



## AGENDA

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### GENERAL COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

[www.mississauga.ca](http://www.mississauga.ca)

**WEDNESDAY, JUNE 26, 2013 – 9:00 A.M.**

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

#### Members

Mayor Hazel McCallion	
Councillor Jim Tovey	Ward 1 (Chair)
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

Contact:

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INDEX – GENERAL COMMITTEE – JUNE 26, 2013

CALL TO ORDER

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

PRESENTATIONS

A. 2012-2013 Wilde Wood Award for School Zone Safety (Kiss & Ride)

David Brown, Chair of the Mississauga Traffic Safety Council and Mayor McCallion to present the Wilde Wood Award for School Zone Safety (Kiss & Ride) to the following schools:

St. Faustina Catholic School (Ward 10)  
Oscar Peterson Public School (Ward 10)  
Meadowvale Village Public School (Ward 11)

B. 2013 Dr. Arthur Wood Safety Award

David Brown, Chair of the Mississauga Traffic Safety Council and Mayor McCallion to present the 2013 Dr. Arthur Wood Safety Award to Louise Goegan, Citizen Member, Traffic Safety Council

DEPUTATIONS

MATTERS CONSIDERED

Unfinished Business

1. Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution (Supplementary Report)
2. Park Renaming – Portion of the Etobicoke Valley (P-238) South Side of Dundas Street East at the Little Etobicoke Creek (Ward 1)
3. Renaming of Youth/Senior Room in Clarkson Community Centre (P-036) – 2475 Truscott Drive (Ward 2)

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5. Stormwater Financing Study, Phase 2 (Implementation Project)
6. Proposed Municipal Walkway and Multi-use Trail – Forest Fire Lane to the Cawthra Transitway Station (Ward 3)
7. 2013 Traffic Signal Installation Program (Wards 1, 5, 6, 7, 9 and 10)
8. All-Way Stop – Northmount Avenue and Tenth Street (Ward 1)
9. All-Way Stops – Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive (Ward 2)
10. All-Way Stop – Dillingwood Drive and Banff Court (Ward 10)
11. Traffic Calming Pilot Program
12. 40 km/h Speed Limits
13. Speed Limits – Orchard Heights Neighbourhood (Ward 1)
14. Speed Limits – Bough Beeches Boulevard, Golden Orchard Drive and Fieldgate Drive (Ward 3)
15. 15-hour Parking – Mill Street (Ward 11)
16. Parking Prohibition Extension – Cliff Road (Ward 7)
17. Amendment to the Traffic By-law 555-00, as amended, for Parking Vehicle Longer than Posted Times
18. Amendments to the Property Standards By-law 654-98, as amended, to address deficiencies related to boarded buildings (Supplementary Report)

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22. Sheridan College Parking Rate Increase 2013-2014
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25. Proposed Closing of Road Allowances Designated as Parts 1 and 2 (Banff Court)  
(Ward 10)
26. Memorandum of Understanding Agreement with the Ministry of Transportation Ontario  
for the Provision of a Connection Between Belgrave Road and Highway 401/Mavis Road  
W-N/S Ramp (Ward 5)
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Parkway approximately 300 metres (984 feet) north of Burnhamthorpe Road West  
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28. Assumption of Municipal Services (Ward 11)
29. Contract Upset Limit Increase - The Supply and Installation of a GPS/AVL Fleet  
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45. Greenfield South Power Corporation/Loreland Eastern Power Plant
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Museums of Mississauga Advisory Committee Report 3-2013 – June 17, 2013

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Traffic Safety Council Report 4-2013 – June 19, 2013

COUNCILLORS' ENQUIRIES

OTHER BUSINESS/ANNOUNCEMENTS

CLOSED SESSION

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

- A. A proposed or pending acquisition or disposition of land by the municipality or local board - Acquisition of lands from Weston Road Lumber Limited required in connection with the Torbram Road Grade Separation Project – 7600 Torbram Road (Ward 5)
- B. A proposed or pending acquisition or disposition of land by the municipality or local board - Increase Land Acquisition Budget for Fire Station #123 (Ward 8)

ADJOURNMENT

CALL TO ORDER

DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST

APPROVAL OF THE AGENDA

PRESENTATIONS

A. 2012-2013 Wilde Wood Award for School Zone Safety (Kiss & Ride)

David Brown, Chair of the Mississauga Traffic Safety Council and Mayor McCallion to present the Wilde Wood Award for School Zone Safety (Kiss & Ride) to the following schools:

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B. 2013 Dr. Arthur Wood Safety Award

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DEPUTATIONS

MATTERS CONSIDERED

Unfinished Business

1. Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution (Supplementary Report)

Supplementary Corporate Report dated June 10, 2013 from the Commissioner of Transportation and Works with respect to an Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution.

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This matter was deferred at the May 15, 2013 General Committee meeting as per GC-0310-2013.

#### RECOMMENDATION

1. That the supplementary report from the Commissioner, Transportation and Works dated June 10, 2013 and titled "Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution" be received for information.
2. That the following recommendations set out in the report from the Commissioner, Transportation and Works, dated May 1, 2013 and attached as Appendix 1 to the Supplementary Report from the Commissioner, Transportation and Works, dated June 10, 2013 and titled "Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution" be adopted:
  - a) That an administrative penalty system be implemented for the City of Mississauga for the enforcement of licensing and parking offences.
  - b) That penalty amounts be reduced from the \$125 set fine to \$100 for heavy vehicle and fire route parking violations so that they are included in the City of Mississauga's administrative penalty system.
  - c) That Council pass a resolution requesting that the Province of Ontario amend Ontario Regulation 333/07 Administrative Penalties to permit the enforcement of accessible parking through an administrative penalty system.
  - d) That the contract for the supply of a Parking Enforcement and Administrative Penalty IT System Solution including hardware, software, accessories and related services be awarded to ParkSmart Inc. for a seven year term ending in 2020.



(1.)

- e) That the Purchasing Agent be authorized to execute the necessary contract forms in the estimated amount of \$1,145,000 (inclusive of \$210,000 estimated cost for interactive voice response system services which are fully recovered and exclusive of taxes), as well as any amendments which may be needed during the term to accommodate growth, provided funding is in place.
- f) That ParkSmart Inc. continues to be designated as the “City Standard” for the duration of the contract term.

2. Park Renaming – Portion of the Etobicoke Valley (P-238) South Side of Dundas Street East at the Little Etobicoke Creek (Ward 1)

Corporate Report dated from the Commissioner of Community Services with respect to the park naming for a portion of Etobicoke Valley (P-238).

This report was presented to General Committee at its meeting on May 29, 2013 as per established protocol.

RECOMMENDATION

That the portion of the Etobicoke Valley (P-238) be renamed and renumbered to “Pallett Green” (P-521).

3. Renaming of Youth/Senior Room in Clarkson Community Centre (P-036) – 2475 Truscott Drive (Ward 2)

Corporate Report dated Commissioner of Community Services with respect to the renaming of the Youth/Senior Room in Clarkson Community Centre.

This report was presented to General Committee at its meeting on May 29, 2013 as per established protocol.

RECOMMENDATION

- 1. That the Youth/Senior room in Clarkson Community Centre, located at 2475 Truscott Drive, be renamed in recognition of **Margaret Marland**; and,

(3.)

2. That the requirement for the recognition of an individual be posthumous, as outlined in the City's "Property and Facility Naming and Dedications" Corporate Policy 05-02-02, be waived.

New Business

4. Region of Peel Outdoor Smoke Free Spaces By-law - Implementation

Corporate dated June 3, 2013 from the Commissioner of Community Services with respect to the Region of Peel Outdoor Smoke Free Spaces By-law.

RECOMMENDATION

That the Corporate Report dated June 3, 2013 from the Commissioner of Community Services entitled, "Region of Peel Outdoor Smoke Free Spaces By-law – Implementation" be received for information.

5. Stormwater Financing Study, Phase 2 (Implementation Project)

Corporate Report dated June 10, 2013 from the Commissioner of Transportation and Works with respect to the Stormwater Financing Study – Phase 2.

RECOMMENDATION

1. That Contract No. 4500375948 issued to AECOM Canada Ltd. under Procurement No. FA.49.959.11 be increased by an amount up to \$309,494.00 (excluding tax) for consulting services related to Stage 1 of the Stormwater Financing Study, Phase 2 (Implementation Project) and that the contract date be extended until the work is completed.
2. That an additional provisional amount of \$170,506.00 (excluding tax) be approved for Contract No. 4500375948 issued to AECOM Canada Ltd. under Procurement No. FA.49.959.11 for consulting services related to Stages 2 and 3 of the Stormwater Financing Study, Phase 2 (Implementation Project), to be awarded as appropriate at such time that Council provides final approval to proceed with a stormwater rate.

6. Proposed Municipal Walkway and Multi-use Trail – Forest Fire Lane to the Cawthra Transitway Station (Ward 3)

Corporate Report dated June 13, 2013 from the Commissioner of Transportation and Works with respect to a proposed municipal walkway and multi-use trail.

RECOMMENDATION

That the Transportation and Works Department pursue the construction of a concrete walkway traversing property currently owned by Enersource Hydro Mississauga connecting Forest Fire Lane with Cawthra Road south of Eastgate Parkway and an asphalt multi-use trail (MUT) along the east boulevard of Cawthra Road northerly from the concrete walkway to Eastgate Parkway, currently owned by the Ministry of Transportation of Ontario (MTO), and along the south boulevard of Eastgate Parkway to connect to the Cawthra Transitway station, and that funding be considered as part of the 2014 Capital Budget.

7. 2013 Traffic Signal Installation Program (Wards 1, 5, 6, 7, 9 and 10)

Corporate Report dated June 5, 2013 from the Commissioner of Transportation and Works with respect to the 2013 Traffic Signal Installation Program.

RECOMMENDATION

That the proposed 2013 Traffic Signal Installation Program, as outlined in the report dated June 5, 2013, from the Commissioner of the Transportation and Works, be approved.

8. All-Way Stop – Northmount Avenue and Tenth Street (Ward 1)

Corporate Report dated May 28, 2013 from the Commissioner of Transportation and Works with respect to an all-way stop at Northmount Avenue and Tenth Street.

RECOMMENDATION

That an all-way stop control not be implemented at the intersection of Northmount Avenue and Tenth Street as the warrants have not been met.

9. All-Way Stops – Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive (Ward 2)

Corporate Report dated June 3, 2013 from the Commissioner of Transportation and Works with respect to all-way stops at Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive.

RECOMMENDATION

That all-way stop controls be installed at the intersections of Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive.

10. All-Way Stop – Dillingwood Drive and Banff Court (Ward 10)

Corporate Report dated June 3, 2013 from the Commissioner of Transportation and Works with respect to an all-way stop at Dillingwood Drive and Banff Court.

RECOMMENDATION

That an all-way stop control not be implemented at the intersection of Dillingwood Drive and Banff Court as the warrants have not been met.

11. Traffic Calming Pilot Program

Corporate Report dated June 7, 2013 from the Commissioner of Transportation and Works with respect to a Traffic Calming Pilot Program.

RECOMMENDATION

That the streets identified in the report from the Commissioner of Transportation and Works entitled “Traffic Calming Pilot Program” dated June 7, 2013 be approved for the pilot.

12. 40 km/h Speed Limits

Corporate Report dated June 7, 2013 from the Commissioner of Transportation and Works with respect to 40km/h speed limits.

(12.)

RECOMMENDATION

1. That the report from the Commissioner of Transportation and Works dated June 7, 2013 entitled "40 km/h Speed Limits" be received.
2. That the Transportation and Works Department develop a new policy for implementing lower posted speeds which utilizes an evaluation process that considers roadway geometry, parking conditions, pedestrian facilities, adjacent land use, and existing operating speeds.

13. Speed Limits – Orchard Heights Neighbourhood (Ward 1)

Corporate Report dated June 7, 2013 from the Commissioner of Transportation and Works with respect to speed limits in the Orchard Heights Neighbourhood.

RECOMMENDATION

That a 40 km/h speed limit on all roadways within the Orchard Heights Neighbourhood not be implemented due to absence of operational concerns and the financial and negative visual impact of required signage on the neighbourhood.

14. Speed Limits – Bough Beeches Boulevard, Golden Orchard Drive and Fieldgate Drive (Ward 3)

Corporate Report dated May 30, 2013 from the Commissioner of Transportation and Works with respect to speed limits on Bough Beeches Boulevard, Golden Orchard Drive and Fieldgate Drive.

RECOMMENDATION

That the 50 km/h statutory speed limit remain on the following roadways:

1. Bough Beeches Boulevard
2. Golden Orchard Drive
3. Fieldgate Drive

15. 15-hour Parking – Mill Street (Ward 11)

Corporate Report dated June 3, 2013 from the Commissioner of Transportation and Works with respect to 15 hour parking on Mill Street.

(15.)

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to implement 15-hour parking on Mill Street between Wyndham Street and Church Street.

16. Parking Prohibition Extension – Cliff Road (Ward 7)

Corporate Report dated June 4, 2013 from the Commissioner of Transportation and Works with respect to an extension of the parking prohibition on Cliff Road.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to extend the parking prohibition on the east side and the west side of Cliff Road between a point of 150 metres (492 feet) north of North Service Road to a point of 39 metres (128 feet) northerly thereof.

