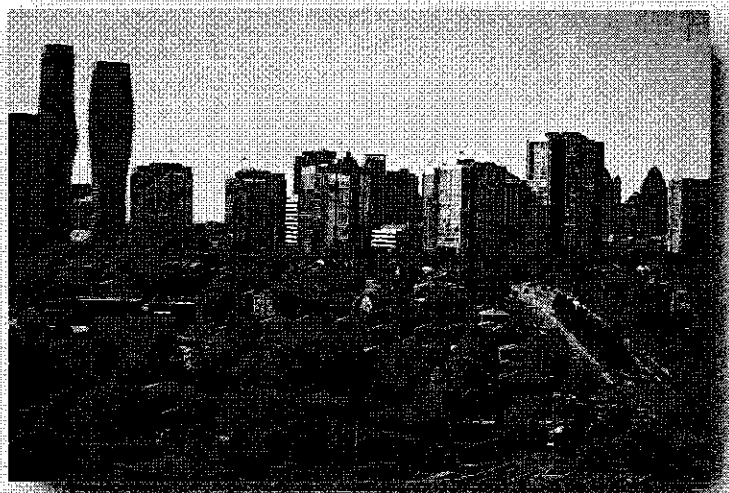
STRATEGY #6: Strengthen Official Plan policies related to the urban forest

STRATEGY #7: Strengthen Zoning Approaches to better support urban forest objectives

STRATEGY #8: Strengthen existing by-laws to improve their ability to support natural heritage and urban forest objectives

- **Action #12:** Update Public Tree Protection by-law to better support urban forestry objectives
- **Action #13:** Update Erosion Control by-law and the Nuisance Weeds by-law to support urban forestry and natural heritage objectives
- **Action #14:** Update the Private Tree Protection By-law to better support urban forestry objectives

STRATEGY #9: Develop selected policies and guidelines that extend outside of but will support the Natural Heritage System and the urban forest





DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

PROTECTION AND MANAGEMENT OF THE NATURAL HERITAGE SYSTEM AND URBAN FOREST

STRATEGY #10: Pursue opportunities to enhance and expand the Natural Heritage System

STRATEGY #11: Use a range of approaches to improve Natural Heritage System connectivity

STRATEGY #12: Formalize the role of naturalization/stewardship initiatives as support for the Natural Heritage System and urban forest

STRATEGY #13: Develop and Implement Natural Area Conservation Plans

- **Action #17:** Develop and implement City-owned woodland management through Natural Area Conservation Plans

STRATEGY #14: Develop and implement an urban forest expansion plan

- **Action #10:** Work with City staff and external partners to implement urban forest expansion

STRATEGY #15: Improve tree establishment practices on public and private lands

- **Action #4:** Develop consistent and improved City-wide tree preservation and planting specifications and guidelines
- **Action #5:** Improve the inventory of City street and park trees
- **Action #11:** Implement improved tree establishment practices

STRATEGY #16: Improve tree health and risk management practices on City lands

- **Action #5:** Improve the inventory of City street and park trees
- **Action #6:** Improve street and park tree maintenance operations **Action #7:** Implement a young tree maintenance program
- **Action #8:** Develop and implement a tree risk management protocol
- **Action #9:** Implement an urban forest pest management plan

STRATEGY #17: Seek opportunities to integrate aquatic management needs with ongoing natural area management

STRATEGY #18: Continue strategic acquisition of high priority natural areas

STRATEGY #19: Ensure effective implementation and enforcement of natural heritage and urban forest policies and by-laws on public and private projects

- **Action #15:** Increase effectiveness of tree preservation as part of private projects
- **Action #16:** Increase effectiveness of tree preservation as part of municipal operations and capital projects

ENGAGING THE COMMUNITY IN CARING FOR NATURAL HERITAGE AND THE URBAN FOREST

STRATEGY #20: Leverage the City's website and social media resources as a promotional tool

- **Action #18:** Develop a short video series and make the City's tree inventory public to support outreach, education and stewardship

STRATEGY #21: Use daily planning, operational and enforcement activities as opportunities to demonstrate and educate

- **Action #20:** Improve and maintain awareness among external stakeholders about current natural heritage and urban forest policies, by-laws and technical guidelines



30

DRAFT Natural Heritage & Urban Forest Strategy (NH&UFS)

EXECUTIVE SUMMARY

May 2013

STRATEGY #22: Build on current outreach programs with a variety of initiatives specifically targeted to local arborists, local developers, private open space uses, and youth

- **Action #20:** Improve and maintain awareness among external stakeholders about current natural heritage and urban forest policies, by-laws and technical guidelines
- **Action #21:** Support various partners and organizations in their efforts to undertake targeted engagement of local businesses and schools

STRATEGY #23: Develop and undertake a campaign to promote public natural areas

- **Action #18:** Develop a short video series and make the City's tree inventory public to support outreach, education and stewardship

STRATEGY #24: Use the One Million Trees Program as a platform for expanding stewardship on lands not owned by the City

- **Action #22:** Continue to work with various partners to undertake stewardship on public and private lands

STRATEGY #25: Develop and expand partnerships with the Region, agencies, institutions and nearby municipalities to support information gathering, analysis and coordinated responses

- **Action #23:** Partner with local agencies and institutions to pursue shared research and monitoring objectives
- **Action #24:** Build on existing partnerships with the Region of Peel and nearby municipalities to facilitate information sharing and coordinate responses to environmental issues

STRATEGY #26: Pursue funding from a range of sources to support natural heritage and urban forest, and support non-profit organizations and institutions in doing the same

STRATEGY #27: Identify cost-effective incentives to support the implementation of NH&UFS objectives

TRACKING THE STATE OF THE NATURAL HERITAGE SYSTEM AND URBAN FOREST

STRATEGY #28: Track the status of the Natural Heritage System's size, connectivity and quality

STRATEGY #29: Track the status of Mississauga's canopy cover and distribution, as well as the species diversity and condition of its street and park trees

- **Action #1:** Adopt the three-tiered UFMP framework to implement action items and monitor their status
- **Action #2:** Monitor the status of the urban forest

STRATEGY #30: Report on the Status of the NH&UFS every four years

Implementation guidance related to each of these strategies will be developed as part of project completion.

Detailed implementation guidance (e.g., estimated resource requirements, responsible parties, priority, etc.) related to each of these strategies will be developed as part of project completion.



Corporate Report

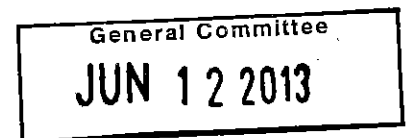
Clerk's Files

Originator's
Files

4

DATE: May 29, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013



FROM: Martin Powell, P. Eng.
Commissioner, Transportation and Works

SUBJECT: **Amendments to the Animal Care and Control By-law 0098-04, as amended, to address Excess Bird Feeding**

- RECOMMENDATION:**
1. That the Animal Care and Control By-law 0098-04, as amended, be revised as outlined in the report from the Commissioner, Transportation and Works, dated May 29, 2013 and titled "Amendments to the Animal Care and Control By-law 0098-04, as amended, to address Excess Bird Feeding".
 2. That the enforcement action plan to address bird feeder complaints as outlined in the report from the Commissioner, Transportation and Works, dated May 29, 2013 and titled "Amendments to the Animal Care and Control By-law 0098-04, as amended, to address Excess Bird Feeding" be approved.

**REPORT
HIGHLIGHTS:**

- At its meeting of June 13, 2012 the General Committee considered a report from the Commissioner, Transportation and Works, dated May 29, 2012 and titled "Amendment to Animal Care and Control By-law 0098-04, As Amended, which was referred back to staff for further consultation.
- Animal Services staff consulted with representatives of the South Peel Naturalists' Club who have agreed to partner with staff to assist in educating the public through joint site visits and public

messaging.

- Excess bird feeding complaints can be addressed through an enforcement action plan that progresses from education and awareness to enforcement and legal action.
- The Animal Care and Control By-law 0098-04, as amended, does not need to be revised to limit the number of bird feeders. Other changes, however, are required to the by-law to assist staff in addressing excess bird feeding, including: revising the definition of “sanitary condition” to include pigeons; indicating that seed must be placed in a manner that maintains sanitary conditions; and, repealing Part IV section 11 (2) and (3) which are not required with the changes to the definition of “sanitary conditions”.

BACKGROUND:

At its meeting of June 13, 2012 the General Committee considered a report from the Commissioner, Transportation and Works, dated May 29, 2012 and titled “Amendment to Animal Care and Control By-law 0098-04, As Amended” and approved the following recommendations:

“Recommendation GC-0439-2012

- 1. That the corporate report dated May 29, 2012 from the Commissioner of Transportation and Works with respect to an amendment to the Animal Care and Control By-law 0098-04, as amended be referred back to staff for further consultation.*
- 2. That the correspondence dated June 10, 2012 from Ms. Nancy Azzopardi, Mr. Mario Bordin and Ms. Luciana Bordin regarding the issue of birdfeeders, be received for information.”*

This recommendation was subsequently approved by Council at its meeting of June 20, 2012.

The purpose of this report is to respond to GC-0439-2012 following further consultation.

COMMENTS:

The issue of bird feeders has been further reviewed by staff in consultation with representatives from the South Peel Naturalists' Club, which has over 200 active members in Mississauga, Oakville and surrounding communities. The Club's mission is to: "Encourage the enjoyment and study of nature and the environment"; "Promote the preservation and conservation of our flora and fauna, land and water"; and, "Foster awareness and education of our natural surroundings".

While bird feeders can be the source of nuisance wildlife feeding complaints, the issue of feeding is much larger and often spills over to include property standards, public health and mental health issues. The Animal Care and Control By-law 0098-04, as amended, allows staff to deal with extreme situations of wildlife feeding, without targeting bird feeding. Moreover, the by-law does permit the feeding of song birds. However, the by-law requires that the feeders be sufficiently above grade and that feeding practices do not attract large flocks of homing birds such as pigeons. Further, the by-law requires that spillage from the feeder be cleaned up and disposed of in such a manner that it does not attract wild, feral or stray domestic animals.

Bird feeding, if done correctly, will not impact the surrounding properties. This would include the type of feed, amount and scheduled feeding practices. Alternatives such as providing natural food sources by way of plantings and following seasonal feeding patterns are all easy to implement for property owners, and are recommended.

In addition, Animal Services has partnered with the South Peel Naturalists' Club who will assist Animal Services staff with site visits and with the content of educational materials to inform residents. To date, Animal Services has successfully partnered with the South Peel Naturalists' Club on two site visits with a positive outcome through education. Animal Services staff are also exploring a partnership with Riverwood Conservancy to further assist with bird feeding education and messaging.

In its present form, the by-law enables staff to deal with extreme feeding situations as intended. In situations where bird feeder complaints are received, it is recommended that the enforcement action plan outlined below be followed:

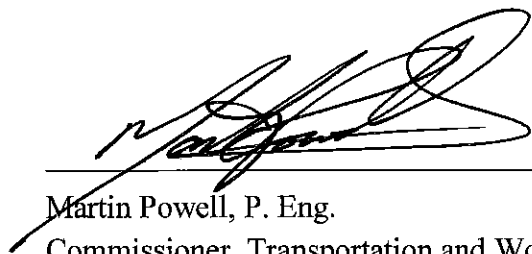
- First seek compliance with the by-law through education by notifying the offending party by letter of the complaint and applicable provisions of the by-law, as well as providing them with educational information on bird/wildlife feeding (Appendix 1).
- The letter will also advise that professional mediation services are available free of charge subject to the complainant and offending party being agreeable to attempt mediation. Further, it will also note that legal action may be initiated by the complainant should the contravention under the by-law continue.
- The complainant will be sent a Bird Feeding Complaint Witness Questionnaire to be completed and returned to Animal Services. The complainant will also be advised that professional mediation services are available subject to both parties being agreeable to attempt mediation.
- In cases where the situation does not improve and legal action is imminent, Animal Services staff will arrange for a site visit of the property in question with a representative of the South Peel Naturalists' Club to address the problem or concerns directly with the owner and/or tenant.
- Should compliance with the by-law not be achieved and it is determined that there is sufficient evidence to proceed with a charge, Animal Services will prepare the charge with the complainant named as the informant.
- The complainant will be required to attend court to testify if the charge is set for trial.
- No further action will be taken if there is not sufficient evidence to issue a charge and Animal Services will close the file.

Although the Animal Care and Control By-law 0098-04, as amended, does not need to be revised to limit the number of bird feeders, other changes to the by-law are required at this time to assist staff in addressing excess bird feeding. As a result, staff recommend that a by-law be enacted to amend the Animal Care and Control By-law 0098-04, as amended, to: revise the definition of "sanitary condition" to include pigeons; indicate that seed must be placed in a manner that maintains sanitary conditions; and, repeal Part IV section 11 (2) and (3) which are not required with the changes to the definition of "sanitary conditions".

FINANCIAL IMPACT: None

CONCLUSION: The Animal Care and Control By-law 0098-04, as amended, does not need to be revised to limit the number of bird feeders. However, as outlined in this report, other changes to the by-law are required to assist staff in addressing excess bird feeding. Further, an enforcement action plan to address bird feeder complaints is outlined in this report and it is recommended that it be approved.

ATTACHMENTS: Appendix 1: Bird/Wildlife Feeding Information Sheet.



Martin Powell, P. Eng.

Commissioner, Transportation and Works

Prepared By: Duilio Rose, Manager, Animal Services



CITY OF MISSISSAUGA ANIMAL SERVICES,
735 CENTRAL PARKWAY WEST, MISSISSAUGA, ON, L5C 4H4
PHONE: 905-896-5858

At the City of Mississauga we promote safe and harmonious communities and encourage everyone to enjoy and appreciate our native wildlife. As a resident who appreciates native bird life and chooses to set up a bird feeder on your property we recommend the following practices to avoid nuisance wildlife issues or property standards infractions.

Responsible Bird Feeding Tips

SEED SPILLAGE

Seed spillage is the number one attractant for rodents and wildlife. To limit spillage place a tarp on the ground below your bird feeder to catch seeds that fall. (Place weights on the corners of the tarp to keep it in place) Remove spillage daily.

- Use a tarp to catch seed spillage
- Clean seed spillage daily
- Feed 1-2 inches of seed daily
- Install pole feeder with squirrel baffle (pole should be at least 1.5 m (5 feet) above the ground and 2 1/2m (8-10 feet) away from jumping points such as fences, trees, decks or other structures
- Install a squirrel proof feeder
- Limit the number of bird feeders on your property
- Change your seed – squirrels dislike Nyger seed
- Bring feeders indoors overnight
- Set up a watering station vs feeding station
- Limit bird feeding to winter months
- Feeders should be cleaned and disinfected regularly to prevent contamination and the spread of diseases in bird populations
- Plant natural plants and shrubs to attract birds
- Consult with a local naturalist organization for expert advice
- **Remove bird feeders immediately if you are attracting mice or rats**

"PLEASE DON'T FEED THE WILDLIFE"

Feeding of wildlife is prohibited in the City of Mississauga as per the Mississauga Animal Care and Control By-law #0098-04, as noted below:

REQUIREMENTS OF ANIMAL CARE AND CONTROL BY-LAW 0098-04

PART IV: FEEDING OF WILDLIFE

10) No person shall intentionally feed a wild animal or leave food or attractants of any type or in any form out of doors in such a manner as to attract, or be accessible by a wild animal, feral or stray domestic animal on private or public property. (242-11)

11) Section 10 does not apply to the feeding of song birds on a property, provided the following feeding requirements are met by the owner or occupier: (242-11)

- (1) seed is placed in a bird feeding device that is sufficiently above grade as to not attract or be accessible by wild animals; and
- (2) bird feeding practices do not attract large flocks of homing birds such as wild, feral or domestic pigeons; and
- (3) spillage of seed upon the ground is removed by the property owner or occupier forthwith and disposed of in such a manner that it does not attract wild animals, feral or stray domestic animals.

12) Section 10 does not apply in the following situations: (242-11)

- (1) the leaving of food as bait in a trap by a property owner to capture a nuisance animal inhabiting or habituating their property pursuant to the Fish and Wildlife Conservation Act, 1997, S.O.1997, c.41
- (2) the leaving of food as bait by a licensed trapper, and employee of a licensed wildlife or pest control agency, Municipal Law Enforcement Officer an Ontario Society for the Prevention of Cruelty to Animals Inspector or a Mississauga Peel Police Office, in the performance of their work.
- (3) The leaving of food for a colony of stray or feral cats for the purposes of trap, neuter or spay and release program approved by the City of Mississauga.

Maximum Penalty for Contravention of this By-Law is \$5000.00

**For more information please contact Mississauga Animal Services
at 905-896-5858 or visit our web site at www.mypetmississauga.ca**

MISSISSAUGA ANIMAL SERVICES



... helping people and pets live together in safety and harmony.



Corporate Report

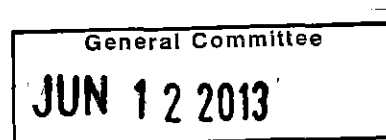
Clerk's Files

Originator's
Files

MG.23.REP

DATE: May 26, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013



FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works

SUBJECT: **Lisgar District Basement Water Infiltration Update and Proposed
Sump Pump Subsidy Program
(Ward 10)**

- RECOMMENDATION:**
1. That the City of Mississauga offer a sump pump subsidy for the owners of those homes in the Lisgar District with reported basement water infiltration problems through a one-half cost sharing arrangement between the City of Mississauga and the homeowner, with a maximum contribution of \$3,000 per household to be provided by the City of Mississauga.
 2. That a by-law be enacted authorizing the Commissioner of Transportation and Works or delegate to enter into any agreements and ancillary documents between the City of Mississauga and homeowners related to the Lisgar District Sump Pump Subsidy Program.
 3. That a capital project be established: Lisgar District Sump Pump Subsidy Program (PN 13-142) with a gross and net budget of \$277,500 and that \$277,500 be allocated from the Capital Reserve Fund (Account 33121) to PN 13-142 and that the appropriate by-law be enacted.

4. That a copy of the report dated May 26, 2013 from the Commissioner of Transportation and Works titled *Lisgar District Basement Water Infiltration Update and Proposed Sump Pump Subsidy Program* be forwarded to the Region of Peel and Conservation Halton for information.

**REPORT
HIGHLIGHTS:**

- The ongoing engineering study has dismissed a number of speculated potential causes to basement water infiltration in the Lisgar District
- The key finding from the engineering study to date is that water levels in the foundation drain collector (FDC) system have been observed to rise and fall quickly during certain storm events, leading to the theory that this could result in an increase to the amount and duration of water around residential basements
- Additional monitoring and actions are required through 2013 to assess remaining potential causes to basement water infiltration in the Lisgar District
- To assist homeowners who have had reported basement water infiltration in the Lisgar District and who wish to install a sump pump in their basement, a 50/50 cost-shared Sump Pump Subsidy Program is proposed
- The proposed Sump Pump Subsidy Program would provide a maximum subsidy of \$3000 per home and the entire program budget would be capped at \$277,500 (first come, first served), assuming an uptake by 50% of eligible homeowners

BACKGROUND:

The Lisgar District is situated in the northwest quadrant of the City and is bounded by the CPR tracks to the north, Britannia Road West to the south, Ninth Line to the west and Tenth Line to the east. The development of this residential area occurred primarily between 1986 and 2004 with infill lands being developed after this period.

The servicing of the Lisgar District is designed based on a three-pipe system: sanitary sewer, storm sewer and foundation drain collector

(FDC). The sanitary sewer system collects household wastewater and basement floor drainage; the storm sewer system conveys road surface runoff (based on a 2-year return period design capacity) into the Sixteen Mile Creek and; the FDC system drains the weeping tiles surrounding the foundation of homes to a storm drainage outlet separate from the Sixteen Mile Creek system. Designs based on a three-pipe system approach are used in municipalities across Ontario and elsewhere.

For more than two decades after development first began in the Lisgar District, water related complaints were uncommon. However, from 2008 onwards, a significant number of cases were reported. In particular, the rain events of October and November 2011 resulted in over 140 reported incidents of water in the basements of homes. A total of 185 incidents of water in basements within the Lisgar District have been reported to the Risk Management Section between 2008 and January 2013. The general affected areas are shown in Appendices 1 and 2. Several claims alleging negligence have been filed against the City. The specific cause(s) of this water infiltration issue is currently unknown.

An engineering consulting firm, AMEC, was retained in the fall of 2011 to undertake extensive field work and analysis to determine the cause(s) associated with the infiltration of water into the basements of homes. Further, actions are being undertaken by the City as preventative measures. These include inspections and maintenance works on the FDC and storm sewer systems, Sixteen Mile Creek and the Osprey Marsh Stormwater Management Pond.

Two community meetings organized by Councillor McFadden's office, on December 14, 2011 and April 16, 2013, were held to provide updates to the residents.

This report will provide a summary of the study findings and preventative and maintenance measures undertaken so far. It will also propose the implementation of a sump pump subsidy to assist homeowners with reported cases of basement water infiltration, and who wish to install a sump pump in their basement, for General Committee's consideration.

COMMENTS:Engineering Study

To determine the potential cause(s) of water infiltration into the basements of homes, the engineering consulting firm of AMEC was retained to undertake an engineering study focused on developing an understanding on the operation and interaction of four separate systems as shown below:

- Roadway storm sewer
- Overland flow route
- Sixteen Mile Creek Tributary and Osprey Marsh Stormwater Management Pond
- FDC

The study relies on the installation of extensive monitoring equipment, which began in December 2011, to capture rainfall, stream flows in Sixteen Mile Creek, storm sewer water levels, FDC water levels and groundwater levels, temperature and characteristics.

The usefulness of monitoring data is highly dependent on the weather. The year 2012 was a particularly dry year which led to less than ideal monitoring conditions. However, based on available information and data, a number of potential causes that were contemplated at the onset of the study have been ruled out. The study findings so far have also revealed and refined areas on which to focus.

In general, the consultant has found that:

- Water levels in the FDC system have been observed to rise and fall quickly during certain storm events, leading to the theory that this could result in an increase to the amount and duration of water around residential basements (this is unexpected as the FDC system was designed only to convey water from the weeping tiles around the foundation of homes and water levels should not fluctuate so rapidly or so substantially in response to rainfall)
- Large storms do not necessarily correspond to basement water infiltration and storm intensity, duration and soil moisture conditions all play a contributing role
- The development of the Lisgar GO station does not appear to

5d

- be a contributor to basement water infiltration
- Surcharge from the sanitary sewer system does not appear to be a direct contributor to basement water infiltration
- Several cross connections (sanitary system connected to the storm or FDC system) have been found but too few to cause widespread problems
- Sixteen Mile Creek is not a direct source of basement water infiltration, although it may be a contributing indirect factor

There are a number of potential causes where further monitoring and analysis are needed to determine their influence on basement water infiltration. This includes the following:

- The relationship between basement water infiltration and high water levels in Osprey Marsh Stormwater Management Pond and Sixteen Mile Creek - while the creek is not a direct source, further work is necessary to determine if an indirect relationship exists
- The capacity of the FDC system downstream of Britannia Road, and the potential impact of its connection to the existing storm sewer system at Erin Centre Boulevard
- A comparison of FDC flow rates south of Britannia Road to those in the Lisgar district to determine what differences, if any, exist
- Leakage of water from the storm sewer system into the FDC system
- Private property issues (aging basement foundation, changes to building such as basement walkouts, changes to lot grading)

The following table summarizes the potential causes that were considered along with those where further assessment is required.

Table 1: Summary of Potential Causes/Factors

Potential Cause/Factor	Influence		
	Low/NA	Contributing	Primary
Groundwater	✓		
GO Station	✓		
Sanitary System	✓		
Cross-Connections	✓		
Sixteen Mile Creek Backwater	Further Assessment Required		
SWM Pond Backwater			
FDC Leakage / Hydraulics / Tailwater / Depths			
Lot Grading			
Basement Construction/Changes			
Stormwater to Utility Trench			

Work Undertaken by the City

Many actions have been completed or are underway in response to the basement water infiltration. They include:

- Preventative maintenance work on the FDC and storm sewer system including CCTV (video) inspection and flushing of FDC pipes, identifying cross-connections through smoke and dye testing, sealing of FDC manhole lids and cracks, improving overland flow route
- High Water Protocol
- Sixteen Mile Creek maintenance activities (vegetation trimming, storm outlet sediment removal, bridges and crossings sediment removal, debris/obstruction removal)
- Osprey Marsh Stormwater Management Pond works (reconfiguration of outlet, inspection and maintenance of FDC manholes and maintenance works at pond outlet to improve flow)

Claims

A number of homeowners have submitted a claim with Risk Management seeking compensation for their damages. In addition, a Class Action lawsuit has been commenced seeking damages in the amount of \$200 million on behalf of all residents in the Lisgar District. To date, the City has not found any evidence of negligence

58

and unless the legal test for liability against the City is met, there is no justification for paying out any claims associated with basement water infiltration in the Lisgar District.

Next Steps

While the cause(s) of basement water infiltration has not been isolated, a number of potential causes have been ruled out. As part of the next phase of investigation, further analysis and testing to confirm theories will be undertaken. An extended period of data collection is needed in 2013 in hopes of acquiring the desired information that would contribute to their determination. To facilitate this, the following efforts will continue or be expanded:

- Existing FDC monitors remain with additional FDC level monitors to be installed along the downstream part of the system to assess the influence of outlet water levels
- Monitoring of water levels in Osprey Marsh Stormwater Management Pond and Sixteen Mile Creek
- Additional groundwater monitoring in the bedding of FDC/sanitary sewer laterals
- Additional monitoring in the sanitary sewer system to eliminate this as a potential contributor or factor
- Completion of leakage/dye testing for storm sewers in select areas
- Completion of video inspections and smoke/dye testing
- Investigation of basement walkout drainage systems and lot grading

It is anticipated that this phase of investigation will last until the fall of 2013 if ideal monitoring conditions occur. During this time, it is recommended that no further significant physical improvements be undertaken due to insufficient usable data collected through 2012. However, physical works will be considered as results of this investigation become known.

Sump Pump Subsidy Program

The investigations to date by the consultant have led staff to propose a sump pump subsidy program to assist the owners of the approximately

185 homes with reported basement water infiltration. Installation of a sump pump will provide homeowners who may desire to install basement sump pumps, with an additional safeguard against basement water infiltration until the investigation is completed and system wide solutions are found. It may also assist residents with reinstating their homeowner's insurance.

If approved by Council, the City will offer these homeowners a financial subsidy to install a sump pump up to 50% of the cost, to a maximum of \$3,000 per household. This is based on an estimated maximum unit cost of \$6,000 which is similar to that used in and experienced with the Rebate Program for Cooksville Creek as part of its Flooding Remediation and Action Plan.

The estimated City's financial contribution to the sump pump subsidy program, assuming an uptake rate of 50%, will be approximately \$278,000 as shown in Table 2. It is anticipated that the City will be able to administer this program using current staffing resources.

Table 2: Sump Pump Subsidy Program

Rebate Program	Cost / Unit	City / Homeowner %	# of Homes with Reported Infiltration	Est. % Uptake	City Cost
Sump Pump Subsidy	\$6000	50/50	185	50	\$277,500

If a sump pump subsidy program is approved by Council, staff will develop the eligibility criteria, application process and program details with an implementation date no later than September 2013.

STRATEGIC PLAN: Not applicable.

FINANCIAL IMPACT: City funding in the amount of \$277,500 will be required to cost share the City's portion of the sump pump subsidy program. A capital project will be established: Lisgar District Sump Pump Subsidy

Sh

Program (PN 13-142), with a gross and net budget of \$277,500 which will be allocated from the Capital Reserve Fund (Account 33121) to PN 13-142.

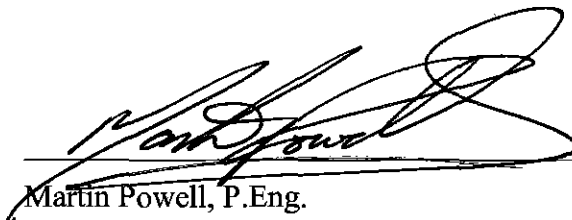
CONCLUSION:

The City is committed to actively investigate the cause(s) of basement water infiltration in homes within the Lisgar District. In the interim, a sump pump subsidy program is recommended to be offered to the owners of homes with reported water infiltration.

ATTACHMENTS:

Appendix 1: General Affected Area – North Lisgar

Appendix 2: General Affected Area – South Lisgar

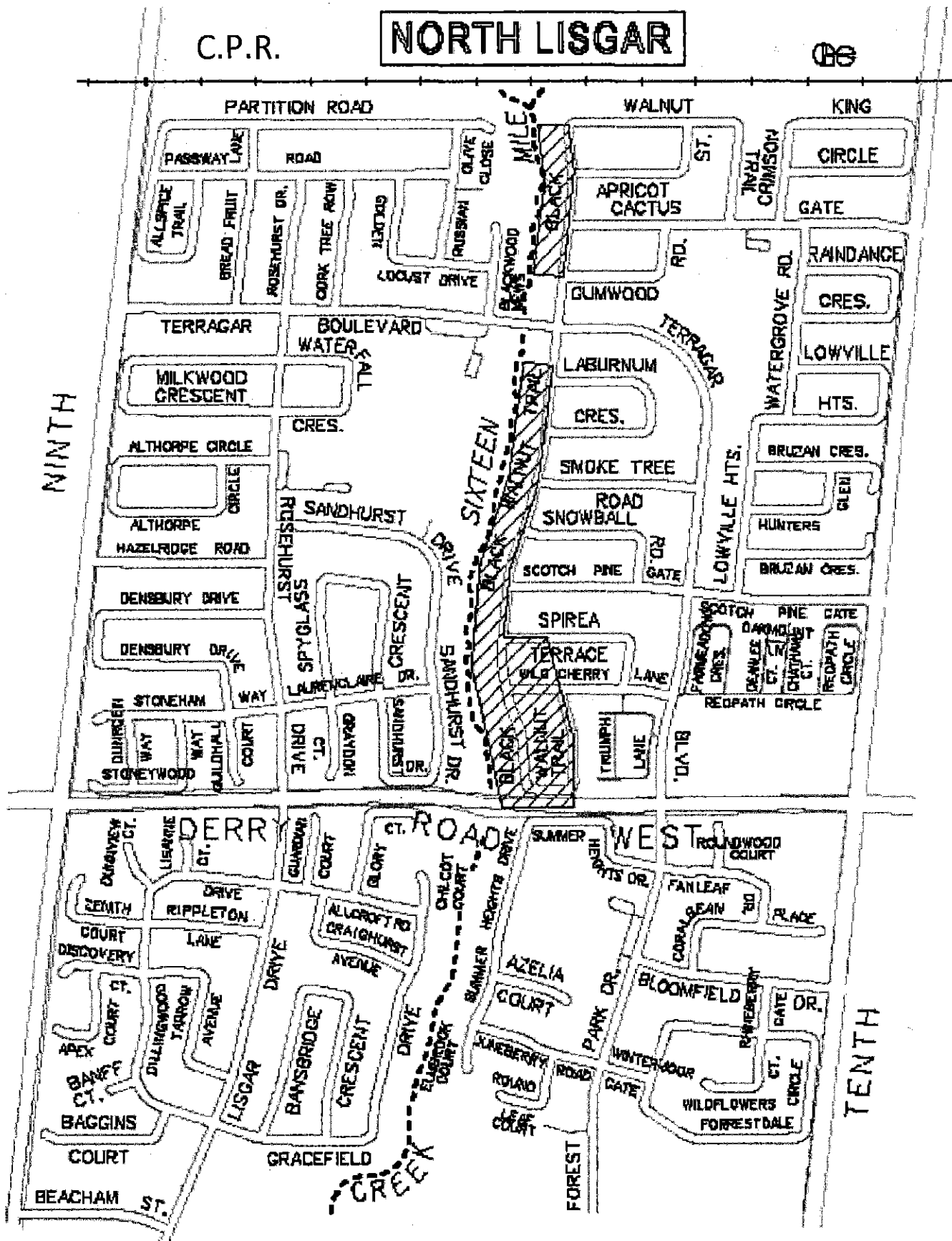


Martin Powell, P.Eng.