17. Amendment to the Traffic By-law 555-00, as amended, for Parking Vehicle Longer than Posted Times

Corporate Report dated June 5, 2013 from the Commissioner of Transportation and Works with respect to the amendment to the Traffic By-law 555-00, as amended for parking vehicle longer than posted times.

RECOMMENDATION

1. That a by-law be enacted to amend the Traffic By-law 555-00, as amended, as outlined in the report from the Commissioner, Transportation and Works, dated June 5, 2013 and titled “Amendment to the Traffic By-law 555-00, as amended, for Parking Vehicle Longer than Posted Times”.
2. That Legal Services be directed to make an application to the Ministry of the Attorney General for the purpose of seeking a set fine amount and approving the short form wording for the offence outlined in subsection 7(19) of the Traffic By-law.

18. Amendments to the Property Standards By-law 654-98, as amended, to address deficiencies related to boarded buildings (Supplementary Report)

Corporate Report dated June 10, 2013 from the Commissioner of Transportation and Works with respect to amendments to the Property Standards By-law 654-98, as amended to address deficiencies related to boarded buildings.

RECOMMENDATION

That the supplementary report from the Commissioner, Transportation and Works dated June 10, 2013 and titled "Amendments to the Property Standards By-law 654-98, as amended, to address deficiencies related to boarded buildings" be received for information.

19. Naming of Bus Rapid Transit Facility as Mississauga Transitway

Corporate Report dated May 29, 2013 from the Commissioner of Transportation and Works with respect to the naming of Bus Rapid Transit facility.

RECOMMENDATION

That the name Mississauga Transitway be approved and assigned to the Bus Rapid Transit (BRT) roadway facility as outlined in the Corporate Report dated May 29, 2013 from the Commissioner of Transportation and Works.

20. Mississauga Transitway – Extension to Contract with B. Gottardo Construction Limited

Corporate Report dated June 11, 2013 from the Commissioner of Transportation and Works with respect to an extension to a construction contract for the Mississauga Transitway.

RECOMMENDATION

That the original commitment with B. Gottardo Construction Limited, Procurement #FA.49.193-10, for the construction of the Mississauga BRT Project Contract #1, from Hurontario Street to Fieldgate Drive, be increased by \$8,749,371.04 for additional work required during construction, and that the Purchasing Agent be authorized to enter into Change Orders or agreements as appropriate, and in a form satisfactory to Legal Services, to give effect to the increase.

21. P3 Canada Fund Business Case

Corporate Report dated June 11, 2013 from the Commissioner of Transportation and Works with respect to a P3 Canada Fund Business Case.

RECOMMENDATION

1. That a by-law be enacted to authorize the Commissioner of Transportation and Works to execute an agreement on behalf of The Corporation of the City of Mississauga with the Corporation of the City of Brampton to conduct a P3 Business Case for the Hurontario-Main Light Rail Transit project, and any subsequent renewals, in a form satisfactory to Legal Services.
2. That the report entitled: "P3 Canada Fund Business Case" be received for information.

22. Sheridan College Parking Rate Increase 2013-2014

Corporate Report dated June 12, 2013 from the Commissioner of Transportation and Works with respect to 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.

23. Temporary Road Closure - Main Street from Queen Street South to Church Street (Ward 11)

Corporate Report dated June 7, 2013 from the Commissioner of Transportation and Works with respect to a temporary road closure on Main Street.

RECOMMENDATION

That a by-law be enacted to implement the temporary road closure of Main Street from Queen Street South to Church Street, commencing Thursday, July 4, 2013 and ending on Friday, November 8, 2013.



24. Temporary Road Closure - Tannery Street between Crumbie Street/Broadway Street and Joymar Drive (Ward 11)

Corporate Report dated June 3, 2013 from the Commissioner of Transportation and Works with respect to a temporary road closure on Tannery Street.

RECOMMENDATION

That a by-law be enacted to implement a temporary road closure of Tannery Street between Crumbie Street/Broadway Street and Joymar Drive commencing at 7:00 a.m., Monday, July 15, 2013 and ending at 7:00 p.m., Friday, August 30, 2013.

25. Proposed Closing of Road Allowances Designated as Parts 1 and 2 (Banff Court) (Ward 10)

Corporate Report dated June 3, 2013 from the Commissioner of Transportation and Works with respect to the proposed closing of the road allowances on Banff Court.

RECOMMENDATION

1. That a by-law be enacted authorizing the closure of part of Banff Court, located in the vicinity of Banff Court and Dillingwood Drive, comprised of 8.80 square metres (94.72 square feet) of land and legally described as in the City of Mississauga, Regional Municipality of Peel, Province of Ontario and being composed of Part of 1 Foot Reserve on the east side of Banff Court, Registered Plan 43M-1105, established as part of Banff Court by The Corporation of the City of Mississauga.
2. That a by-law be enacted authorizing the closure of part of Banff Court, located in the vicinity of Banff Court and Dillingwood Drive, comprised of 10.00 square metres (107.64 square feet) of land and legally described as in the City of Mississauga, Regional Municipality of Peel, Province of Ontario and being composed of Part of 1 Foot Reserve on the west side of Banff Court, Registered Plan 43M-1105, established as part of Banff Court by The Corporation of the City of Mississauga.

26. Memorandum of Understanding Agreement with the Ministry of Transportation Ontario for the Provision of a Connection Between Belgrave Road and Highway 401/Mavis Road W-N/S Ramp (Ward 5)

Corporate Report dated June 4, 2013 from the Commissioner of Transportation and Works with respect to the Memorandum of Understanding Agreement with the Ministry of Transportation Ontario for the provision of a connection between Belgrave Road and Highway 401/Mavis Road Ramp.

RECOMMENDATION

That a by-law be enacted to authorize the Commissioner of Transportation and Works to enter into a Memorandum of Understanding on behalf of the City, in a form satisfactory to Legal Services, with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Transportation for the provision of a connection between Belgrave Road and Highway 401/Mavis Road W-N/S Ramp.

27. Proposed Exemption to Noise Control By-law No. 360-79, as amended – Erin Mills Parkway approximately 300 metres (984 feet) north of Burnhamthorpe Road West (Ward 8)

Corporate Report dated May 31, 2013 from the Commissioner of Transportation and Works with respect to a proposed exemption to the Noise Control By-law 360-79, as amended on Erin Mills Parkway.

RECOMMENDATION

That McNally-Kiewit-Aecon Partnership be granted an exemption from Noise Control By-law No. 360-79, as amended, to allow for extended construction work for the first phase of twinning of the existing West Trunk Sanitary System on Erin Mills Parkway between Highway 401 and Queen Elizabeth Way (QEW), commencing Monday, July 8, 2013, and ending Friday, May 30, 2014.

28. Assumption of Municipal Services (Ward 11)

Corporate Report dated June 10, 2013 from the Commissioner of Transportation and Works with respect to the assumption of municipal services.

(28.)

RECOMMENDATION

That the City of Mississauga assume the municipal works as constructed by the developer under the terms of the Servicing Agreement for H-OZ-09/005, Cal-Main (Mississauga) Developments Inc., (lands located north of Mill Street, east of Wyndham Street, west of the Credit River and south of Main Street, in Z-38W, known as Cal-Main Townhouses) and that the Letter of Credit in the amount of \$186,795.70 be returned to the developer.

29. Contract Upset Limit Increase - The Supply and Installation of a GPS/AVL Fleet Management System Procurement

Corporate Report dated June 7, 2013 from the Commissioner of Transportation and Works with respect to a contract upset limit increase for the supply and installation of a GPS/AVL Fleet Management System.

RECOMMENDATION

1. That the existing GPS/AVL System currently installed on winter contractors' vehicles and selected Transportation and Works vehicles be expanded to cover additional remaining fleet vehicles.
2. That the Purchasing Agent be authorized to increase the upset limit of the existing Purchase Order No. 4600012234 from \$132,000.00 (excluding tax) to \$200,000 (excluding tax) to cover costs from Rogers Wireless Partnership.
3. That the Purchasing Agent be authorized to increase the upset limit of the existing Purchase Order No. 4600012235 from \$586,525.00 to \$760,000.00 (excluding tax) to cover the costs from Webtech Wireless Inc. for the supply and installation of additional GPS/AVL units in City of Mississauga vehicles, existing Procurement No. FA.49.121-09.

30. Mississauga Sport Plan

Corporate Report dated June 11, 2013 from the Commissioner of Community Services with respect to the Mississauga Sport Plan.

RECOMMENDATION

That the recommendations contained in the Sport Plan attached as Appendix 1 to the Corporate Report dated June 11, 2013 from the Commissioner of Community Services be endorsed and referred to staff to develop an implementation plan.

31. Provision of Epinephrine Medication in City Facilities

Corporate Report dated June 3, 2013 from the Commissioner of Community Services with respect to the provision of Epinephrine Medication in City Facilities.

RECOMMENDATION

That the report dated June 3, 2013 from the Commissioner of Community Services entitled Provision of Epinephrine Medication in City Facilities be received for information.

32. Future Directions Library Services Master Plan Funding

Corporate Report dated June 7, 2013 from the Commissioner of Community Services with respect to the Future Directions Library Services Master Plan Funding.

RECOMMENDATION

1. That the Corporate Report dated June 7, 2013 from the Commissioner of Community Services entitled "Future Directions Library Services Master Plan Funding" be approved.
2. That PN 13-278, Library Master Plan , be established with a gross and net budget of \$100,000;
3. That funds of \$90,000 be allocated from the Development Charges Reserve Fund Library (Account 31325) and \$10,000 from the Capital Reserve Fund (Account 33121) into Library Master Plan (PN # 13-278)
4. That all necessary By-laws be enacted.

33. Letter of Intent and Bid Submission for 2016 Ontario Summer Games

Corporate Report dated June 11, 2013 from the Commissioner of Community Services with respect to a Letter of Intent and Bid Submission for 2016 Ontario Summer Games.

(33.)

RECOMMENDATION

1. That the Commissioner of Community Services be authorized to submit a conditional letter of intent by February 2014 in a form satisfactory to the City Solicitor, for the 2016 Ontario Summer Games to the Sport Alliance of Ontario on behalf of The Corporation of the City of Mississauga; and
2. That a 2016 Ontario Summer Games Bid Committee be established in accordance with the report from the Commissioner of Community Services and the guidelines of the Sport Alliance of Ontario; and
3. That two (2) members of Council be appointed to the 2016 Ontario Summer Games Bid Committee.

34. Corporate Policy and Procedure - Corporate Grant Review Recommendations

Corporate Report dated June 11, 2013 from the Commissioner of Community Services with respect to Community Grant Administration Policy.

RECOMMENDATION

1. That the Corporate Report dated June 11, 2013 from the Commissioner of Community Services entitled Corporate Grant Review Recommendations be endorsed.
2. That the Current Corporate Grant Policy, attached as Appendix 2 be rescinded and replaced with the proposed draft policy – Community Grant Administration attached as Appendix 1.

35. Corporate Policy – Museums Collections

Corporate Report dated June 7, 2013 from the Commissioner of Community Services with respect to a proposed Museums Collections Corporate Policy.

RECOMMENDATION

1. That the proposed Corporate Policy and Procedure - Museums Collections attached as Appendix 1 to the report dated June 7, 2013 from the Commissioner of Community Services be approved.

(35.)

2. That a by-law be enacted to amend the Purchasing By-Law as outlined in the report dated June 7, 2013 from the Commissioner of Community Services entitled "Corporate Policy - Museums Collections".

36. Corporate Policy and Procedure - Proposed Updates: Payment and Refund of Facility Rental Fees Policy 04-01-05

Corporate Report dated June 11, 2013 from the Commissioner of Community Services with respect to proposed updates for the Payment and Refund of Facility Rental Fees Policy.

RECOMMENDATION

That the Corporate Report dated June 11, 2013 from the Commissioner of Community Services entitled Proposed Updates: Payment and Refund of Facility Rental Fees Policy 04-01-05 attached as Appendix 1 be endorsed.

37. Contract Increase for Architectural Services for Meadowvale Community Centre and Library Redevelopment (Ward 9)

Corporate Report dated June 11, 2013 from the Commissioner of Community Services with respect to a contract increase for architectural services for Meadowvale Community Centre and Library redevelopment.

RECOMMENDATION

That the Purchasing Agent be authorized to increase the existing contract with Perkins and Will Canada Inc. from its original amount of \$1,995,000 to \$2,695,000 for architectural and design fees related to the Meadowvale Community Centre & Library Project as outlined in the Corporate Report dated June 11, 2013 from the Commissioner of Community Services.

38. Single Source Contract Award for Library Materials Recovery Service

Corporate Report dated May 29, 2013 from the Commissioner of Community Services with respect to a single source contract award for library materials recovery service.

(38.)

RECOMMENDATION

That the Purchasing Agent be authorized to execute an agreement with Unique Management Services, Inc. for the recovery of library materials and fine collections for the term July 1, 2013 to June 30, 2018, with an estimated upset limit of \$370,000 subject to annual review of vendor performance and ongoing need for the service as outlined in the Corporate Report dated May 29, 2013 from the Commissioner of Community Services.

39. Corporate Policy and Procedure – Global Cities Partnerships

Corporate Report dated June 6, 2013 from the City Manager and Chief Administrative Officer with respect to the proposed Global Cities Partnerships Policy.

RECOMMENDATION

That the proposed Corporate Policy and Procedure - Global Cities Partnerships, attached as Appendix 1 to the report dated June 6, 2013 from the City Manager and CAO, be approved.