Commissioner of Transportation and Works

Prepared By: Lincoln Kan, P.Eng.

Manager, Environmental Services

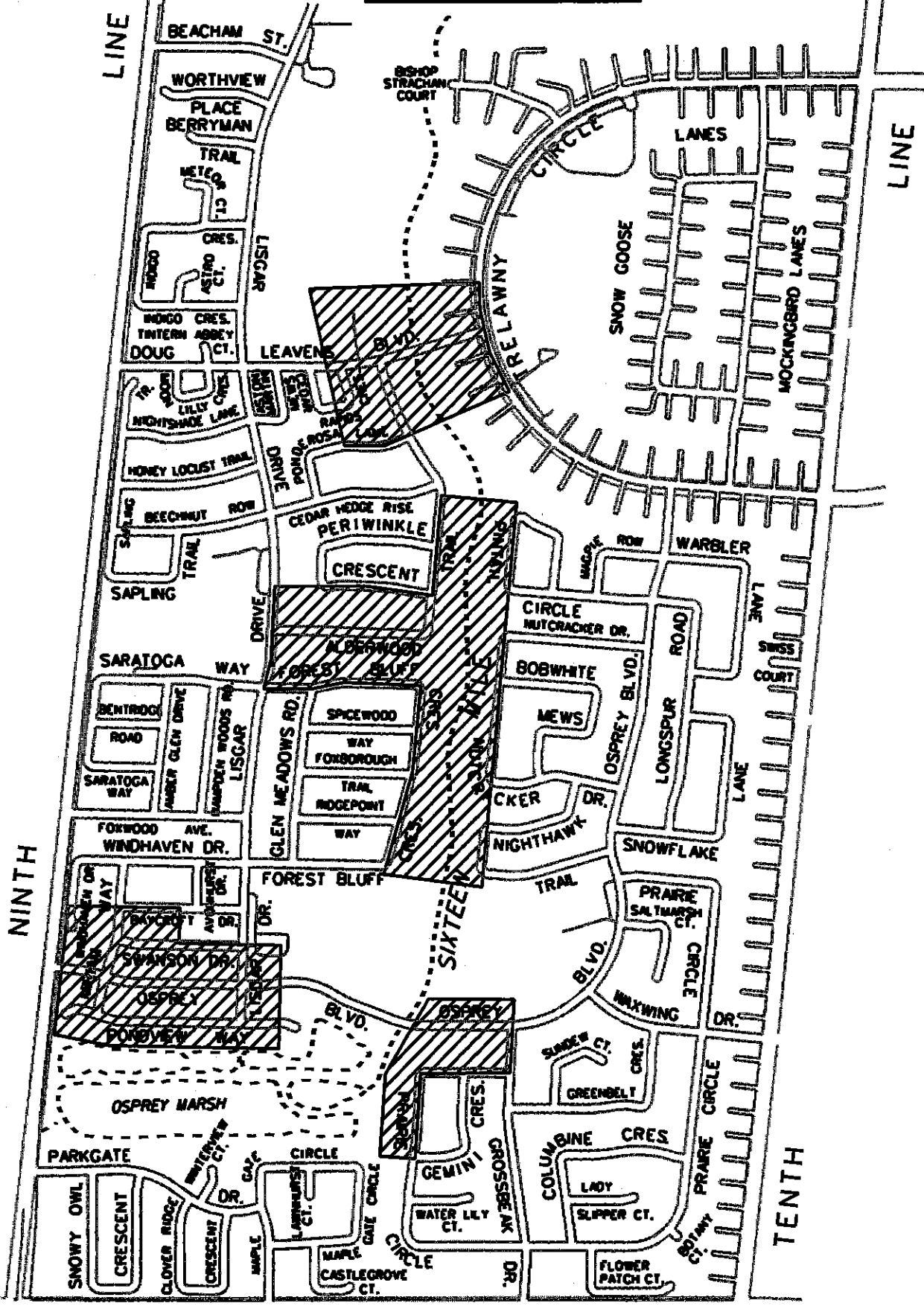


General Affected Area

51

SOUTH LISGAR

Appendix 2:
General Affected Area - South Lisgar



General Affected Area



Corporate Report

Clerk's Files

Originator's
Files

MG.23.REP
RT.10.Z-56

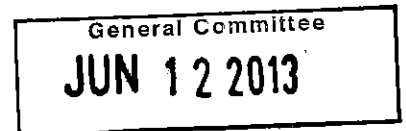
6

DATE: May 15, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works

SUBJECT: **Speed Limit Change**
Miller's Grove
(Ward 9)



RECOMMENDATION: That a by-law be enacted to amend By-law 555-2000, as amended, to extend the 40 km/h speed zone on Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (southerly intersection).

BACKGROUND: Last year, the Transportation and Works Department was in receipt of a request from an area resident to reduce the speed limit on Miller's Grove from 50 km/h to 40 km/h. The resident felt that the existing speed limit on Miller's Grove was too high for the existing physical roadway conditions. A comprehensive review of Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (northerly intersection) was completed in 2012, which resulted in a speed limit reduction from 50 km/h to 40 km/h. The section of Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (southerly intersection) was omitted from the review due to construction work being conducted on the roadway at that time.

COMMENTS:

Miller's Grove is a two-lane local residential roadway and is curvilinear in nature. Three-hour parking is permitted on both sides of Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (southerly intersection). There is an existing 40 km/h speed limit in effect on Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (northerly intersection). The remaining section of Miller's Grove maintains a posted speed limit of 50 km/h.

Current City Policy reserves the use of 40 km/h speed limit zones for junior school frontage, and/or for roadways whose geometric design cannot safely support a higher speed limit. A review of the physical characteristics of the roadway and results of a ball-bank study confirmed that a reduced speed limit is warranted on Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (southerly intersection).

The Transportation and Works Department recommends that the speed limit on Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (southerly intersection) be reduced from 50 km/h to 40 km/h. The reduction in the speed limit should help to increase the overall level of safety in the area and provide continuity throughout the entire section of Miller's Grove.

FINANCIAL IMPACT:

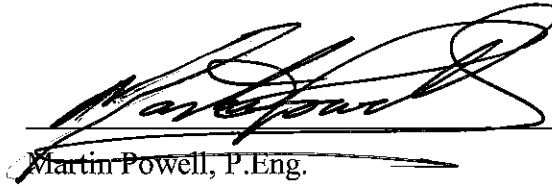
Costs for the sign installations can be accommodated in the 2013 Current Budget.

CONCLUSION:

Due to the physical characteristics of the roadway, the Transportation and Works Department recommends that the posted speed limit on Miller's Grove between McCarron Crescent (southerly intersection) and Tenth Line West (southerly intersection) be reduced from 50 km/h to 40 km/h.

ATTACHMENTS:

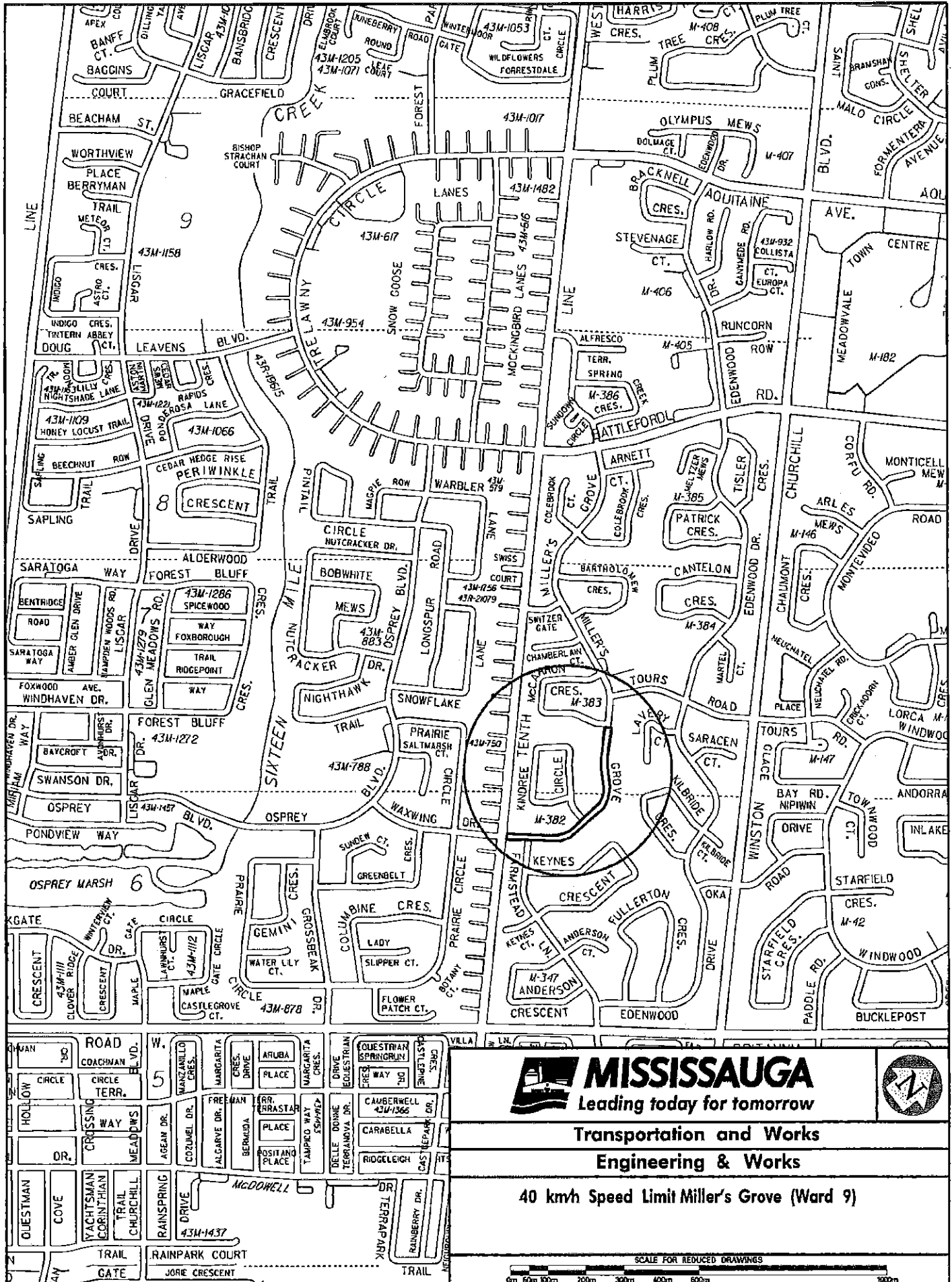
Appendix 1: Location Map: 40 km/h Speed Limit
Miller's Grove (Ward 9)

A handwritten signature in black ink, appearing to read "Martin Powell", is written over a horizontal line.

Martin Powell, P.Eng.

Commissioner of Transportation and Works

Prepared By: Ouliana Drobychevskaya, Traffic Technologist





Corporate Report

Clerk's Files

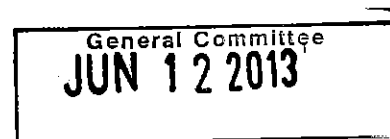
Originator's
Files

DATE: May 22, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works

SUBJECT: **Proposed Parking Prohibition
Cliff Road (Ward 7)**



RECOMMENDATION: That a by-law be enacted to amend By-law 555-2000, as amended, to implement a parking prohibition on the east side of Cliff Road between North Service Road to a point 150 meters (492 feet) northerly thereof.

BACKGROUND: The Transportation and Works Department is in receipt of a request from the Ward Councillor to implement a parking prohibition on the east side of Cliff Road between North Service Road to a point 150 metres (492 feet) northerly thereof.

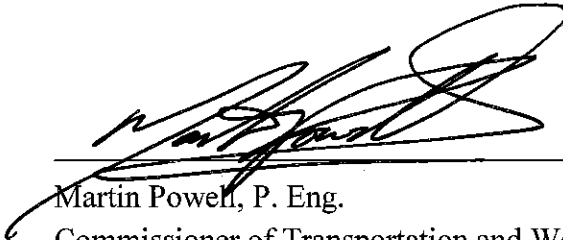
COMMENTS: Currently, 3-hour parking is permitted on the east side of Cliff Road between North Service Road and Dundas Street East. It has been brought to the Transportation and Works Department's attention through the Ward Councillor's office that school buses are parking along Cliff Road creating sight-line concerns. Therefore, the Transportation and Works Department supports the implementation of a parking prohibition on the east side of Cliff Road between North Service Road to a point 150 metres (492 feet) northerly thereof. Typically this type of a parking regulation change is addressed by a petition being circulated to the affected residents to determine the

level of support. As this was requested from the Ward Councillor, a parking questionnaire was not mailed to the area residents. The Ward Councillor has subsequently requested a report be brought forward. The Ward Councillor supports the implementation of a parking prohibition on the east side of Cliff Road between North Service Road to a point 150 metres (492 feet) northerly thereof.

FINANCIAL IMPACT: Costs for the sign installations can be accommodated in the 2013 current budget.

CONCLUSION: The Transportation and Works Department supports the implementation of a parking prohibition on the east side of Cliff Road between North Service Road to a point 150 metres (492 feet) northerly thereof.

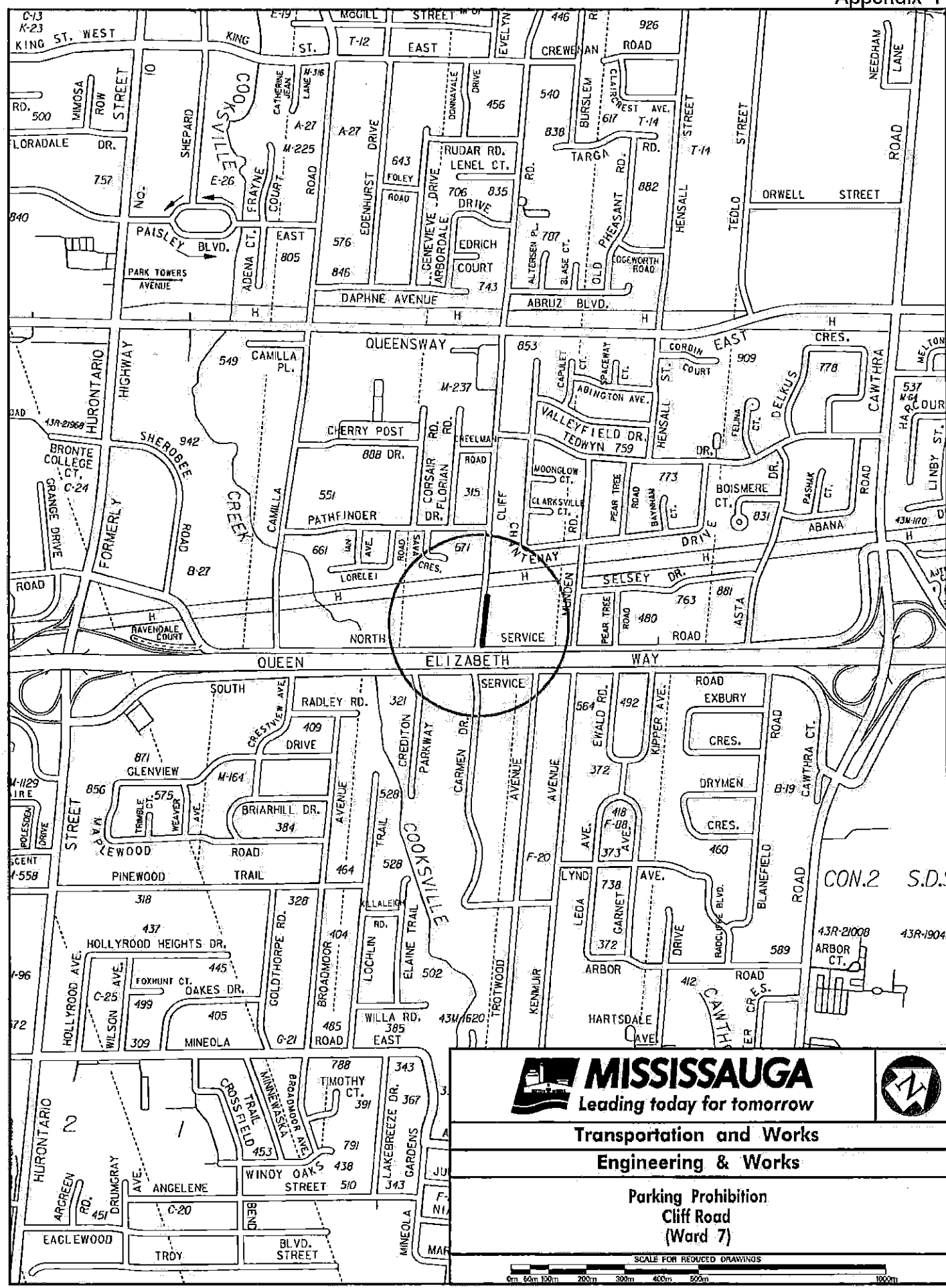
ATTACHMENTS: Appendix 1: Location Map: Parking Prohibition
Cliff Road (Ward 7)



Martin Powell, P. Eng.

Commissioner of Transportation and Works

Prepared By: Vivian Mansour, Traffic Operations Technician





Corporate Report

Clerk's Files

Originator's
Files

MG.23.REP
RT.10.Z-38W

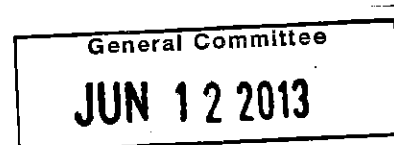
8

DATE: May 15, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works

SUBJECT: **15-hour Parking Anytime (lay-bys)**
Bristol Road West (Ward 6)



RECOMMENDATION: That a by-law be enacted to amend By-law 555-2000, as amended, to implement 15-hour parking anytime on Bristol Road West in the following lay-bys:

1. On the south side of Bristol Road West between a point 42 metres (138 feet) west of Bathgate Road and a point 95 metres (312 feet) westerly thereof.
2. On the north side of Bristol Road West between a point 18 metres (59 feet) east of Durie Road and a point 63 metres (207 metres) easterly thereof.

BACKGROUND: Lay-bys are being constructed as part of the road rehabilitation project which is currently in progress for Bristol Road West between Creditview Road and Church Street. The installation of on-road bicycle lanes along this section of Bristol Road West is being completed in conjunction with the road rehabilitation project. Minor road widening and reductions to vehicle lane widths are being completed as part of the road rehabilitation work in order to accommodate the bicycle lanes. On-street parking will be prohibited on Bristol Road West between Creditview Road and Church Street, in order to accommodate the bicycle lanes. Visitor parking is being

accommodated through the construction of parking lay-bys in locations along the road without residential frontage.

COMMENTS:

As per City policy, 3-hour parking will be permitted in the lay-bys when the construction is complete. The Transportation and Works Department is in receipt of a request from the Ward Councillor through concerns raised by area residents to permit 15-hour parking anytime in the lay-bys on both sides of Bristol Road West. A site investigation by the Transportation and Works Department determined that 15-hour parking anytime could be supported within both locations of the lay-bys.

The Ward Councillor supports the proposed changes in the existing parking regulations.

FINANCIAL IMPACT:

Costs for the sign installations can be accommodated in the 2013 Current Budget.

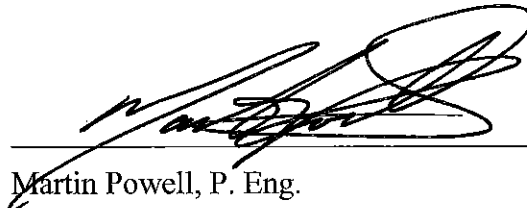
CONCLUSION:

The Transportation and Works Department supports the implementation of 15-hour parking anytime on Bristol Road West in the following lay-bys:

1. On the south side of Bristol Road West between a point 42 metres (138 feet) west of Bathgate Road and a point 95 metres (312 feet) westerly thereof.
2. On the north side of Bristol Road West between a point 18 metres (59 feet) east of Durie Road and a point 63 metres (207 metres) easterly thereof.

ATTACHMENTS:

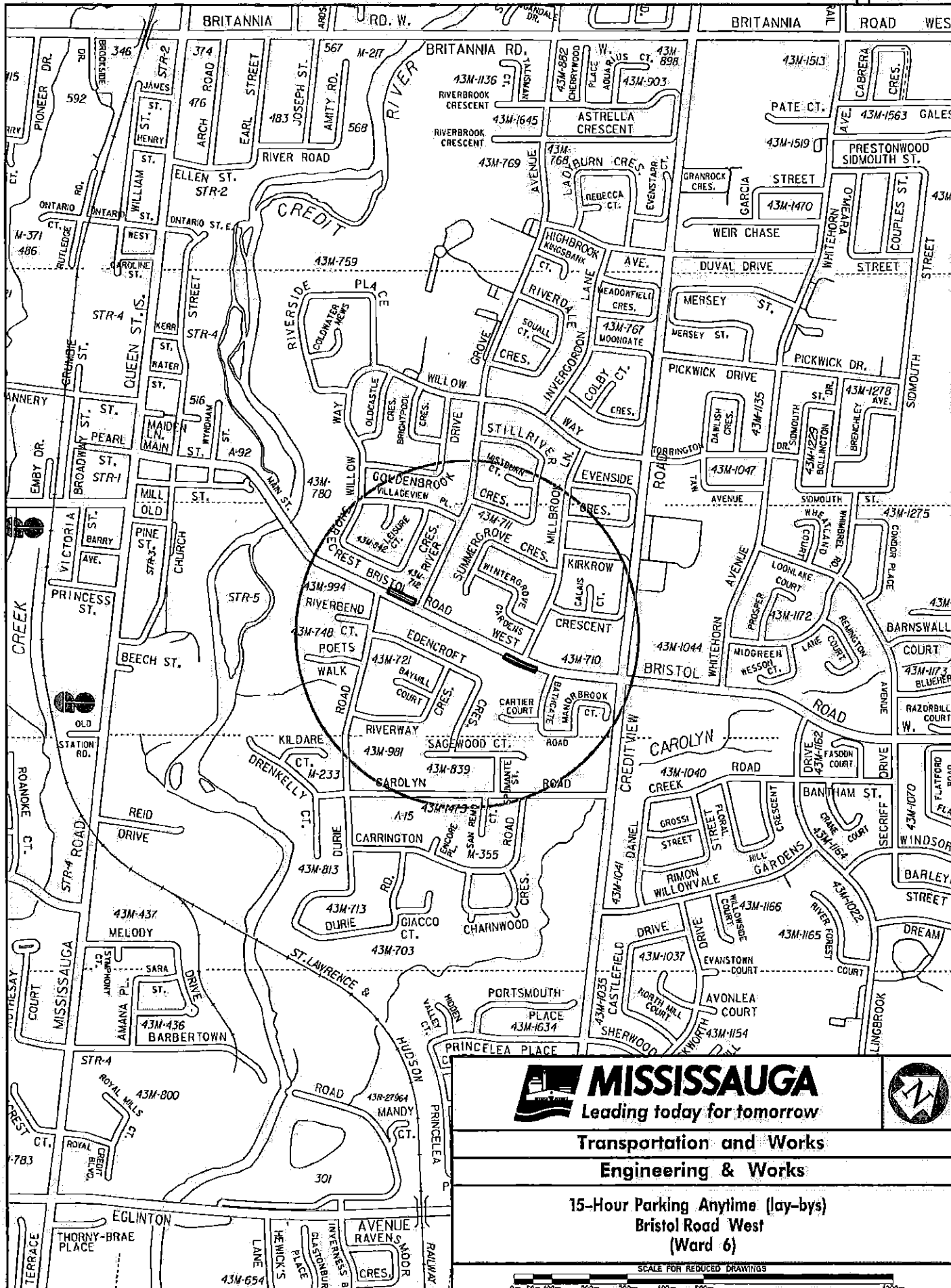
Appendix 1: Location Map: 15-hour Parking Anytime (lay-bys)
Bristol Road West (Ward 6)



Martin Powell, P. Eng.

Commissioner of Transportation and Works

Prepared By: Alex Liya, Traffic Operations Technician



MISSISSAUGA
Leading today for tomorrow



**Transportation and Works
Engineering & Works**

**15-Hour Parking Anytime (lay-bys)
Bristol Road West
(Ward 6)**





Corporate Report

Clerk's Files

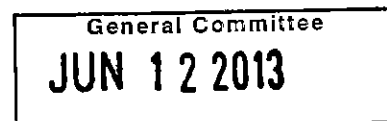
Originator's
Files

MG.23.REP
RT.10.Z-29

9

DATE: May 21, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013



FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works

SUBJECT: **Lane Designation**
Living Arts Drive and Princess Royal Drive (Ward 4)

RECOMMENDATION: That a by-law be enacted to amend By-law 555-2000, as amended, to designate the northbound curb lane on Living Arts Drive between Princess Royal Drive and a point 45 metres (148 feet) southerly thereof, as an exclusive right-turn lane.

BACKGROUND: Prior to the permanent closure of City Centre Drive, an exclusive right-turn lane was provided for northbound traffic on Living Arts Drive at City Centre Drive. When City Centre Drive was permanently closed, the removal of this dedicated right-turn lane was necessary to create two northbound through lanes from Burnhamthorpe Road West to City Centre Drive. However, the continuation of these two northbound lanes could not be maintained through the intersection of Living Arts Drive and City Centre Drive by simply revising the pavement marking.

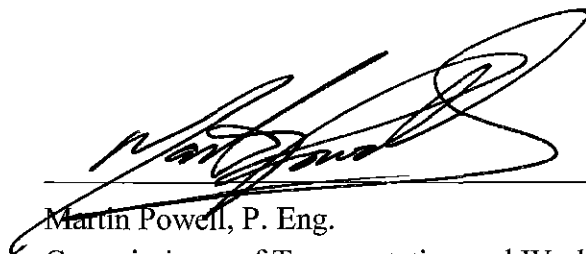
COMMENTS: Due to the permanent closure of City Centre Drive between Living Arts Drive and Duke of York Boulevard, modifications to the intersections of City Centre Drive at Duke of York Boulevard and City Centre Drive at Living Arts Drive were necessary to ensure the

safest possible operation of the surrounding road network. As a result, the removal of the centre traffic island on the north leg at the intersection of Living Arts Drive and City Centre Drive was completed to accommodate the continuation of two northbound through lanes between City Centre Drive and Princess Royal Drive. This work was completed at the end of 2012. These changes provided the opportunity to create a dedicated right-turn lane on Living Arts Drive at Princess Royal Drive while maintaining a single through lane to Rathburn Road West.

FINANCIAL IMPACT: Not applicable.

CONCLUSION: The Transportation and Works Department supports the implementation of an exclusive northbound right-turn lane at the intersection of Living Arts Drive and Princess Royal Drive.

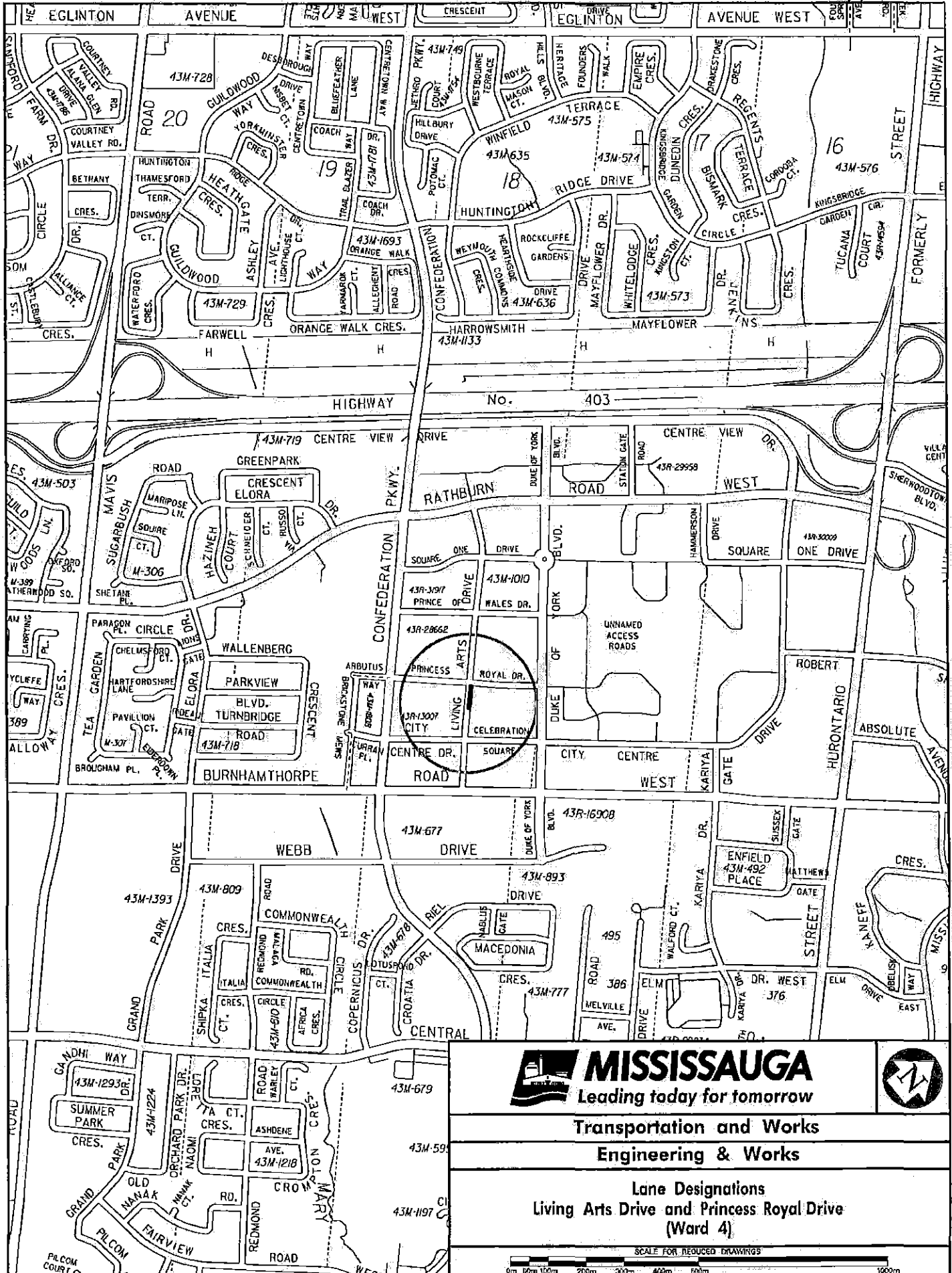
ATTACHMENTS: Appendix 1: Location Map: Lane Designations – Living Arts Drive and Princess Royal Drive (Ward 4)



Martin Powell, P. Eng.

Commissioner of Transportation and Works

Prepared By: Alex Liya, Traffic Operations Technician





Corporate Report

Clerk's
Files

Originator's 43M-1781
Files

10

DATE: May 21, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

General Committee

JUN 12 2013

FROM: Martin Powell, P.Eng.
Commissioner of Transportation and Works

SUBJECT: Assumption of Municipal Services (Ward 4)

RECOMMENDATION: That the City of Mississauga assume the municipal works as constructed by the developer under the terms of the Servicing Agreement for 43M-1781, Partacc Mississauga Developments Inc., (lands located north of Huntington Ridge Drive, east of Guildwood Way, west of Confederation Parkway and south of Eglinton Avenue West, in Z-29, known as Centrepont West) and that the Letter of Credit in the amount of \$1,753,076.60 be returned to the developer and that a by-law be enacted to establish the road allowances within the Registered Plan as public highway and part of the municipal system of the City of Mississauga. Yorkminster Crescent, which forms part of the Centrepont West Subdivision, has been established as public highway pursuant to By-Law No.0277-2009.

43M-1781 (Ward 4)

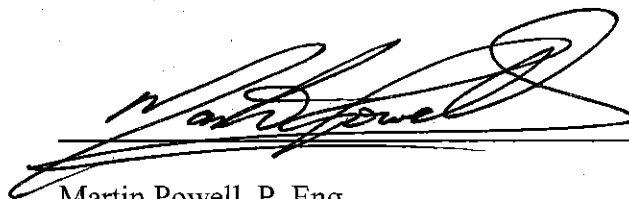
BACKGROUND: The developer identified on the attached Table of Assumption (Appendix 1) has complied with all the requirements of the Servicing Agreement for the installation of the municipal services.