40. Collection of Outstanding Provincial Offences Fines - Adding Unpaid Fines to Other Municipalities Property Tax Rolls

Corporate Report dated June 5, 2013 from the Commissioner of Corporate Services and Treasurer with respect to the collection of outstanding Provincial Offences Fines.

RECOMMENDATION

1. That the City of Mississauga participate in an 18 month pilot project with the City of Toronto, City of Ottawa, City of Belleville, City of Kawartha Lakes and County of Hastings for the collection of outstanding Provincial Offences Act fines.
2. That the Commissioner of Corporate Services and Treasurer be authorized to enter into an agreement, and all ancillary documents necessary to give effect thereto, in a form satisfactory to Legal Services, with the Cities of Toronto, Ottawa, Belleville, Kawartha Lakes and the County of Hastings to allow unpaid Provincial Offences Act fines to be added to the tax roll in those municipalities for collection purposes and to collect such amounts on behalf of the other municipalities on a reciprocal basis.

(40.)

3. That staff report to Council at the end of the pilot project to recommend continuation of the program and the addition of municipalities or termination of the agreement.
4. That the Fees and Charges By-law 240-12, as amended be amended to increase the "Addition to Tax Roll" fee for adding fines and other charges to the tax roll from \$32 to \$50.
5. That all necessary by-laws be enacted.

41. Proposed Surplus Land Declaration – southeast corner of Third Street and Alexandra Avenue, designated as Plan B21 Part lot 26 (Ward 1)

Corporate Report dated June 11, 2013 from the Commissioner of Corporate Services and Treasurer with respect to the proposed surplus land declaration at Third Street and Alexandra Avenue.

RECOMMENDATION

1. That the City owned parcel of land located on the southeast corner of Third Street and Alexandra Avenue, containing an area of approximately 197 square metres (2,119 square feet), be declared surplus to the City's requirements. The City owned parcel is designated as Lot 26 on Registered Plan B-21, Except BL841 & TT151593, deposited in the Land Registry Office for the Land Titles Division of Peel, in the City of Mississauga, Regional Municipality of Peel, Ward 1.
2. That Realty Services staff be authorized to proceed to dispose of the subject lands to be declared surplus at fair market value to the abutting owner.
3. That all steps necessary to comply with the requirements of Section 2.(1) of City Notice By-law 215-08 be taken, including giving notice to the public by posting a notice on the City of Mississauga's website at least three weeks prior to the execution of an agreement for the sale of the subject lands under delegated authority.



42. Surplus Land Declaration Part of 3600 Thomas Street (vacant lands abutting Fire Station #122) for the purpose of disposition (Ward 10)

Corporate Report dated June 14, 2013 from the Commissioner of Corporate Services and Treasurer with respect to the surplus land declaration for part of 3600 Thomas Street.

RECOMMENDATION

1. That a portion of City owned land located on the southwest corner of Thomas Street and Tenth Line, south of Britannia Road West and west of Winston Churchill Blvd., municipally known as 3600 Thomas Street, be declared surplus to the City's requirements. The subject lands contain an area of approximately 3,522.5 square metres (0.87 acres) and are legally described as Block 2, Registered Plan 43M-1493 and Block 248 Registered Plan 43M1495, designated as Part 3, on the draft reference plan prepared by Alnashir Jeraj, OLS, in the City of Mississauga, Regional Municipality of Peel, in Ward 10.
2. That Realty Services staff be authorized to submit an application to the Planning and Building Department (Development and Design Division) to facilitate the lifting of the "H" holding provision on the lands to be declared surplus, as set out in Recommendation 1 of this report.
3. That Realty Services staff be authorized to proceed to dispose of the lands to be declared surplus at fair market value by way of sale on the open market, and report to Council seeking approval of an Agreement of Purchase and Sale for the disposal of the surplus lands.
4. That all steps necessary to comply with the requirements of Section 2.(1) of City Notice By-law 215-08 be taken, including giving notice of the proposed sale on the City of Mississauga's website for a two week period, where the expiry of the two week period will be at least one week before the execution of the agreement for the sale of subject lands.
5. That the funds derived from the sale of the subject lands on the open market be credited to the Capital Reserve Fund (Account 33121).

43. Single Source Procurement for 2014 to 2022 Election Equipment Rental and Support Services from Election Systems & Software (ES&S)

Corporate Report dated June 7, 2013 from the Commissioner of Corporate Services and Treasurer with respect to the election equipment rental and support services for 2014 to 2022.

RECOMMENDATION

1. That the Purchasing Agent be authorized to execute the necessary contracts and agreements with Election Systems & Software (ES&S) on a single source basis to provide elections equipment rental, software upgrade, maintenance and other support services in the estimated amount of \$630,000 exclusive of taxes, over a ten year term ending June 30, 2023 and covering the 2014, 2018 and 2022 elections and any by-elections that may be set by Council or by the School Boards.
2. That the Purchasing Agent be authorized to issue contract amendments to increase the value of the contract where necessary to accommodate additional equipment rental and support services needed as a result of population changes, changes in polls or advance polls, reducing queues, to comply with accessibility or other mandated requirements or for by-elections and recounts.
3. That Election Systems & Software continue to be designated as a "City Standard" for the duration of the contract term.

44. Single Source Procurement for Claim & Event Management software upgrade and Support Services from Computer Science Corporation (CSC)

Corporate Report dated June 11, 2013 from the Commissioner of Corporate Services and Treasurer with respect to Claim & Event Management software upgrade and support services.

RECOMMENDATION

1. That the Purchasing Agent be authorized to execute the necessary contracts and agreements with Computer Science Corporation (CSC) to procure additional user licences and provide software upgrade, maintenance and other support services for the City's insurance events and claims management system in the estimated amount of \$295,000 exclusive of taxes, over a ten year term ending June 30, 2023.

2. That the Purchasing Agent be authorized to issue contract amendments to adjust the value of the contract where necessary to accommodate new goods or services as needed to accommodate growth and development of the Risk Management Program including other City business areas who report new claims and events and where funds have been approved in the budget.
3. That Computer Science Corporation continue to be designated as a "City Standard".

45. Greenfield South Power Corporation/Loreland Eastern Power Plant

Corporate Report dated June 7, 2013 from the Commissioner of Planning and Building with respect to the Greenfield South Power Corporation/Loreland Eastern Power Plant.

RECOMMENDATION

That the Corporate Report dated June 7, 2013 from the Commissioner of Planning and Building entitled Greenfield South Power Corporation/Loreland Eastern Power Plant, be received.

46. Proposed Enbridge Line 9B Flow Reversal and Capacity Expansion Pipeline Project

Corporate Report dated June 11, 2013 from the City Solicitor with respect to the proposed Enbridge Line 9B Flow Reversal and Capacity Expansion Pipeline Project.

RECOMMENDATION

1. That the City of Mississauga maintain its status as an Intervenor in the National Energy Board hearing regarding the proposed Enbridge Line 9B Flow Reversal and Capacity Expansion Pipeline Project; and
2. That staff continue to work with other municipalities who are impacted by this pipeline project.

ADVISORY COMMITTEE REPORTSTowing Industry Advisory Committee Report 2-2013 – June 11, 2013

(Recommendation TIAC-0005-2013 to TIAC-0007-2013)

Mississauga Cycling Advisory Committee Report 6-2013 – June 11, 2013

(Recommendation MCAC-0032-2013 to MCAC-0036-2013)

Public Vehicle Advisory Committee Report 3-2013 – June 17, 2013

(Recommendation PVAC-0013-2013 to PVAC-0019-2013)

Museums of Mississauga Advisory Committee Report 3-2013 – June 17, 2013

(Recommendation MOMAC-0010-2013 to MOMAC-0018-2013)

Heritage Advisory Committee Report 5-2013 - June 18, 2013

(Recommendation HAC-0050-2013 to HAC-0058-2013)

Traffic Safety Council Report 4-2013 – June 19, 2013

(Recommendation TSC-0067-2013 to TSC-0091-2013)

COUNCILLORS' ENQUIRIESOTHER BUSINESS/ANNOUNCEMENTSCLOSED SESSION

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

- A. A proposed or pending acquisition or disposition of land by the municipality or local board - Acquisition of lands from Weston Road Lumber Limited required in connection with the Torbram Road Grade Separation Project – 7600 Torbram Road (Ward 5)
- B. A proposed or pending acquisition or disposition of land by the municipality or local board - Increase Land Acquisition Budget for Fire Station #123 (Ward 8)

ADJOURNMENT



# Corporate Report

Clerk's Files

Originator's  
Files

General Committee

**JUN 26 2013**

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**DATE:** June 10, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **Administrative Penalty System for Licensing and Parking  
Offences and Single Source Contract Award to ParkSmart Inc.  
for Parking Enforcement and Administrative Penalty System  
Solution (File Ref: F.A.49.171-13)**

## **Supplementary Report**

- 
- RECOMMENDATION:**
1. That the supplementary report from the Commissioner, Transportation and Works dated June 10, 2013 and titled "Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution" be received for information.
  2. That the following recommendations set out in the report from the Commissioner, Transportation and Works, dated May 1, 2013 and attached as Appendix 1 to the Supplementary Report from the Commissioner, Transportation and Works, dated June 10, 2013 and titled "Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution" be adopted:

- a) That an administrative penalty system be implemented for the City of Mississauga for the enforcement of licensing and parking offences.
- b) That penalty amounts be reduced from the \$125 set fine to \$100 for heavy vehicle and fire route parking violations so that they are included in the City of Mississauga's administrative penalty system.
- c) That Council pass a resolution requesting that the Province of Ontario amend Ontario Regulation 333/07 Administrative Penalties to permit the enforcement of accessible parking through an administrative penalty system.
- d) That the contract for the supply of a Parking Enforcement and Administrative Penalty IT System Solution including hardware, software, accessories and related services be awarded to ParkSmart Inc. for a seven year term ending in 2020.
- e) That the Purchasing Agent be authorized to execute the necessary contract forms in the estimated amount of \$1,145,000 (inclusive of \$210,000 estimated cost for interactive voice response system services which are fully recovered and exclusive of taxes), as well as any amendments which may be needed during the term to accommodate growth, provided funding is in place.
- f) That ParkSmart Inc. continues to be designated as the "City Standard" for the duration of the contract term.

**REPORT  
HIGHLIGHTS:**

- An Administrative Penalty System (APS) will eliminate future revenue loss from "writing off" tickets where trials were requested but not accommodated by allowing the City to control its own processes and resources ensuring that all hearing requests will be accommodated in a timely manner.

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- An APS allows for quicker and more efficient enforcement of the payment of penalties owed to the City by introducing late fees and plate denial earlier for non-payment.
- The cities of Vaughan, Burlington and Oshawa all report an increase in operating revenues upon the implementation of an APS.
- To meet the requirements of an APS only a small component of the existing ParkSmart system requires upgrading. Preserving the existing system eliminates the need to develop and implement new subsystems and interfaces and builds upon the City's original investment in software and existing interfaces.
- The annual net APS benefit is projected to be 2.2 times greater than the current *Provincial Offences Act* (POA) net benefit, based on conservative revenue projections used for the proposed 2014 Regulatory Services operating budget. Based on our past experience with the POA system, the actual annual net APS benefit could be as high as 2.75 times greater than the current POA net benefit.

**BACKGROUND:**

At its meeting of May 22, 2013 Council approved the following recommendation:

“ GC-0310-2013

*That the Corporate Report dated May 1, 2013 from the Commissioner of Transportation and Works with respect to the Administrative Penalty System for Licensing and Parking Offences and a Single Source Contract Award to ParkSmart Inc. be deferred until the next General Committee meeting on May 29, 2013.”*

This supplementary report is coming forward now as it has taken longer to prepare the requested information. In response to GC-0310-2013, this report provides the following additional information as requested by Council:

- 1) details regarding past, present and future revenue loss under the POA system;
- 2) breakdown of how parking tickets were processed under the POA in 2012;
- 3) life cycle of a POA parking ticket versus the APS penalty notice;
- 4) further justification for awarding a single source contract to ParkSmart Inc.;
- 5) financial impact on municipalities presently using APS; and
- 6) cost/benefit analysis of the POA system versus an APS.

**PRESENT STATUS:** Parking tickets are currently issued under the POA.

A person who wishes to dispute a parking ticket requests a trial which is heard in the Provincial Offences Court.

Historically and also at the present time, the demand for parking trials greatly exceeds the judicial resources available to address them. As a result a massive backlog develops requiring the City to “write-off” tickets for which trials were requested but could not be accommodated as shown in the following table:

	2006	2013	Projected for 2015
# of tickets written off	10,620	3,679	9,600
Revenue Loss	\$593,150	\$212,865	\$547,200



The projected number of tickets to be written off and related revenue loss for 2015 are based on the existing additional backlog of 3,327 tickets, an average of 3,600 trial requests per year and 1,400 trials that can be accommodated annually under the current allocation of one day of judicial resources per month.

Future write-offs resulting in significant revenue loss are inevitable if parking matters continue to be issued and disputed in the POA system.