10a

FINANCIAL IMPACT: With the assumption of Centrepoint West (43M-1781), the City will now be required to provide maintenance of 1781 metres (5843 feet) of newly constructed storm sewer and 3.62 lane kilometres (11877 feet) of roadway.

CONCLUSION: It is in order for the City to assume the municipal works within the sites identified on the attached Table of Assumption (Appendix 1).

ATTACHMENTS: Appendix 1: Table of Assumption
Appendix 2: Approximate location of Centrepoint West (43M-1781)

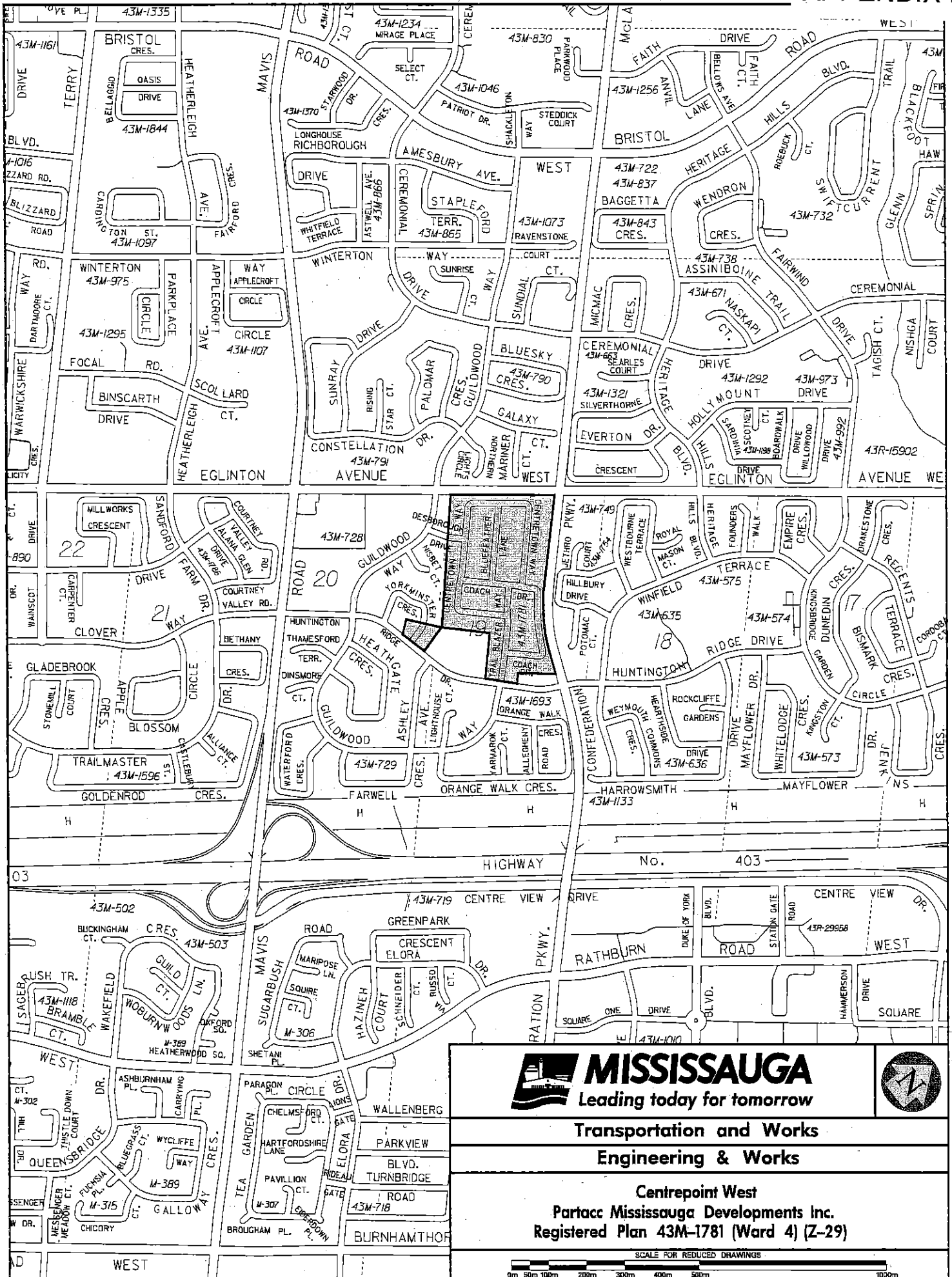
A handwritten signature in black ink, appearing to read 'Martin Powell', is written over a horizontal line.

Martin Powell, P. Eng.
Commissioner of Transportation and Works

*Prepared by: Silvio Cesario, P.Eng.,
Acting Manager, Development Construction*

TABLE OF ASSUMPTION

PLAN/FILE REFERENCE #	LOCATION	DEVELOPERS ADDRESS	SERVICING AGREEMENT DATE	SECURITIES TO BE RELEASED
43M-1781	North of Huntington Ridge Drive, east of Guildwood Way, west of Confederation Parkway and south of Eglinton Avenue West (Z-29)	PARTACC Mississauga Developments Inc. 625 Cochrane Drive, Suite 801 Markham, ON L3R 9R9 Attn: Mr. Ron Baruch	November 26, 2008	\$1,753,076.60 (Cancel Insurance)





Corporate Report

Clerk's Files

Originator's
Files

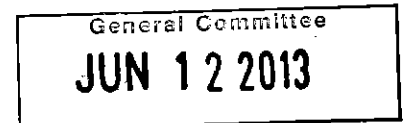
MG.23.REP

DATE: May 23, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works

SUBJECT: **Sheridan College Parking Rate Increase 2013-2014**



RECOMMENDATION: That a by-law be enacted to amend By-law 555-2000, as amended to increase the Sheridan College paid parking rates for the academic year of 2013-2014 as outlined in the report entitled, "Sheridan College Parking Rate Increase 2013-2014" from the Commissioner of Transportation and Works, dated June 12, 2013.

BACKGROUND: Since 2011, paid parking has been in effect for students, staff and faculty of Sheridan College-HMC in the two off-street surface parking lots adjacent to the campus. The students, staff and faculty have the option to purchase one-semester, two-semester, or annual permits, as well as multi-visit cards through the Cashiers office. The variety of rate options available is consistent with what is offered at the Sheridan College campuses in Brampton and Oakville.

On July 4, 2012, Council approved the Sheridan College paid parking rates for the academic year of 2012-2013, as outlined in the report dated June 27, 2012, from the Transportation and Works Department entitled *Paid Parking Off Street Rate Options (Ward 4)*.

COMMENTS:

Proposed Parking Rates 2013-2014 HMC Sheridan College

Sheridan College has approved a parking rate increase for the 2013-2014 Academic year for the Sheridan campuses in Brampton and Oakville. As a result, Sheridan College has requested that the City increase the current Sheridan College-HMC parking rates to align with current rates charged at the Brampton and Oakville campuses. Sheridan's parking control strategy may be negatively impacted should there not be parity in their parking rates.

The Transportation and Works Department has identified for consideration parking rate increases for the 2013-2014 HMC Sheridan College Mississauga Campus paid parking program.

The following table illustrates the recommended 2013-2014 Sheridan College-HMC parking rates to be effective August 1, 2013.

Sheridan Parking Rates		
Permit Type	Current Rates August 2012- September 2013	Proposed Rates August 2013- September 2014
Monthly	\$80.00	\$100.00
One Semester	\$185.00	\$250.00
Two Semester	\$345.00	\$450.00
Annual	\$435.00	\$600.00
8 Visit - MVC	\$40.00	\$60.00
16 Visit - MVC	\$60.00	\$80.00
24 Visit - MVC	\$80.00	\$100.00
32 Visit - MVC	\$100.00	\$120.00

STRATEGIC PLAN:

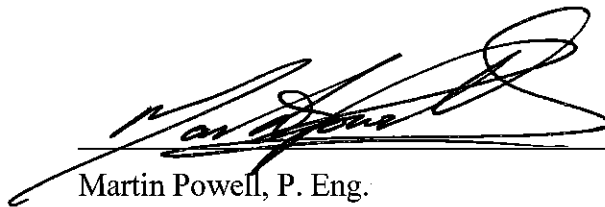
The implementation of off-street paid parking in the Downtown is consistent with the following Strategic Pillars for Change, Goals and Actions put forth in the City's Strategic Plan:

- Develop a Transit-Oriented City:
 - Develop Environmental Responsibility: Action 3 – Implement a Parking Strategy that Supports Public Transit
 - Build a Reliable and Convenient System: Action 11 – Accommodate the Needs of Cyclists

- Completing Our Neighbourhoods:
 - Provide Mobility Choices: Action 14 – Create More Bike-Friendly Facilities
 - Provide Mobility Choices: Action 15 – Use Incentives to Encourage Work Commutes by Public Transit
- Living Green:
 - Lead and Encourage Environmentally Responsible Approaches

FINANCIAL IMPACT: The financial impact of increasing the off-street parking rates will result in additional revenue of \$25,000 from Sheridan College Operations. This added revenue will be used in part to support the employee discount transit program, Downtown car-share service and other Smart Commute programs.

CONCLUSION: It is recommended that the Sheridan College-HMC campus parking rates be increased for the 2013-2014 academic year.



Martin Powell, P. Eng.
Commissioner, Transportation and Works

*Prepared By: Tomasz Brzeziak, Parking Coordinator
Transportation Project Office*



Corporate Report

Clerk's Files

Originator's
Files

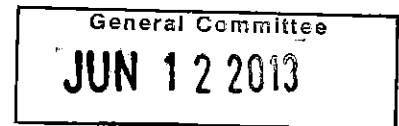
MG.23.REP

12

DATE: May 16, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works



SUBJECT: Kariya Drive and Burnhamthorpe Road West Municipal Parking
Lot #36 (Ward 7)

RECOMMENDATION: That a by-law be enacted to amend By-law 555-2000, as amended to implement paid parking in Municipal Parking Lot 36, located at Kariya Drive and Burnhamthorpe Road West.

BACKGROUND: In 1988, the City entered into a Highway Encroachment Agreement with Sussex Centre One Limited and Sussex Centre Two Limited for the encroachment of a drop-off driveway, parking and landscaping onto a portion of Burnhamthorpe Road West. Over time the abutting development has changed ownership and the agreement is no longer valid as there was never any assignment of the agreement. The property is located in the right-of-way and the City has taken over all responsibilities associated with this property.

COMMENTS: The parking lot is located at the south-east corner of Kariya Drive and Burnhamthorpe Road West and includes 14 angled parking spaces. Parking is currently allowed for a maximum of 15 minutes and is free (Appendix 1).

An assessment of the site has revealed that the asphalt, curbs and boulevard pavers are in poor condition, and in need of significant repair and replacement. It has been determined that the existing parking lot can be redesigned to accommodate perpendicular parking. Incorporating perpendicular parking is the preferred design method and is cheaper than replacing damaged sections of angled curb. The proposed redesign recommends closing the middle driveway, which will increase the parking supply by nine (9) parking spaces, of which three (3) will be accessible (Appendix 2). The associated cost is estimated to be \$90,000.

In the Sussex Centre underground garage located under 50/90 Burnhamthorpe Road West parking is free for the first hour, however, parking costs \$1.50 for every half hour after that, with a \$12.00 daily maximum. The private surface parking lot located on Enfield Place only allows parking to be purchased at a \$7.00 daily rate. The property management group responsible for Sussex Centre One Limited and Sussex Centre Two Limited has no objection with the City of Mississauga implementing paid parking in the parking lot.

Based on the above, the Transportation and Works Department recommends the following parking changes:

- add this parking lot to the municipal parking lot supply, and by-law the parking lot as Municipal Parking Lot 36;
- change the maximum time limit from 15 minutes to a 2 hour maximum parking limit between 8:00 a.m. and 6:00 p.m., Monday to Sunday
- recommend 14 hour maximum overnight parking between 6:00 p.m. and 8:00 a.m., Monday to Sunday;
- recommend a \$1.50 per hour incremental (\$0.25, 10 minutes \$0.50, 20 minutes etc.) rate and a \$5.00 incremental overnight rate.

The Ward Councillor supports these parking recommendations.

FINANCIAL IMPACT: The costs for reconstructing the parking lot can be accommodated in the 2013 Capital Budget. The cost for the required three Pay and Display machines can be accommodated in the 2013 Capital Budget.

CONCLUSION:

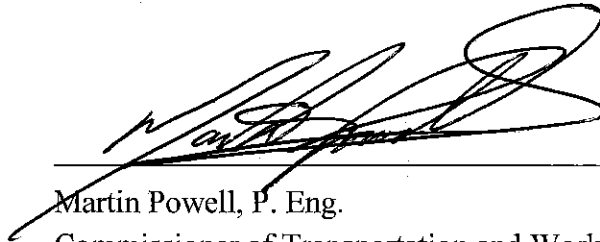
The Transportation and Works Department supports:

- reconstructing the Municipal Parking Lot #36; and
- implementing paid parking at this lot.

ATTACHMENTS:

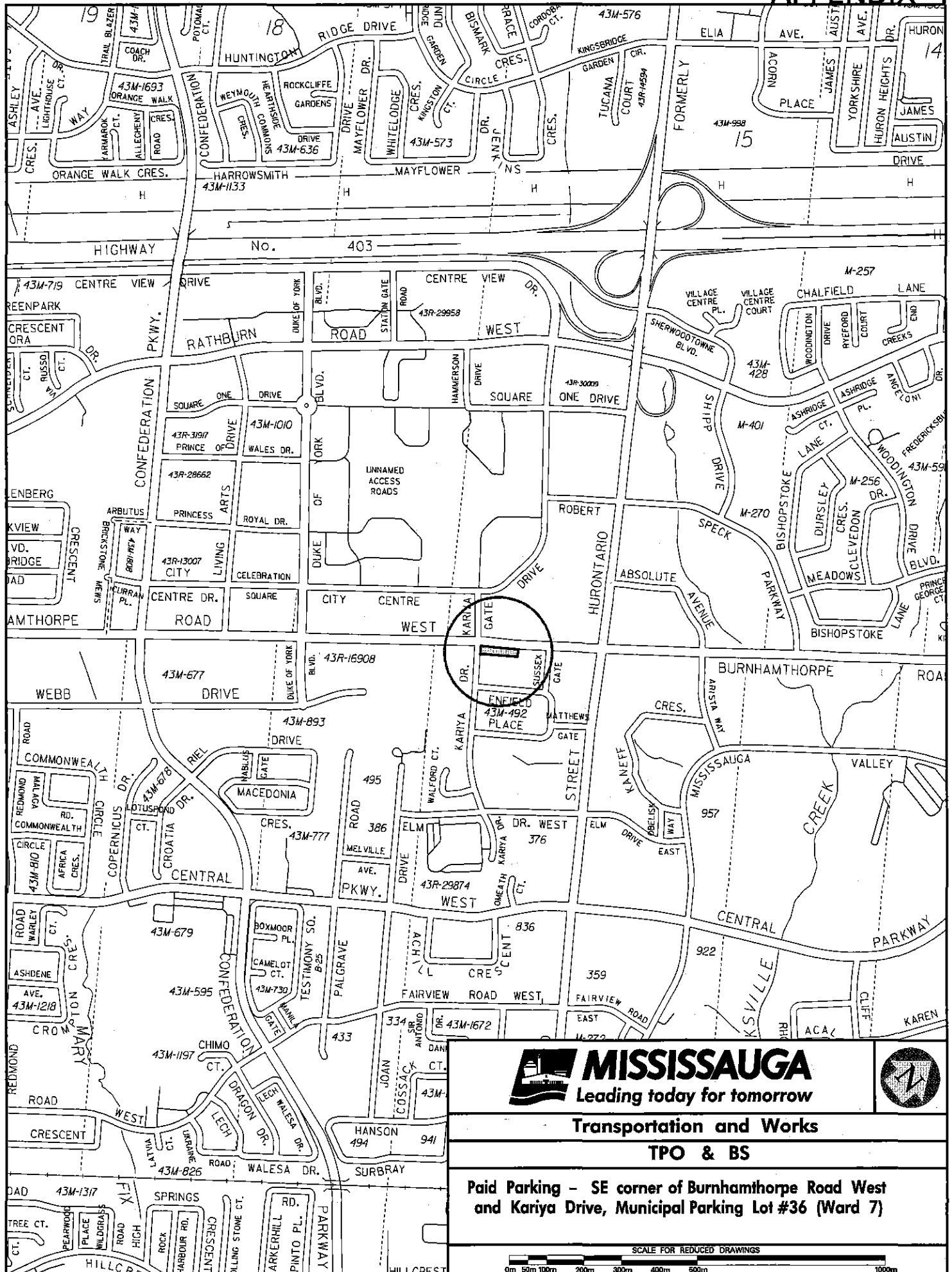
Appendix 1: Location Map: Kariya Drive and Burnhamthorpe Road West.

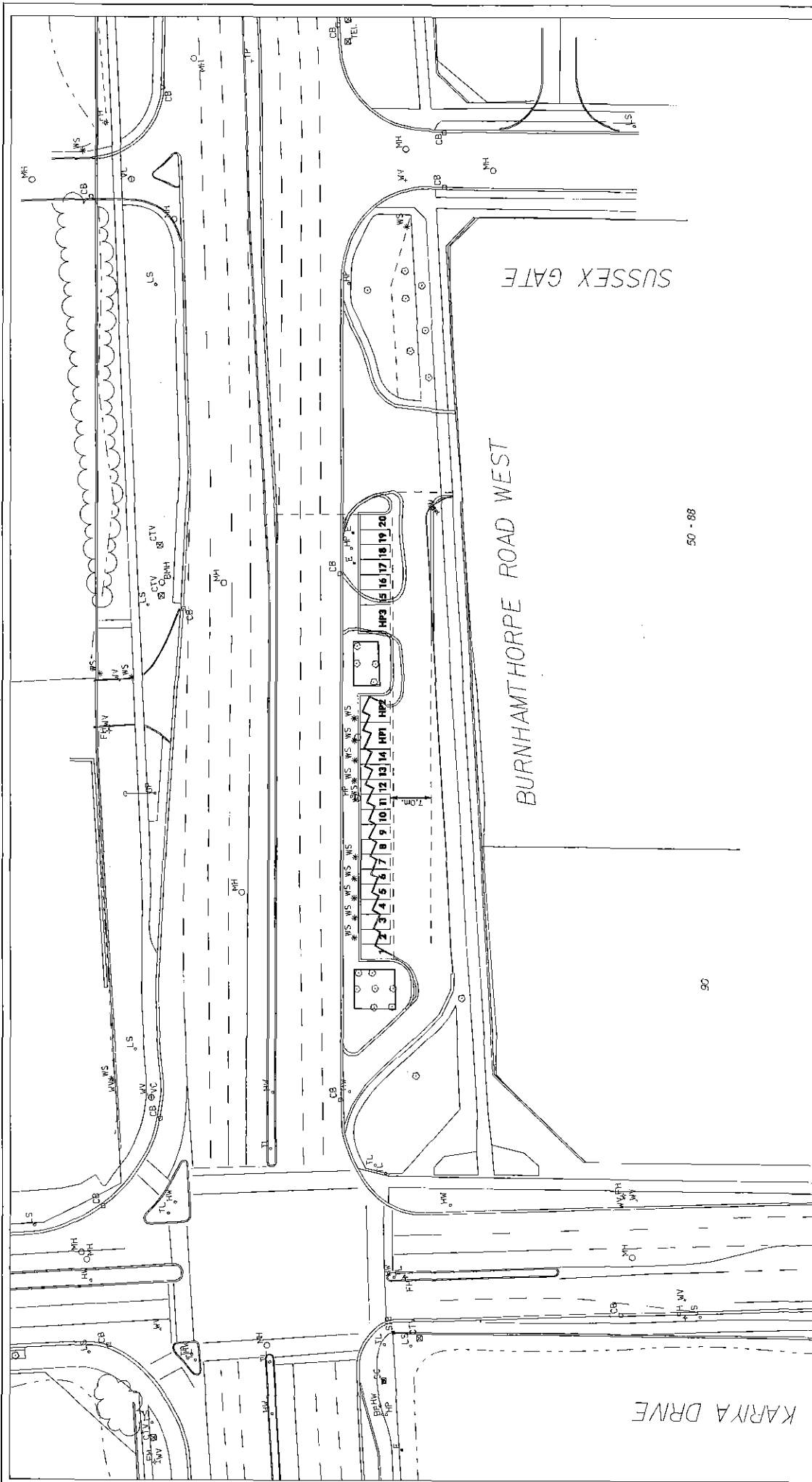
Appendix 2: Parking Lot redesign

A handwritten signature in black ink, appearing to read 'Martin Powell', is written over a horizontal line.

Martin Powell, P. Eng.
Commissioner of Transportation and Works

*Prepared By: Tomasz Brzeziak, Parking Coordinator
Transportation Project Office*







Corporate Report

Clerk's Files

Originator's
Files

13

DATE: May 29, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

General Committee

JUN 12 2013

FROM: Martin Powell, P. Eng.
Commissioner, Transportation and Works

SUBJECT: Revised Full Service Food Truck Pilot Project

- RECOMMENDATION:**
1. That a pilot project for full service food trucks be implemented for a period of one year subject to the conditions outlined in the report from the Commissioner, Transportation and Works, dated May 29, 2013 and titled "Revised Full Service Food Truck Pilot Project".
 2. That staff report to Council at the conclusion of the pilot project.

**REPORT
HIGHLIGHTS:**

- At its meeting of July 4, 2012 Council approved the implementation of a pilot project for six full service food trucks for a period of six months subject to the conditions and selection process outlined in the report from the Commissioner, Transportation and Works, dated June 12, 2012 and titled "Full Service Food Trucks Pilot Project".
- The pilot project for full service food trucks was advertised as a public lottery twice in 2012 and no applications were received.
- Information provided to staff from the full service food truck industry indicated that the restrictions in the pilot project were too restrictive.

- This report addresses the concerns of the full service food truck industry and brings forward a revised full service food truck pilot project with less restrictive conditions.

BACKGROUND:

In 2011 Alyssa Tangerine approached staff about operating a full service food truck in Mississauga. Concerns were raised with regard to the operation which requires greater time to set up, perform sales and clean-up than permitted under the Vehicle Licensing By-law 520-04, as amended. In 2012 Ms. Tangerine again approached staff to look into the possibility of amending the by-law particularly as the mobile restaurant industry evolves with the advent of social media.

The movement to restaurants on wheels has become prevalent throughout North America. Research shows that many cities throughout the United States and Canada are moving towards this type of operation to meet the demand for healthier and fresher eating options in a very fast paced society.

The City of Calgary has recently moved forward with a "Full Service Food Vehicle Pilot Project". The project sets out criteria that states only trucks can be used, sales are prohibited in residential zones, the truck cannot be used for food delivery and has a maximum time limit per location of four hours. The project garners support through social media as it allows the vender to inform their clientele of their current location.

The City of Hamilton is considering a by-law with numerous conditions permitting full service food trucks to operate on city streets and private property. Hamilton's proposed by-law permits full service food trucks to operate on residential local roads for no longer than 15 minutes and on any other roads for no longer than three hours. Hamilton also incorporated a set-back to ensure that all food trucks maintain 30 metres (97.5 feet) from all other like businesses.

The municipalities of Toronto and Vaughan are still in the investigative stage.

13b

At its meeting of July 4, 2012, Council approved the following:

"GC-0488-2012

- 1. That a pilot project consisting of six full service food trucks be implemented for a period of six months subject to the conditions and the selection process outlined in the report to General Committee titled "Full Service Food Trucks Pilot Project" from the Commissioner of Transportation and Works, dated June 12, 2012; and*
- 2. That staff report to Council at the conclusion of the pilot project."*

A copy of the report to the General Committee titled "Full Service Food Trucks Pilot Project" is attached as Appendix 1.

The pilot project for full service food trucks for six months was advertised as a public lottery twice in 2012 and no applications were received. The information provided from the industry to the Manager, Mobile Licensing Enforcement, indicated that the conditions in the pilot project were too restrictive and that both property and food truck owners were not satisfied with trucks only being allowed to park in one location for six months.

In 2013 staff have received requests from numerous full service food truck owners asking that the pilot project be brought forward with less restrictive guidelines and that the City of Mississauga give consideration to Community Centre/Arena properties.

COMMENTS:

The full service food truck industry is relatively new and is representative of an emerging culture. The lifestyle and pace of today's society is fast and constantly on the move. The trend today is toward healthier eating habits and the consumption of freshly prepared food. Currently many refreshment trucks serve food that has been prepared and allowed to sit on heating elements for extended periods of time. While refreshment carts provide a fresher product, they have

a limited selection. The emerging trend is to give people a larger selection of foods which are freshly prepared while the customer waits.

Definition:

For the purpose of this pilot project, a full service food truck means a mobile truck that is self contained and has the appropriate equipment for a large selection of foods that are freshly prepared while the customer waits.

Conditions:

In order for the pilot project to go forth, it is recommended that the following conditions be fulfilled:

- a) That the project be exempt from the provisions of the Vehicle Licensing By-law 520-04, as amended, Section 50:

"1. A Refreshment Vehicle Driver licensed under this by-law shall not offer for sale or sell Refreshments to the public from a Refreshment Vehicle:

....

(b) which is parked at one location on private property with the Owner's permission for more than 30 minutes in any one hour period."

The pilot project permits the exempted vehicles a maximum four hours to set up, perform sales and clean up.

- b) That the full service food truck owner provides proof of an inspection by the Technical Safety Standards Authority (TSSA).
- c) That the project be restricted to performing business on private property in areas zoned industrial/commercial in accordance with the Zoning By-law 0225-2007 with a minimum 500 meter (1,640 feet) separation from any fixed location eatery business.
- d) That the project be permitted to perform business on community centre/arena property with the expressed written consent of the Commissioner, Community Services, or their designate.

- e) That the full service food truck owner supply a detailed, to scale site plan, showing the location of the truck, roads, entrances and buildings.
- f) That the full service food truck owner provide written consent from the property owner with details of the hours of operation, location and duration as well as written consent from the local Business Improvement Association, if applicable.
- g) That the full service food truck be in compliance with all other applicable sections of the Vehicle Licensing By-law 520-04, as amended.

FINANCIAL IMPACT: Not Applicable.

CONCLUSION: Staff believe that a revised pilot project would address the needs of the full service food truck industry. Further, the pilot project will keep the City of Mississauga current with emerging trends. Staff propose to proceed with a pilot project for the licensing of full service food trucks for a period of one year. Upon the completion of the one year pilot project a report will be presented to Council.

ATTACHMENTS: Appendix 1: Corporate Report from the Commissioner, Transportation and Works dated June 12, 2012 and titled Full Service Food Trucks Pilot Project



Martin Powell, P. Eng.

Commissioner, Transportation and Works

Prepared By: Daryl Bell, Manager, Mobile Licensing



Corporate Report

Clerk's Files

Originator's
Files

DATE: June 12, 2012

TO: Chair and Members of General Committee
Meeting Date: June 27, 2012

FROM: Martin Powell, P. Eng.
Commissioner, Transportation and Works

SUBJECT: Full Service Food Trucks Pilot Project

- RECOMMENDATION:**
1. That a pilot project consisting of six full service food trucks be implemented for a period of six months subject to the conditions and the selection process outlined in the report to General Committee titled "Full Service Food Trucks Pilot Project" from the Commissioner of Transportation and Works, dated June 12, 2012; and
 2. That staff report to Council at the conclusion of the pilot project.

REPORT HIGHLIGHTS:	<ul style="list-style-type: none">• This report addresses the request received from the mobile food industry for full service food trucks and proposes a pilot project for a period of six months. Included in the report are a series of conditions and the selection process to be followed.
-------------------------------	--

BACKGROUND:

In 2011 Alyssa Tangerine approached staff about operating a full service food truck in Mississauga. Concerns were raised with regard to the operation which requires greater time to set-up, perform sales and clean-up than permitted under the Vehicle Licensing By-law 520-04, as amended, Section 50(1)(b). In 2012 Ms. Tangerine again approached staff to look into the possibility of amending the by-law

particularly as the mobile restaurant industry evolves with the advent of social media. The movement to restaurants on wheels has become prevalent throughout North American. Research shows that many cities throughout the United States and Canada are moving towards this type of operation to meet people's demand for healthier and fresher eating options in a very fast paced society.

The City of Calgary has recently moved forward with a "Full Service Food Vehicle Pilot Project". The project sets out criteria that states only trucks can be used, sales are prohibited in residential zones, the truck cannot be used for food delivery and has a maximum time limit per location of four hours. The project garners support through social media as it allows the vender to inform their clientele of their current location.

The City of Hamilton is considering an aggressive by-law with numerous conditions permitting full service food trucks to operate on city streets and private property. Hamilton's proposed by-law permits full service food trucks to operate on residential local roads for no longer than 15 minutes and on any other roads for no longer than 3 hours.

The municipalities of Toronto and Vaughan are still in the investigative stage.

COMMENTS:

The Full Service Food Truck industry is relatively new and is representative of the emerging culture. The lifestyle and pace of today's society is fast and constantly on the move. The culture of today is one of healthier eating habits with a push toward freshly prepared food. Currently many refreshment trucks serve food that has been prepared and allowed to sit on heating elements for extended periods of time. While refreshment carts provide a fresher product, they have a limited selection. The emerging trend is to give people a larger selection of foods which are freshly prepared while the customer waits.

Definition:

For the purpose of this pilot project, a Full Service Food Truck means a mobile truck that is self contained and has the appropriate equipment for the type and method of food preparation and has a menu of multiple food items that are freshly prepared while the customer waits.

Conditions:

In order for the pilot project to go forth, it is recommended that the following conditions be fulfilled:

- a) That the project be exempt from the provisions of the Vehicle Licensing By-law 520-04, as amended, Section 50:

1. A Refreshment Vehicle Driver licensed under this by-law shall not offer for sale or sell Refreshments to the public from a Refreshment Vehicle:

....

(b) which is parked at one location on private property with the Owner's permission for more than 30 minutes in any one hour period.

The pilot project permits the exempted vehicles a maximum four hours to set up, perform sales and clean up.

- b) That the full service food truck owner provide proof of an inspection by the Technical Safety Standards Authority (TSSA).
- c) That the project be restricted to performing business in an industrial/commercial area with a minimum 500 meter (1,640 feet) separation from any fixed location eatery business.
- d) That the full service food truck owner supply a detailed, to scale site plan, showing the location of the truck, roads, entrances and buildings.
- e) That the full service food truck owner provides written consent from the property owner with details of the hours of operation, location and duration as well as written consent from the local Business Improvement Association, if applicable.

- f) That the full service food vehicle be in compliance with all other sections of the Vehicle Licensing By-law 520-04, as amended.

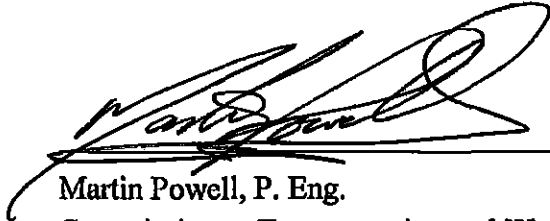
Selection:

For the six month pilot project, a maximum of six full service food trucks will be selected through an open public lottery system. Information regarding the lottery will be advertised through various mediums inviting vendors to submit their application for participation. In order to qualify for participation in this pilot project, all conditions, as outlined in this report, must be met.

FINANCIAL IMPACT: Not Applicable.

CONCLUSION:

Staff believe that a pilot project would be beneficial in areas of the City where individuals do not have access to prepared food options, either because of the geographical location or transportation and time restrictions. Further, the pilot project will keep the City of Mississauga current with emerging trends. Staff propose to proceed with a pilot project for the licensing of six full service food trucks for a period of six months. Upon the completion of the six month pilot project a report will be presented to Council.



Martin Powell, P. Eng.
Commissioner, Transportation and Works

Prepared By: Daryl Bell, Manager, Mobile Licensing



Corporate Report

Clerk's Files

Originator's
Files

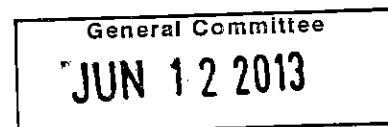
14

DATE: May 21, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P.Eng
Commissioner of Transportation and Works

SUBJECT: **MiWay Ticket Agent Network Consolidation**
(Wards 1, 2, 3, 4, 5, 6, 7, 8)



- RECOMMENDATION:**
1. That the approach contained in the report dated May 21, 2013 from the Commissioner of Transportation and Works entitled "MiWay Ticket Agent Network Consolidation", to reduce the number of ticket agents through a phase-out process commencing September 01, 2013, be approved.
 2. That ticket agents not meeting required orders of \$600 per week as stipulated in their Ticket Agent Agreement, be terminated.
 3. That ticket agents with low sales volume that are located too close to another agent with higher sales volume be eliminated prior to the end of 2013.
 4. That MiWay continue to monitor customer migration to remaining ticket agents during each phase-out process, and further reduce the network by eliminating agents who do not meet the terms and conditions of their Ticket Agent Agreement.

**REPORT
HIGHLIGHTS:**

- PRESTO uptake by customers is continuously increasing resulting in a decrease in paper fare media sales thereby requiring a reduction in the number of ticket agents and overall consolidation of the agent network.
- A phase-out approach is proposed to cancel ticket agent agreements where agents are not meeting weekly sales requirements, and to decommission agents with low sales volume that are located within 10 – 15 minutes walking distance to another agent with higher sales volume.
- PRESTO point of sales devices are planned to be installed at four community centres initially with future installations to follow for the remaining centres.

BACKGROUND:

Online transit fare media purchases through eStore commenced in 2005 offering customers a convenient method of purchasing transit tickets and passes with delivery directly to their residence. Each year sales percentage volumes increased with customers purchasing fare media through the internet.

In 2008, Mississauga's community centres commenced selling transit fare media in addition to our 99 ticket agents. Of the eleven centres, Erin Meadows, Meadowvale, South Common and Rivergrove consistently maintain higher annual sales of fare media. Future plans are for all centres to be equipped with point of sale devices to support PRESTO (ie: card issuance, loading value).

In anticipation of the planned implementation of the PRESTO fare card system to eventually replace paper transit tickets and passes, measures were introduced by MiWay to commence the process of consolidating and reducing the ticket agent network. Over a period of five years, a reduction of agents occurred through attrition where agent agreements were not reinstated subsequent to store ownership changes and requests for new ticket agents were not granted unless there was a significant gap in coverage.

The City has made significant investment in PRESTO fare card technology and has worked with a range of partners to make PRESTO operational for MiWay customers since May 2011. In June 2012 MiWay implemented a PRESTO loyalty program as an alternative to

the paper weekly pass. PRESTO usage has continued to grow helped by Brampton Transit's discontinuing the sale of ticket media and GO Transit's elimination of most paper fare options.

The development of MiWay's 2013 Fare Strategy took into consideration the steady decline in traditional fare media purchases as a result of increased PRESTO migration. Due to consistent decreases in paper pass purchases and the PRESTO loyalty program alternative, the student weekly pass will be eliminated September 2013 as approved by Council.

COMMENTS:

The intent of the PRESTO fare system is to operate under a paperless system, whereby all fare payments are made using either PRESTO or cash. A paperless system eliminates the need for different fare media when connecting with other systems within the GTHA, speeds up boarding and helps to reduce fraud and minimize conflict that can occur with paper fare media. Currently, MiWay is operating a dual-system (PRESTO and paper) which results in the carrying of two-sets of overheads.

PRESTO is available to the public through the City Centre Transit Terminal, GO Transit terminals/stations, other participating transit service provider locations as well as via the telephone and internet. Within Mississauga there are more in-person reloading locations in the south and less in the north, similarly with ticket agent locations.

Although MiWay is taking a slower approach in decommissioning paper media due to the lack of reload sales devices in certain areas of the City and therefore its complete elimination will take some time. Customers' increased migration to PRESTO however have resulted in a decrease in paper fare media sales. MiWay Ticket Agent sales volumes (combined tickets/ passes) have declined an overall -25% as follows:

	Adult	Student	Child	Senior	Overall
Tickets	-19%	-17%	-10%	-6%	-24%
Weekly Pass	-33%	-24%	n/a	n/a	-30%
Monthly Pass	-1%	-5%	n/a	-9%	-3%

Comparatively, PRESTO receipts are now approaching 25% of fare revenue with Q1-2012 to Q1-2013 realizing an overall 328%

revenue increase in PRESTO fare payments. Further period to period comparison, 2012 to 2013 quantities indicates substantial increases in the number of new card issuance 204%, loading value onto cards 393%, and the number of ePurse transactions 312%. On average, PRESTO uptake has been increasing 8-10% per month reducing paper fare media sales as illustrated at **Appendix 1**.

As a result, due to the steady decline in weekly pass purchases, as part of the 2014 Fare Strategy and subject to Council approval, the elimination of adult weekly pass by end of 2013 will be proposed.

MiWay's current agent network consists of 79 ticket agents. A recent review indicates that eight agents are not meeting the required \$31,200 annual sales (\$600 per week) as per the agent agreement, while others are located close to each other and therefore only one agent is required to efficiently service customer demand.

A two-phase approach will be used for agent consolidation. Phase 1 will see locations not meeting the Ticket Agent Agreement targets closed. Phase 2 will be a consolidation based on agents located within 10 – 15 minutes walking distance of each other and have low sales. **See Appendix 2.**

Phase 1: Closing agents not fulfilling their Ticket Agent Agreement

All agents signed a Ticket Agent Agreement. Lack of customer demand and/or location has inhibited the ability of 8 long-time agents to meet the required \$600 weekly sales. These eight agents, through choice, do not sell all types of fare media only tickets and/or weekly passes. With the continuous uptake of PRESTO it is doubtful that these agents will be able to increase sales to required levels.

Phase 2: Agents located too close together with low sales volume

This phase identifies agents whose yearly sales are below \$100,000. In instances where agents are within 10 – 15 minutes walking distance of each other, the agent with the lowest sales will be decommissioned resulting in the next closest agent absorbing customer traffic. In most instances, the next closest agent's sales are well above \$100,000.

At each phase, communication will be provided to the ticket agents

being decommissioned; to the closest agent to those decommissioned; and to customers.

It was originally intended to have PRESTO available through third party agents however; PRESTO sales reload devices for this application are not currently available. Although PRESTO self-serve options through telephone and internet are operational today, MiWay fare media will not be available at third party agents once the decommissioning of existing paper fare media is complete.

Accordingly the phase-out of paper fare media will occur over a protracted period as these third party devices are not expected until the TTC implements PRESTO in 2015/2016.

In conjunction with the agent network consolidation, MiWay is prepared to install PRESTO point of sale devices at the four higher volume community centres initially (Erin Meadows, Meadowvale, South Common and Rivergrove) with eventual roll-out to all remaining centres. The timing is dependent on the availability of the equipment. Due to the anticipated lower number of transactions at Community Centres than at the City Centre Transit Terminal different equipment with reduced functionality will be used. This equipment will cost one third the cost of high volume point of sale devices however, neither of these devices are suitable for use with a third party.

Staff advised affected Ward Councillors of our consolidation proposal and provided details to those who requested.

STRATEGIC PLAN: Implementing new processes and encouraging transit ridership leads to improvements in transportation, the environment and health of the community. This program achieves the City's strategic goals by:

- **Developing a Transit Orientated City**
 - ✓ encouraging environmental responsibility
 - ✓ promoting seamless inter-regional travel to connect people with destinations
- **Living Green**
 - ✓ promoting a green culture

FINANCIAL IMPACT: There are two staff responsible for deliveries to the 79 ticket agents each having access to a City vehicle for the distribution of transit fare media and collection of revenues. There is no financial impact in reducing agents during Phase 1 and 2 as the overall sales are initially expected to re-distribute. Only when the network decreases to half will there be savings realized since a second City vehicle will no longer be required.

CONCLUSION: Although MiWay has taken a slower and more measured approach in introducing PRESTO, neighbouring transit systems and GO Transit with whom we share a fare integration agreement, have aggressively adopted PRESTO. As PRESTO uptake increases MiWay paper fare media sales continue to decrease requiring less ticket agents. The effective date of September 1, 2013 provides sufficient notification to agents of the changes for Phase 1, with Phase 2 to be completed by year end.

ATTACHMENTS: Appendix 1: Comparison of Paper Fare Media Quantities Sold
Appendix 2: Decommissioning of Agents per Ward



Martin Powell, P.Eng

Commissioner of Transportation and Works

Prepared By: Margaret Johnston, Supervisor of Transit Revenue

Appendix 1

Comparison of Fare Media Quantities Sold

Period 4	ACTUAL - YTD	2009	2010	2011	2012	2013
	CASH	1,511,997	1,559,007	1,750,742	1,718,585	1,453,646
ADULT	TICKETS (sheet)	194,443	194,653	225,473	205,114	153,937
	WKLY PASS	69,694	63,663	72,552	58,905	40,586
	MONTHLY PASS	9,290	9,272	9,864	9,509	9,135
STUDENT	TICKETS (sheet)	93,132	100,923	113,742	116,603	88,792
	WKLY PASS	28,656	26,554	31,162	30,825	25,714
	MONTHLY PASS	3,411	3,092	4,311	5,423	4,294
SENIOR	TICKETS (sheet)	20,266	22,728	25,107	27,135	25,027
	MONTHLY PASS	3,499	3,687	4,220	4,466	4,264
	ANNUAL PASS	678	612	553	496	424
CHILD	TICKETS (sheet)	6,738	6,285	7,044	7,718	6,641
PRESTO	CARD ISSUANCE		-	-	2,189	6,665
	LOAD VALUES		-	-	14,365	70,880
	EPURSE TRANSACTIONS		-	-	484,989	1,998,700

14g

Appendix 2

Decommissioning of Agents per Ward

Ward	Total Agents In Ward	Agents Below Minimum Requirements (Phase 1)	Agents Too Close with Low Sales (Phase 2)	Remaining Agents after Consolidation
1	13	3	2	8
2	5	-	1	4
3	8	-	2	6
4	8	-	2	6
5	7	2	-	5
6	8	1	1	6
7	13	2	3	8
8	6	-	2	4
9	2	-	-	2
10	1	-	-	1
11	1	-	-	1



Corporate Report

Clerk's Files

Originator's
Files

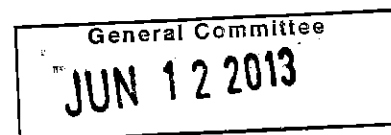
MG.23.REP

DATE: May 27, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P. Eng.
Commissioner of Transportation and Works

SUBJECT: Tree Canada Funding Agreement



RECOMMENDATION: 1. That the Commissioner of Transportation and Works and the City Clerk be authorized to enter into the TD Green Streets Agreement with Tree Canada on behalf of the City of Mississauga, in a form satisfactory to Legal Services.

2. That all necessary by-laws be enacted.

BACKGROUND: In March of 2013, the City of Mississauga was awarded a grant from the TD Green Streets program that is administered by Tree Canada in the amount of \$15,000. Funds from this grant award are to be used to offset a portion of the capital cost of two innovative storm water bioretention units on Central Parkway East.

As a stipulation of the grant award, the City is required to enter into an agreement with Tree Canada at the completion of the project to activate the transfer of the funds to the City.

COMMENTS: Management of storm water runoff in existing urban areas is a considerable challenge for areas without water quality treatment. However, new solutions continue to come to market to replace land

intensive uses such as end-of-pipe stormwater ponds. The TD Green Streets grant will provide the City with an opportunity to implement a bioretention system which will replace a conventional catch basin and treat storm water through the uptake of nutrients by tree root systems. The use of this technology has not been explored in Mississauga.

The City plans to install two bioretention units on the centre median of Central Parkway East, south of Burnhamthorpe Road East which is currently a concrete median. Drainage will enter the system as it would ordinarily enter a catch basin; however, this system will provide treatment through a special sand filter and the uptake of certain pollutants by the vegetation planted within the medium. Storm water runoff will pass through the medium into a connection that then empties to the storm sewer, and subsequently to the Cooksville Creek. The units themselves are slightly larger than a typical catchbasin but incorporate a medium inside the unit which a small tree is planted in.

The proposed location is of interest from a number of technical and social perspectives. Most critically, the site is in close proximity to a major community centre as well as local elementary schools which lends the opportunity for showcasing the system. In addition, this pilot site is located within an area that was subject to a major storm event that caused flooding and so the complementary benefits of increased urban cover with storm water treatment can be leveraged beneficially in communication materials.

Tree Canada is a not-for-profit, charitable organization that provides education, technical assistance, resources and financial support through partnerships designed to encourage Canadians to plant and care for trees.

STRATEGIC PLAN:

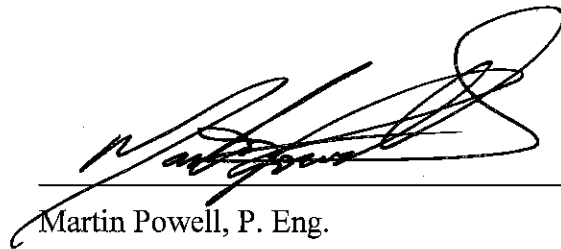
The “Green” Strategic Plan Pillar for Change, indicates that ‘Our Future Mississauga is a city that co-exists in harmony with its ecosystems, where natural areas are enhanced, forests and valleys are protected, the waterfront connects people to Lake Ontario, and communities are nurtured so that future generations enjoy a clean and healthy lifestyle.’ The introduction of water bioretention systems provides an opportunity to embrace this direction and the related actions in each Strategic Pillar for Change with the utilization of

technologies and tactics to conserve energy and water, reduce emissions and waste, improve our air quality, and protect our natural environment.

FINANCIAL IMPACT: The cost of the two bioretention units is \$49,500. Funding for this project is captured from P.N. 12126 which is for low impact development features within road right-of-ways. The grant award from Tree Canada will allow the City to recover \$15,000 of the project's cost.

CONCLUSION: The proposed storm water project utilizing bioretention systems is an example of an innovative and environmentally beneficial technology that increases the quality of life for residents of Mississauga. The funding from Tree Canada is an example of a non-traditional funding source that has been utilized to offset a portion of the cost of the project.

ATTACHMENTS: Appendix 1: Green Municipal Fund Grant Agreement Plan



Martin Powell, P. Eng.

Commissioner of Transportation and Works

*Prepared By: Michael Campbell, Manager, Sponsorship &
Corporate Development, Recreation*



TD GREEN STREETS AGREEMENT 2013

TC Project # TD-GS/13/ON/12

TREE CANADA and the **CITY OF MISSISSAUGA** (the "Recipient") agree that the following terms and conditions shall govern the participation by the Recipient in the ***TD Green Streets*** program.

Contact Information: The City of Mississauga
300 City Centre Drive
Mississauga, ON L5B 3C1
Telephone: 905-615-3200 ext 4313
Fax: 905-615-3430
James Docker
James.docker@mississauga.ca

Contact Information: Tree Canada (TC)
470 Somerset Street West, Suite 1
Ottawa (Ontario) K1R 5J8
Telephone: 613-567-5545
Fax: 613-567-5270
Michael Rosen
mrosen@treecanada.ca
www.treecanada.ca

1. The City of Mississauga hereby confirms the contents of the application to the ***TD Green Streets*** program made by the City of Mississauga on the January 7, 2013 and acknowledges that it will carry out in full the tree-planting program and related activities set out therein (the "Project"), in accordance with the attached List of Activities - **Appendix "A"** with any changes approved in writing by Tree Canada.
2. The City of Mississauga is responsible for obtaining all necessary consents or permits which may be required to be obtained in order to carry out the Project, and agrees to supply evidence of such consents or permits upon request to Tree Canada or its designate.

3. The City of Mississauga agrees that personnel from Tree Canada, or its designate shall have reasonable access to the project areas at all times for the purposes of inspecting or participating in the activities undertaken in furtherance of the Project.
4. Tree Canada will contribute funding (the "Contribution") to the Project in the amount of \$15,000.00 with such Contribution to be an amount not to exceed 50% of the actual cost of completion of the Project. The City of Mississauga will match the Tree Canada funding and in-kind contributions cannot exceed 25% of the total program costs.
5. Payment of the Contribution by Tree Canada will be provided to the City of Mississauga only in accordance with the following provisions:
 - Starting July 30, 2013 and only after receipt of Final Report - Appendix "C"; Tree Canada will issue a cheque in the amount of \$15,000.00 to the City of Mississauga.
 - The City of Mississauga will provide a Final Report - **Appendix "C"** within 2 months of the Project completion using the form provided and based on the work outlined in the attached **Appendix "A"**.
 - **The Final Report is due no later than November 15, 2013.**
 - The Final Report is to be sent to Tree Canada in Ottawa.
 - Notwithstanding the amount set out in Item 4, the City of Mississauga acknowledges that Tree Canada may at any time decrease the amount of the Contribution, where the Final Report reveals that the amount of the Contribution set forth in the agreement will exceed 50% of the actual costs of completing the Project.
6. In addition to the obligation to submit the report provided for in paragraph 5 above, the City of Mississauga shall maintain proper records on Project revenues, expenditures and accomplishments, which records shall at all times be open to Tree Canada or its designate for inspection and audit.
7. The City of Mississauga undertakes to ensure that the TD Green Streets logo, as shown on **Appendix "B"** attached hereto (the "Identity"), is prominently displayed or applied in all notices, publications, advertisements and other materials produced for or by the City of Mississauga in relation to the Project. The City of Mississauga must submit all materials to Tree Canada for approval at least two weeks prior to distribution. The City of Mississauga acknowledges that the rights to display and otherwise use the Identity is granted only with respect to this Project and agrees that it shall not use the Identity in any other manner at any other time.
8. The City of Mississauga will erect a street sign within its municipal boundaries, as provided by TD FEF, or such other location as will provide maximum visibility, indicating that it is a "**TD Green Streets**" community. The City of Mississauga will provide Tree Canada with at least six weeks notice prior to the Launch event (see Section 10) so that TD FEF can prepare the sign to be installed at the Project and to allow adequate time for event planning. The City of Mississauga will install or unveil the sign prior to the Launch Event, and will ensure that the sign remains erected for at least a period of one year following the commencement of the Project.
9. The City of Mississauga shall indemnify and save harmless personnel from Tree Canada, or its designate or partners from and against all claims, demands, losses, damages or costs of any kind based upon any injury to or death of a person or damage to or loss of property because of

any wilful or negligent act on the part of the City of Mississauga.

10. The City of Mississauga must acknowledge the TD Green Streets program with a public Launch Event. The City of Mississauga and Tree Canada agree that any public announcement or event planned in respect to the Project shall reflect that it is a joint effort of the City of Mississauga and Tree Canada. The City of Mississauga assumes the responsibility of informing Tree Canada, local Member of Parliament, Mayor and Provincial Member of Parliament about the Launch Event a minimum of six (6) weeks in advance to ensure that representatives of Tree Canada, its partners, Mayor, M.P. and M.P.P. have an opportunity to participate. The City of Mississauga will also provide the name and contact information of the staff person responsible for the Launch Event to Tree Canada.
11. **The City of Mississauga agrees to keep confidential any information relating to this grant and agrees not to disclose any information to the public or media until after the official announcement on April 4, 2013.**

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto.

SIGNED, SEALED AND DELIVERED

TREE CANADA



Per: _____
Michael Rosen, President

Date: March 14, 2013



Witness:
Print Name of Witness:

Marie-Paule Godin

City of Mississauga

Per: _____
**Martin Powell, Commissioner, Transportation
 & Works Department**

Date:

Witness:
Print Name of Witness:

Per: _____
Crystal Greer, City Clerk

Date:

Witness:

Print Name of Witness:



Corporate Report

Clerk's Files

Originator's
Files

MG.23.REP

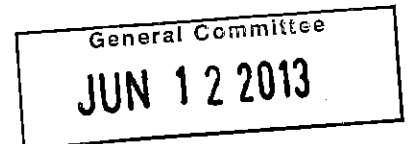
16

DATE: May 29, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Martin Powell, P.Eng.
Commissioner, Transportation and Works

SUBJECT: **Winter Maintenance Operations Review**



- RECOMMENDATION:**
1. That the Winter Maintenance Driveway Windrow Snow Clearing Pilot be adopted as a permanent service for older adults (65 and over) and disabled residents only as outlined in this report dated May 29, 2013 from the Commissioner of Transportation and Works.
 2. That a permanent co-ordinator position for Works Maintenance and Operations to address communication issues with the public be considered during the 2014 budget review process.
 3. That a new communications campaign be initiated reminding residents to "Be nice, Clear your ice" to promote lending a helping hand with snow removal along sidewalks and driveways to those neighbours that are in need of assistance.

**REPORT
HIGHLIGHTS:**

- A review of the City's winter maintenance operations was completed due to issues that arose during the 2012/2013 season. Areas of the review included: Contractors' Quality of Work, Sidewalk Levels of Service, Sidewalk Snow Clearing By-law, Residential Driveway Windrow Snow Clearing Pilot Program, Parking and Winter Maintenance Communications.

- Contractor Training will be reviewed and updated as necessary and new GPS automated reporting features are being investigated for use.
- A communication campaign is being updated to remind residents to clear the snow on their adjacent sidewalks and to assist their neighbours as required.
- The Driveway Windrow Snow Clearing Program is recommended as an ongoing program for older adults and disabled residents.
- A Budget Request was created to assist Public Works with dealing with the overwhelming amount of communications and service requests received.

BACKGROUND:

The winter season of 2012/2013 saw a return to near typical snowfalls for the City of Mississauga after several winter seasons of below average accumulations. During the past winter season, a number of issues with respect to the provided levels of service and quality of the snow clearing operations were raised by residents and Council. In response to these issues, a review of our winter maintenance operations was completed.

The following issues were identified:

1. Winter Contractors' Quality of Work
2. Sidewalk Winter Maintenance Level of Service
3. Sidewalk Snow Clearing By-law
4. Residential Driveway Windrow Snow Clearing Pilot Program
5. Parking
6. Winter Maintenance Communication

COMMENTS:**1. Winter Contractor – Quality of Work**

Approximately 80% of winter maintenance operations are outsourced to private contractors. With the high turnover of the

contractor's operators and the previous mild winters with few plowing events, some issues arose with respect to contractor performance. Each fall, all contractors and their operators are required to attend training sessions organized by the City. The training sessions present the safety and operational standards as well as City policies to which contractors are responsible to adhere to. These same standards form part of the winter maintenance services agreement that the contractors have entered into with the City. The agreement also contains liquidated damages which assesses a contractor's liability for non-performance under the agreement. In an effort to improve on contractor performance, these training sessions are currently under review.

Winter operations inspection levels are also currently under review. More resources will be added to assist with contractor inspections and compliance. We are also looking to leverage our existing GPS tracking system to optimize operations material and vehicle utilization and to manage contractor compliance. New reporting features are being investigated that will provide automated route completion reports.

Transportation and Works staff will also review all routes and make adjustments to lengths where feasible given the current inventory of winter maintenance equipment. Further review will be done as part of the next winter maintenance contract to be tendered in 2014.

2. Sidewalk Winter Maintenance Level of Service

The City of Mississauga currently provides sidewalk winter maintenance on priority sidewalks only. "Priority sidewalks" are defined as sidewalks located on arterial and collector roads, roads with public transit, roads that lead to school frontages and roads with reverse frontage. All other sidewalks are deemed to be "non-priority" or "secondary". The current established and published winter maintenance service levels for priority sidewalks are as follows:

<u>Accumulation Received</u>	<u>Service Level</u>
15 cm (6") or less:	24 hrs after the end of the storm
15-30 cm (6-12"):	36 hrs after the end of the storm
More than 30 cm (12")	More than 36 hrs after the end of the storm

This has been the established standard for the City since 2008 when the levels of service were increased. During the 2012/2013 winter season, requests were received from some residents that they would like a further increase in the level of service to include the clearing of secondary sidewalks. Typically, secondary sidewalk usage is less with lower vehicle volumes on secondary roads. The City clears about 1400 kilometres (870 miles) of priority sidewalks which represents 55% of the total length (2,400 kilometres or 1,490 miles) of sidewalks in the City.

To clear secondary sidewalks, an additional 1,000 km (621 miles) of sidewalk need to be added with an additional estimated cost of \$2.1 million for an average winter. This estimate includes contracting out additional sidewalk plows, additional standby and operational costs, additional crews as well as additional costs for the supply of pre-treated salt. There are also other costs that are not included in this estimate such as additional costs for supervision and inspection, added cost of sod repairs, resources to handle the increased numbers of complaints and increased storage costs for additional standby equipment. There would potentially be an increased number of claims for damages. It is expected that there would be an increase in complaints regarding sod damage and windrows as sidewalk plows add additional plowing windrows along the driveway.

Based on the aforementioned it is not recommended to increase the level of service for non-priority sidewalks.

3. Sidewalk Snow Clearing By-law

The issue of a Sidewalk Snow Clearing By-law requiring owners or occupiers of a dwelling adjacent to a municipal sidewalk to

clear the sidewalk of snow and ice has been the subject of several previous reports to Council.

Ontario Courts have made it quite clear that owners and occupiers of a dwelling adjacent to public sidewalks that are subject to this type of municipal by-law do not owe a duty of care to users of the sidewalks since the remedies for falls on public sidewalks is the responsibility of the municipality. A by-law requiring owners and occupiers of dwellings to remove snow and ice from public sidewalks adjacent to their properties will not relieve the municipality from its responsibility and liability under "The Municipal Act Section 44, Item 9". Snow and ice on public sidewalks are the legal responsibility of the municipality and not the adjacent property owner.

At the most, a property owner in breach of a Sidewalk Snow Removal By-law is only risking a fine. Property owners are not responsible for damages from injuries incurred on the sidewalk. In a survey of seven G.T.A. municipalities, only four indicated that they have enacted such a by-law. Of those four, two do not enforce the by-law and no charges have been laid.

The City cannot protect itself from liability by enacting a Sidewalk Snow Clearing By-law. Such a by-law may be useful to the City's own snow clearing efforts but it will not legally relieve the City of responsibility for snow removal as set out in "The Municipal Act".

The results from the survey mentioned above indicated that enacting such a by-law will raise concerns and issues with residents which would be difficult to address, specifically what happens when a resident is not capable of complying with the by-law. Such a by-law would be controversial, discriminatory (many properties are not serviced by a sidewalk), and onerous to enforce.

Rather than enacting such a by-law, it is recommended that an updated communications campaign be initiated reminding residents to "Be nice, Clear your ice" and to lend a helping hand to neighbours that are elderly or disabled with their snow removal needs.

4. Residential Driveway Windrow Snow Clearing Pilot Program

Residential driveway windrow snow clearing has been offered to Mississauga residents as a pilot project since the 2008/2009 winter season. The program is offered to older adults (65 years or older) and individuals who are physically disabled (as verified by a regulated health professional). The program is free to those who demonstrate a financial need. The program is available to 300 participants on a first-come, first-serve basis with priority given to older adults and residents with disabilities. Remaining vacant spots are offered to other residents on a pay for service basis (\$200.00) non-refundable, per winter season. Previous mild winters have made it hard to evaluate the program and from the statistics below, it is clear that the participation rate has been decreasing considerable from the inception date in 2009.

The level of service offered to residents provides for a clearing of the windrows of approximately 3.0 m (10 ft.) wide to allow one car to pass. The service is provided after every plowing operation and bare pavement is not guaranteed. Timing is up to 12 hours after the completion of the plowing operation. Depending on the level of accumulation received and the configuration of the plow routes, it can take up to 36 hours before windrows are cleared.

The enrollment in the program has been declining.

2009/2010	313	participants (105 Free, 208 Paid)
2010/2011	272	participants (73 Free, 199 Paid)
2011/2012	96	participants (52 Free, 44 Paid)
2012/2013	90	participants (45 Free, 45 Paid)

In an effort to deal with the declining enrollment, an extensive advertising campaign was undertaken for the 2012/2013 winter season. Working with the City's Corporate Communications Department, promotional material was placed on the City's web page, community centres, libraries and other public areas, local newspapers, seniors clubs. In addition, community centres and Celebration Square reader boards and social media such as Facebook and Twitter were used to promote the program. Despite

the strong advertising campaign, the interest in the program has continued to decline.

Feedback received indicated that most residents want the windrows removed earlier than what the service level provides. Residents indicate that they would not wait until the City completed its plowing operations and that they either cleared the windrow themselves or made other arrangements. Due to our obligation to meet our Minimum Maintenance Standards with respect to road snow clearing, we are unable to meet the expectations of the participants even though the levels of service are clearly stated in communication material. In an effort to provide a more timely level of service, the Transportation and Works Department will explore other methods to improve service levels.

It is recommended that the Driveway Windrow Snow Removal Program be adopted as a permanent program and that the cost to participants will remain at \$200 or free, depending on whether the applicant meets financial assistance criteria.

To expand the driveway Windrow Snow Removal Program to a City wide service, it is estimated that the cost would be approximately \$5.0 million for an average winter. There are also other costs not included in this estimate such as additional costs for supervision and inspection, resources to handle the increased numbers of complaints and increased storage costs for all of the standby equipment required as currently there is no space available in the works yards to store this equipment. This service is not physically possible for all residents as small lots aren't able to be completed due to space constraints. It also becomes an issue in areas with 15 hour parking. There would potentially be an increase number of claims for damages. Based on the aforementioned, it is not recommended to increase the level of service to a City wide Driveway Windrow Snow Removal Program.

5. Parking

On-street parking during a major snow event significantly impacts winter maintenance operations. Not only does it slow the operation down, it usually requires follow up clearing and snow removal work once the vehicles have moved. The issues are primarily; cars parked on secondary routes during plowing operations, cars parked in front of driveways to avoid windrows, vehicles blocking sidewalks on priority routes and vehicles that are stuck on the roadway and are subsequently abandoned.

Response to parking issues in other municipalities is wide ranging from a complete prohibition on parking during snow removal operations, partial bans on priority routes only, designation of emergency routes and the requirement of a Snow Emergency declaration.

While the City of Mississauga does not have a "Snow Emergency By-law", the existing Traffic By-law 555-00 does have provisions that address the aforementioned on-street parking issues. In Section 7 (18) the by-law prohibits on-street parking between 2 am and 6 am from November 1st to March 31st with some exceptions. Typically, when there is a snow event or leading up to a snow event, the issuance of parking considerations (permit to park for more than three hours) will be suspended. This provision plays an important role in allowing winter maintenance operations to proceed unhindered. Further the By-law also gives the authority for the City to erect "Emergency No Parking" signs at any location where it is required to facilitate the removal of snow from roads or properties under our jurisdiction. These two provisions in the Traffic By-law have been successful in allowing the City to meet its level of service with respect to winter operations.

During very large snow events, occasionally some vehicles, especially those without snow tires, are abandoned on secondary roads which have not yet received service. In these instances, it may be necessary to tow the vehicle to clear the road and allow winter operations to proceed.

Based on our review of the parking issues, the existing provisions within Traffic By-law 555-00 are adequate and no revision to the by-law is recommended at this time.

6. Winter Maintenance Communications

There has been a significant shift in the way the public communicates with the City to request services or file a complaint during or after a winter storm event. With the growth of social media and the introduction of the 3-1-1 Call Centre, there are now many more communications channels available to residents. For example, with the continued growth and evolution of the 3-1-1 Call Centre service which operates from 7 am to 7 pm, Monday to Friday, requests are submitted either by phone or by e-mail, resulting in Works Operations experiencing a significant increase in the number of received service requests that staff have to deal with. In addition to 3-1-1, increasing numbers of service requests are also being generated directly to members of Council during office hours as well on weekends and City staff or through phone calls, e-mails, social media sites such as Facebook, and Twitter. With the introduction of a dynamic portal on our City's web site which will allow residents to log a service request on line at any time and with the evolution of smart phones and mobile applications such as "SeeClickFix" which encourage residents to report non-emergency issues in their community, we expect an increasing demand for communication with residents and others.