**COMMENTS:**     Breakdown of POA Parking Tickets Processed in 2012:

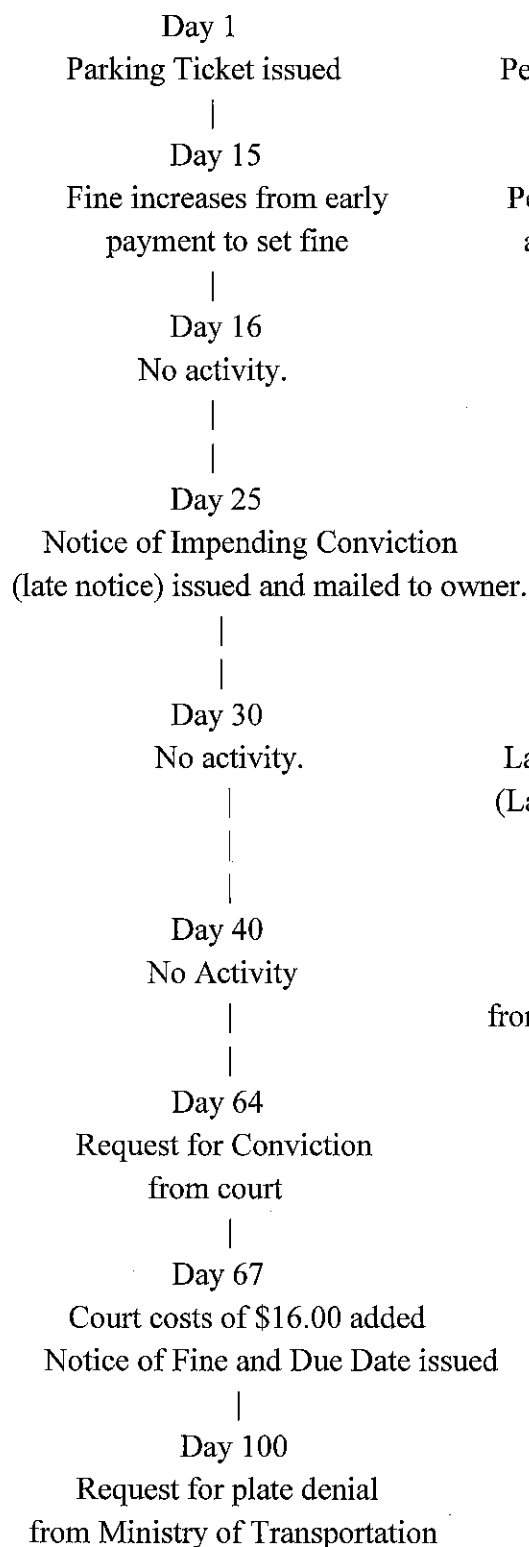
190,000 parking tickets issued  
106,400 parking tickets paid in full  
20,000 parking tickets resolved through first attendance  
3,600 trial requests  
60,000 parking tickets not paid and no trial request, court convictions follow and \$16.00 court costs added

The APS cost and revenue projections listed in the cost/benefit analysis and set out in the Financial Impact section of this report is based upon this 2012 POA data. This data is also provided to present the full context in which POA and APS proceedings arise.

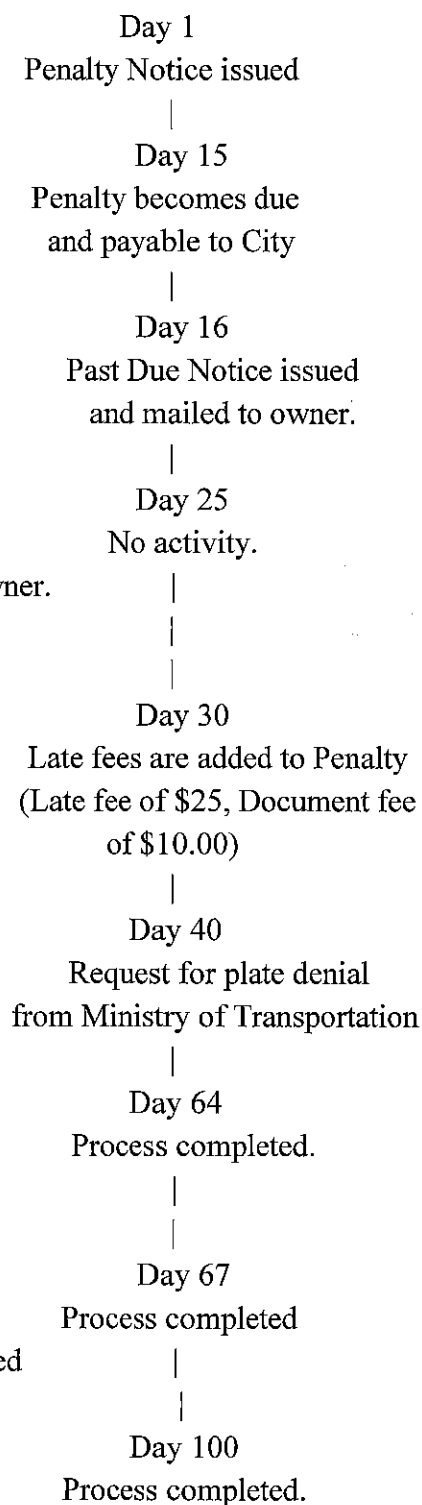
Life Cycle of POA Parking Ticket versus APS Penalty Notice

A significant benefit of an APS is the municipality's authority to control and set its own processes including not only the review process but also the "lifecycle" of a penalty notice. Under the current POA process the governing regulations set out various requirements that result in delaying the City's ability to act on delinquent tickets. Under an APS the City is able to expedite processes enabling quicker and more efficient enforcement of penalties. The following chart outlines the process that is followed if a parking ticket (POA) is not paid and a trial is not requested versus the process that is followed when a penalty notice (APS) is not paid and a hearing is not requested.

**POA Life Cycle of Delinquent  
Parking ticket**



**APS Life Cycle of Delinquent  
Penalty Notice**



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Additional Single Source Procurement Justification

ParkSmart Inc. currently provides the hardware, software, maintenance and support that together constitute the City's parking ticket system.

The recommendation to upgrade the existing ParkSmart system versus full replacement is based on the following factors. To meet the APS requirements a small component of the overall parking ticket system requires upgrading and no new software or modules are required. Also a contributing factor to proceed with the upgrade of the ParkSmart system instead of a full replacement of the parking ticket system is the interdependencies of other systems and interfaces that process parking considerations, online parking payment, payments through our cashiers system at city hall and the Ministry of Transportation. As a result the full replacement of the existing system will require significant additional cost and IT development resources.

The field-based equipment for ticketing was due for replacement in 2011 but this was deferred until the full requirements of the APS were understood. The life cycle replacement of the field-based equipment will now proceed in conjunction with the upgrade and to meet APS needs. Future expansion of field-based devices has been included in the plan to ensure the full scope of APS can be implemented. Therefore, the acquisition of the ParkSmart field equipment will occur in tandem with the system upgrade ensuring a seamless and expedited transition to an APS.

Success in the Cities of Vaughan, Oshawa and Burlington

Many details regarding the implementation of an APS in these municipalities have been provided in the report dated May 1, 2013. Council has requested further financial details relating to the implementation of an APS in these municipalities. To date, staff from these municipalities have offered the following additional information:

	Vaughan	Oshawa	Burlington
Population	288,301	149,607	175,779
Approx. # tickets issued	Approx. 40,000 annually	65,000 between Jan 2011-Jan.2013	9,000 in 1 <sup>st</sup> quarter 2013
APS Fee Revenue alone	\$575,021 in 2012 \$650,000 in 2011	Not available, but reports 2010 total revenue(pre-APS) less than 2011 total revenue (post APS) \$878,891 vs. \$1,266,272	\$53,000 in 1 <sup>st</sup> quarter 2013
POA Costs	Not available	Not available	Not available
POA Revenue	Not available	Not available	Not available
APS Costs	Not available	Not available	Not available
APS Revenue	Not available	Not available	Not available
Time to Trial (POA)	10 to 12 months	8 to 10 months	8 to 10 months
Write-offs due to POA Backlog	None	None	None
Time to Hearing (APS)	1 to 2 months	1 to 2 months	1 to 2 months

Though each municipality reported delays having POA matters scheduled for trial, none experienced a backlog significant enough to require mass write-offs as experienced in the City of Mississauga.

Significantly, all three municipalities report an increase in operating revenue with the implementation of APS due primarily to the addition of administrative and late fees to the penalty amounts.

Further, all municipalities now schedule APS hearings in one to two months as opposed to eight to 12 months for a POA trial.

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**FINANCIAL IMPACT:** While the annual operating costs of an APS exceed those of the POA system, due to the increased costs associated with operating daily hearings, the increase in annual revenue generated in an APS more than off-sets the additional costs. In fact, the projected annual net benefit in an APS is 2.75 times greater than the net benefit currently generated in the POA system. A full cost/benefit analysis of the POA system versus an APS, based on our historical experience in the POA system, is attached to this report as Appendix 2.

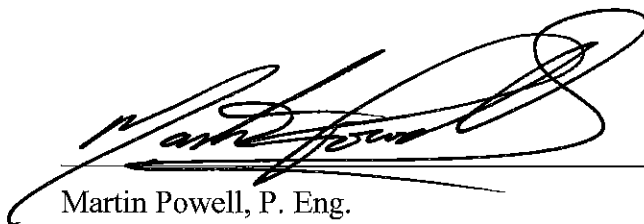
There is risk that the additional fees afforded by an APS may not be realized to the extent projected, particularly the higher late fees once the public becomes aware of them. As a result, for purposes of the proposed 2014 Regulatory Services operating budget the projected revenue for APS has been conservatively budgeted at \$2,493,921 representing a budgeted revenue increase of \$950,000. Even at this lower, conservative budgeted revenue amount, the APS revenue still exceeds APS operating costs and the annual net benefit in APS is 2.2 times greater than POA.

**CONCLUSION:** The information provided in this supplementary report as requested by Council further supports and reinforces the recommendations set out in the Report from the Commissioner, Transportation and Works dated May 1, 2013 and titled "Administrative Penalty System for Licensing and Parking Offences and Single Source Contract Award to ParkSmart Inc. for Parking Enforcement and Administrative Penalty System Solution". An APS in the City of Mississauga is necessary for the effective and efficient enforcement of the City's parking and licensing by-laws and will result in a significant increase in revenues. Maintaining the existing ParkSmart ticketing system and upgrading the system to accommodate an APS for parking and licensing matters is a cost-effective solution that prudently builds upon the City's original investment in software and existing interfaces.

**ATTACHMENTS:**

Appendix 1: Corporate Report from the Commissioner,  
Transportation and Works, dated May 1, 2013

Appendix 2: POA System vs. Administrative Penalty System  
(Cost/Benefit Analysis)

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: Carla Mariuz, Project Manager, APS*



## Corporate Report

Clerk's Files

Originator's  
Files

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**DATE:** May 1, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: May 15, 2013

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

**SUBJECT:** Administrative Penalty System for Licensing and Parking  
Offences and Single Source Contract award to ParkSmart Inc. for  
Parking Enforcement and Administrative Penalty System Solution  
(File Ref: F.A.49.171-13)

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- RECOMMENDATION:**
1. That an administrative penalty system be implemented for the City of Mississauga for the enforcement of licensing and parking offences.
  2. That penalty amounts be reduced from the \$125 set fine to \$100 for heavy vehicle and fire route parking violations so that they are included in the City of Mississauga's administrative penalty system.
  3. That Council pass a resolution requesting that the Province of Ontario amend Ontario Regulation 333/07 Administrative Penalties to permit the enforcement of accessible parking through an administrative penalty system.
  4. That the contract for the supply of a Parking Enforcement and Administrative Penalty IT System Solution including hardware, software, accessories and related services be awarded to ParkSmart

Inc. for a seven year term ending in 2020.

5. That the Purchasing Agent be authorized to execute the necessary contract forms in the estimated amount of \$1,145,000 (inclusive of \$210,000 estimated cost for interactive voice response system services which are fully recovered and exclusive of taxes), as well as any amendments which may be needed during the term to accommodate growth, provided funding is in place.
6. That ParkSmart Inc. continues to be designated as the "City Standard" for the duration of the contract term.

**REPORT  
HIGHLIGHTS:**

- Sections 102.1, 151(1)(g) and 151(5) of the *Municipal Act, 2001* establish the new statutory authority for municipalities to implement a system of administrative penalties for the enforcement of licensing and parking offences. Ontario Regulation 333/07, under the *Municipal Act, 2001*, allows municipalities to establish an administrative penalty system (APS) for administering, disputing and resolving most minor parking offences as an alternative to the current system of parking tickets being processed under Part II of the *Provincial Offences Act (POA)*.
- This report sets out the requirements for, and seeks approval to implement, an APS for the City of Mississauga for parking and licensing matters. This report also seeks approval to enter into a long term supply contract with ParkSmart Inc. for the supply of goods and services as needed to support the system.
- The annual incremental operating costs from the implementation of an APS will be more than offset by the increase in annual incremental operating revenues. Further, staff anticipate that the budgeted capital costs associated with the APS will be recovered in approximately three years as a result of this annual net incremental benefit.
- Matters proceeding by way of an APS will require an electronic ticket issuance and management system. Parking Enforcement currently utilizes a system provided by ParkSmart. After looking



at other options in the market, staff have concluded that the functionalities offered by ParkSmart's AutoCITE handhelds and AutoISSUE and AutoPROCESS software provides a viable and effective solution that continues to meet Parking Enforcement's needs and can accommodate the additional functional requirements of an APS for all enforcement staff.