This becomes particularly challenging during and after a winter storm event, with thousands of separate communications potentially being generated. It is imperative to manage winter maintenance communications to meet today's expectations which effectively and efficiently address incoming service requests.

Transportation and Works will be bringing forward a budget request for a co-ordinator position which proposes to improve our ability to manage communications and improve the current situation by consolidating and centralizing Works Operations communications, service improvements and overall issues

management through a co-ordinator position. This permanent position will also be addressing other communication issues within the Maintenance and Operation section outside of the winter maintenance season. During the 2013/2014 winter maintenance season we will be using a temporary position to establish the role.

Additional communication improvements are also being developed including a review of the City's Winter Maintenance web site, the snow phone line (615-SNOW), and "in-storm" updates by e-mail to Council, City website and Twitter. Further, process improvements are being developed for the receipt of Council generated service requests received after hours and on weekends.

FINANCIAL IMPACT: An annual budget to fund additional personnel is required at an estimated cost of \$102,000.00 per annum will be brought forward as part of the 2014 budget request.

CONCLUSION:

Winter Contractor – Quality of Work

Approximately 80% of the City's winter maintenance operations are contracted out to private contractors. Contractors typically have a high turnover rate for operators. After a season or two with few plowing events, training of the operators is essential to ensure that standards and expectations with respect to quality of work are met. Contractor training will be reviewed and updated prior to the 2013/2014 winter season.

The City utilizes GPS tracking of the winter maintenance fleet to track contractor performance and improve operations. We are currently investigating new automated reporting features that will provide route completion data and reduce the possibility of missed streets. Staffing levels during winter call out and route lengths will also be evaluated as part of the review.

Sidewalk Winter Maintenance Level of Service

The City has adopted the practice of regularly requesting residents to

cooperate with the City by clearing sidewalks adjoining their property through advertisements, flyers and staff visits in response to complaints on non-priority sidewalks. This practice has worked well on non-priority sidewalks. Raising the level of service to include non-priority sidewalks, which generally has lower pedestrian counts, would have a substantial impact on the winter maintenance budget and require an approximate additional \$2.1 million in funding.

Sidewalk Snow Clearing By-law

Previous Council decisions not to enact a Sidewalk Snow Clearing By-law requiring mandatory clearing of sidewalks by abutting landowners are consistent with past Ontario Court judgements. The City cannot immunize itself from liability by enacting a Sidewalk Snow Clearing By-law. While such a by-law may be useful to the City's own snow clearing efforts, it will not relieve the City of its legal responsibility for snow removal as set out in *The Municipal Act*. Therefore, it is recommended not to enact such a by-law.

Residential Driveway Windrow Snow Clearing Pilot Program

Although the pilot program experienced declining enrollment over its test period, overall, the program has been of some benefit to older adults and disabled residents. The enrolment numbers are manageable from a staffing and budget perspective and the program can be offered on a permanent basis moving forward. Methods for service level improvements are currently being explored.

The expansion of the project to a city-wide service would add a significant cost to the Winter Operations Budget and is not being recommended at this time.

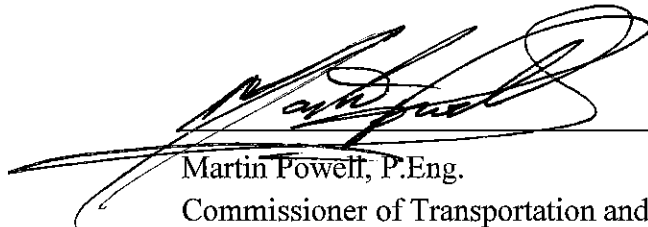
Parking

On-street parking during snow events can hinder winter maintenance operations. Based on a review of existing by-laws, the City has adequate measures in place to deal with this issue. However, they are difficult to invoke during a winter operation.

Winter Maintenance Communication

With the shift in the way residents communicate with the City supervisory staff can become overwhelmed with the sheer volume of requests which in turn impacts on our resources to effectively communicate with residents, councillors and others. This in turn affects our service levels as our resources have to be redirected.

A review that was recently undertaken shows a definite need to consolidate and centralize Works Operations communications which will result in an improved ability to meet today's expectations with respect to communications and more effectively and efficiently address incoming service requests.



Martin Powell, P.Eng.

Commissioner of Transportation and Works

*Prepared By: Bob Levesque, P.Eng., Manager Works Maintenance
and Operations*



Corporate Report

Clerk's Files

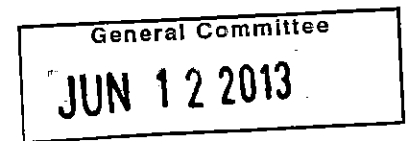
Originator's
Files

DATE: May 24, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Paul A. Mitcham, P.Eng., MBA
Commissioner of Community Services

SUBJECT: **Winter Maintenance – Parks Operations**



RECOMMENDATION: That the Corporate Report dated May 24, 2013 from the Commissioner of Community Services entitled, "Winter Maintenance – Parks Operations" be received for information.

BACKGROUND: At the General Committee meetings of February 13 and 27, 2013, a number of issues were raised regarding winter maintenance operations conducted by Transportation and Works. Staff were asked to report back on these issues. Subsequently Councillor Saito asked staff to provide a report regarding winter maintenance carried out by Parks Operations at the same time.

COMMENTS: Parks Operations carries out winter maintenance, using full time Parks staff at a variety of locations. These include parking lots and exterior areas of 65 City buildings along with selected park pathways, street to park walkways and trails, and park frontages. Major facilities where snow clearing and ice control is provided include the Civic Centre, Living Arts Centre, Community Centres, Libraries, Museums, the Waterfront Trail and leased City buildings.

Standards and priorities for winter maintenance delivered by Parks are determined by Corporate Policy and Procedure 05-06-03 Snow Clearing (See Appendix 1). The Policy requires Priority 1 Sites (City buildings and parking lots) to be cleared within 24 hours, and Priority 2 areas (park pathways, frontages and walkways) to be cleared within 48 hours. Park pathways which meet the following criteria are cleared:

- Pathways which link residential areas with major community facilities such as schools, community centres and malls;
- Pathways connecting residential areas to public transit;
- Pathways connecting the street and play structures.

Other park pathways do not receive winter maintenance and signs are posted to indicate this. In addition, some park parking lots do not receive snow clearing or ice control. These lots include those with gravel surfaces which are difficult to clear adequately and those serving parks with significant sports fields, which do not receive significant vehicle traffic off season. Based on recommendations from Risk Management, unmaintained lots are signed and physically closed off as of December 1.

Regular work hours for Parks staff are 7:00 am to 3:30 pm, Monday to Friday. In order to cover winter maintenance outside of this time period (early mornings, evenings and weekends) staff are called in on voluntary overtime. During the period between Christmas and New Year's eight crews across the City are paid standby time to ensure coverage over the holidays. Staff on the voluntary call-in list are not paid standby time.

FINANCIAL IMPACT: The full time Parks staff that provide winter maintenance at City facilities are included in the Parks Operating Budget. During the winter of 2012-13, overtime costs associated with Parks winter maintenance were approximately \$33,000. Standby costs for the December holiday period were \$11,000. The annual combined standby and overtime budget for Parks is \$106,500.

CONCLUSION:

Full time Parks staff are utilized to carry out snow clearing and ice control for City facilities and park pathways and trails. Priorities and standards for winter maintenance at City facilities are determined by Corporate Policy and Procedure 05-06-03. In general, Parks uses voluntary overtime to deliver winter maintenance services outside of regular working hours.

ATTACHMENTS:

Appendix 1: Corporate Policy and Procedure 05-06-03



Paul A. Mitcham, P.Eng., MBA
Commissioner of Community Services

Prepared By: Andy Wickens, Manager, Parks

17c

Corporate Policy and Procedure



Appendix 1

Policy No. 05-06-03
Page 1 of 3
Effective Date 1989 02 27
Supersedes

TAB: PROPERTY AND FACILITIES
SECTION: FACILITY CONSTRUCTION AND MAINTENANCE
SUBJECT: SNOW CLEARING

POLICY STATEMENT The Community Services Department is responsible for snow clearing at designated City facilities and park areas.

DESIGNATED FACILITIES Designated City facilities include:

- Civic Centre;
- libraries;
- community centres;
- arenas;
- pools;
- senior citizen centres; and
- park walkways.

SERVICES PROVIDED Services provided by Parks staff include:

- removal of snow;
- sanding or salting;
- installation of snow fencing to alleviate drifting of snow and to restrict public access (fences are installed in November and removed in April, weather permitting); and
- clearing of drains and culverts to facilitate drainage as required.

The emergency removal of snow, and sanding or salting at entrance ways to community centres and arenas is the responsibility of community centre staff. Materials such as sand or salt pellets are supplied by Parks staff.

Transportation and Works Department staff are contacted to ensure snow removal at community centres and arena parking lots and roadways as designated by the Parks Division.

PRIORITIES Snow removal operations commence as quickly as possible once it is safe enough to react and are performed according to the following priorities:

Corporate Policy and Procedure



Policy No. 05-06-03
Page 2 of 3
Effective Date 1989 02 27
Supersedes

Priority 1

Priority 1 snow removal operations will be completed immediately following each snowfall and ice storm.

Areas given first priority are:

- libraries;
- community centres;
- arenas;
- pools;
- Civic Centre; and
- municipally owned senior citizen centres.

Priority 2

Priority 2 snow removal operations are completed within 48 hours of a snowfall or ice storm.

Areas given second priority are park areas which include walkways, easements and underpasses leading to schools from residential areas. Board of Education property will not be serviced by Parks staff.

Priority 3

Priority 3 snow removal operations are completed as time and resources permit only after the areas classified as first and second priorities have been completed.

Areas given third priority include park walkways which serve as pedestrian flow links where an alternate route exists. These walkways will be cleared of snow and sanded or salted if they pose a definite safety hazard to park users.

Some park pathways, walkways through bush lots and natural areas that are used for winter recreational activities such as cross-country skiing will be left snow covered and no sanding or salting will occur.

Annual Review of Priorities

The priority sequence is to be reviewed annually by the Manager of Parks - District Operations with appropriate changes, additions or deletions incorporated as required.

EQUIPMENT

In preparation for the first snowfall, all turf equipment implements are switched over to snow clearing and maintenance implements.

17e

Corporate Policy and Procedure



Policy No. 05-06-03
Page 3 of 3
Effective Date 1989 02 27
Supersedes

District Supervisors are responsible for:

- inventorying all snow equipment and providing a list of capital equipment requirements to the Manager of Parks - District Operations during the annual budget preparation;
- preparing a preventative maintenance schedule for all snow clearing equipment and ensuring the implementation of the schedule as per the equipment manuals; and
- ensuring that all staff are instructed in the safe operation of all snow clearing equipment prior to the start of the winter season.

All equipment is inspected after each use and necessary cleaning, repairs or adjustments are performed.

REFERENCE: OW-84-89 - 1989 02 27

LAST REVIEW DATE: April, 2007

CONTACT: For more information, contact District Operations, Parks, Community Services Department.



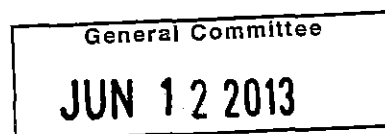
Corporate Report

Clerk's Files

Originator's
Files

DATE: May 27, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013



FROM: Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

SUBJECT: **Treasurer's Statement Report:**
Summary of Development Charge Activity in 2012 (Unaudited)

- RECOMMENDATION:**
1. That the City of Mississauga's 2012 Treasurer's Statement as required under the *Development Charges Act*, 1997, be received.
 2. That the City of Mississauga's 2012 Treasurer's Statement be sent to the Ministry of Municipal Affairs and Housing within 60 days of Council receipt, as per the legislation.

**REPORT
HIGHLIGHTS:**

- The *Development Charges Act* requires the Treasurer of the municipality to annually provide City Council a statement about each Development Charge Reserve Fund established under the Act.
- The purpose of the annual statement of the Treasurer is to document the continuity of each development charge reserve fund, including services covered, development charge collections, interest earnings, funding transfers, borrowing, and landowner credit transactions.
- In 2012, Development Charges Reserve Fund balances totalled \$40.2 million as at December 31, 2012 (2011 \$14.0 million).
- In 2012, the City received \$29.1 million (2011 \$27.3 million) in development charge contributions from developers.

- In 2012, the City earned \$71,300 and (2011 \$100,800) in interest earnings on Development Charge Reserve Fund balances.
- In 2012, a total net transfer of \$2.9 million (2011 \$17.9 million) was transferred from Development Charge Reserve Funds to finance various growth related capital projects.

BACKGROUND:

Section 43(1) & (2) of the *Development Charges Act, 1997* requires that the Treasurer of the municipality must provide Council with an annual financial statement for activities related to its development charge by-law, and development charge reserve funds.

COMMENTS:

The Treasurer's Statement includes the following appendices:

Appendix 1:

A description of each service for which a development charge reserve fund was established per section 12(2.1) of *Development Charges Act, 1997 Regulations*.

Appendix 2:2012 Development Charge Reserve Funds Continuity Schedule:

Identifies the changes in activity for the various Development Charge Reserve Funds per section 12(1), 12(2.3, 2.4, 2.5) of *Development Charges Act, 1997 Regulations*.

Appendix 3:2012 Capital Projects Financed by Development Charge Reserve Funds:

Identifies all projects, new and existing, that required Development Charge Reserve funding and transfers in 2012 per section 12(3.1) of *Development Charges Act, 1997 Regulations*.

Appendix 4:2012 Development Levy Credit Continuity Schedule:

Section 14 Development Levy Credits represent payments made by developers under the old lot levy regime that can be applied against future development charge requirements. These credits are recognized by the City as a liability on our Financial Statements per section 12(2.6) of *Development Charges Act, 1997 Regulations*.

Appendix 5:**2012 Development Charge Credits Continuity Schedule**

Represents development charge credits (prepayments and charges waived by Council) for works to be undertaken by the developer. Municipalities have the ability to waive development charges in exchange for capital works which are paid for by the developer per section 12(2.2) of *Development Charges Act*, 1997 Regulations.

The *Development Charges Act*, 1997 does not require the Treasurer's statement to be audited. This report must be submitted to the Minister of Municipal Affairs and Housing within 60 days of Council approval.

FINANCIAL IMPACT: There are no financial impacts related to this report.

- In 2012, Development Charges Reserve Fund balances totalled \$40.2 million as at December 31, 2012 (2011 \$14.0 million).
 - This amount has been set up as deferred revenue-obligatory reserve funds at yearend for financial statement reporting purposes, in accordance with public sector accounting requirements.
 - The changes in the deferred revenue-obligatory reserve fund balances from year to year flow through the Statement of Operations as development contributions applied (revenue).
- In 2012, the City received \$29.1 million (2011 \$27.3 million) in development charge contributions from developers.
- In 2012, the City earned \$71,300 (2011 \$100,800) in interest earnings on Development Charge Reserve Fund balances.
- In 2012, a total net amount of \$2.9 million (2011 \$17.9 million) was transferred from Development Charge Reserve Funds to finance various growth related capital projects. There were \$22.4 million in funds returned to reserves due to project closures while \$25.4 was transferred from reserves.

CONCLUSION:

This statement is prepared as required under *the Development Charges Act*, 1997.

ATTACHMENTS:

- Appendix 1: 2012 Development Charges Reserve Funds
Description
- Appendix 2: 2012 Development Charges Reserve Funds
Description
- Appendix 3: 2012 Capital Projects Financed by Development
Charge Reserve Funds
- Appendix 4: 2012 Development Levy Credit Continuity Schedule
- Appendix 5: 2012 Development Charge Credits Continuity
Schedule



Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

Prepared By: Mark Beauparlant, Manager, Corporate Financial Services

Appendix 1

Development Charge Reserve Funds

Pursuant to the Development Charges Act, 1997 S.O. 1997 c.27, as amended, monies collected under the act shall be placed into a separate reserve account for the purpose of funding growth related net capital costs for which the development charge was imposed under the Development Charges By-law 0342-2009 or previous Mississauga Development Charge By-laws.

Reserve funds were established for the following purpose:

General Government	funds are collected for the purpose of the animal control expansion as a result of residential growth. This service requires a 10% discount, as per the legislation
Recreation	funds are collected for the purpose of capital requirements consistent with the Future Directions Plan servicing residential growth. This service requires a 10% discount, as per the legislation.
Fire	funds are collected for the capital construction requirements consistent with the Station Location Study as it relates to growth. This is not a discounted service, per the legislation.
Library	funds are collected for the capital expenses related to growth as outlined in the Library Services Master Plan, which was endorsed by both Council and the Library Board. All funds collected are as a result of residential growth and is a discounted service per the legislation.
Transit	funds are collected for the purpose of providing all transit services as they relate to growth. This charge is collected from both residential and non-residential development activities. A 10% discount has already been factored into the charge, as per the legislation.
City-Wide Engineering	funds are collected for constructing the transportation infrastructure in the City as it relates to development growth. This is not a discounted service, and is collected from both the residential and non-residential development sectors.
Public Works	funds are collected for the capital costs involved with Building and Fleet components of the Public Works Division of Transportation and Works Department as it relates to growth. This charge is collected from both the residential and non-residential sectors, and is discounted by 10%, as per the legislation.
Living Arts Centre Debt	funds collected for this service are used to retire a debt incurred for the construction of the Living Arts Centre in Mississauga. Development charges are collected from the residential sector only and a 10% discount has been applied to the debt outstanding.
Storm Water Management	funds collected for this service are to be used for items such as channelization, erosion control, Credit River Watershed erosion control, storm water management and water quality/quantity control. This is not a discounted service, and is a uniform charge applied to both the residential and non-residential sectors on a cost per hectare basis.
Parking Services	funds collected for this services are to be used for the design and construction of parking services in the City of Mississauga.

DEVELOPMENT CHARGE RESERVE FUNDS CONTINUITY SCHEDULE - 2012

FUND NAME	BALANCE 31/12/2011	REVENUES				EXPENDITURES			BALANCE 31/12/2012
		FROM REVENUE	INTEREST	FROM DEVELOPERS	TOTAL REVENUE	TRANSFERS TO CAPITAL	DCA REFUNDS	TRANSFERS TO REVENUE	
New DCA-City Holding				57,669.93	57,669.93		57,669.93		(0.00)
New DCA-General Government	(4,647,602.18)		(18,965.05)	219,747.25	200,782.20				(4,446,819.98)
New DCA-Recreation	4,121,109.14		12,219.86	4,586,036.00	4,598,255.86	3,473,335.24			5,246,029.76
New DCA-Recreation (Hershey)	22,437.55		604.59	(23,042.14)	(22,437.55)				0.00
New DCA-Fire Services	(12,812,134.20)		(51,280.68)	633,562.35	582,281.67	(1,299,914.14)			(10,929,938.39)
New DCA-Library	(892,278.08)		(1,338.32)	992,481.93	991,143.61				98,865.53
New DCA-Transit	901,065.25		(6,371.88)	2,271,475.91	2,265,104.03	4,113,723.90			(947,554.62)
New DCA-City Wide Engineering	1,563,683.75		13,255.80	14,087,445.29	14,100,701.09	592,796.53			15,071,588.31
New DCA-Public Works	791,498.49		(4,009.97)	614,932.66	610,922.69	2,607,860.56		150,000.00	(1,355,439.38)
New DCA-Parking	(579,632.49)		(1,786.53)	433,681.49	431,894.96				(147,737.53)
New DCA-LAC	0.00		194.09	(194.09)	0.00				0.00
New DCA-Storm Water	23,428,765.36		117,951.39	3,956,305.69	4,074,257.08	(6,566,493.53)	150.28		34,069,365.69
DC Appeal - Residential	1,846,920.28		9,498.34	1,095,731.41	1,105,229.75				2,952,150.03
DC Appeal - Industrial	114,132.05		663.87	239,005.99	239,669.86				353,801.91
DC Appeal - Non-Industrial	118,818.30		656.11	78,220.85	78,876.96				197,695.26
	13,976,783.22	0.00	71,291.62	29,243,060.52	29,314,352.14	2,921,308.56	57,820.21	150,000.00	40,162,006.59

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
03142	Planting for SWM Facility #5803 (West Cell) Storm Water Management - 31350	18,048.00				18,048.00	(153,000.00)	(134,952.00)
04135	Credit River Watershed Erosion Control - Various Sites Capital Reserve Storm Water Management - 31350	52.48	(300.00)		(1,800.00)	52.48	(73,800.00) (13,300.00)	(87,047.52)
05130	Storm Sewer Oversizing Storm Water Management - 31350	90,922.11				290,922.11	(1,255,000.00)	(964,077.89)
06132	Cooksville Creek Culvert Improvment Kirw Capital Reserve Storm Water Management - 31350	289.13		2,500.00		95,400.00 7,289.13	(1,776,000.00) (134,000.00)	(1,807,310.87)
05139	Land Acquisition of SWM Facilities - Sawmill Creek #5804 Storm Water Management - 31350	1,600,000.00				1,600,000.00	(1,600,000.00)	0.00
05142	Retrofit Quenippenon SWM Pond #3901 Storm Water Management - 31350	91,824.84				770,124.84	(2,566,000.00)	(1,795,875.16)
05143	Sawmill Creek (Glen Erin Brook) Storm Water Management - 31350	880,000.00				880,000.00	(880,000.00)	0.00
05165	Backup Generators - Meadowvale & Malton Yards Public Works - 31340	22,839.41				22,839.41	(194,000.00)	(171,160.59)
06107	Kateson-Madill Blvd to 430m N City Wide Engineering - 31335	157,000.00				157,000.00	(157,000.00)	0.00
06131	Minor Erosion Control Works Capital Reserve Storm Water Management - 31350	162.74		1,400.00		1,400.00 162.74	(75,200.00) (4,800.00)	(78,437.26)
06301	Sports Complex-Bldg/o/d soccer/washroom Parkland CIL Recreation - 31315	58,300.00		101,700.00		101,700.00 58,300.00	(25,327,000.00) (14,503,600.00)	(39,670,600.00)
06302	Bicycle Pedestrian - Class 1 & 3 trails Recreation - 31315	81,515.09				81,515.09	(1,772,000.00)	(1,690,484.91)
07102	Burnhamthorpe Rd - Hurontario St to Dixie Rd Capital Reserve City Wide Engineering - 31335	14,800.00		1,671.32		9,171.32 82,300.00	(33,000.00) (437,000.00)	(378,528.68)

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

183

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
07105	Creditview Rd Bridge - Credit River Des Capital Reserve City Wide Engineering - 31335	134,790.00		15,000.00		15,000.00 134,790.00	(15,000.00) (135,000.00)	(210.00)
07106	Drew Rd - Dixie Rd to Tomken Rd City Wide Engineering - 31335	130,000.00				230,000.00	(490,000.00)	(260,000.00)
07109	Mavis Rd - Eglinton to Matheson Capital Reserve City Wide Engineering - 31335	41,354.65		10,300.00		59,400.00 237,654.65	(1,012,000.00) (4,048,000.00)	(4,762,945.35)
07112	Meadowvale Rd - Meadowpine to N City Capital Reserve City Wide Engineering - 31335	114,393.68		12,700.00		21,200.00 190,893.68	(130,000.00) (1,170,000.00)	(1,087,906.32)
07133	Land Acquisition for SWM Facilities 4604 Storm Water Management - 31350	776,474.77				776,474.77	(780,000.00)	(3,525.23)
07144	Jannock Britannia SWM Facility #4604 Storm Water Management - 31350	2,180,000.00				2,180,000.00	(2,180,000.00)	0.00
07159	Burnhamthorpe Rd Bridge - Credit R/Mullet Crk Capital Reserve City Wide Engineering - 31335	2,900.00		2,951.14		2,951.14 2,900.00	(198,000.00) (297,000.00)	(489,148.86)
07315	Developmt, play & spray pad P358 Arsenal Parkland CIL Recreation - 31315	533,100.00		97,403.32		326,303.32 1,786,600.00	(337,000.00) (1,845,400.00)	(69,496.68)
07321	Bicycle Pedestrian Class 1 & 3 Trails Recreation - 31315 City Wide Engineering - 31335	35,600.00 8,900.00				35,600.00 8,900.00	(3,437,200.00) (855,800.00)	(4,248,500.00)
08001	Burnhamthorpe Rd Bridge over Credit River/Mullet Capital Reserve Provincial Road & Bridge Structure Fund Investing in Ontario Act Funds City Wide Engineering - 31335	94,500.00		400,664.00	(145,164.00)	2,914,200.00 5,350,000.00 1,063,264.00 341,900.00	(3,059,364.00) (5,350,000.00) (8,264,200.00) (3,085,800.00)	(10,090,000.00)
08104	DCA Study Major Roads City Wide Engineering - 31335	97,204.78				97,204.78	(250,000.00)	(152,795.22)

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
08111	McLaughlin Rd - Bristol Rd to Britannia Capital Reserve City Wide Engineering - 31335		(135,000.00)		(15,000.00)	0.00	(35,000.00) (315,000.00)	(350,000.00)
08115	Ridgeway Dr - Unity Drive to North Limit of HEPC Storm Water Management - 31350 City Wide Engineering - 31335	1,188,000.00	(1,188,000.00)			1,288,000.00	(1,188,000.00) (11,907,800.00)	(11,807,800.00)
08132	Development Charges update Storm Water Management - 31350	19,500.02				44,500.02	(100,000.00)	(55,499.98)
08133	Mullett Creek Channel Works-Burnhamthorpe Rd W Capital Reserve Storm Water Management - 31350	24,000.00		336,000.00		336,000.00 24,000.00	(336,000.00) (24,000.00)	0.00
08134	Monitoring & minor modification of SWM Facilities Storm Water Management - 31350	69,095.99				69,095.99	(80,000.00)	(10,904.01)
08135	Meadowvale Business Park District - Central Watercourse Storm Water Management - 31350	1,450,000.00				1,450,000.00	(5,600,000.00)	(4,150,000.00)
08137	Sheridan Creek Erosion Control Capital Reserve Storm Water Management - 31350	3,900.00		146,100.00		852,000.00 23,000.00	(1,176,900.00) (31,800.00)	(333,700.00)
08139	Mimico Creek Erosion Control - Wildwood Park Capital Reserve Storm Water Management - 31350	1,182.45		15,100.00		144,100.00 10,182.45	(243,000.00) (17,000.00)	(105,717.55)
08159	Creditview Rd Bridge over Credit River Capital Reserve City Wide Engineering - 31335		(93,000.00)		(58,700.00)		(1,886,700.00) (3,093,000.00)	(4,979,700.00)
08250	Construction-Training & Mechanical Centre Investing in Ontario Act Funds Fire Training Reserve Capital Reserve Fire Services - 31320	1,276,800.00		4,706,275.00	(2,983,075.00)	13,296,265.00 3,376,800.00	(7,165,565.00) (4,407,500.00) (12,659,600.00) (11,480,600.00)	(19,040,200.00)
08251	Fire & Emergency Services Master Plan Review							

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

18

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
	Fire Services - 31320	23,114.14				23,114.14	(38,000.00)	(14,885.86)
08311	Senior Soccer Goal Posts F489 & F490 Erin Mills Dev Corp Recreation - 31315	49.67	(1,300.00)			49.67	(26,300.00)	(26,250.33)
08319	Sheridan Park - Ball Diamond Lighting Recreation - 31315	90,000.00				90,000.00	(318,000.00)	(228,000.00)
08422	Growth Related Parks Equipment Capital Reserve Public Works - 31340	0.37				0.37	(180,000.00)	(199,999.63)
09101	Intersection Capital Program Traffic Signal Reserve City Wide Engineering - 31335	389,291.89			(140,000.00)	614,291.89	(1,380,000.00)	(905,708.11)
09108	City Centre - Transportation Studies City Wide Engineering - 31335		(400,000.00)			0.00	(800,000.00)	(800,000.00)
09109	Hurontario St - Park St E to Lakeshore Capital Reserve City Wide Engineering - 31335	320,000.00		80,000.00		320,000.00	(1,320,000.00)	(1,250,000.00)
09122	Preliminary Engineering Studies Capital Reserve City Wide Engineering - 31335	6.68	(600.00)		(200.00)	6.68	(16,800.00)	(83,793.32)
09130	Storm Sewer Oversizing - Various Locations Storm Water Management - 31350	174,950.00				174,950.00	(290,000.00)	(115,050.00)
09165	Sidewalks Sidewalks Reserve City Wide Engineering - 31335	2,677.54		20,400.00		148,800.00	(1,358,000.00)	(1,362,922.46)
09173	Traffic System and ITS City Wide Engineering - 31335	75,903.70				75,903.70	(100,000.00)	(24,096.30)
09198	Traffic Signals Roadways - 33131 Traffic Signal Reserve City Wide Engineering - 31335	77,100.00		6,000.00 66,900.00		6,000.00 66,900.00	(60,000.00) (669,000.00)	(1,350,000.00)

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		TOTAL PROJECT FINANCE TO DATE
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
09218	Transit Radio System Acquisitions-Growth Capital Reserve Transit - 31330	110,600.00		12,331.84		110,600.00	(15,000.00) (135,000.00)	(27,068.16)
09317	Basic Development - O'Connor Park Capital Reserve Recreation - 31315	41,100.00		8,900.00		417,300.00	(526,200.00) (2,792,300.00)	(2,892,300.00)
09423	Parks Growth Related Equipment Capital Reserve Public Works - 31340	99.66	(100.00)			99.66	(20,000.00) (180,100.00)	(200,000.34)
10103	Drew Road Grade Separation - Class EA City Wide Engineering - 31335	250,000.00				250,000.00	(250,000.00)	0.00
10112	Drew Road - Widening - Torbram Rd to 660 m E City Wide Engineering - 31335	250,000.00				250,000.00	(250,000.00)	0.00
10115	Courtneypark Dr E - Kennedy Rd to Dixie City Wide Engineering - 31335	250,000.00				250,000.00	(250,000.00)	0.00
10130	Storm Sewer Oversizing - Various Locations Storm Water Management - 31350	204,400.00				204,400.00	(204,400.00)	0.00
10133	Cooksville Creek Erosion Control Camilla Capital Reserve Storm Water Management - 31350	14,700.00		475,300.00		14,700.00	(475,300.00) (14,700.00)	0.00
10136	Cooksville Creek Erosion Control Dundas Capital Reserve Storm Water Management - 31350	900.00		29,100.00		900.00	(485,400.00) (14,600.00)	(470,000.00)
10138	Mary Fix Creek Erosion Control Harborn Capital Reserve Storm Water Management - 31350	8,000.00		162,000.00		8,000.00	(162,000.00) (8,000.00)	0.00
10143	Meadowvale Business Park District (N16 D) Storm Water Management - 31350	1,500,000.00				1,932,000.00	(1,932,000.00)	0.00
10171	Traffic Signal Equipment Enhancements Capital Reserve			44,400.00		44,400.00	(57,000.00)	

183

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

182

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
	City Wide Engineering - 31335	76,380.55				76,380.55	(98,000.00)	(34,219.45)
10173	Traffic System and ITS Capital Reserve			64,000.00		64,000.00	(64,000.00)	
	City Wide Engineering - 31335	36,000.00				36,000.00	(36,000.00)	0.00
10198	Traffic Signals Roadways - 33131			20,700.00		20,700.00	(324,900.00)	
	Traffic Signal Reserve			53,600.00		53,600.00	(840,000.00)	
	City Wide Engineering - 31335	25,700.00				25,700.00	(401,900.00)	(1,466,800.00)
10302	Parkway Belt Development - Design Capital Reserve			58,967.06		58,967.06	(82,000.00)	
	Recreation - 31315	530,100.00				530,100.00	(738,000.00)	(230,932.94)
10312	Meadow Green Parking Lot Parks - Other - 35219						(5,200.80)	
	Capital Reserve				(7,000.00)		(19,200.00)	
	Recreation - 31315		(63,000.00)			0.00	(172,800.00)	(197,200.80)
10324	DEZEN/BEN TED - Construction Recreation - 31315							
		275,000.00				275,000.00	(773,000.00)	(498,000.00)
11104	Downtown-Transportation Functional Design City Wide Engineering - 31335					200,000.00	(200,000.00)	0.00
11108	Transportation Master Plan City Wide Engineering - 31335					50,000.00	(50,000.00)	0.00
11130	Storm Sewer Oversizing-Various Locations City Wide Engineering - 31335					0.00	(200,000.00)	
	Storm Water Management - 31350	200,000.00				200,000.00		0.00
11134	Monitoring and minor modification of SWM City Wide Engineering - 31335					60,291.00	(80,000.00)	(19,709.00)
11136	Cooksville Creek-Mississauga Valley Blvd Capital Reserve			184,000.00		184,000.00	(184,000.00)	
	City Wide Engineering - 31335					0.00	(6,000.00)	
	Storm Water Management - 31350	6,000.00				6,000.00		0.00