- ParkSmart has proven itself as a reliable vendor over the past 12 years as a service and product provider and is the only vendor who supports AutoPROCESS in Canada. ParkSmart was approved as a City Standard by Council in a Corporate Report dated March 19, 2010.
- ParkSmart was previously authorized by Council in 2011 (Appendix 1) for a single source contract concerning replacement of Parking Enforcement's AutoCITE handheld devices and AutoISSUE software.

**BACKGROUND:**

Sections 102.1, 151(g) and 151(5) of the *Municipal Act, 2001* establish the statutory authority for municipalities to implement an APS for the enforcement of licensing and parking offences with the exception of accessible parking which is not under this authority. This legislation also allows a municipal council to delegate its quasi-judicial and administrative functions to individuals appointed by Council.

Under an APS, an officer will issue a penalty notice to an alleged offender, which becomes a debt owed to the city. The recipient of the penalty may pay the penalty or request a review of the penalty notice by a screening officer, and if unsatisfied with the outcome, may request a review of the decision by a hearing officer. The screening and hearing officers are appointed by Council for the term of Council. Provincial Offences Court (POC) is not an available option and the decision of the hearing officer is final.

The process for establishing an APS for parking is set out in Ontario Regulation 333/07 under Section 102.1 of the *Municipal Act, 2001*. The regulation outlines the administrative fees permitted to be

charged, procedural requirements, enforcement powers and general conditions under which the system can operate.

The regulation also requires that a municipality "designate" the parking by-law or the part of it to which the administrative penalty will apply. As the *POA* does not apply to the contravention of a "designated by-law", an APS for parking would become the only means of enforcing the "designated" parking by-law or the "designated" part of the parking by-law. There is no regulation that specifically deals with a licensing administration penalty process therefore the option to alternate between an APS and the current *POA* system would remain for licensing matters.

The City issues approximately 200,000 parking infraction notices (commonly known as "parking tickets") per year, resulting in approximately \$7.1 million worth of revenue for the City. The City's Parking Enforcement Division has used an automated system from ParkSmart to issue parking tickets electronically to violators for the past 13 years. The system consists of three components:

- The first component includes AutoCITE, which is the handheld computers that officers use to issue parking tickets and AutoISSUE, which is the software which transmits data between the handhelds and the backend database and also uploads the data to the AutoPROCESS system.
- The second component is the AutoPROCESS system. It contains the backend database and the software to track payment, ticket cancellations, court notices, previous notices of convictions and other related information.
- The third component is the interactive voice response system (IVR). This system allows the recipient of a parking ticket to make payment by telephone (approximately 20,000 transactions per year). The IVR communicates with AutoPROCESS to locate and confirm ticket information and, if payment is made, updates AutoPROCESS with payment information.

The Enforcement Division currently has 20 AutoCITE S3 handheld units shared between 50 Parking Enforcement officers on a 24/7 basis.

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These units were due for replacement in 2011. In 2011 Council approved the recommendation to award ParkSmart the single source contract for the replacement of Parking Enforcement's AutoCITE handheld devices and AutoISSUE software. However, the acquisition of the replacement items and the execution of the contract with ParkSmart was put on hold pending the implementation of an APS and the requirement of hardware and software with different functionality.

**PRESENT STATUS:**

The administration of the City of Mississauga's licensing and parking offences are currently governed by the *POA*. The *POA* is a procedural code that governs the prosecution of regulatory offences created by provincial law and municipal by-law. The *POA* contains three parts that govern the commencement of proceedings, as noted below:

**Part I:**

- This includes less serious offences brought forward by a Provincial Offences Officer, including a Police Officer or a Municipal Law Enforcement Officer (MLEO), with a maximum fine of \$1,000. Examples include municipal licensing violations (operating as a tow truck driver without a tow truck driver's licence) and traffic violations (speeding and stop sign offences and other *Highway Traffic Act* violations).
- The MLEO can issue a Certificate of Offence under Part 1 and the offender has the option to pay the set fine on the Certificate of Offence issued or the offender can give their Notice of Intention to appear in POC.

**Part II:**

- This includes less serious offences related only to parking offences established by municipal by-laws and enforced by an MLEO, including a Police Officer, with a maximum fine of \$5,000. Examples include parking a vehicle in a prohibited area, blocking a fire hydrant and parking in a designated fire route.
- An MLEO will issue a Parking Infraction Notice (PIN) and the offender has the option to pay the set fine or discuss the ticket with

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a First Attendance Administrator who has the option to vary, amend or withdraw the ticket. If the offender is not satisfied with the decision of the First Attendance Administrator they may file a Notice of Intention to appear and request a trial date to be heard in POC.

**Part III:**

- This includes more serious offences (violation of the *Building Code Act*, *Fire Protection and Prevention Act* and *Planning Act*) brought forward by an MLEO, Building and Fire Inspectors or a Police Officer, or where a higher penalty is sought for repeat offenders.
- Under a Part III charge the offender must attend at POC. The person who has been charged can either plead "guilty" or "not guilty". If a "not guilty" plea is entered, a trial will be held.

Some licensing by-law offences can be issued under Part I of the *POA* and requests for early resolution interviews are being scheduled within a three to four month timeframe. If trials are requested, they are currently being set in approximately eight months' time. This can mean up to one year before a matter is dealt with. As the business can continue to operate while the accused relies on lengthy delays in the court system, delays in proceedings provide no incentive for compliance.

Parking offences fall under Part II of the *POA* and a review of the City's court data as it relates to parking offences provides the following information:

- The number of parking tickets for which a trial was requested in 2010 was 3,151 of which 2,191 or 70% were scheduled for trial.
- In 2011 of the 4,345 requests for trial only 2,343 or 54% were scheduled for trial.
- In 2012 of the 3,609 requests for trial only 1,256 or 35% were scheduled for trial.

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- As of December 2012, a total of 6,146 requests for trial were unscheduled due to unavailable court time. If these trial requests pending were to proceed to trial, the outcome (based on historical data) would yield 5,285 convictions with total revenue of approximately \$348,665. This data reflects all offences including accessible parking and fines in excess of \$100.

Approximately 15% of the parking tickets for which a trial is requested exceed the permitted threshold for an APS. Currently the regulation governing administrative penalties for parking matters imposes a fee cap of \$100. This would mean that accessible parking, all heavy vehicle and fire route violations which currently have set fines greater than \$100 would have to be processed through the POC. A resolution passed by Council on July 4, 2012 seeks to appeal to the province to increase this fee cap to \$500 to avoid operating a dual system. To date the province has not responded to the City's request.

It is recommended that while the fee cap remains at \$100 the City set the penalty amounts for fire route and heavy vehicle parking violations at \$100 so that they will be included in the City's APS. While this is a reduction from the set fine amount of \$125 when proceeding within the POC, it is anticipated that the revenue from administrative fees and the expeditious resolution of disputed parking matters will more than offset this difference.

Also, the APS Regulation under the *Municipal Act, 2001* prohibits the application of administrative penalties to a municipality's system of disabled parking. As a result, to bring disabled parking violations under the APS system not only must the fee cap of \$100 be increased to at least \$350 which is the set fine for accessible parking offences, but in addition, the Regulation must be amended to allow for the designation of by-laws relating to disabled parking. It is therefore recommended that Council pass a resolution requesting the Province of Ontario to amend Ontario Regulation 333/07 Administrative Penalties to permit the enforcement of accessible parking through an APS. In conjunction with Council's previous resolution to request an increase of the fee cap, these requests if granted, would permit the inclusion of accessible parking violations within an APS.

Failure by the province to increase the fee cap for parking matters and to amend the Regulation to permit the enforcement of accessible parking through an APS will mean that the judiciary will be required to maintain an appropriate level of court time for hearing parking matters that are not eligible for APS.

In addition, the City of Mississauga currently has an agreement under the *Contraventions Act* to process parking tickets issued at Toronto Pearson International Airport. Under federal regulation these tickets would still be required to be processed through the *POA* system.

In August of 2011 the Regional Senior Justice of the Peace for the Central West District, which includes the City of Mississauga, advised of his intent to allocate judicial resources in order of the seriousness of the offences with Part I, Part III and by-law matters taking precedence over Part II (parking matters). Therefore, effective January 2012, court time for Part II matters (parking tickets) was reduced by 50% which equates to two half days per month. This allocation of resources has been extended to 2014. This imposed reduction in available court time to hear parking matters will further impact the City's ability to schedule requests for trial, and will create additional backlog, resulting in more lost revenue and decreased customer service. Many members of the public are aware of the backlog in trial requests and use this to delay or to avoid payment of parking offences.

Although an APS must have a review process, unlike the appointment of Justices of the Peace, which is managed at the provincial level, the municipality has the authority to appoint the screening and hearing officers that are required for the system. By using an APS, judicial resources would be freed up to address more serious by-law and *Highway Traffic Act* matters.

The use of an APS will also contribute to greater compliance with both the City's licensing and parking by-laws. From a licensing enforcement perspective, rather than having to proceed through a lengthy court process, the City will be able to immediately issue administrative penalties, creating greater incentives for licencees to comply. In addition, the City's powers regarding suspension and revocation of licences will be enhanced as a licencee's record of administrative penalties may be relied on in proceedings before the

Mississauga Appeal Tribunal. The City could also refuse to issue or renew a municipal licence where an individual has outstanding administrative penalties.

There will be more incentive to comply with the parking by-law as all disputed parking matters will be required to go before a screening officer and all hearings would be scheduled in a timely manner.

To reiterate, one of the key benefits of an APS is that the municipality takes control of the review process and manages the timing and availability of hearings.

To date, the Cities of Vaughan, Oshawa and Burlington have implemented a system of administrative penalties for parking and licensing offences. An APS for parking matters was approved by the Council for the City of Brampton in December of 2012. The Town of Oakville is also in the process of implementing an APS for its parking matters. Though these municipalities are considerably smaller than the City of Mississauga (for example Vaughan, Oshawa and Burlington issue approximately 40,000 parking tickets annually compared to approximately 200,000 issued by the City of Mississauga, it is clear that more and more municipalities are realizing the benefits of an APS regardless of size. As detailed further below, the City of Mississauga can anticipate even greater financial benefits because of the greater volume of matters that will be addressed through an APS.

Attached to this Report as Appendix 2 is a Table setting out various operational details of the municipalities currently under an APS.

Staff visited the cities of Vaughan, Oshawa and Burlington to observe their processes and procedures and will continue to consult with them as we implement APS at the City of Mississauga.

#### **COMMENTS:**

The existing AutoCITE handheld units have been used in the field for over eight years and are now due for replacement. In addition, an APS will benefit from a hardware and software system with functionalities that differ from those of the previous system. By purchasing new devices and software Parking Enforcement and

Animal Services officers will be able to take advantage of the new features of the AutoCITE X3 such as additional note taking capabilities, voice recordings and photographic capabilities. These features, particularly photographic capability, are advantageous for an APS as they will greatly facilitate the review process and may pre-empt the need for hearings altogether. Other issues currently experienced by Parking Enforcement officers, such as inadequate operating times and ineffective backlighting for night time enforcement, are solved by the advanced technology of the X3 units.

AutoCITE, AutoISSUE and AutoPROCESS are developed and maintained by the same vendor. The components are integrated seamlessly with each other.

The AutoPROCESS system meets Parking Enforcement's needs to perform its day to day operations. Staff have determined that AutoPROCESS will also accommodate the operational requirements of Mobile Licensing Enforcement, Compliance and Licensing Enforcement and Animal Services. It is planned to continue to use the system for the next seven years.

The ParkSmart solution is an integral part of the delivery of the services provided by Parking Enforcement, which generates significant revenue for the City. As well, staff have determined that the ParkSmart solution will effectively address the APS requirements for the other Enforcement sections, including Mobile Licensing Enforcement, Compliance and Licensing Enforcement and Animal Services.

#### Summary of Procurement Information

A single source approach to procurement of the necessary IT System Solution is justified on the basis that the required goods and services are an approved City Standard and that this procurement strategy represents the best value overall to the City because it leverages our investments in existing infrastructure, equipment and training. The recommendation to award the contract to Parksmart Inc. is made in accordance with Schedule A of the Purchasing By-law item 1(b) (xi) which states:



*"that a need exists for compatibility with, or for the maintenance and support of a City Standard and there are no reasonable alternatives, substitutes, or accommodations".*

Materiel Management has obtained volume pricing from ParkSmart Inc. based on the projected total requirements for the life-cycle of the System as follows:

Initial Capital Costs:

\$560,000 Hardware/Software Licensing and Ticket Forms

\$15,000 Professional Services

Operating Cost: (7 years)

\$360,000 Maintenance and Support

Estimated Total Life - Cycle Cost = \$935,000

IVR services are also required. Fines paid by parking violators using this service include an administrative fee which the City receives and then passes on to ParkSmart. These fees are projected to be \$210,000 over the term of the contract based on an estimated 20,000 transactions per year at \$1.50 each.

Materiel Management negotiated a reduction in the administrative fee component of the IVR services from the current \$2.50 per transaction down to \$1.50 for the full term, secured price protection for annual maintenance fees (formerly increased by 3% per year), and reduced the total cost for professional services, ticket forms and software for total savings of approximately \$325,000 over the seven year term of the contract.

Attached to this Report as Appendix 3 is a Scope of Work for the supply contract with ParkSmart Inc. It is also recommended that an APS be implemented in the City as soon as practicable because of the many benefits anticipated. In addition to all the reasons set out above to single source with Park Smart there is the additional and significant benefit of expediting the implementation of an APS through this streamlined procurement process.

It is anticipated that most tasks related to implementation will be completed during the procurement process. Assuming the procurement contract is executed in early June, it is expected that an APS for Parking Enforcement could be implemented by November 2013.

Attached to this Report as Appendix 4 is an Implementation Plan based on single source procurement.

**FINANCIAL IMPACT:** A one-time capital cost will be required to implement an APS for licensing and parking offences. The majority of this cost will be required to purchase/upgrade the current ticket issuance and processing system. This will include electronic handheld computers and related software for Parking and Animal Services Enforcement officers and private security officers who issue parking tickets on behalf of the City on private property. While these private security officers will utilize the City's existing handheld computers to issue Penalty Notices, it is anticipated that the new handheld units will be required for their use in the next two to three years and this cost is included in the "Summary of Procurement Information" referenced in the Comments section of this report.

Mobile Licensing and Compliance and Licensing Enforcement officers will utilize existing laptops to issue Penalty Notices. Mobile printers will need to be purchased for 10 Mobile Licensing and 20 Compliance and Licensing Enforcement officers.

The cost of hardware and software replacement was included in the 2011 Transportation and Works Department capital budget with funding in the amount of \$250,000. Additional funding in the amount of \$350,000 has been approved in the Transportation and Works Department 2013 capital budget for additional costs to upgrade the system to accommodate an APS.

The primary operating cost will be the compensation of hearing officers. It is estimated that in order to effectively manage the projected volume of parking and licensing matters requesting a hearing, it may be necessary to have two part-time hearing officers working up to five days per week. This will result in the elimination of any future backlog and provide for a speedy resolution for the public

and potentially increase revenue. The hearing officers would be paid on a per diem basis allowing for flexibility in scheduling once the program has been in place for a period of time.

In addition, a Prosecutor will be required to appear on behalf of the City on more complicated hearings such as business licensing. While it is anticipated that existing staff will be re-purposed to fill the positions of Screening Officer and Hearings Clerk the need for additional staff may arise.

All operating costs will be included in the appropriate service area operating budgets for 2014.

It is anticipated that one room will be required for the hearings under the proposed system and a suitable vacant room is available at 950 Burnhamthorpe Road West resulting in no additional cost. Situating the hearing room in the provincial court building provides added benefits since individuals will be able to pay their penalty notices at the parking ticket counter. In addition, as Peel Regional Police are on site, no additional security will be required.

The fee cap for an APS impacts total operating costs. If the fee cap is increased to \$500, less parking matters would be processed through a *POA* system and Justice of the Peace labour and prosecutor costs would be less for Enforcement Division matters.

Under an APS increased revenues are anticipated from having hearings heard in a timely manner. For example, a significant number of parking tickets must be written off because trial requests could not be accommodated within the time period lawfully permitted. With the ability to accommodate all screening and hearing requests revenue loss due to mass withdrawals will be unnecessary under an APS.

Most importantly, under an APS the municipality may charge other administrative fees including fees for late payments and the failure to appear at the time and place scheduled for the hearing. Under the current *POA* system, only nominal amounts are collected for late payments.

Given the volume of ticket issuance in the City (approximately 180,000 parking tickets issued in 2012) the operating revenues generated from late and administrative fees alone are anticipated to significantly exceed those of the other municipalities that have transitioned to an APS. Staff are confident that the annual incremental operating costs from the implementation of an APS will be more than offset by the increase in annual incremental operating revenues. Further, staff anticipate that the budgeted capital costs associated with the APS will be recovered in approximately three years as a result of this annual net incremental benefit.

**CONCLUSION:**

An APS for the enforcement of the City's parking and licensing by-laws is authorized under the *Municipal Act, 2001*. Under this system the City would become the regulatory authority. For the reasons outlined in this report, it is recommended that an APS be implemented for the City of Mississauga for the enforcement of licensing and parking offences. Some municipalities are already using this type of system and others are in the process of implementation. Reference has and will continue to be made to these municipalities as the City moves towards implementation of an APS.

It is further recommended that Fire Route and Heavy Vehicle Parking violations be included in the City's APS by reducing the current POA set fine of \$125 to an Administrative Penalty of \$100. This will alleviate some of the burden currently overwhelming the POC and allows the City to assume responsibility over the review process and to generate further revenue through administrative fees.

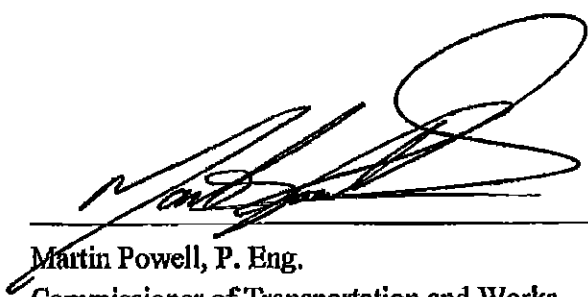
It is further recommended that Council pass a resolution requesting the Province of Ontario to amend Ontario Regulation 333/07 dealing with Administrative Penalties to permit the enforcement of disabled parking through an APS.

Finally, this report recommends that the required IT System Solution (computer hardware, software, accessories, maintenance and support and related services) be purchased from ParkSmart Inc. on a single source basis for the expected life-cycle. ParkSmart Inc. has been the City's supplier for the past 15 years for Parking Enforcement's requirements and has been declared as a City Standard. This will

ensure the technology remains current with minimal disruption through the replacement process. Accordingly, it will also expedite the implementation of an APS in the City.

**ATTACHMENTS:**

- Appendix 1: 2011 ParkSmart Single Source Corporate Report
- Appendix 2: Administrative Penalties in Other Municipalities
- Appendix 3: Scope of Work
- Appendix 4: APS Implementation Plan



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

*Prepared By: Carla Mariuz, Project Manager, APS*



# Corporate Report

Clerk's Files

Originator's  
Files

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**DATE:** June 15, 2011

**TO:** Chair and Members of General Committee  
Meeting Date: June 29, 2011

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

**SUBJECT:** Sole Sourcing Procurement for Parking Enforcement Hand Held  
Devices Replacement  
File Ref: FA.49.746-11

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- RECOMMENDATION:**
1. That the sole source contract for the replacement of Parking Enforcement's AutoCITE hand held devices and AutoISSUE software, in the amount of \$157,183 including taxes, plus an annual maintenance cost of \$26,000 including taxes, increased 3% annually, including taxes, starting in 2012 for a period of 5 years, be awarded to ParkSmart, and that the Purchasing Agent be authorized to execute the contract.
  2. That the contract for the annual maintenance cost of \$15,992 including taxes, increased 3% annually, including taxes, for the AutoPROCESS software for a period of 5 years, be awarded to ParkSmart, and that the Purchasing Agent be authorized to sign the contract.

**REPORT SUMMARY:** After looking at other options in the market, staff have concluded that the functionalities offered by ParkSmart's AutoCITE handhelds and AutoISSUE software is the only viable solution that meets Parking Enforcement's needs.

- AutoISSUE is designed to interface with AutoPROCESS (Parking Enforcement's ticket issuance management database).
- The hand held equipment, AutoCITE, continues to meet the needs of Parking Enforcement Officers and is a cost effective field device.
- Parking Enforcement staff are familiar with the current equipment and software. The transition from the old system to the new one will be relatively simple, minimizing training efforts.
- ParkSmart has proven itself as a reliable vendor over the past 12 years as a service and product provider.
- ParkSmart is the only vendor who supports AutoPROCESS in Canada.
- ParkSmart was approved as a City Standard by Council in a Corporate Report dated March 19, 2010.

**BACKGROUND:**

The City's Parking Enforcement Division has used an automated system from ParkSmart to issue parking infraction notices, commonly known as "parking tickets", electronically to violators for the past 12 years. The system consists of two components:

- The first component includes AutoCITE – the handheld units that officers use to issue parking tickets and AutoISSUE – the software which transmits data between the handhelds and the backend database and also uploads the data to the AutoPROCESS system.
- The second component is the AutoPROCESS system. It contains the backend database and the software to track payment, ticket cancellations, court notices, previous notices of convictions, and other related information.

The Enforcement Division currently has 20 AutoCITE S3 handheld units, shared between 50 parking enforcement officers on a 24x7

rotational basis. In addition, ParkSmart leases the previous generation of AutoCITE units to private enforcement officers to issue tickets on private properties. In total, the City issues approximately 200,000 parking tickets per year, resulting in \$7.1 million worth of revenue for the City.

**COMMENTS:**

The existing AutoCITE units have been used in the field for over 6 years and are now subject to frequent breakdowns. When the units fail to function in the field, the Officers have to resort to paper tickets and re-enter the information into the system after they return to the office, resulting in duplication of effort and additional administration for the Officers.

AutoCITE, AutoISSUE, and AutoPROCESS are developed and maintained by the same vendor. The components are integrated seamlessly with each other. By replacing the devices and software, Officers will be able to take advantage of the new features of AutoCITE X3, such as attaching additional notes and voice recordings to an infraction. These notes and recordings can be used as evidence in court. Also, the backlight of the existing units often burns out during operations. The technologies incorporated into the new X3 units will eliminate this issue.

The AutoPROCESS system meets Parking Enforcement's needs to perform its day to day operations. It is planned to continue to use the system for the next 5 years.

The ParkSmart solution is an integral part of the delivery of Parking Enforcement that brings in significant revenue to the City. A sole source procurement is highly recommended in order to keep the Parking Enforcement system current and operational.

Scope of Work can be found in Appendix 1.

This recommendation is made in accordance with Schedule A of the Purchasing By-law Item 1 (a)(iv) the complete item, services, or system is unique to one vendor and no alternative or substitute exists within Canada.



**FINANCIAL IMPACT:** The system replacement costs \$157,183 including taxes, which had been approved as part of the 2010 IT Capital Budget.

A yearly maintenance cost of \$26,000 including taxes, for AutoCITE and AutoISSUE would apply starting in 2012, subject to an annual increase of 3%. In addition, an annual maintenance cost of \$15,992 including taxes, starting 2011, subject to an annual increase of 3% is required for AutoPROCESS. The yearly maintenance cost is covered in the Information Technology annual operating budget.

**CONCLUSION:** The existing AutoCITE/AutoISSUE system, having been in place for six years and is nearing end of life. The new AutoCITE/AutoISSUE system will meet the needs of Parking Enforcement and the Officers in the field. A sole source procurement to replace the AutoCITE/AutoISSUE system is recommended to ensure the technology remains current with minimal disruption through the replacement process.

**ATTACHMENTS:** Appendix 1: Scope of Work



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

Prepared By: Shawn Slack, Director, Information Technology

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## Appendix 1

**Scope of Work**

The Parking Enforcement Division depends on the AutoCITE, AutoISSUE and AutoPROCESS technology to manage and deliver Parking Enforcement. The ongoing system and hardware maintenance is funded through the Information Technology annual operating budget. The onetime upgrade and hardware costs are funded through the IT Capital Budget.

The replacement of the equipment is necessary to minimize equipment failures in the field.

The terms by which the Sole Source is proceeding is based on the available vendor support available in Canada. At this time ParkSmart is the only vendor in Canada who supports the AutoPROCESS systems.

The equipment and software as identified above and described in the Scope Sheet below has proven to be very effective and reliable for the delivery of Parking Enforcement.

**Detail Scope**

Item	Qty	Unit Price	Onetime Cost	Ongoing Costs
AutoCITE X3 LCI Handheld	20	\$ 5,200	\$104,000	
USB Multiplexer/Charging Unit	4	\$ 1,300	\$ 5,200	
AutoISSUE .NET Software	1	\$ 34,700	\$ 34,700	
TradeIn AutoCITE S3	20	-\$ 300	-\$ 6,000	
On-site Installation & Training	1	\$ 1,200	\$ 1,200	
<b>Total Ontime Costs(Incl. Taxes)</b>			<b>\$157,183</b>	
AutoCITE/AutoISSUE Maintenance (Incl. Taxes)	1			\$ 26,000
AutoPROCESS System Maintenance (Incl. Taxes)	1			\$ 15,992

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## Appendix 2

## Administrative Penalties in Other Municipalities

	City of Vaughan	City of Oshawa	City of Burlington
APS Start Date	August 2009	March 2011	July 3, 2012
# of Parking Tickets Issued Annually	40,000	39,000	38,000
By-law Violations that APS applies to	Licensing and all parking except for accessible parking	All parking except for accessible parking and unauthorized parking, Business Licensing, Responsible Pet Ownership, Nuisance, Snow and Ice Removal and Waste Collection	All parking except for accessible parking
Hardware/Software	Gtechna (front-end system), Ticket Tracers (back-end system)	Gtechna (front-end and back-end systems)	Gtechna (front-end system), Ticket Tracers (back-end system)
By-laws, Forms, Policies and Guidelines	By-laws provided, forms, policies and guidelines available for review	By-laws provided, policies and guidelines available for review	By-law, forms, policies and guidelines provided
Screening Officers (conduct initial review of the Administrative Penalty and are appointed by Council)	First Attendance Administrators (under POA system)	Municipal Prosecutor	First Attendance Administrators (under POA system)
Hearing Officers (reviews the decision of the Screening Officer and are appointed by Council as per Reg.333/07)	Ex-Superior Court Judge @ rate of \$500.00 per dlem	Lawyer @ rate of \$300.00 per dlem	Committee of Adjustment Citizen Member @ rate of \$100.00 per dlem

## Appendix 2

## Administrative Penalties in Other Municipalities

	City of Vaughan	City of Oshawa	City of Burlington
Screening Procedure	By appointment only and in person  three days/week	By appointment only, in person and in writing  one day/week	Walk-in and phone- in, no appointments  three days/week
Hearing Procedure	By appointment only. four full days per month  For parking violations, officer attends  For licensing violations, the issuing officer and City Representative attends	By appointment only. two half days per month  For parking and licensing violations the issuing officer and City Representative attends	By appointment only. one half day per month  Only a City Representative attends  The Issuing Officer is not present
Administrative Fees (as authorized in section 12 of reg.333/07)	\$50.00 late fee, \$10.00 documentation fee (vehicle/owner information), \$100.00 non-appearance fee (failure to attend screening or hearing)	Incremental late fee (\$10.00 then \$15.00); Plate Denial fee of \$22.00, \$50.00 fee for failure to attend Screening, \$100.00 for failure to attend Hearing	\$16.00 late fee; \$10.00 documentation fee; Plate Denial fee of \$20.00; \$50.00 fee for failing to attend Hearing; \$50.00 fee for towing

The above information was compiled with the assistance and support of the cities of Vaughan, Oshawa and Burlington. The City of Mississauga has visited these participating municipalities to observe first-hand their processes and procedures and will continue to work with them as we move towards establishing an APS.