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		TOTAL PROJECT NET FINANCING
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
11137	Cooksville Creek Crossing Improvements - CN Rail Capital Reserve City Wide Engineering - 31335 Storm Water Management - 31350			223,100.00		223,100.00	(223,100.00)	
		6,900.00				6,900.00	(6,900.00)	0.00
11138	Cooksville Creek Crossing Impr-CP Rail Capital Reserve City Wide Engineering - 31335 Storm Water Management - 31350			388,000.00		388,000.00	(388,000.00)	
		12,000.00				12,000.00	(12,000.00)	0.00
11139	Cooksville Creek Crossing-Queensway Capital Reserve City Wide Engineering - 31335 Storm Water Management - 31350			350,000.00		350,000.00	(350,000.00)	
		10,000.00				10,000.00	(10,000.00)	0.00
11144	Retrofit Arch SWM Pond5401-West of Argenta Water Quality - 35204 City Wide Engineering - 31335 Storm Water Management - 31350			200,000.00		200,000.00	(200,000.00)	
		340,000.00				340,000.00	(340,000.00)	0.00
11148	Sheridan Creek Erosion Ctr-Benedet Dr Capital Reserve City Wide Engineering - 31335 Storm Water Management - 31350			126,100.00		126,100.00	(126,100.00)	
		3,900.00				3,900.00	(3,900.00)	0.00
11174	Traffic Signal Pre-Emption City Wide Engineering - 31335					479,700.00	(479,700.00)	0.00
11201	Transit Bus Acquisitions - Growth Federal Gas Tax Reserve Transit - 31330			94,000.00		94,000.00	(770,200.00)	
		379,375.92				379,375.92	(3,109,800.00)	(3,406,624.08)
11218	Transit Radio System Acquisitions-Growth Capital Reserve Transit - 31330			4,000.00		4,000.00	(4,000.00)	
		36,000.00				36,000.00	(36,000.00)	0.00
11224	Transit Bus Stops/Pads/Signs - Growth Capital Reserve			500.00		500.00	(13,500.00)	

181

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

183

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
	Transit - 31330	4,300.18				4,300.18	(121,500.00)	(130,199.82)
11302	Parkway Belt Dev (P302) Construction							
	Capital Reserve				(275,100.00)	0.00	(329,100.00)	
	Recreation - 31315		(2,475,900.00)			0.00	(2,961,900.00)	(3,291,000.00)
11307	Birchwood Park - Design and Construction							
	Capital Reserve			4,000.00		4,000.00	(4,000.00)	
	Recreation - 31315	36,000.00				36,000.00	(36,000.00)	0.00
11328	F-463 design and construction							
	Capital Reserve				(2,200.00)	0.00	(12,200.00)	
	Recreation - 31315		(19,800.00)			0.00	(109,800.00)	(122,000.00)
12101	Intersection Capital Program							
	City Wide Engineering - 31335		(495,000.00)				(495,000.00)	(495,000.00)
12102	Creekbank Rd Matheson to N Creekbank							
	City Wide Engineering - 31335	780,000.00	(780,000.00)			780,000.00	(780,000.00)	0.00
12103	Creekbank Rd Ext North Limit Creekbank							
	City Wide Engineering - 31335	930,000.00	(930,000.00)			930,000.00	(930,000.00)	0.00
12104	Derrycrest - Derry Road W to Hurontario							
	Roadways - 33131			1,140,000.00	(1,140,000.00)	1,140,000.00	(1,140,000.00)	
	City Wide Engineering - 31335	380,000.00	(380,000.00)			380,000.00	(380,000.00)	0.00
12105	Creditview Rd - Argentia Rd to Old Creditview							
	City Wide Engineering - 31335		(300,000.00)			0.00	(300,000.00)	(300,000.00)
12106	Second Line over Hwy 401 - Pedestrian B							
	City Wide Engineering - 31335		(200,000.00)			0.00	(200,000.00)	(200,000.00)
12108	Downtown - Transportation Functional Design							
	City Wide Engineering - 31335	200,000.00	(200,000.00)			200,000.00	(200,000.00)	0.00
12109	Dundas Street West/Ninth Line West - PH 1							
	City Wide Engineering - 31335		(1,000,000.00)			0.00	(1,000,000.00)	(1,000,000.00)
12130	Storm Sewer Oversizing-Various Locations							
	Storm Water Management - 31350		(200,000.00)			0.00	(200,000.00)	(200,000.00)
12131	Credit River Erosion - Behind Steen Dr							

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		TOTAL PROJECT FINANCING TO DATE
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
	Capital Reserve				(108,000.00)		(108,000.00)	
	Storm Water Management - 31350		(2,000.00)			0.00	(2,000.00)	(110,000.00)
12132	Credit River Erosion - S of Dundas St W							
	Capital Reserve				(805,000.00)		(805,000.00)	
	Storm Water Management - 31350		(15,000.00)			0.00	(15,000.00)	(820,000.00)
12134	Monitoring and minor modification of SWM							
	Storm Water Management - 31350		(80,000.00)			0.00	(80,000.00)	(80,000.00)
12135	Facility/Cooksville Creek SWM Pond #3703							
	Storm Water Management - 31350		(1,260,000.00)			0.00	(1,260,000.00)	(1,260,000.00)
12136	Cooksville Creek Erosion Control - North							
	Capital Reserve				(1,455,800.00)		(1,455,800.00)	
	Storm Water Management - 31350		(44,200.00)			0.00	(44,200.00)	(1,500,000.00)
12137	Cooksville Creek Erosion Control - Camilla							
	Capital Reserve				(612,000.00)		(612,000.00)	
	Storm Water Management - 31350		(18,000.00)			0.00	(18,000.00)	(630,000.00)
12138	Mary Fix Creek Erosion Control - Harborn							
	Capital Reserve				(181,000.00)		(181,000.00)	
	Storm Water Management - 31350		(9,000.00)			0.00	(9,000.00)	(190,000.00)
12139	Cooksville Creek Improvement & Flood Protection/King St							
	Capital Reserve				(1,233,000.00)		(1,233,000.00)	
	Storm Water Management - 31350		(37,000.00)			0.00	(37,000.00)	(1,270,000.00)
12140	Etobicoke Creek Channel Dredging							
	Capital Reserve				(469,000.00)		(469,000.00)	
	Storm Water Management - 31350		(11,000.00)			0.00	(11,000.00)	(480,000.00)
12141	Ninth Line Corridor Scoped Subwatershed							
	Storm Water Management - 31350		(250,000.00)			0.00	(250,000.00)	(250,000.00)
12145	Minor Erosion Control Works - Various Locataions							
	Capital Reserve				(77,000.00)		(77,000.00)	
	Storm Water Management - 31350		(3,000.00)			0.00	(3,000.00)	(80,000.00)
12147	Sheridan Creek Erosion Control - Clarkson							

182

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

180

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
	Capital Reserve				(1,586,000.00)		(1,586,000.00)	
	Storm Water Management - 31350		(54,000.00)			0.00	(54,000.00)	(1,640,000.00)
12148	Sheridan Creek Erosion Control - Benedet							
	Capital Reserve				(290,500.00)		(290,500.00)	
	Storm Water Management - 31350		(9,500.00)			0.00	(9,500.00)	(300,000.00)
12163	New Vehicles & Equipment							
	Capital Reserve				(19,500.00)		(19,500.00)	
	Public Works - 31340		(175,500.00)			0.00	(175,500.00)	(195,000.00)
12165	Sidewalks							
	Sidewalk Reserve				(244,200.00)		(244,200.00)	
	City Wide Engineering - 31335		(1,199,900.00)			0.00	(1,199,900.00)	(1,444,100.00)
12171	Traffic Signal Equipment Enhancements							
	Capital Reserve				(57,000.00)		(57,000.00)	
	City Wide Engineering - 31335		(798,000.00)			0.00	(798,000.00)	(855,000.00)
12173	Traffic System and ITS							
	Capital Reserve				(64,000.00)		(64,000.00)	
	City Wide Engineering - 31335		(36,000.00)			0.00	(36,000.00)	(100,000.00)
12174	Traffic Signal Pre-Emption							
	City Wide Engineering - 31335	479,700.00	(479,700.00)			479,700.00	(479,700.00)	0.00
12193	Permanent Snow Storage Sites Design & Construction							
	Capital Reserve				(250,000.00)		(250,000.00)	
	Public Works - 31340		(2,250,000.00)			0.00	(2,250,000.00)	(2,500,000.00)
12198	Traffic Signals							
	Roadways - 33131				(440,000.00)		(440,000.00)	
	Traffic Signal Reserve				(725,000.00)		(725,000.00)	
	City Wide Engineering - 31335		(401,900.00)				(401,900.00)	(1,566,900.00)
12199	New Van including rack to support Pay & Display							
	Capital Reserve				(4,800.00)	0.00	(4,800.00)	
	Public Works - 31340		(43,200.00)				(43,200.00)	(48,000.00)
12205	Transit Change-Off Vehicle Acquisitions							

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
	Capital Reserve Transit - 31330		(22,500.00)		(2,500.00)	0.00	(2,500.00)	(25,000.00)
12224	Transit Bus Stops/Pads/Signs - Growth Capital Reserve Transit - 31330		(121,500.00)		(13,500.00)	0.00	(13,500.00)	(135,000.00)
12243	Transit BRT - Bus Acquisition Capital Reserve Transit - 31330		(4,500,000.00)		(500,000.00)	0.00	(500,000.00)	(5,000,000.00)
12301	Park P507 Development - Design Capital Reserve Recreation - 31315		(322,200.00)		(35,800.00)	0.00	(35,800.00)	(358,000.00)
12302	Parkway Belt - Construction (P302) Capital Reserve Recreation - 31315	1,945,800.00	(1,945,800.00)	216,200.00	(216,200.00)	216,200.00	(216,200.00)	0.00
12307	Hydro One Corridor - Oakville to Credit River - Design Capital Reserve Recreation - 31315		(270,000.00)		(30,000.00)	0.00	(30,000.00)	(300,000.00)
12308	Hydro One Corridor - Credit River to Toronto - Design Capital Reserve Recreation - 31315		(297,000.00)		(33,000.00)	0.00	(33,000.00)	(330,000.00)
12310	Cedarbrae Park Trail Extension Capital Reserve Recreation - 31315		(15,600.00)		(1,700.00)	0.00	(1,700.00)	(17,300.00)
12311	Multi-Use Ramp Facility at P509 Capital Reserve Recreation - 31315		(143,100.00)		(15,900.00)	0.00	(15,900.00)	(159,000.00)
12325	Undertake the Planning Approvals P459 Capital Reserve Recreation - 31315		(90,000.00)		(10,000.00)	0.00	(10,000.00)	(100,000.00)
12326	Road works to provide EMS access P505							

180

2012 Capital Projects Financed by Development Charge Reserve Funds

December 31, 2012

18
20

Description: This report highlights all Development Charge Reserve Fund transfers to Capital Projects in 2012 identifying where the Development Charges are allocated.

PROJECT NUMBER	DESCRIPTION	2012 DEVELOPMENT CHARGE FINANCING		2012 OTHER RESERVE FINANCING		TOTAL PROJECT FINANCING TO DATE (Transfers To/From Reserves)		TOTAL FINANCING
		TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	TRANSFERS TO RESERVE	TRANSFERS FROM RESERVE	
	Capital Reserve Recreation - 31315		(135,000.00)		(15,000.00)	0.00	(15,000.00)	(150,000.00)
12327	Park P508 Development - Design Capital Reserve Recreation - 31315		(61,200.00)		(6,800.00)	0.00	(6,800.00)	(68,000.00)
12328	P389 Phase 1 Development Capital Reserve Recreation - 31315		(1,080,000.00)		(120,000.00)	0.00	(120,000.00)	(1,200,000.00)
12423	Parks-Growth Related Equipment Capital Reserve Public Works - 31340		(162,000.00)		(18,000.00)	0.00	(18,000.00)	(180,000.00)
12449	P469 - Sports Park - Concept plan Capital Reserve Recreation - 31315		(180,000.00)		(20,000.00)	0.00	(20,000.00)	(200,000.00)
TOTAL FINANCING ALL YEARS ALL SOURCES						57,375,545.12	(211,235,129.80)	(153,859,584.68)
TOTAL FINANCING TRANSFERRED 2012		22,463,491.44	(25,384,800.00)	9,882,263.68	(14,426,439.00)			
NET FINANCING TOTALS			(2,921,308.56)		(4,544,175.32)			

2012 Development Levy Credit Continuity Schedule

Section 14 Development Levy Credits represent payments made by our developers under the old lot levy regime that can be applied against future development charge activity. These credits are recognized by the City as a liability on our Financial Statements.

M Plan	Applicant	Value of Prepaid City Credits @ Jan 1/2012	Storms Waived @ Jan 1/2012	Roads Waived @ Jan 1/2012	Other Services Waived @ Jan 1/2012	Value of Prepaid and Waived Credits @ Jan 1/2012	Prepaid Credits Redeemed	Waived Services Redeemed	Value of Prepaid and Waived Credits @ Dec 31/2012
M-957	1181482 Ontario Ltd.	63,201.32	139,145.03	-		202,346.35			202,346.35
M-915	1234778 Ontario Inc.	0.00	51,356.88	-		51,356.88			51,356.88
M-948	1236236 Ontario Inc.	21,281.68				21,281.68			21,281.68
M-957	1251914 Ontario Ltd.	25,873.79	56,974.04	-		82,847.83			82,847.83
M-901	763442 Ontario Limited (Indrio)	77,232.66		-		77,232.66			77,232.66
M-915	Annovator investments	80,861.45	223,081.43	-		303,942.88			303,942.88
OZ-50/90	Bohler Uddeholm Thermo Tech	10,102.07	21,385.32	-		31,487.39			31,487.39
M-915	Boldco Group Inc.	87,551.41	304,129.01	-		391,680.42			391,680.42
M-584	Brookfield Commercial Properties/Gentra Inc.	0.00	268,018.70	-		268,018.70			268,018.70
M-284	Cadillac Fairview Corp Ltd.	0.00	255,519.80	322,890.56		578,510.36			578,510.36
M-425	Canonfield Inc.	0.00	540,691.62	816,222.29		1,358,913.91			1,358,913.91
M-793	Canonfield Inc.	524,640.78	1,581,551.07	-		2,106,191.85			2,106,191.85
43R-13128	City Centre Plaza	0.00	303,085.82	2,495,063.92		2,798,149.74			2,798,149.74
M-614	Dariusz Krowiak	1,212.32	0.00	-		1,212.32			1,212.32
M-852	Dundee Realty Corporation	24,274.01	63,393.64	-		87,667.65			87,667.65
M-539	Eric Robbins	4,077.79	8,826.96	-		12,904.75			12,904.75
M-871	Erin Mills Development Corporation	0.00	5,370.69	-		5,370.69			5,370.69
M-781	Erin Mills Development Corporation	99,252.79	69,813.24	-		169,066.03			169,066.03
M-592	Erin Mills Development Corporation	59,314.13	250,364.77	-		309,678.90			309,678.90
M-808 & R-22964	Erin Mills Development Corporation	0.00	131,120.53	1,201,347.64		1,332,468.17			1,332,468.17
M-823	Erin Mills Development Corporation	13,520.02	506,349.00	1,098,578.64		1,618,447.66		(19,190.77)	1,599,256.89
T-84051 R-23352	Erin Mills Development Corporation	0.00	1,227,593.06	492,340.01		1,719,933.07			1,719,933.07
T-86106 & 43R-226	Erin Mills Development Corporation	0.00	1,300,126.62	2,294,999.38		3,595,126.00			3,595,126.00
OZ-88/86	Erin Mills Development Corporation	0.00	738,816.82	3,162,347.81		3,901,164.63			3,901,164.63
RP1542	Erin Mills Development Corporation	0.00	2,706,494.41	3,243,558.12		5,950,052.53		(1,971,275.02)	3,978,777.51
B-111/87	Everlast Construction	710.17	38,967.03	58,968.35		98,645.55			98,645.55

180

2012 Development Levy Credit Continuity Schedule

Section 14 Development Levy Credits represent payments made by our developers under the old lot levy regime that can be applied against future development charge activity. These credits are recognized by the City as a liability on our Financial Statements.

M Plan	Applicant	Value of Prepaid City Credits @ Jan 1/2012	Storms Waived @ Jan 1/2012	Roads Waived @ Jan 1/2012	Other Services Waived @ Jan 1/2012	Value of Prepaid and Waived Credits @ Jan 1/2012	Prepaid Credits Redeemed	Waived Services Redeemed	Value of Prepaid and Waived Credits @ Dec 31/2012
M-677	Great West Life Assurance Company	14,821.29	148,453.47	-		163,274.76			163,274.76
M-948	Impulse Technologies Ltd.	6,198.05	14,956.72	-		21,154.77			21,154.77
M-757	Kaiser Photo Products	5,163.45	15,262.62	-		20,426.07			20,426.07
OZ-50/90	Keanall Holdings Ltd.	123,195.93	260,796.64	-		383,992.57			383,992.57
M-1015	Kee Group Inc.	28.38	64.20	-		92.58			92.58
M-635	Kee Group Inc.	2,922.12	13,641.67	-		16,563.79			16,563.79
M-728	Kee Group Inc.	3,880.54	16,851.47	-		20,732.01			20,732.01
M-793	Lord Realty Holdings Ltd.	7,008.26	60,183.84	-		67,192.10			67,192.10
M-533	Lord Realty Holdings Ltd.	0.00	520,068.62	-		520,068.62			520,068.62
M-852	Meadowpines Development Corporation	202,513.34	776,909.19	-		979,422.53			979,422.53
M-689	Menkes Industrial Parks Ltd.	36,003.56	144,441.22	-		180,444.78			180,444.78
M-845	N.H.D. Developments Limited	17,058.80	43,451.93	-		60,510.73			60,510.73
M-401	OMERS Realty Management Corp.	15,124.80	194,995.64	-		210,120.44			210,120.44
M-1010	OMERS Realty Management Corp.	0.00	4,482,859.13	8,716,297.05	3,973,204.17	17,172,360.36			17,172,360.36
M-1023	Orlando Corporation	36,817.78	72,220.62	-		109,038.40			109,038.40
M-832	Orlando Corporation	75,996.85	219,754.63	-		295,751.48			295,751.48
M-900	Orlando Corporation	0.00	401.22	541,878.99		542,280.21			542,280.21
M-948	Richill Construction Limited	40,900.72	98,701.50	-		139,602.22			139,602.22
M-886	Riello Burners	15,768.31	37,715.21	-		53,483.52			53,483.52
M-1326	Rivergrove Development	98,843.63	283,168.98	-		382,012.61			382,012.61
OZ 24/75 M-270	Shipp Corporation Limited	85,000.00	89,039.15	155,210.68		329,249.83	(85,000.00)	(244,249.83)	-
M-901	Slough Estates Canada Ltd.	83,970.83	300,461.80	-		384,432.63			384,432.63
M-435	Tordar Investments Ltd.	11,774.25	132,404.46	-		144,178.71			144,178.71
M-922	Trailmobile Canada Inc.	1,868.71	4,389.42	-		6,258.13			6,258.13
M-926	Tridel	0.60	-	-		0.60			0.60
OZ-50/90	Uddeholm	6,478.21	13,713.89	-		20,192.10			20,192.10

2012 Development Levy Credit Continuity Schedule

Section 14 Development Levy Credits represent payments made by our developers under the old lot levy regime that can be applied against future development charge activity. These credits are recognized by the City as a liability on our Financial Statements.

M Plan	Applicant	Value of Prepaid City Credits @ Jan 1/2012	Storms Waived @ Jan 1/2012	Roads Waived @ Jan 1/2012	Other Services Waived @ Jan 1/2012	Value of Prepaid and Waived Credits @ Jan 1/2012	Prepaid Credits Redeemed	Waived Services Redeemed	Value of Prepaid and Waived Credits @ Dec 31/2012
M-886	Uddeholm	15,347.11	36,912.76			52,259.87			52,259.87
Total		1,999,791.91	18,773,995.49	24,601,803.45	3,973,204.17	49,348,795.03	(85,000.00)	(2,234,715.62)	47,029,079.41
Note: Opening Balance for Waived Services will fluctuate with Rate Changes									

182

2012 Development Charge Credits Continuity Schedule

sents
Develo

Date	Developer	M Plan	T file #	Type of DC Credit	DC Credit Amount Issued	Total Credit Used in Prior Years	DC Credit Balance @ Jan 1/12	DC Credits Used during 2012	DC Credits Issued during 2012	DC Credit Balance @ Dec 31/12	GC Approval
28-Apr-93	Erin Mills Development Corporation	M-1077 & M-1078 & M-1080	T-87027	Park Development	59,340.50	(58,814.91)	525.59			525.59	247-93
14-Apr-93	Erin Mills Development Corporation	M-1079 & M-1081 & M-1082	T-87027 Plan 205A	Park Development	476,213.65	(465,970.96)	10,242.69			10,242.69	212-93
30-Mar-94	Jannock Properties	M-1128	T-92007	Park Development	181,838.05	(181,841.38)	(3.33)			(3.33)	163-94
25-Sep-02	Fourth Terragar Holdings Ltd.	M-1213 & M-1214 & M-1675	T-90016	Park Development	95,108.20	(95,107.34)	0.86			0.86	531-2002
11-Jun-97	Tarmac Canada Inc.	M-1246	T-87012	Park Development	443,299.10	(439,842.44)	3,456.66			3,456.66	344-97
29-Oct-97	996075 Ontario Ltd.	M-1272	T-89016	Park Development	19,600.00	(615.35)	18,984.65			18,984.65	597-97
11-Mar-98	Fourth Terragar Holdings Ltd.	M-1305	T-90016	Park Development	13,588.58	(13,685.10)	(96.52)			(96.52)	161-1998
12-Dec-98	Gravlight Properties Ltd.	M-1335	T-94030	Transportation Component	203,490.00	(198,896.22)	4,593.78			4,593.78	812-1998
23-Jun-99	Britannia Meadows Development Corporation	M-1366	T-94043 Phase 1	Transportation Credit	187,250.00	(183,484.20)	3,765.80			3,765.80	442-1999
27-Oct-99	Britannia Meadows Development Corporation	M-1366	T-95043	Park Development	282,432.10	(287,485.25)	4,946.85			4,946.85	650-1999
16-Aug-00	Feldrun Development Corporation	M-1419 & M-1420	T-95033 Phase 3	Park Development	457,149.00		457,149.00			457,149.00	222-2000
11-Oct-00	1296421 Ontario Inc.	M-1447	T-99009, BP04/4566	Storm Water Mgmt	858,653.40	(881,906.34)	176,747.06			176,747.06	276-2000
11-Apr-01	Britannia Holdings	M-1460 & M-1461	T-M00004 Phase 1	Other Services	234,468.63	(234,467.19)	(0.56)			(0.56)	161-2001
17-Jan-01	Mattamy Homes (Lorne Park)	M-1468	T-99008 Phase 1	Storm Water Mgmt	164,336.35	(182,520.06)	1,816.29			1,816.29	9-2001
28-Feb-01	Mattamy Ltd.	M-1468	T-99008 Phase 1	Park Development	451,253.88	(126,707.00)	324,546.88			324,546.88	125-2001
14-Jun-01	968907 Ontario Inc & Gasmuz Construction Inc.	M-1474 & M-1475	T-95007 Phase 4	Park Development	334,834.50	(334,833.02)	1.48			1.48	329-2001
14-Jun-01	Todbrook Investors Inc & Gasmuz Construction Inc.	M-1476 & M-1477	T-95007 Phase 5	Park Development	214,151.85	(202,219.02)	11,932.83			11,932.83	330-2001
14-Jun-01	Todbrook Investors Inc & Gasmuz Construction Inc.	M-1476 & M-1477	T-95007 Phase 5	Other Services	340,775.00	(321,787.48)	18,987.52			18,987.52	323-2001
14-Jul-01	KZK Group	M-1483	T-96008	Park Development	3,770.56	(2,606.48)	1,164.08			1,164.08	216-2001
13-Jun-01	919848 Ontario Inc & 1368781 Ontario Inc.	M-1484	T-95020	Park Development	27,573.92	(8,684.82)	18,889.10			18,889.10	178-2001
19-Sep-01	Britannia North Holdings Inc.	M-1493 & M-1494	T-00004 Phase 2	Other Services	187,675.00	(187,674.34)	0.66			0.66	546-2001
19-Sep-01	Britannia North/Central/South Holdings Inc.	M-1493 & M-1494	T-M00004 Phase 1	Park Development	94,977.80	(94,977.40)	0.20			0.20	549-2001
05-Sep-01	Monarch Construction Ltd.	M-1497		Park Development	11,067.05	(9,881.00)	1,186.05			1,186.05	527-2001
05-Sep-01	Summit Meadow Ltd.	M-1502	T-98006	Park Development	45,924.28	(6,560.55)	39,363.73			39,363.73	528-2001
19-Sep-01	Woodhaven Investments (1996) Inc.	M-1509	T-98001	Park Development	410,267.00	(409,621.06)	645.94			645.94	547-2001
19-Sep-01	Steelgate Security Products Ltd.	M-1526	T-97008 Pl Blk 34	Park Development	48,476.56	(43,931.81)	4,544.75			4,544.75	548-2001 & 481-2001
20-Mar-02	Westport Realty Ltd.	M-1536 & M-1536	T-95014 Phase 1	Park Development	4,884.00	(2,394.00)	2,490.00			2,490.00	156-2002
07-May-02	Erin Mills Development Corporation	M-1537 & M-1538	T-94025	Other Services	225,000.00	(198,876.10)	26,123.90			26,123.90	358-2002
14-Jun-01	Erin Mills Development Corporation	M-1553 & M-1554	T-94025 Phase 1B	Storm Water Mgmt	698,287.09	(694,674.97)	3,613.02			3,613.02	324-2001
16-Oct-02	Gadan Properties Inc.	M-1557	T-89002	Park Development	254,199.00	(251,309.94)	2,889.06			2,889.06	600-2002
25-Sep-02	Mattamy (Country Club) Ltd.	M-1563	T-98012 Phase 3	Park Development	24,750.00	(21,556.25)	3,093.75			3,093.75	532-2002
17-Jan-01	Mattamy Homes (Lorne Park)	M-1565	T-99008 Phase 2	Storm Water Mgmt	109,951.09	(109,376.40)	572.69			572.69	9-2001
28-Feb-01	Mattamy Ltd.	M-1565	T-99008 Phase 2	Park Development	300,835.92	(299,243.36)	1,592.56			1,592.56	125-2001

2012 Development Charge Credits Continuity Schedule

sents
Develo

Date	Developer	M Plan	T file #	Type of DC Credit	DC Credit Amount Issued	Total Credit Used in Prior Years	DC Credit Balance @ Jan 1/12	DC Credits Used during 2012	DC Credits Issued during 2012	DC Credit Balance @ Dec 31/12	GC Approval
06-Aug-03	Southlawn Developments Inc.	M-1596	T-90035	Park Development	26,500.04	(26,497.25)	2.79			2.79	455-2003
17-Sep-03	Erin Mills Development Corporation	M-1606, M-1607, M-1607, M-1608, M-1609	T-94025 Phase 2A	Other Services	423,750.00	(423,749.35)	0.65			0.65	527-2003
01-Oct-03	Erin Mills Development Corporation	M-1606, M-1607, M-1607, M-1608, M-1609	T-94025 Phase 2A	Park Development	873,957.30	(873,955.45)	1.85			1.85	552-2003
05-Sep-01	Monarch Construction Ltd.	M-1626	T-00007 Phase 2	Park Development	7,378.03	(6,905.07)	472.96			472.96	527-2001
10-Mar-04	Erin Mills Development Corporation	M-1635, M-1636, M-1637	T-94025 Phase 2B	Transportation Component	276,750.00	(276,751.20)	(1.20)			(1.20)	076-2004
10-Mar-04	Erin Mills Development Corporation	M-1635, M-1636, M-1637	T-94025 Phase 2B	Park Development	265,930.10	(265,928.96)	1.14			1.14	077-2004
04-Aug-04	Malgo Developments Inc.	M-1653	T-M03004	Park Development	174,652.50	(163,310.40)	11,342.10			11,342.10	477-2004
03-Jul-02	Erin Mills Development Corporation	M-1663, M-1664, M-1665	T-94025 Phase 2B	Storm Water Mgmt	1,503,000.00	(1,503,029.10)	(29.10)			(29.10)	437-2002
13-Oct-04 19-Oct-05 & 07-Dec-05	Erin Mills Development Corporation Shelltown Construction Ltd.	M-1663, M-1664, M-1665 M-1693	T-94025 Phase 4 T-86008 Phase 1	Park Development	177,344.90 53,593.40	(153,615.50) (53,593.60)	23,729.40 (0.20)			23,729.40 (0.20)	532-2004 553-2005 & 652-2005
16-Nov-05	Erin Mills Development Corporation	M-1700 M-1701 M-1702	T-94033 Phase 1 Plan 100, 200 & 300	Park Development	573,804.68	(573,805.78)	(1.08)			(1.08)	GC 0623-2005
02-Nov-05	Erin Mills Development Corporation	M-1700 M-1701 M-1702 PN04-140	T-94033 Phase 1 Plan 100 & 200 PN 04-140	Storm Water Mgmt	3,130,400.00	(3,125,900.00)	4,500.00			4,500.00	GC 0571-2005
19-Apr-06	Sundance Vintage Developments Inc.	M-1726	21T-M01002 PH 2	Park Development	6,475.00	(6,475.20)	(0.20)			(0.20)	GC 0293-2006
13-Dec-06	Erin Mills Development Corporation	M-1733, M-1734, M-1735, M-1736	T-M94033 Phase 2	Park Development	617,886.21	(618,740.20)	(851.99)			(851.99)	GC 0603-2006
13-Sep-06	Stone Manor Developments	M-1741	T-M04005	Park Development	30,456.00	(30,452.76)	3.24			3.24	GC 0518-2006
21-Mar-07	Cabot Trail Estates	M-1758	T-95022	Other Services	12,139.26	(12,139.38)	(0.12)			(0.12)	GC 0131-2007
01-Aug-07	Cabot Trail Estates Ltd.	M-1758	T-95022	Park Development	10,568.36	(10,568.25)	0.11			0.11	GC 0199-2007
05-Sep-07	678604 Ontario Inc.	M-1759	T-95015	Park Development	12,981.10	(10,412.72)	2,568.38	(1,141.12)		1,427.26	GC 0574-2007
20-Feb-08	Erin Mills Development Corporation	M-1767 & M-1768	T-94025 Phase 5 Plan 100, M1767 & Plan 200, M1768	Park Development	253,578.42	(253,578.00)	0.42			0.42	GC 0132-2008
16-Apr-08	Erin Mills Development Corporation	M-1767 & M-1768	T-94025 Phase 5 Plan 100, M1767 & Plan 200, M-1768	Park Development	612,974.02	(612,971.97)	2.05			2.05	GC 0335-2008
28-May-08	Taccopar Gate Developments Inc.	M-1772	T-07001	Park Development	211,686.75	(211,686.12)	0.63			0.63	GC 0470-2008
15-May-05	Oriando Corporation	M-1776	T-88025	Other Services	157,250.00	0.00	157,250.00			157,250.00	GC 0397-2005
05-Nov-08	Partacc Mississauga Development, Inc.	M-1781	T-08001	Park Development	15,794.40	(15,792.00)	2.40			2.40	GC 0804-2008
17-Jun-09	Erin Mills Development Corporation	M-1792	T-08003	Park Development	11,047.50	(11,047.36)	0.14			0.14	GC 0450-2009
04-Nov-09	Erin Mills Development Corporation	M-1795	T-M08004, Neighbourhood 202C Block 114 Relotting RP M-855	Park Development	84,871.60	(84,871.53)	0.07			0.07	GC 0689-2009
21-Oct-09	2096553 Ontario Inc. c/o Hush Homes Inc.	M-1814	T-07003	Park Development	22,308.00	(14,196.00)	8,112.00	(2,028.00)		6,084.00	GC 0663-2009
23-Mar-11	Paradise Homes Cobblestone Inc.	M-1844	T-86095 Phase 2	Park Development	28,160.00	(28,160.44)	(0.44)			(0.44)	GC 0150-2011
30-May-12	Arco Park Developments Corporation	M-1894	T-11005	Park Development	234,840.38			(234,839.36)	234,840.38	1.02	GC 0408-2012
13-Jun-12	Arco Park Developments Corporation	M-1894	T-11005	Other Services	75,400.00			(75,398.40)	75,400.00	1.60	GC 0446-2012
29-Oct-97	Barlen Development Corporation	M-950, M-1263	T-87069	Park Development	32,691.65	(31,895.03)	996.62			996.62	604-1997
24-Feb-93	Erin Mills Development Corporation	Neighbourhood 603		Transportation Component	40,000.00	0.00	40,000.00			40,000.00	107-93

181

183

2012 Development Charge Credits Continuity Schedule

sents
Develo

Date	Developer	M Plan	T file #	Type of DC Credit	DC Credit Amount Issued	Total Credit Used In Prior Years	DC Credit Balance @ Jan 1/12	DC Credits Used during 2012	DC Credits Issued during 2012	DC Credit Balance @ Dec 31/12	GC Approval
26-Sep-12	Prologis Canada LLC	PN 10-149	T-08006 Phase 1	Storm Water Mgmt	605,475.23				605,475.23	605,475.23	Council Resolution 0215-2012
17-Sep-03	Erin Mills Development Corporation	PN-02-130	T-94025 Phase 2A	Storm Water Mgmt	299,200.00	0.00	299,200.00			299,200.00	527-2003
26-Sep-12	Prologis Canada LLC		T-08006 Phase 1	Other Services	314,450.96			(314,450.96)	314,450.96	0.00	Council Resolution 0215-2012
26-Sep-12	Prologis Canada LLC		T-08006 Phase 1	Storm Water Mgmt	1,455,900.74			(1,455,900.74)	1,455,900.74	0.00	Council Resolution 0215-2012
07-Sep-11	678604 Ontario Inc. and 1105239 Ontario Inc.	No M Plan #	T-11001	Other Services	219,607.04	0.00	219,607.04			219,607.04	GC 0548-2011
24-Feb-93	Erin Mills Development Corporation	No M Plan #	T-90019	Transportation Component	25,000.00	0.00	25,000.00			25,000.00	107-93
Total					20,373,426.33	(15,751,682.34)	1,935,876.88	(2,083,758.58)	2,688,067.31	2,537,985.41	

Type of DC Credit	DC Credit Amount Issued	Total Credit used In Prior Years	Total 2012 Credits Used	DC Credit Balance @ Dec 31, 2012
Park Development	6,605,217.64	(7,416,448.01)	(238,008.48)	960,761.15
Storm Water Mgmt	6,845,204.80	(6,297,408.87)	(1,466,900.74)	1,091,896.19
Other Services	2,190,513.69	(1,378,693.84)	(889,649.36)	421,970.69
Transportation Component	645,240.00	(475,947.42)	0.00	60,592.58
Transportation Credit	187,250.00	(183,464.20)	0.00	3,765.80
Total	20,373,426.33	(15,751,682.34)	(2,083,758.58)	2,537,985.41



Corporate Report

Clerk's Files

Originator's
Files

DATE: June 5, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

General Committee

JUN 12 2013

FROM: Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

SUBJECT: Corporate Policy and Procedure - Tuition Reimbursement Policy

- RECOMMENDATION:**
1. That the revised Corporate Policy and Procedure - Tuition Reimbursement attached as Appendix 1 to the report dated June 5, 2013, from the Commissioner of Corporate Services and Treasurer, be approved.
 2. That By-law 0622-1991, being a by-law to provide for the reimbursement to employees of the Corporation of the City of Mississauga for education costs in certain circumstances, be repealed.