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## APPENDIX 3

### Scope of Work

The Parking Enforcement Division depends on the AutoCITE, AutoISSUE and AutoPROCESS technology (as supplied by Parksmart Inc.) to manage and deliver Parking Enforcement services. This technology will also be used to manage and deliver the services provided by Compliance and Licensing Enforcement, Mobile Licensing Enforcement and Animal Services.

The contract scope is based on a life-cycle approach. The scope includes the purchase of equipment (handheld devices), software upgrade and modifications, accessories (printers, scanners, etc.), and long-term maintenance and support, as well as professional services to implement the new solution. IVR is also required to permit users to pay their fines by telephone.

The contract is based on a seven year Vendor of Record arrangement which includes the initial capital purchase of the goods and services required to implement the new Automated Penalties and Enforcement System; as well as operating costs, including: maintenance and support; ticket supplies; and, the IVR. Staff have been able to secure immediate cost savings and future price protection for maintenance through this approach.

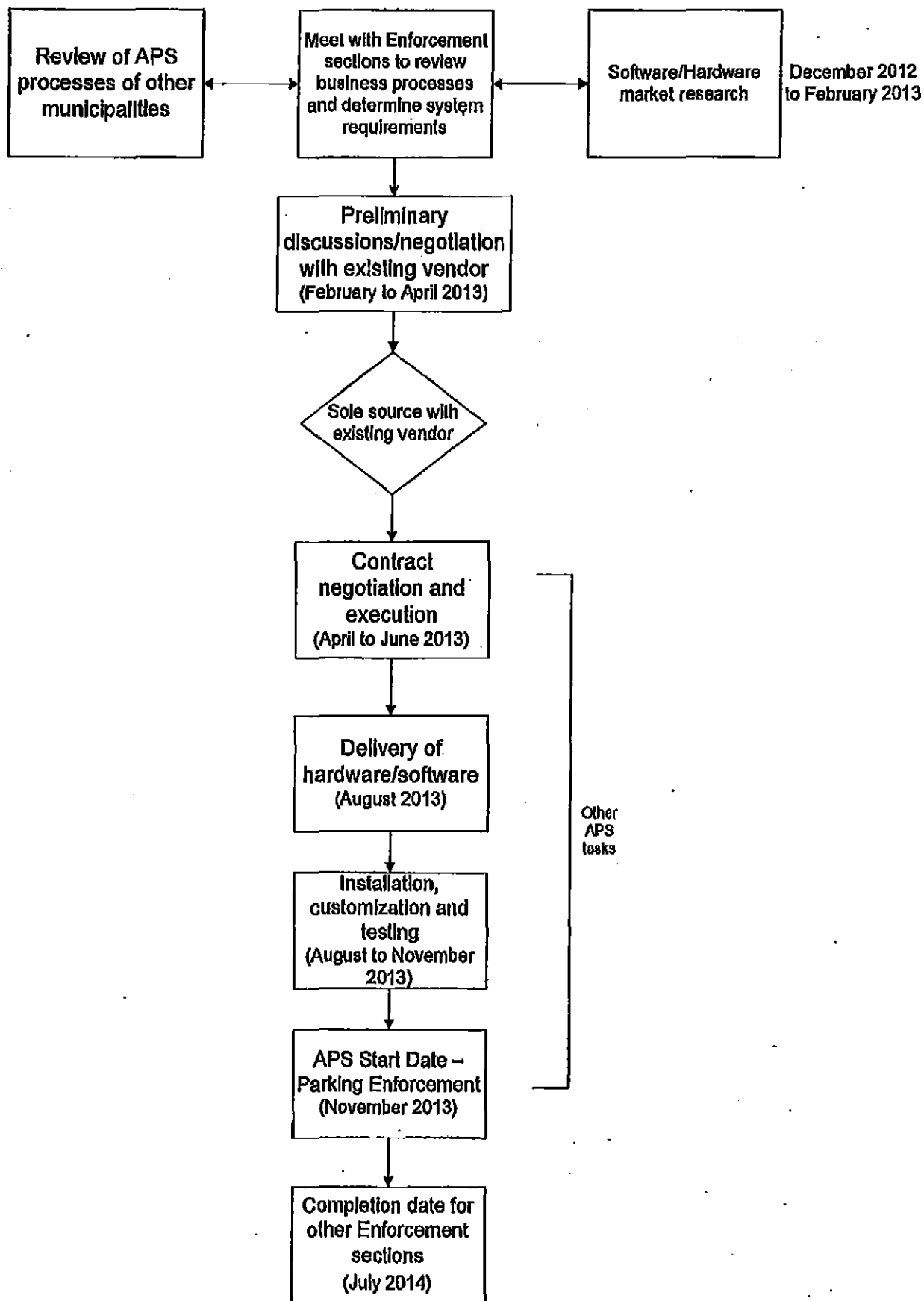
#### Estimated final quantities for the initial Capital purchase:

45	Handheld devices including batteries, cameras, voice recording and wireless communication.
15	Chargers
10	USB Bar code readers and cables
30	Mobile printers
20,000	Ticket forms.

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# APS Implementation Plan

Appendix 4



## POA System vs. Administrative Penalty System (Cost - Benefit Analysis)

### OPERATING COSTS

<i>Provincial Offences Act (POA) System</i> Current Operating Costs		<i>Administrative Penalty System (APS)</i> Projected Operating Costs	
Justice of the Peace labour costs <sup>1</sup>	\$28,800	Hearing Officers labour costs <sup>2</sup>	\$110,500
Prosecutor labour costs <sup>3</sup>	\$10,560	Prosecutor Labour costs <sup>4</sup>	\$28,600
POA Court Clerk labour costs <sup>5</sup>	\$ 5,184	APS Hearings Clerk <sup>6</sup>	\$65,000
Trial Coordinator labour costs	\$65,000	Hearing Coordinator labour costs	\$65,000
First Attendance Administrator costs <sup>7</sup>	\$130,000	Screening Officer labour costs	\$130,000
Data Entry Clerk labour costs	\$57,000	Date Entry Clerk labour costs <sup>8</sup>	\$30,000
Interpreter Costs	\$20,000	Interpreter Costs <sup>9</sup>	\$60,000
Notices of Impending Conviction (NIC), Notices Of Fine and Due Date (NFDD) and mailing costs	\$26,000	Notices of Penalty Past Due and mailing costs	\$13,000
Parking Ticket System annual maintenance fees	\$42,375	Parking Ticket System annual maintenance fees	\$42,375
MTO Searches <sup>10</sup>	\$450,000	MTO Searches <sup>11</sup>	\$430,000
		POA Costs (accessible and Airport tickets) <sup>12</sup>	\$3,500
<b>Total current operating costs</b>	<b>\$834,919</b>	<b>Total projected operating costs</b>	<b>\$977,975</b>

<sup>1</sup> Based on 144 hours annually (4 tiers per month at 3 hours per tier) @ \$200.00 per hour dedicated to Parking and Part I licensing matters.

<sup>2</sup> Based on hearings being held 5 days a week @ per diem rate of \$425.00.

<sup>3</sup> Based on 192 hours annually ( 144 hours plus 48 hours preparation time) @ top of Grade F dedicated to Parking and Part I licensing matters

<sup>4</sup> Based on Prosecutor attending hearings on Licensing matters only: 6 hours hearing time, 4 hours prep time per week.

<sup>5</sup> Based on 144 hours annually @ top of Grade C dedicated to Parking and Part I licensing matters.

<sup>6</sup> Based on hearings being held 5 days per week @ top of Grade C dedicated to Parking and Part I licensing matters.

<sup>7</sup> Based on (1) FTE and (1) contract.

<sup>8</sup> Reduced cost due to electronic ticketing for all tickets except Airport and accessible parking tickets.

<sup>9</sup> Staff is researching the City's obligation to provide interpreters in an APS. This projected cost may be decreased or eliminated subject to staff findings.

<sup>10</sup> A cost of \$8.25 to obtain registered owner searches (for Notices to be mailed and for certified copies for trial purposes).

<sup>11</sup> While registered owner information is still required for late payment notices there is a reduced cost due to no longer requiring certified copies for trial.

<sup>12</sup> Based on Justice of the Peace, Prosecutor and Court Clerk labour costs for 1 hour of court time per month (240 POA trial matters estimated annually).

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## POA System vs. Administrative Penalty System (Cost - Benefit Analysis)

### REVENUES

<i>Provincial Offences Act (POA) System</i> Current POA Court Revenues		<i>Administrative Penalty System (APS)</i> Projected APS Revenues	
Revenue in 2012 through First Attendance for parking matters	\$484,236	Revenue from Screenings and First Attendance for matters not eligible For APS (Parking matters only) <sup>13</sup>	\$570,000
Revenue in 2012 through Trial Process for parking matters <sup>14</sup>	\$59,820	Revenue from APS Hearings and POA Trials (Parking matters only) <sup>15</sup>	\$180,000
Revenue in 2012 from Late Fees for parking matters <sup>16</sup>	\$960,000	Revenue from Administrative Fees for parking matters <sup>17</sup>	\$2,100,000
Revenue in 2012 through First Attendance for Part I licensing matters	\$12,000	Revenue from Screenings (licensing matters)	\$12,000
Revenue in 2012 through Trial Process for Part I licensing matters	\$27,865	Revenue from Hearings (licensing matters)	\$27,865
Revenue from Non-Appearance Fees	N/A	Revenue from non-appearance fees (parking and licensing) <sup>18</sup>	\$30,000
Revenue in 2012 from Court Costs/fees For licensing matters	N/A	Revenue from Administrative fees for Licensing matters <sup>19</sup>	\$10,500
<b>Total</b>	<b>\$1,543,921</b>	<b>Total</b>	<b>\$2,930,365</b>

<sup>13</sup> It is expected fines will be reduced less in APS than under the POA as all hearing requests will be accommodated in a timely manner.

<sup>14</sup> Though there were 3,600 trial requests in 2012 only 1,256 were actually scheduled

<sup>15</sup> Based on 3,600 parking trial requests in 2012 at an average fine of \$50.00 and all hearings actually being scheduled.

<sup>16</sup> A \$16.00 cost is added pursuant to the POA when a conviction is registered for failing to respond to the parking ticket (60,000 of these convictions in 2012).

<sup>17</sup> Based on a \$25.00 late fee and \$10.00 document fee on an estimate of 60,000 late matters.

<sup>18</sup> Based on an estimated 600 non-appearances at a rate of \$50.00.

<sup>19</sup> Based on a \$25.00 late fee on an estimated 420 late matters.



## POA System vs. Administrative Penalty System (Cost - Benefit Analysis)

### SUMMARY

	<b>Provincial Offences Act System</b>	<b>Administrative Penalties System</b>
Annual Operating Costs	\$834,919	\$977,975
Annual Revenue ( trials, hearings, first attendance, screenings and fees) <sup>20</sup>	\$1,543,921	\$2,930,365
Revenue after costs deducted	<b>\$709,002</b>	<b>\$1,952,390</b>

<sup>20</sup> This figure does NOT include the revenue from tickets paid in full without resolution or dispute.



# Corporate Report

Clerk's Files

Originator's Files PO.01.PAL  
CD.10.238

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**DATE:** May 10, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: May 29, 2013

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

**SUBJECT:** **Park Renaming**  
**Portion of the Etobicoke Valley (P-238)**  
**South Side of Dundas Street East at the Little Etobicoke Creek**  
**(Ward 1)**

General Committee

MAY 29 2013

General Committee

JUN 26 2013

**RECOMMENDATION:** That the following renaming request be considered for the period of 30 days:

- Portion of the Etobicoke Valley (P-238) be renamed and renumbered to "Pallett Green" (P-521).

**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.

The subject report outlines for consideration the renaming and renumbering of a portion of the Etobicoke Valley (P-238), located south of Dundas Street East at the Little Etobicoke Creek and situated in Ward 1(Appendix 1).