- BACKGROUND:**
- The Human Resources Division was requested to review and revise the Tuition/Registration Fees Policy (renamed Tuition Reimbursement Policy) with a view towards addressing the following:
1. Respond to an internal audit recommendation that identified the need to review procedures related to prepayment of tuition fees.
 2. Integrate the "Executive Education Request Guidelines".
 3. Establish a more flexible framework that increases fairness and maximizes the Corporation's return on investment.

PRESENT STATUS: An extensive review that included examining comparable municipalities was conducted and various options were explored.

19a

The goal of the review was to establish a tuition reimbursement framework; funding request evaluation criteria and funding limits.

COMMENTS:

The proposed Tuition Reimbursement policy includes the following:

- **Clarification of the purpose of this policy** to reimburse each separate course of study leading to a degree, diploma, certificate, or professional designation only. This policy does not apply to development opportunities such as conferences, seminars, workshops and/or courses, covered under the Allowable Business Expenses policy (04-05-11).
- **Ability to track demand for tuition reimbursement**, by establishing a mandatory approval and denial tracking process for requests for tuition reimbursement. This will allow HR to establish a more accurate record of what is being approved, denied, assess trends and identify any issues.
- **Ability to differentiate requests** between higher, versus lower priority; immediate, versus long term benefit and education deemed necessary, with the establishment of tuition reimbursement evaluation system/criteria.
- **Set funding limits** by establishing funding criteria as, 15% - 100% funding to a maximum of \$25,000 per individual for a Master's program and 100% funding to a maximum of \$15,000 per individual for executive certificate programs and 15% - 100% funding to a maximum of \$2,000 per year for college courses and \$4,000 per year for accreditation or university courses.
- **Expand definition of tuition fee eligibility** to include lab fees and exam preparation courses for reimbursement
- **Establishment of a standard of completion** to be 60% or a "C", as the base line for eligibility for predetermined tuition reimbursement.
- **Requirement for repayment** of reimbursed expenses should employment with the City end. The following repayment schedule will apply:
 - Leave within one (1) year of course completion – 100%
 - Leave within two (2) years of course completion – 60%
- Reinforcement that **employees are not eligible for prepayment funding**.

The proposed Corporate Policy and Procedure was circulated to the

Extended Leadership Team, including Audit and Legal, for their review and comment. Any comments or issues received have been addressed.

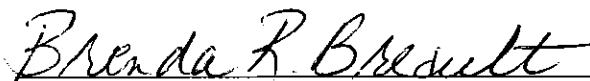
Appendix 2 attached outlines a comparison of existing the Tuition Refund Policy and the proposed revised Policy.

It is recommended that By-law 0622-1991 be repealed, as it is outdated and contains inaccurate information, including references to section of the *Municipal Act* that no longer apply. The confirmatory by-law that is passed after Council legitimizes the policy, so an additional by-law is not required. Tuition reimbursement, as part of the overall City budget, is also approved by Council.

FINANCIAL IMPACT: Funding for the reimbursement of tuition reimbursement expenses is provided in the approved department operating budgets.

CONCLUSION The Tuition Reimbursement policy and procedures has been revised to allow for increased flexibility and return on investment, while at the same time ensuring the City continues to demonstrate and value employees' professional growth and development.

ATTACHMENTS: Appendix 1: Revised Tuition Reimbursement Policy
Appendix 2: Comparison of Current and Proposed Tuition Reimbursement Policy



Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

*Prepared By: MaryLynn Vesey, Manager Learning and
Organizational Development,
Human Resources Division*

19c

Corporate Policy and Procedure



Policy No. Appendix 1
Page 01-05-06
Effective Date Page 1 of 9
GC - FINAL
Draft Only
2013 05 22
Supersedes

TAB: HUMAN RESOURCES
SECTION: BENEFITS
SUBJECT: TUITION REIMBURSEMENT

POLICY STATEMENT

The City of Mississauga is committed to staff development and encourages employees to acquire, maintain and improve their skills and knowledge through programs of study that are either related to their present positions or that enhance their value to the City.

PURPOSE

Employees may be eligible for reimbursement of Tuition Registration Fees when they enrol in either job-related courses or courses which are a requirement of a formal program of study leading to a degree, diploma, certificate, or professional designation.

This policy establishes eligibility criteria; defines the expenses that may be reimbursed; outlines application and approval processes; and establishes requirements for repayment of reimbursed expenses should employment with the City end.

SCOPE

Employee Eligibility

All permanent salaried and hourly union and non-union employees are eligible for Tuition reimbursement. Where a particular collective agreement includes tuition reimbursement, the terms of the collective agreement will apply.

New employees must complete their probationary period, however, managers/supervisors, in consultation with the applicable director, may waive the probationary period requirement if completion of the course is an immediate priority. (Refer to Corporate Policy and Procedure - Probation.)

Corporate Policy and Procedure



Policy No. Appendix 1 192
Page 01-05-06
Page 2 of 9
Effective Date GC - FINAL
Draft Only
2013 05 22
Supersedes

Course Eligibility

This policy applies to Tuition reimbursement for Continuing Education courses leading to a degree, diploma, certificate, or professional designation that involve a series of classes taken over a number of weeks on the employee's personal time. Courses must be directly related to the employee's present position or to another position within the Corporation and may be part of the employee's career development plan.

Policy Exclusions

This policy does not apply to development opportunities such as conferences, including those involving out of town travel, seminars or workshops that are attended during business hours and which do not involve a series of classes to be taken over a number of weeks and that do not result in a pass or fail (i.e. attendance only is required). Refer to Corporate Policy and Procedure – Finance and Accounting – Allowable Business Expenses for information on reimbursement of expenses related to this type of event.

Personal/general interest courses or courses offered by private educational institutions and/or do not result in a pass or fail are not eligible.

Leave of Absence

Employees who wish to pursue education on a full-time basis may request an unpaid personal leave of absence in conjunction with their request for reimbursement of Tuition expenses. Approval of reimbursement while on a leave of absence is contingent on the employee being available for work while school is not in session. Refer to Corporate Policy and Procedure – Human Resources – Assisted Education Leave for more information.

DEFINITIONS

For the purposes of this policy:

“Continuing Education” means a course (classroom or correspondence/on-line) that leads to a degree, diploma, certificate or other accreditation that is offered by a recognized

Corporate Policy and Procedure



Policy No. Appendix I
 Page 01-05-06
 Page 3 of 9
 Effective Date GC - FINAL
 Draft Only
 2013 05 22
 Supersedes

training delivery agent and/or accredited educational institution (e.g. a college or university recognized by the Government of Ontario) or professional association (e.g. Certified Management Accountants, the Canadian Securities Course), including exam preparation courses.

“Professional Development” means Continuing Education courses that are:

- directly related to the employee’s current position or are part of a development plan; or
- are not related to the employee’s current position but are related to another City position that is part of a development plan or that the employee can reasonably expect to attain in the future.

“Tuition Registration Fees” (Tuition) means only those amounts paid to enrol in the approved Continuing Education courses, including lab fees and exam fees. Additional mandatory fees identified by the applicable institution, such as; administration fees; health services fees; activity fees; health and dental plans; student association fees; bus passes; books and materials; late registration; and graduation fees are not included and are not eligible for reimbursement.

ACCOUNTABILITY

Directors

All Directors are accountable for:

- ensuring all managers/supervisors are aware of this policy and of any subsequent revisions; and
- ensuring employees complete a Form E279 - Tuition Refund for all Tuition requests discussed as part of an overall development plan.

Managers/Supervisors

Managers/supervisors are accountable for:

- ensuring staff in their respective work units are aware of this policy and any subsequent revisions;
- supporting employees in developing a personal development

Corporate Policy and Procedure



Policy No. Appendix 1
Page 01-05-06
Page 4 of 9
Effective Date GC - FINAL
Draft Only
2013 05 22
Supersedes

195

plan that may include Continuing Education;

- recording development plans related to Continuing Education on the employee's performance agreement and reviewing annually;
- ensuring employees complete a Form E279 - Tuition Refund for all Tuition requests discussed as part of an overall development plan;
- completing the evaluation section of Form E279 - Tuition Refund; and
- reviewing and approving Tuition reimbursement requests in consultation with the applicable budget administrator.

Employees

Employees are responsible for:

- initiating a discussion with their manager/supervisor with respect to his or her overall development plan; and
- completing Form E279 - Tuition Refund and submitting to their manager/supervisor for completion of the evaluation section, for all Tuition reimbursement requests.

TUITION REFUND FRAMEWORK

The chart below outlines the approval process and funding level available for the Continuing Education programs, followed by the reimbursement process:

<u>Education Type</u>	<u>Definition</u>	<u>Approval Process</u>	<u>Funding Limits</u>
Professional Development	Continuing Education	Requests reviewed and approved, based on	15% - 100% funding to a maximum of

199 Corporate Policy and Procedure



Policy No. Appendix 1
Page 01-05-06
Effective Date Page 5 of 9
GC - FINAL
Draft Only
2013 05 22
Supersedes

	directly related to an employee's current position or related to a development plan or other City function.	available budget, by immediate manager/supervisor and applicable budget administrator. 15% - 100% determined through a points based evaluation system	<p>\$25,000 per individual for a Master's program and 100% funding to a maximum of \$15,000 per individual for executive certificate programs.</p> <p>15% - 100% funding to a maximum of \$2,000 per year for college courses and \$4,000 per year for accreditation or university courses</p>
--	---	---	--

Note: The maximum reimbursement amounts are based on the current costs for two courses per semester, or four courses in a calendar year. These amounts may be revised to align with changes to the cost of Continuing Education courses. Any such revision requires the approval of the Leadership Team.

Reimbursement Restrictions Tuition may be reimbursed in accordance with the Funding Limits above. Prepayment for Tuition by the City is not permitted.

Personal time spent on courses does not qualify for overtime pay or lieu time. Employees are not reimbursed for travel and accommodation costs, meals, parking, or any other incidental expenses related to the course.

Repayment of Tuition Reimbursement

Employees who leave the City within two (2) years of receiving funding for Continuing Education in the form of Tuition reimbursement may be required to repay all or part of the funding. Employees will be required to sign a form acknowledging their agreement to the repayment terms as part of the application

Corporate Policy and Procedure



Policy No. Appendix 1
Page 01-05-06
Effective Date Page 6 of 9
Supersedes GC - FINAL
Draft Only
2013 05 22

19h

process. The following repayment schedule will apply:

- Leave within one (1) year of course completion – 100%
- Leave within two (2) years of course completion – 60%

Exceptions may be approved by the applicable department head on a case-by-case basis.

PROFESSIONAL DEVELOPMENT ELIGIBILITY AND PROCESS

Before Applying

Before applying for Tuition reimbursement, the employee should discuss his or her overall development plans with their immediate manager/supervisor prior to enrolment to ensure that the program of study is eligible for reimbursement.

Continuing Education goals and objectives should be recorded on the employee's performance agreement, if applicable, and reviewed each year. The manager/supervisor is responsible for ensuring that the course is in keeping with the employee's overall development plan and career path, and for determining whether the course is job-related. Tuition will not be reimbursed retroactively.

Employees considering enrolment in a Continuing Education course or program should be aware of the personal commitment needed to satisfy the assigned course work and study time required in order to achieve success. Employees who are eligible may enter into an Alternative Work Arrangement in order to attend day time classes or to schedule study time.

Mandatory Completion of Tuition Reimbursement Request Form

Employees who have discussed completing Continuing Education courses with their manager/supervisor as part of their overall development plan must complete Form E279 – Tuition Refund and provide the required information. Regardless of the perceived likelihood for approval, based on available budget or development priority, it is important to complete the Tuition

Corporate Policy and Procedure



Policy No. Appendix 1
 Page 01-05-06
 Page 7 of 9
 Effective Date GC FINAL
 Draft Only
 2013 05 22
 Supersedes

reimbursement form, as this enables Human Resources to better understand the overall volume of requests City-wide.

Points Based Evaluation System

The employee's manager/supervisor must complete the evaluation section of the form. The system recognizes the benefit to the City of employee self-improvement while maximizing the value of the overall Tuition reimbursement budget. The evaluation system will enable the City to apply consistent criteria when determining the priority and level of funding that will be offered to individual employees, especially when considering multiple requests.

Support Level Evaluation Criteria

The following criteria and corresponding point values will be used by the manager/supervisor to determine the maximum funding level available to the employee based on their final point score.

1. Correlation to Current Job or Career Path Development Plan:
 - a. 0 Points - Not related to current job or formal career plan
 - b. 1 Point - Related to a job assignment, task or development opportunity
 - c. 2 Points - Specifically related to a major component of job
 - d. 3 Points - Related to a formal succession plan facilitated by Human Resources for identified talent
2. Priority of Divisional/Departmental Need:
 - a. 0 Points - Is not a priority for division or department
 - b. 1 Point - Low priority and can be met by other cost-effective means
 - c. 2 Points - High priority for division or department
 - d. 3 Points - Critical to the organization
3. Immediacy of Benefit:
 - a. 0 Points - No immediate or expected benefit
 - b. 1 Point - No immediate benefit; expected benefit in the

Corporate Policy and Procedure



Policy No. Appendix 1
Page 01-05-06
Effective Date Page 8 of 9
Supersedes GC - FINAL
Draft Only
2013 05 22

long term

- c. 2 Points – Immediate benefits to job assignment realized within one year of completion
- d. 3 Points – Immediate and long term benefit to the organization as a whole

Funding Level Based on Final Score

The maximum funding levels for Professional Development available to the employee based on their final point score are as follows:

- 9 Points = 100%
- 8 Points = 85%
- 7 Points = 75%
- 5-6 Points = 50%
- 3-4 Points = 25% or \$125, whichever is greater
- 1-2 Points = 15% or \$75, whichever is greater

Submitting Requests for Reimbursement

Employees submit their Tuition reimbursement requests for Professional Development to their immediate manager/supervisor using form E279, Tuition Refund. Requests will then be approved by the applicable manager/supervisor and budget administrator.

Notification of Approval

If the Tuition reimbursement is approved, the form is returned to the employee as confirmation of pre-approval and for completion of the form once each course is completed. If a request for pre-approval has been denied, no reimbursement can be made. Once pre-approval has been obtained, reimbursement of the pre-approved amount is guaranteed unless the employee fails to successfully complete the course or, where marks are assigned, fails to achieve a minimum passing grade of a "C", or 60%, or the required passing grade if higher than 60%.

Approval of the initial request (e.g. courses in the first year of a three year program) does not automatically guarantee approval of subsequent requests. Each request must be approved separately.

19K

Corporate Policy and Procedure



Policy No. Appendix 1
Page 01-05-06
Page 9 of 9
Effective Date GC - FINAL
Draft Only
2013 05 22
Supersedes

Reimbursement Process

Reimbursement is made on successful completion of the course and in accordance with the Funding Limits outlined in the chart above. The Tuition receipt that clearly identifies the Tuition fees and all applicable fees, where applicable, and a copy of the transcript/grade report must be submitted to the manager/supervisor. The manager/supervisor then approves the reimbursement section of the form using GL Account 715105 and forwards the form and a scanned copy of the receipt to Accounts Payable for processing. The manager/supervisor's signature indicates that the course was approved in accordance with this policy, that the employee has successfully completed the course, and that the amount being reimbursed is accurate. Accounts Payable will confirm that the manager/supervisor has approved the reimbursement.

Hard-copies of the Tuition Refund form, with copies of the grade report, should be retained by the manager/supervisor in the departmental employee file and forwarded to the corporate employee file.

REFERENCE:

LAST REVIEW DATE:

CONTACT:

For additional information contact the Strategic Talent Management Section, Learning & Development, Human Resources Division, Corporate Services Department.

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>POLICY STATEMENT Employees may be eligible for reimbursement of tuition or registration fees when they enrol in either job-related courses, or courses which are a requirement of a formal program of study leading to a degree, diploma, certificate, or professional designation.</p> <p>The City of Mississauga is committed to staff development and encourages employees to acquire, maintain and improve their skills and knowledge through programs of study that are either related to their present positions or that enhance their value to the City.</p>	<p>POLICY STATEMENT</p> <p>The City of Mississauga is committed to staff development and encourages employees to acquire, maintain and improve their skills and knowledge through programs of study that are either related to their present positions or that enhance their value to the City.</p>	<p>The language in the Purpose section has been moved to the Policy Statement, with no changes, as it reflects the City's philosophy with respect to staff career development.</p>
<p>PURPOSE The City of Mississauga is committed to staff development and encourages employees to acquire, maintain and improve their skills and knowledge through programs of study that are either related to their present positions or that enhance their value to the Corporation.</p> <p>Employees may be eligible for reimbursement of Tuition Registration Fees when they enrol in either job-related courses or courses which are a requirement of a formal program of study leading to a degree, diploma, certificate, or professional designation.</p>	<p>PURPOSE</p> <p>Employees may be eligible for reimbursement of Tuition Registration Fees when they enrol in either job-related courses or courses which are a requirement of a formal program of study leading to a degree, diploma, certificate, or professional designation.</p>	<p>The deleted text has become the Policy Statement.</p> <p>New section to outline the purpose of the policy.</p>

19

103

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>This policy establishes eligibility criteria; defines the expenses that may be reimbursed; outlines application and approval processes; and establishes requirements for repayment of reimbursed expenses should employment with the City end.</p>	<p>This policy establishes eligibility criteria; defines the expenses that may be reimbursed; outlines application and approval processes; and establishes requirements for repayment of reimbursed expenses should employment with the City end.</p>	
<p>SCOPE Employee Eligibility All permanent salaried and hourly, union and non-union employees are eligible for the Tuition reimbursement Program and/or the Course Refund Program. Where a particular collective agreement includes tuition reimbursement, the terms of the collective agreement will apply.</p> <p>New employees must complete their probationary period, however, the managers/supervisors, in consultation with the applicable director, may waive this the probationary period requirement if completion of the course is an immediate priority. (Refer to Corporate Policy and Procedure - Probation.) Employees who work less than full time (i.e. job sharing) may apply for a pro-rated refund.</p> <p>Overtime/lieu time will not be paid to employees taking courses outside the normal working day.</p>	<p>SCOPE Employee Eligibility All permanent salaried and hourly union and non-union employees are eligible for Tuition reimbursement. Where a particular collective agreement includes tuition reimbursement, the terms of the collective agreement will apply.</p> <p>New employees must complete their probationary period, however, managers/supervisors, in consultation with the applicable director, may waive the probationary period requirement if completion of the course is an immediate priority. (Refer to Corporate Policy and Procedure - Probation.)</p>	<p>Clarified that collective agreements will take priority over the policy with respect to tuition reimbursement.</p> <p>The statement that employees who are not full-time would receive a pro-rated refund is no longer applicable, as courses are now refunded based on an evaluation system. Tuition was previously 100% for any approved course.</p> <p>This information was moved to the Reimbursement Restrictions section.</p>

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>PROGRAMS AVAILABLE _____</p> <p>The Corporation supports education and training under the following programs:</p> <ul style="list-style-type: none"> —Tuition Program <ul style="list-style-type: none"> —Courses considered for the Tuition Program are those in a “formal program of study,” which may or may not be directly job-related, but are required to earn a degree, diploma, certificate, or professional designation. —Course Refund Program <ul style="list-style-type: none"> —The Course Refund Program applies to job-related courses only, involving a series of classes over a number of weeks. “Job-related” courses must be directly related to the employee's present position, or other positions within the Corporation. •—In-House Training Program <ul style="list-style-type: none"> —A variety of courses are offered in-house. Availability of in-house courses must be considered before approval is granted for reimbursement of an outside course. Contact Organizational Effectiveness, Human Resources Division, or Office Automation, Information Systems, Corporate Services Department for more information regarding in-house courses. •—Conferences, Seminars, Workshops, Training Courses 		<p>Elements of the Programs Available have been retained in the revised policy (e.g. Course Refund Program information). The decision was made not to include detailed information on In-House Training or Conferences, Seminars, Workshops, Training Courses as these are not eligible for tuition reimbursement. These items are mentioned in the Policy Exclusions section, below. The Assisted Education Leave information has been revised and is now titled Leave of Absence and is now a sub-section under SCOPE.</p>

192

190

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>– Employees attending conferences, seminars, workshops and job-related training courses which do not involve a series of classes, may be eligible for an advance for registration fees and reimbursement of incidental expenses. Refer to the Travel on City of Mississauga Business policy.</p> <p>• Assisted Education Leave</p> <p>– The Assisted Education Leave assists high achieving staff who have been identified as having the potential to assume broad-based managerial responsibilities, but who require additional formal education to do so. Refer to the Assisted Education Leave policy.</p>		
<p>Course Eligibility</p> <p>Course Refund Program</p> <p>The Course Refund Program This policy applies to job-related courses only, reimbursement for Continuing Education courses that involve a series of classes over a number of weeks on the employee's personal time. "Job-related"</p> <p>Courses must be directly related to the employee's present position or to another position within the Corporation and may be part of the employee's career development plan.</p>	<p>Course Eligibility</p> <p>This policy applies to Tuition reimbursement for Continuing Education courses that involve a series of classes taken over a number of weeks on the employee's personal time. Courses must be directly related to the employee's present position or to another position within the Corporation and may be part of the employee's career development plan.</p>	

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>Policy Exclusions This policy does not apply to development opportunities such as conferences, including those involving out of town travel, seminars or workshops that are attended during business hours and which do not involve a series of classes to be taken over a number of weeks and that do not result in a pass or fail (i.e. attendance only is required). Refer to Corporate Policy and Procedure – Finance and Accounting – Allowable Business Expenses for information on reimbursement of expenses related to this type of event.</p> <p>Personal/general interest courses or courses offered by private educational institutions and/or do not result in a pass or fail are not eligible.</p>	<p>Policy Exclusions This policy does not apply to development opportunities such as conferences, including those involving out of town travel, seminars or workshops that are attended during business hours and which do not involve a series of classes to be taken over a number of weeks and that do not result in a pass or fail (i.e. attendance only is required). Refer to Corporate Policy and Procedure – Finance and Accounting – Allowable Business Expenses for information on reimbursement of expenses related to this type of event.</p> <p>Personal/general interest courses or courses offered by private educational institutions and/or do not result in a pass or fail are not eligible.</p>	<p>New section to explain what is not considered to be tuition and should not be considered as such for expense/funding purposes.</p>
<p>Leave of Absence The Assisted Education Leave assists high achieving staff who have been identified as having the potential to assume broad-based managerial responsibilities, but who require additional formal education to do so. Employees who wish to pursue education on a full-time basis may request an unpaid personal leave of absence in conjunction with their request for reimbursement of Tuition expenses.</p>	<p>Leave of Absence Employees who wish to pursue education on a full-time basis may request an unpaid personal leave of absence in conjunction with their request for reimbursement of Tuition expenses. Approval of reimbursement while on a leave of absence is contingent on the employee being available for work while school is not in session. Refer to Corporate Policy and Procedure – Human Resources – Assisted Education Leave</p>	<p>Reference to the requirement to be an identified high achieving employee has been removed, as requests for reimbursement of tuition are now tied to career planning discussions between a supervisor/manager and the employee</p>

50

199

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
Approval of reimbursement while on a leave of absence is contingent on the employee being available for work while school is not in session. Refer to Corporate Policy and Procedure – Human Resources – Assisted Education Leave policy for more information.	for more information.	
TUITION PROGRAM The Tuition Program assists employees wishing to undertake a formal program of study. A “formal program of study” involves more than one course, and results in a degree, diploma, certificate or professional designation. The overall program of study must be related either to the employee's present position or other positions with the Corporation. Courses must be taken outside the employee's normal working hours and from a recognized educational institution or accredited professional association. Preference is given to courses that require classroom work. Correspondence courses should be approved only if there is no other alternative.		
COURSE REFUND PROGRAM The Course Refund Program assists employees taking job-related courses which involve a series of classes over a number of weeks. Departments must determine the availability of		

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>in-house courses before approving reimbursement for outside courses. Courses must be taken outside the employee's normal working hours and from a recognized educational institution or accredited professional association. Preference is given to courses that require classroom work. Correspondence courses should be approved only if there is no other alternative.</p>		
<p>DEFINITIONS For the purposes of this policy: “Continuing Education” means a course (classroom or correspondence/on-line) that leads to a degree, diploma, certificate or other accreditation that is offered by a recognized training delivery agent and/or accredited educational institution (e.g. a college or university recognized by the Government of Ontario) or professional association (e.g. Certified Management Accountants, the Canadian Securities Course), including exam preparation courses.</p>	<p>DEFINITIONS For the purposes of this policy: “Continuing Education” means a course (classroom or correspondence/on-line) that leads to a degree, diploma, certificate or other accreditation that is offered by a recognized training delivery agent and/or accredited educational institution (e.g. a college or university recognized by the Government of Ontario) or professional association (e.g. Certified Management Accountants, the Canadian Securities Course), including exam preparation courses.</p>	<p>Definitions have been added for clarity. None exist in the current policy; however, some of the program descriptions and elements that were in the Tuition Program and Course Refund Program sections have been captured in the definitions (e.g. the course must be directly related to the employee’s current position; course leads to a degree, diploma, certificate or other accreditation.)</p>
<p>“Professional Development” means Continuing Education courses that are: - directly related to the employee’s current position or are part of a development plan; or</p>	<p>“Professional Development” means Continuing Education courses that are: - directly related to the employee’s current position or are part of a development plan; or</p>	<p>-</p>

19
SP

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<ul style="list-style-type: none"> - are not related to the employee's current position but are related to another City position that is part of a development plan or that the employee can reasonably expect to attain in the future. 	<ul style="list-style-type: none"> - are not related to the employee's current position but are related to another City position that is part of a development plan or that the employee can reasonably expect to attain in the future. 	
<p>Reimbursement under the Tuition Program or the Course Refund Program is limited to tuition or registration fees. "Tuition Registration Fees" (Tuition) means only those amounts paid to enrol in the approved Continuing Education courses, including lab fees and exam fees. Additional mandatory fees identified by the applicable institution, such as; administration fees; health services fees; activity fees; health and dental plans; student association fees; Costs of bus passes; books and materials; late registration; and graduation fees or lab fees are the responsibility of the employee not included and are not eligible for reimbursement.</p>	<p>"Tuition Registration Fees" (Tuition) means only those amounts paid to enrol in the approved Continuing Education courses, including lab fees and exam fees. Additional mandatory fees identified by the applicable institution, such as; administration fees; health services fees; activity fees; health and dental plans; student association fees; bus passes; books and materials; late registration; and graduation fees are not included and are not eligible for reimbursement.</p>	
<p>ACCOUNTABILITY Directors All Directors are accountable for:</p> <ul style="list-style-type: none"> • ensuring all managers/supervisors are aware of this policy and of any subsequent revisions; and • ensuring employees complete a Form E279 - Tuition Refund for all Tuition requests 	<p>ACCOUNTABILITY Directors All Directors are accountable for:</p> <ul style="list-style-type: none"> • ensuring all managers/supervisors are aware of this policy and of any subsequent revisions; and • ensuring employees complete a Form E279 - Tuition Refund for all Tuition requests 	<p>New sections to ensure that all levels of staff know their role in ensuring that employees are aware of this policy and are completing tuition reimbursement requests when applicable and in accordance with the policy.</p>

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
discussed as part of an overall development plan.	discussed as part of an overall development plan.	
Managers/Supervisors Managers/supervisors are accountable for: <ul style="list-style-type: none"> ensuring staff in their respective work units are aware of this policy and any subsequent revisions; supporting employees in developing a personal development plan that may include Continuing Education; recording development plans related to Continuing Education on the employee's performance agreement and reviewing annually; ensuring employees complete a Form E279 - Tuition Refund for all Tuition requests discussed as part of an overall development plan; completing the evaluation section of Form E279 - Tuition Refund; and reviewing and approving Tuition reimbursement requests in consultation with the applicable budget administrator. 	Managers/Supervisors Managers/supervisors are accountable for: <ul style="list-style-type: none"> ensuring staff in their respective work units are aware of this policy and any subsequent revisions; supporting employees in developing a personal development plan that may include Continuing Education; recording development plans related to Continuing Education on the employee's performance agreement and reviewing annually; ensuring employees complete a Form E279 - Tuition Refund for all Tuition requests discussed as part of an overall development plan; completing the evaluation section of Form E279 - Tuition Refund; and reviewing and approving Tuition reimbursement requests in consultation with the applicable budget administrator. 	
Employees Employees are responsible for: <ul style="list-style-type: none"> initiating a discussion with their manager/supervisor with respect to his or 	Employees Employees are responsible for: <ul style="list-style-type: none"> initiating a discussion with their manager/supervisor with respect to his or her 	

192

Current Policy – deletions and additions		Proposed Policy		Rationale for Change
<ul style="list-style-type: none"> her overall development plan; and • completing Form E279 - Tuition Refund and submitting to their manager/supervisor for completion of the evaluation section, for all Tuition reimbursement requests. 		<ul style="list-style-type: none"> overall development plan; and • completing Form E279 - Tuition Refund and submitting to their manager/supervisor for completion of the evaluation section, for all Tuition reimbursement requests. 		
TUITION REFUND FRAMEWORK The chart below outlines the approval process and funding level available for the Continuing Education programs, followed by the reimbursement process:		TUITION REFUND FRAMEWORK The chart below outlines the approval process and funding level available for the Continuing Education programs, followed by the reimbursement process:		The new chart provides a snap shot of the funding limits for various programs (e.g. MBA).
Education Type	Definition	Approval Process	Funding Limits	
Professional Development	Continuing Education directly related to an employee's current position or related to a development plan or other City function.	Requests reviewed and approved, based on available budget, by immediate Manager/supervisor and applicable budget administrator. 15% - 100% determined through a points based evaluation system	15% - 100% funding to a maximum of \$25,000 per individual for a Master's program and 100% funding to a maximum of \$15,000 per individual for executive certificate programs. 15% - 100% funding to a maximum of \$2,000 per year for college courses and	

Current Policy – deletions and additions		Proposed Policy	Rationale for Change
		\$4,000 per year for accreditation or university courses	
Note: The maximum reimbursement amounts are based on the current costs for two courses per semester, or four courses in a calendar year. These amounts may be revised to align with changes to the cost of Continuing Education courses. Any such revision requires the approval of the Leadership Team.			
Reimbursement Restrictions Prepayment of up to 50 per cent of fees may be approved by the supervisor and the department's budget administrator only when extenuating circumstances exist. Proof of registration in the course must be provided before prepayment can be made. Tuition may be reimbursed in accordance with the Funding Limits above. Prepayment for Tuition by the City is not permitted. Personal time spent on courses does not qualify for overtime pay or lieu time. Employees are not reimbursed for travel and accommodation costs, meals, parking, or any other incidental expenses related to the course.	Reimbursement Restrictions Tuition may be reimbursed in accordance with the Funding Limits above. Prepayment for Tuition by the City is not permitted. Personal time spent on courses does not qualify for overtime pay or lieu time. Employees are not reimbursed for travel and accommodation costs, meals, parking, or any other incidental expenses related to the course.	The current policy allowed prepayment of up to 50% of fees only when extenuating circumstances existed. However, during an Audit review, it was determined that 50% prepayment had become the norm, but this was never the intent. Benchmarking with other municipalities has shown that prepayment is not provided. This was not addressed in the current policy so was added for clarity.	
Repayment of Tuition Reimbursement Approval of prepayment is subject to the	Repayment of Tuition Reimbursement	The current policy states that any prepayment of tuition fees has to be	

1962

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>employee's agreement to repay, through payroll deduction, any pre-paid amount if the course is not successfully completed, or if the employee leaves the corporation before completing the course. It is the responsibility of the supervisor and the department's budget administrator to monitor prepayments and ensure that they are repaid if required.</p> <p>Employees who leave the City within two (2) years of receiving funding for Continuing Education in the form of Tuition reimbursement may be required to repay all or part of the funding. Employees will be required to sign a form acknowledging their agreement to the repayment terms as part of the application process. The following repayment schedule will apply:</p> <ul style="list-style-type: none"> • Leave within one (1) year of course completion – 100% • Leave within two (2) years of course completion – 60% <p>Exceptions may be approved by the applicable department head on a case-by-case basis.</p>	<p>Employees who leave the City within two (2) years of receiving funding for Continuing Education in the form of Tuition reimbursement may be required to repay all or part of the funding. Employees will be required to sign a form acknowledging their agreement to the repayment terms as part of the application process. The following repayment schedule will apply:</p> <ul style="list-style-type: none"> • Leave within one (1) year of course completion – 100% • Leave within two (2) years of course completion – 60% <p>Exceptions may be approved by the applicable department head on a case-by-case basis.</p>	<p>repaid if the course is not successfully completed, or if the employee leaves the corporation before completing the course. The issue of employees leaving after completing a course and being reimbursed was not addressed. Benchmarking has shown that this is the practice in many cities (Oakville, Ottawa, ROP, etc.).</p>
PROFESSIONAL DEVELOPMENT ELIGIBILITY AND PROCESS	PROFESSIONAL DEVELOPMENT ELIGIBILITY AND PROCESS	

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>Before Applying Participation in the Tuition Program should be decided upon after an Before applying for Tuition reimbursement, the employee and his/her supervisor have should discuss his or her supervisor have discussed the employee's overall development plans with their immediate manager/supervisor prior to enrolment to ensure that the program of study is eligible for reimbursement. Continuing Education goals and objectives should be recorded on the employee's performance agreement, if applicable, and reviewed each year. The manager/supervisor is responsible for ensuring that the course is in keeping with the employee's overall development plan and career path, and for determining whether the course is job-related. Tuition will not be reimbursed retroactively.</p>	<p>Before Applying Before applying for Tuition reimbursement, the employee should discuss his or her overall development plans with their immediate manager/supervisor prior to enrolment to ensure that the program of study is eligible for reimbursement. Continuing Education goals and objectives should be recorded on the employee's performance agreement, if applicable, and reviewed each year. The manager/supervisor is responsible for ensuring that the course is in keeping with the employee's overall development plan and career path, and for determining whether the course is job-related. Tuition will not be reimbursed retroactively.</p>	<p>The concept of the employee and supervisor/manager discussing the employee's overall development plan prior to the employee requesting tuition reimbursement or enrolling in courses to ensure that the program of study is eligible for reimbursement has not changed. The language has been updated to mirror the current process and any new elements.</p>
<p>Employees considering enrolment in a Continuing Education course or program should be aware of the personal commitment needed to satisfy the assigned course work and study time required in order to achieve success. Employees who are eligible may enter into an Alternative Work Arrangement in order to attend day time classes or to schedule study time.</p>	<p>Employees considering enrolment in a Continuing Education course or program should be aware of the personal commitment needed to satisfy the assigned course work and study time required in order to achieve success. Employees who are eligible may enter into an Alternative Work Arrangement in order to attend day time classes or to schedule study time.</p>	<p>Reference is made to the Alternative Work Arrangement policy in order to provide options to employees who are trying to balance work and school.</p>

196

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>Mandatory Completion of Tuition Reimbursement Request Form Employees who have discussed completing Continuing Education courses with their manager/supervisor as part of their overall development plan must complete Form E279 – Tuition Refund and provide the required information. Regardless of the perceived likelihood for approval, based on available budget or development priority, it is important to complete the Tuition reimbursement form, as this enables Human Resources to better understand the overall volume of requests City-wide.</p>	<p>Mandatory Completion of Tuition Reimbursement Request Form Employees who have discussed completing Continuing Education courses with their manager/supervisor as part of their overall development plan must complete Form E279 – Tuition Refund and provide the required information. Regardless of the perceived likelihood for approval, based on available budget or development priority, it is important to complete the Tuition reimbursement form, as this enables Human Resources to better understand the overall volume of requests City-wide.</p>	<p>The intent is to have employees complete the tuition reimbursement form if the supervisor/manager agrees that a specific course or program is eligible for reimbursement, regardless of whether or not there is available budget. It's important that the City understand the true volume of requests for tuition reimbursement. Ensuring each request is submitted will assist HR/Talent Management in analysing trends and identifying where demand for tuition reimbursement exists within the City (e.g. one division may have a younger demographic who are striving to improve their career potential.) The City also needs to be able to manage demand for tuition aid arising out of growth in formal succession planning initiatives at the City.</p>
<p>Points Based Evaluation System The employee's manager/supervisor must complete the evaluation section of the form. The system recognizes the benefit to the City of employee self-improvement while maximizing the value of the overall Tuition reimbursement budget. The evaluation system will enable the City to apply consistent criteria when</p>	<p>Points Based Evaluation System The employee's manager/supervisor must complete the evaluation section of the form. The system recognizes the benefit to the City of employee self-improvement while maximizing the value of the overall Tuition reimbursement budget. The evaluation system will enable the City to apply consistent criteria when</p>	<p>The application of a points-based system will enable the City to provide at least partial tuition reimbursement to more employees. Previously, employees were either approved for 100% reimbursement or not approved at all. The system also allows for prioritization of requests</p>

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
determining the priority and level of funding that will be offered to individual employees, especially when considering multiple requests.	determining the priority and level of funding that will be offered to individual employees, especially when considering multiple requests.	within a division/ department.
Support Level Evaluation Criteria The following criteria and corresponding point values will be used by the manager/supervisor to determine the maximum funding level available to the employee based on their final point score.	Support Level Evaluation Criteria The following criteria and corresponding point values will be used by the manager/supervisor to determine the maximum funding level available to the employee based on their final point score.	New section to outline the evaluation criteria and corresponding point assignment.
1. Correlation to Current Job or Career Path Development Plan: a. 0 Points - Not related to current job or formal career plan b. 1 Point - Related to a job assignment, task or development opportunity c. 2 Points - Specifically related to a major component of job d. 3 Points - Related to a formal succession plan facilitated by Human Resources for identified talent 2. Priority of Divisional/Departmental Need: a. 0 Points – Is not a priority for division or department b. 1 Point – Low priority and can be met by other cost-effective means c. 2 Points – High priority for division or department	1. Correlation to Current Job or Career Path Development Plan: a. 0 Points - Not related to current job or formal career plan b. 1 Point - Related to a job assignment, task or development opportunity c. 2 Points - Specifically related to a major component of job d. 3 Points - Related to a formal succession plan facilitated by Human Resources for identified talent 2. Priority of Divisional/Departmental Need: a. 0 Points – Is not a priority for division or department b. 1 Point – Low priority and can be met by other cost-effective means c. 2 Points – High priority for division or department d. 3 Points – Critical to the organization	

19aa

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>d. 3 Points – Critical to the organization</p> <p>3. Immediacy of Benefit:</p> <p>a. 0 Points – No immediate or expected benefit</p> <p>b. 1 Point – No immediate benefit; expected benefit in the long term</p> <p>c. 2 Points – Immediate benefits to job assignment realized within one year of completion</p> <p>d. 3 Points – Immediate and long term benefit to the organization as a whole</p>	<p>3. Immediacy of Benefit:</p> <p>a. 0 Points – No immediate or expected benefit</p> <p>b. 1 Point – No immediate benefit; expected benefit in the long term</p> <p>c. 2 Points – Immediate benefits to job assignment realized within one year of completion</p> <p>d. 3 Points – Immediate and long term benefit to the organization as a whole</p>	
<p>Funding Level Based on Final Score</p> <p>The maximum funding levels for Professional Development available to the employee based on their final point score are as follows:</p> <ul style="list-style-type: none"> • 9 Points = 100% • 8 Points = 85% • 7 Points = 75% • 5-6 Points = 50% • 3-4 Points = 25% or a minimum of \$125, whichever is greater • 1-2 Points = 15% or a minimum of \$75, whichever is greater 	<p>Funding Level Based on Final Score</p> <p>The maximum funding levels for Professional Development available to the employee based on their final point score are as follows:</p> <ul style="list-style-type: none"> • 9 Points = 100% • 8 Points = 85% • 7 Points = 75% • 5-6 Points = 50% • 3-4 Points = 25% or a minimum of \$125, whichever is greater • 1-2 Points = 15% or a minimum of \$75, whichever is greater 	<p>The percentage of tuition that may be reimbursed is dependent on the employees final point score. A minimum reimbursement amount has been included in the 1 to 4 point range to provide a meaningful refund for courses such as community college courses that cost less than \$300.</p>
<p>Submitting Requests for Reimbursement</p> <p>Interested employees must complete a Tuition</p>	<p>Submitting Requests for Reimbursement</p>	<p>This section has been updated with the</p>

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>Program Application, providing the following information:</p> <ul style="list-style-type: none"> • the program of study; • the number of required courses; and • the expected length of time to complete the program. <p>Employees submit their Tuition reimbursement requests for Professional Development to their immediate manager/supervisor using form E279, Tuition Refund. Requests will then be approved by the applicable manager/supervisor and budget administrator.</p>	<p>Employees submit their Tuition reimbursement requests for Professional Development to their immediate manager/supervisor using form E279, Tuition Refund. Requests will then be approved by the applicable manager/supervisor and budget administrator.</p>	<p>current application process.</p>
<p>Notification of Approval</p> <p>If the Tuition reimbursement is approved, the form is returned to the employee as confirmation of pre-approval and for completion of the form once each course is completed. If a request for pre-approval has been denied, no reimbursement can be made. Once pre-approval has been obtained, reimbursement of the pre-approved amount is guaranteed unless the employee fails to successfully complete the course or, where marks are assigned, fails to achieve a minimum passing grade of a "C", or 60% or the required passing grade if higher than 60%.</p> <p>Approval of the initial course (e.g. courses in</p>	<p>Notification of Approval</p> <p>If the Tuition reimbursement is approved, the form is returned to the employee as confirmation of pre-approval and for completion of the form once each course is completed. If a request for pre-approval has been denied, no reimbursement can be made. Once pre-approval has been obtained, reimbursement of the pre-approved amount is guaranteed unless the employee fails to successfully complete the course or, where marks are assigned, fails to achieve a minimum passing grade of a "C", or 60% or the required passing grade if higher than 60%.</p> <p>Approval of the initial request (e.g. courses in</p>	<p>This section has been updated with the current approval process.</p>

1916

19 ce

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>the first year of a three year program) does not automatically guarantee approval of subsequent requests. Each course request must be approved separately by the supervisor to ensure that funding is available, that the program still meets the needs of the employee's overall development plan, and that it is a requirement of the program of study.</p>	<p>the first year of a three year program) does not automatically guarantee approval of subsequent requests. Each request must be approved separately.</p>	<p>The deleted text is not required. The introduction of the evaluation system will ensure that each course meets the needs of the employee's overall development plan, as well as the needs of the City.</p>
<p>Reimbursement Process One hundred per cent Reimbursement is made on successful completion of the course and in accordance with the Funding Limits outlined in the chart above. The original Tuition receipt that clearly identifies the Tuition fees and all applicable fees, where applicable for the fees paid and a copy of the transcript/ grade report must be submitted to the manager /supervisor with the request for reimbursement. The manager /supervisor then approves the reimbursement section of the online form using the GL Account 715105 and forwards the form and a scanned copy of the receipt to Accounts Payable for processing. The approver's manager/supervisor's signature on the reimbursement request form indicates that the requirements of course was approved in accordance with this policy, that the employee has successfully completed the course and that</p>	<p>Reimbursement Process Reimbursement is made on successful completion of the course and in accordance with the Funding Limits outlined in the chart above. The Tuition receipt that clearly identifies the Tuition fees and all applicable fees, where applicable, and a copy of the transcript/grade report must be submitted to the manager/supervisor. The manager/supervisor then approves the reimbursement section of the online form using the GL Account 715105 and forwards the form and a scanned copy of the receipt to Accounts Payable for processing. The manager/supervisor's signature indicates that the course was approved in accordance with this policy, that the employee has successfully completed the course, and that the amount being reimbursed is accurate. Accounts Payable will confirm that the manager/supervisor has approved the reimbursement.</p>	<p>The language in the policy has been updated to reflect the current process. The detail concerning Accounts Payable has been deleted as it is part of their overall vigilance with respect to submission of any request for payment. The specific GL code for tuition created by Finance has been included for clarity.</p>

Current Policy – deletions and additions	Proposed Policy	Rationale for Change
<p>the amount being reimbursed is accurate. have been met and that the expenses have been charged to the correct cost centre and expense code. Accounts Payable staff will confirm that the manager/supervisor has approved the return to the approver, without payment, any reimbursement, or pre-payment request form that appears to be non-compliant with this policy, including any claim form that is submitted without supporting documentation, or with receipts that include insufficient detail. Where non-compliance is significant or repeated, Accounts Payable will advise the approver's division head.</p> <p>Reimbursement may not be made through petty cash</p>		
<p>One copy Hard-copies of the Tuition Refund form, Program Application with copies of the grade report, should be retained by the manager/supervisor in the employee's departmental staff file as a record of participation in the program. A second copy should be and forwarded to the corporate employee file. Human Resources Division, Corporate Services Department, for review for consistency with the Corporation's overall human resources plan.</p>	<p>Hard-copies of the Tuition Refund form, with copies of the grade report, should be retained by the manager/supervisor in the departmental employee file and forwarded to the corporate employee file.</p>	<p>The policy has been updated to reflect current practices.</p>

1922



Corporate Report

Clerk's Files

Originator's
Files

DATE: May 27, 2013

TO: Chair and Members of General Committee
Meeting Date: June 12, 2013

FROM: Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

SUBJECT: **Sole Source Contract for Microsoft Premier Support Services**
File Ref: FA.49.328-13

General Committee

JUN 12 2013

- RECOMMENDATION:**
1. That the Purchasing Agent be authorized to execute the necessary contracts for a 5 year term ending June 29, 2018 with Microsoft Canada (Microsoft) for Microsoft Premier Support Services in the estimated amount of \$500,000 exclusive of taxes.
 2. That the Purchasing Agent be authorized to issue contract amendments to increase the value of the contract where necessary to accommodate growth and where such amount is approved in the Budget.
 3. That Microsoft continue to be designated as "City Standard" for the duration of the contract term for the Premier Support Services and Microsoft suite of products used within the City.

**REPORT
HIGHLIGHTS:**

- Microsoft products are an approved City Standard. Microsoft Premier Support Services are required to ensure timely access to Microsoft Engineers for critical system support.
- Information Technology (IT) staff requires expert Microsoft products knowledge and experience to assist in troubleshooting system issues and provide system Risk and Health Assessment Programs (RAP).

- This report requests authority to enter into a 5 year contract extension with Microsoft as a sole source service provider, being the only vendor who can provide the required Microsoft premier support services.

BACKGROUND:

The Microsoft suite of products used within the City include:

- Word, Excel, PowerPoint
- Email (Outlook, Exchange server)
- Lync desktop client, Lync server
- SQL Server Databases that run mission critical database applications such as SAP, Class, SmartBus, BRT, Transit Scheduling and many others
- Desktop and Server operating systems
- Desktop, Server and Software tools to manage IT assets and software metering
- Electronic Forms
- Inside Mississauga (SharePoint)
- Document Management and Collaboration
- HelpDesk incident tracking and reporting
- Future Enterprise Reporting and Business Intelligence

The Microsoft suite of products was procured through a competitive procurement process for a 3 year term in 2010 (FA.49.633-10) from Qualified Large Account Reseller(s) (LAR's) of Microsoft for the fulfillment of Microsoft Software and related Services consisting of a Microsoft Enterprise Agreement (EA) and an Academic Select License Agreement. As the term is coming to an end by June 2013, the City has started a new competitive procurement process for a 5 year term for Microsoft products.

The Enterprise, Enrollment for Core Infrastructure and Academic Select Agreements cover any purchases and upgrades of Microsoft software.

Information Technology (IT) staff require expert Microsoft product knowledge and support to assist in troubleshooting system issues, provide Risk and Health Assessment Programs (RAP), planning for version upgrade and provide in-depth understanding of Microsoft technologies. Only Microsoft can provide this level of support and

access to senior Microsoft engineers.

Microsoft Premier Support Services provide:

- Response to mission-critical problems in one hour or less, with maximum support resources applied 24x7 to sustain a continuous effort, and rapid onsite support resources deployed when necessary;
- Microsoft Risk and Health Assessment Programs (i.e. Active Directory). The RAP has been adopted as a best practice based on Internal Audit's recommendations;
- Access to Microsoft product and technology specialists to assist in deploying new solutions quickly and correctly, helping to reduce future support and expense;
- Strategic advice and recommendations on the operation of technology solutions.

The City has utilized Premier Support services since 2007. In 2011, Microsoft Premier Support Services was again adopted by Council as a "City Standard –Information Technology System" and procured for 2 years based on understanding of the needs at that time. The current support contract with Microsoft expires in June 2013.

COMMENTS:

Information Technology staff continue to build, expand and maintain the current Microsoft infrastructure to meet the City's business requirements. There are ongoing changes to system configuration with growth for new and existing business solutions. There is continued need for Microsoft Premier Support Services.

The Microsoft Premier Support Services requested in the newly negotiated contract include planning, scheduling of professional services, infrastructure support assistance, problem resolution support and workshops. Due to an increase in products being supported, IT is also proposing an increase of 20 hours for Problem Resolution Support per year from prior agreements. The annual cost to acquire Microsoft Premier Support Services to meet the current City requirements is approximately \$100,000 (exclusive of taxes) which includes hours for :

- Problem Resolution Support
- Workshops and Support Assistance
- Unlimited Access to Premier Online Website
- Technical Account Management Services

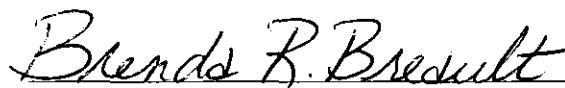
A contractual review has been completed to satisfy the Legal, Materiel Management and Information Technology teams on the Microsoft Services Agreement.

The recommendations in this report are made in accordance with Schedule A of the Purchasing By-law items 1(a)(iv) the complete item, service, or system is unique to one vendor and no alternative or substitute exists within Canada.

FINANCIAL IMPACT: Materiel Management has negotiated with Microsoft for a new 5 year term ending on June 29, 2018. The City's expenditure for Microsoft Premier Support Services under the new negotiated contract is estimated to be \$100,000 per year or \$500,000 in total, exclusive of taxes. Funding for this service agreement is provided in the existing IT Maintenance operating budget.

CONCLUSION: The City has a robust IT infrastructure built on Microsoft technologies and other supporting technologies. Microsoft Premier Support Services will offer City the best avenue in supporting and planning solutions using Microsoft technologies.

ATTACHMENTS: Appendix 1: Scope of Work



Brenda R. Breault, CMA, MBA
Commissioner of Corporate Services and Treasurer

Prepared by Shawn Slack, Director, Information Technology

Appendix 1

Scope of Work

Microsoft Premier Support Services are required to ensure timely access to Microsoft Engineers for product knowledge, assistance in troubleshooting critical system issues and providing system Risk and Health Assessment Programs (RAP), planning for version upgrade and providing in-depth understanding of Microsoft technologies.

Since 2007, the City of Mississauga has utilized Microsoft Canada for Microsoft Premier Support Services. The scope of work and duties carried out by Microsoft Canada are as follows:

- 160 hours of Problem Resolution Support for mission-critical problems in one hour or less, with maximum support resources applied 24x7 to sustain a continuous effort, and rapid onsite support resources deployed when necessary.
- 40 hours of Workshops and Support Assistance such as conducting Microsoft Risk and Health Assessment Programs, providing strategic advice and recommendations on the operation of technology solutions and access to Microsoft product and technology specialists to assist in deploying new solutions quickly and correctly.
- Unlimited Access to Premier Online Website for regular product news, critical problem alerts and Microsoft Knowledge Base of technical articles, troubleshooting tools and guides and Microsoft press book packages.
- A dedicated Technical Account Manager is assigned to the City's account for planning and resource facilitation, escalation management and status reporting.

**MISSISSAUGA CELEBRATION SQUARE
EVENTS COMMITTEE**

May 27, 2013

REPORT 4-2013

General Committee

JUN 12 2013

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Celebration Square Events Committee presents its fourth report for 2013 and recommends:

MCSEC-0015-2013

That the Corporate report dated May 21, 2013 from the Commissioner of Community Services entitled Mississauga Celebration Square – Cafe & Cart Food Services 2013 Spring/Summer Hours of Operation, be received for information.

(MCSEC-0015-2013)

MCSEC-0016-2013

That the Corporate Report dated May 14, 2013 from the Commissioner of Community Services entitled, “Mississauga Celebration Square Final Summer Calendar” be received for information.

(MCSEC-0016-2013)

MCSEC-0017-2013

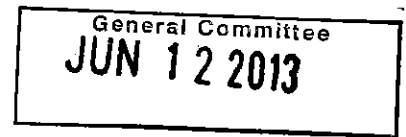
That the 3 year work plan presented by the Enabling Growth Working Group of the Mississauga Celebration Square Events Committee be received and referred to staff for a report back to the Committee in September 2013.

(MCSEC-0017-2013)

ENVIRONMENTAL ADVISORY COMMITTEE

June 4, 2013

REPORT 4-2013



TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Environmental Advisory Committee presents its fourth report for 2013 and recommends:

EAC-0025-2013

1. That the PowerPoint presentation, dated June 4, 2013 and entitled "Natural Heritage & Urban Forest Strategy (NH&UFS) DRAFT DIRECTION," by Mirek Sharp, North South Environmental, and Lead Consultant, NH&UFS, and Margot Ursic, Beacon Environmental, and Lead Consultant, Urban Forest Management Plan, to the Environmental Advisory Committee on June 4, 2013 be received; and
2. That the Memorandum dated May 23, 2013 from David Marcucci, Manager, Park Planning, Community Services Department, entitled "Update on the Natural Heritage & Urban Forest Strategy (NH&UFS) and Upcoming Public Consultation," be received.

(EAC-0025-2013)

EAC-0026-2013

1. That the PowerPoint presentation, dated June 4, 2013 and entitled "Green Fleet Program Analysis," by Julius Lindsay, Community Energy Specialist, to the Environmental Advisory Committee on June 4, 2013 be received; and
2. That the Corporate Report dated May 24, 2013 from the Commissioner of Community Services entitled "Greening Our Fleet" Program Analysis" be received.

(EAC-0026-2013)

EAC-0027-2013

That the chart from Environment staff, with respect to upcoming agenda items and Environmental Advisory Committee (EAC) role, be received.

(EAC-0027-2013)

EAC-0028-2013

That the chart dated June 4, 2013 from Julie Lavertu, Legislative Coordinator, Environmental Advisory Committee, with respect to the status of outstanding issues from the Environmental Advisory Committee, be received.

(EAC-0028-2013)

REPORT 4-2013

General Committee

JUN 12 2013

TO: MEMBERS OF GENERAL COMMITTEE

The Heritage Advisory Committee presents its fourth report for 2013 and recommends:

HAC-0037-2013

1. That the PowerPoint presentation, dated May 28, 2013 and entitled "Streetsville Cenotaph: Streetsville, Mississauga," by Christine E. Vozoris, CS&P Architects Inc., to the Heritage Advisory Committee on May 28, 2013 be received;
2. That the request to alter the Streetsville Cenotaph, as described in the Corporate Report dated May 7, 2013 from the Commissioner of Community Services entitled "Request to Alter a Heritage Designated Property, Streetsville Cenotaph, 7 Main Street, Ward 11," be approved subject to further investigation of the brick by an experienced heritage mason;
3. That the heritage designation by-law be updated once the move and restoration are complete; and
4. That the granite sets, which run along the south side of the Streetsville Cenotaph, be incorporated into the development in some way and/or reused elsewhere within the village.

Ward 11

(HAC-0037-2013)

HAC-0038-2013

1. That the correspondence from the Integrity Commissioner, entitled "Rule No. 1: Key Principles that Underlie the *Code of Conduct for Adjudicative Boards*" and "Rule No. 12: Respect for the Board, the City and its Policies," be received; and
2. That the Corporate Report dated February 8, 2013 from the Integrity Commissioner to the Chair and Members of the Governance Committee, entitled "Local Board Codes of Conduct and Complaint Protocol," be received.

(HAC-0038-2013)

HAC-0039-2013

1. That the Gooderham Farmhouse, located at 7235 Second Line West, be designated under the *Ontario Heritage Act* for its physical/design, historical/associative and contextual value;
2. That the request to remove the outbuildings, above-ground pool and rear deck, be approved subject to the following conditions:
 - a) That a letter of credit, in an amount to be determined by the Director, Culture Division, be provided to the City of Mississauga to cover the cost of replacing and/or restoring any damage that may come to the Gooderham Farmhouse, including the later addition;
 - b) That solid wood board hoarding be installed and maintained, for the duration of the demolition works, to protect the Gooderham Farmhouse;
 - c) That the rear deck and pool be removed by hand; and
 - d) That the Dixie Radial Railway Depot Station be donated to the Halton County Radial Railway, as per arrangements made with that organization.

Ward 11

(HAC-0039-2013)

HAC-0040-2013

That the request to alter the Adamson Estate, as described in the Corporate Report dated May 7, 2013 from the Commissioner of Community Services, be approved.

Ward 1

(HAC-0040-2013)

HAC-0041-2013

That the Heritage Advisory Committee recommends to the Director of Culture to approve the 2013 Designated Heritage Property Grant applications, as outlined in the Corporate Report dated May 8, 2013 from the Commissioner of Community Services.

(HAC-0041-2013)

HAC-0042-2013

That the request to alter the property at 7005 Pond Street, as described in the Corporate Report dated May 8, 2013 from the Commissioner of Community Services, be conditionally approved, contingent on the applicant receiving clearance from the City's Transportation and Works Department for lot regrading.

Ward 11

(HAC-0042-2013)

HAC-0043-2013

That the property at 1546 Douglas Drive, which is listed on the City's Heritage Register, is not worthy of designation, and consequently, that the owner's request to demolish proceed through the applicable process.

Ward 1

(HAC-0043-2013)

HAC-0044-2013

That the property at 1171 Stavebank Road, which is listed on the City's Heritage Register, is not worthy of designation, and consequently, that the owner's request to demolish proceed through the applicable process.

Ward 1

(HAC-0044-2013)

HAC-0045-2013

1. That the Memorandum dated May 7, 2013 from Paula Wubbenhorst, Senior Heritage Coordinator, entitled "Arborist Report Requirement," be received; and
2. That Heritage Planning staff consider requiring arborist reports for Cultural Landscapes, noted for their natural environment, even when not requested through the Site Plan process.

(HAC-0045-2013)

HAC-0046-2013

That the correspondence dated April 2, 2013 from Janet (Grice) Gaysek, Ward 1 resident, entitled "Property of Historical Interest, 9 Carlis Place, Hiawatha By the Lake, Port Credit," be received and referred to Heritage staff for further research and investigation.

Ward 1

(HAC-0046-2013)

HAC-0047-2013

That the Heritage Advisory Committee supports that the following nominations be submitted for the Ontario Heritage Trust Recognition Awards 2013, as recommended in the correspondence dated May 17, 2013 from Jayme Gaspar, Executive Director, Heritage Mississauga, entitled "Nomination for the Ontario Heritage Trust Recognition Awards 2013":

- a) Joseph Paquette – Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement category;
- b) Jean Watt – Heritage Award for Lifetime Achievement category;
- c) Archbishop Romero Catholic Secondary School: Humanitarian Environmental Leadership Program (HELP) – Natural Heritage category;
- d) Duncan Willock – Cultural Heritage category; and
- e) Mark Shoalts – Built Heritage category.

(HAC-0047-2013)

HAC-0048-2013

That the chart dated May 28, 2013 from Julie Lavertu, Legislative Coordinator, Heritage Advisory Committee, with respect to the status of outstanding issues from the Heritage Advisory Committee, be received.

(HAC-0048-2013)

HAC-0049-2013

That the correspondence dated April 17, 2013 from Alexander Temporale, Principal, ATA Architects Inc., with respect to the Canadian Tire Gas Bar located at 1212 Southdown Road, be received.

(HAC-0049-2013)