**COMMENTS:**

In 1858, family patriarch William Pallett (1789-1862) settled in Sydenham, eventually known as the community of Dixie, where the family initially rented a farm. William's sons, Robert and Thomas, purchased several farms lots in the area between 1862 and 1873, and very quickly became prominent agricultural farmers.

Robert's homestead was located on a 40.5 ha (100 ac.) farm located on the East Half of Lot 4, Concession 1, South of Dundas Street (SDS), and his eldest son, William, owned the adjoining 40.5 ha (100 ac.) farm on the West Half of Lot 4, Concession 1, SDS. Another son, Roy, was known for raising horses and for his musical ability, and also served as a prominent member and choir leader at Bethesda Methodist Church, which the Pallett's helped to construct. Interest in the Dixie farm property later passed through Roy to his son Don (1915-1991).

In 1949, Don was instrumental in the founding of the Dixie Fruit and Vegetable Growers, and also founded Pleasant View Farms on the family property on Lot 4, Concession 1, SDS, which is on the south side of Dundas Street East, east of Dixie Road. The property was bisected by the Little Etobicoke Creek. In 1984, Pleasant View Farms was moved to 1409 Tonolli Road, on the west side of Dixie Road, where it continued in operation by Don's son David Pallett (1942-2013), until it's closing on July 1, 2012. Pleasant View Farms was known as a unique business operation that provided city residents with a taste of country life in the heart of Mississauga.

In addition to owning and operating Pleasant View Farms, David Pallett, a certified agronomist for over 35 years, was a member of the Rotary Club of Mississauga since 1967, a five time Paul Harris (founder of Rotary International) recipient, and a generous contributor to his community. He was a proud athlete with the Dixie Bee Hives and a captain of the University of Guelph Gryphons football and hockey teams.

In addition to the proposed renaming of a portion of the Etobicoke Valley (P-238) to Pallett Green, it is further proposed that a commemorative plaque and bench be installed near the original location of Pleasant View Farms, within the southern boulevard of Dundas Street East adjacent to the Etobicoke Valley (P-238).

Councillor Tovey has been consulted and supports the recommended renaming of the park.

**STRATEGIC PLAN:** The proposed park renaming is in accordance with the "Connect" Strategic Pillar for Change, in that renaming the park in honour of a family with significant history in the City which spans over 150 years, celebrates our community and promotes our past, by taking pride and connecting the community to the history of Mississauga.

**FINANCIAL IMPACT:** Costs associated with the proposed plaque, bench and ceremony will be administered as per the Property and Facility Naming and Dedication Policy, and the Rotary Club of Mississauga has offered to assist in fundraising to offset the costs.

**CONCLUSION:** The recommended renaming and renumbering of a portion of the Etobicoke Valley (P-238) to Pallett Green (P-521) in Ward 1 is in accordance with the City's "Property and Facility Naming and Dedications" corporate policy and should be considered by General Committee for 30 days as per policy.

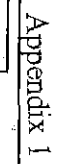
**ATTACHMENT:** Appendix 1: Location Map of Etobicoke Valley (P-238)



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

*Prepared By: Lucia Hlasna, Intern Planner, Park Planning*





# Corporate Report

Clerk's Files

Originator's Files PO.01.MAR  
CD.10.036

General Committee

MAY 29 2013

**DATE:** May 10, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: May 29, 2013

General Committee

JUN 26 2013

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

**SUBJECT:** Renaming of Youth/Senior Room in  
Clarkson Community Centre (P-036)  
2475 Truscott Drive (Ward 2)

**RECOMMENDATION:** That the following naming request be considered for the period of 30 days:

1. That the Youth/Senior room in Clarkson Community Centre, located at 2475 Truscott Drive, be renamed in recognition of **Margaret Marland**; and,
2. That the requirement for the recognition of an individual be posthumous, as outlined in the City's "Property and Facility Naming and Dedications" Corporate Policy 05-02-02, be waived.

**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.

The subject report outlines the naming request for the Youth/Senior room in Clarkson Community Centre, located at 2475 Truscott Drive (Appendix 1).

COMMENTS:

Margaret Marland was born on February 15, 1934 in St. Catherines, and resided in Clarkson/Lorne Park between 1957 and 2008. Between 1974 to 1978, she served on the Peel Board of Education as a school trustee, and also as a municipal councillor in the Region of Peel and City of Mississauga from 1978 to 1985. Margaret Marland was elected to the Legislative Assembly of Ontario in the 1985 provincial election and then successfully re-elected in 1987, 1990, 1995 and 1999, serving as a member until 2003. Among her many important responsibilities, she was named deputy House leader in 1990, Chair of Caucus in 1995 and on October 10, 1997, elevated to Cabinet as Minister without Portfolio with responsibility for Children. Margaret Marland is noted as the first female Member of Provincial Parliament (M.P.P.) elected in Peel and the first female M.P.P. and Cabinet Minister elected in Mississauga (Mississauga South).

In November 1997, Margaret Marland was the first ever Minister for Children appointed in Canada, at either the Federal or Provincial level of Governments. In the same year, she was invited to address the annual meeting of the World Bank in Washington, D.C. at the request of Dr. Fraser Mustard, a University of Toronto professor world renowned for work in early childhood development. She was also a member of the Board of Governors of the Oakville-Trafalgar Hospital and a Governor of Sheridan College.

Mrs. Marland's personal interests include alpine skiing, photography, reading and flying. She holds a private pilot's license and was Canada's first female civilian to fly in the CF101 (Voodoo) jet fighter. She was the first female private pilot to organize courses for the General Aviation Community for Private Pilot License holders around the Province at Ontario's Community Colleges, starting the first one at Sheridan College in 1971/1972.

Councillor Mullin (Ward 2) has been consulted and supports the recommended name.

**STRATEGIC PLAN:** The proposed renaming of the Youth/Senior multipurpose room to be "Margaret Marland" room is in accordance with the "Connect" Strategic Pillar for Change, in that renaming the room in honour of a Citizen with significant history in the City celebrates our community and promotes our past, by taking pride and connecting the new community to the history of Mississauga.

**FINANCIAL IMPACT:** There is no material financial impact associated with this initiative.

**CONCLUSION:** The proposed re-naming of Youth/Senior room in the Clarkson Community Centre (Ward 2) is in accordance with the City's "Property and Facility Naming and Dedications" corporate policy and should be considered by General Committee for 30 days as per policy.

**ATTACHMENT:** Appendix 1: Map of Clarkson Community Centre

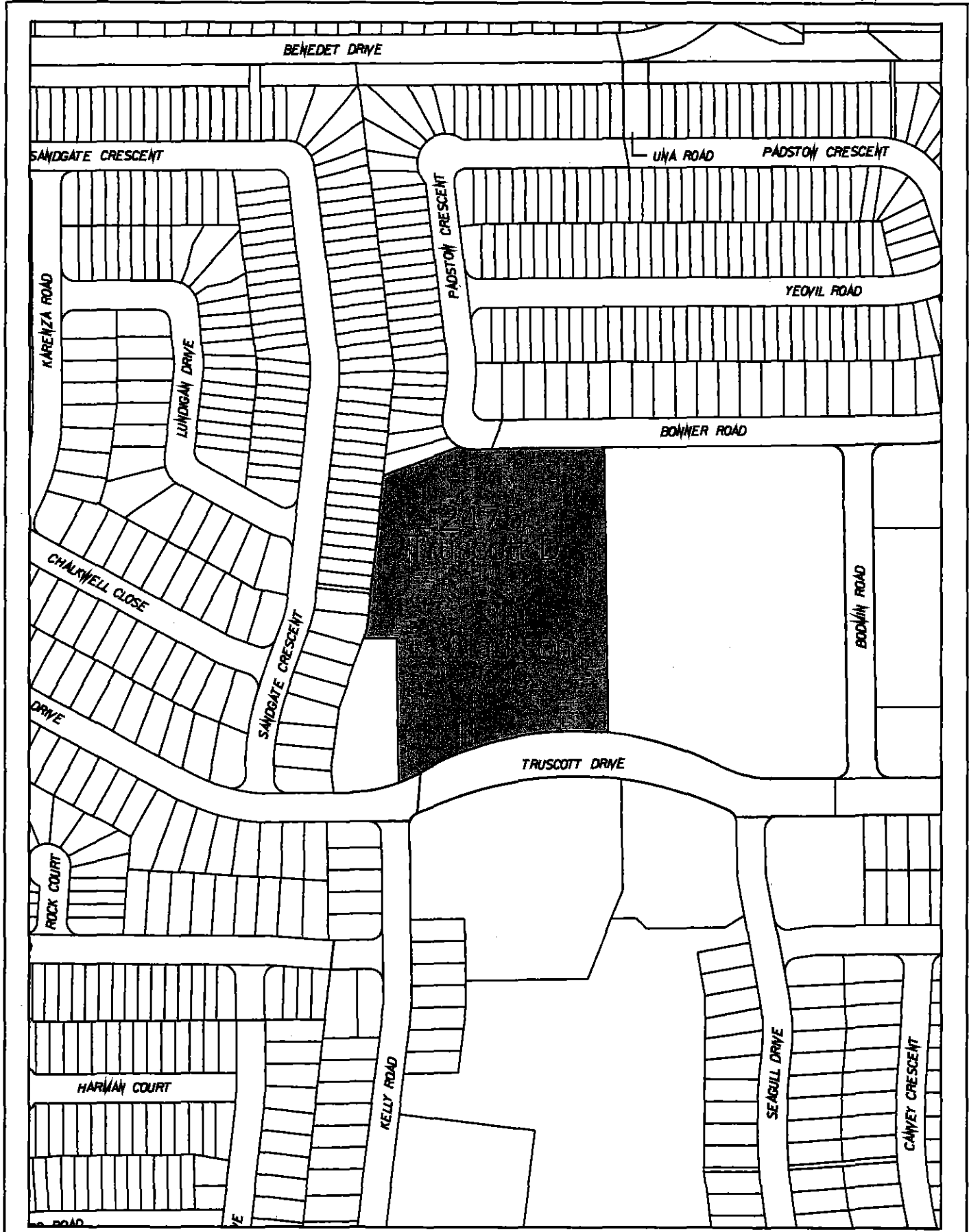


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Paul A. Mitcham, P.Eng., MBA  
Commissioner of Community Services

*Prepared By: Lucia Hlasna, Intern Planner, Park Planning*





Location Map for 2475 Truscott Dr.  
Clarkson C.C.





# Corporate Report

Clerk's Files

Originator's  
Files

General Committee

JUN 26 2013

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**DATE:** June 3, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **Region of Peel Outdoor Smoke Free Spaces By-law -  
Implementation**

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**RECOMMENDATION:** That the Corporate Report dated June 3, 2013 from the Commissioner of Community Services entitled, "Region of Peel Outdoor Smoke Free Spaces By-law – Implementation" be received for information

**BACKGROUND:** On February 14, 2013, the Region of Peel Council enacted By-law 20-2013 – a by-law to prohibit smoking within nine metres of playground areas, outdoor recreational facilities and entrances and exits to municipal buildings (The By-law). On March 6, 2013, Mississauga Council consented to the By-law through Resolution 0037-2013. At that time Council directed staff to report back regarding signage being recommended for the initiative.

**COMMENTS:** This report will outline the approach being taken by the Region of Peel and the municipalities of Brampton, Caledon and Mississauga with regard to signs related to the By-law. In addition an update regarding the implementation of the by-law in the City of Mississauga will be provided.

Region of Peel By-law 20-2013 will come into effect on September 2, 2013. In anticipation of this date, two working groups with representation from Region of Peel, Caledon, Brampton and Mississauga have been established to deal with Communications and Enforcement related to the By-law.

The Communications Working Group is focussing on education of the public and municipal staff, and providing messaging and information related to the by-law. Part of this work will involve the development of signage, decals and other material to inform the public in a consistent way across the Region as to the by-law and its requirements. Other initiatives will involve training of staff involved with the enforcement of the By-law or who are in contact with the public in City facilities and spaces, and development of any public information or media materials.

The Enforcement Working Group will ensure that approaches to enforcement are consistent across the Region and that the appropriate requirements are in place to make the By-law effective. Within the City of Mississauga, enforcement of the By-law will be the responsibility of Corporate Security (who currently enforce the Parks By-law).

Staff estimate that posting of every location in the City of Mississauga where smoking will be prohibited under the By-law would require in excess of 1,000 signs. Implementation of this would be cost prohibitive, and would add to the number of signs in Mississauga's parks.

Staff have been working with a consultant to review the signs in City parks and to develop standards for design and installation. While the study is not yet complete, the consultant has indicated that they feel there are currently too many signs in place across the parks system and that this dilutes the effectiveness of signs, and is undesirable from an aesthetic perspective. Staff also believe that signs are not necessarily required to enforce the by-law effectively. With this in mind the planned approach to signage is as follows:

- The Region of Peel will identify wording for any signs or other material to be posted;
- Staff at City parks and facilities have been asked to identify any “hotspots” for outdoor smoking over the summer months;
- Signs will be posted on a priority basis at any “hotspots” in parks and beyond that, signs will be placed on an as needed basis;
- The plan for City buildings is to use decals or stickers in entrance ways – these are less expensive than signs. All building entrances will be posted

In order to facilitate implementation of the By-law within the City of Mississauga, a staff working group has been established with representation from Parks, Recreation, Libraries, Culture (Mississauga Celebration Square), Communications, Facilities, Human Resources, Enforcement and Corporate Security. This group will be working throughout the summer to ensure plans and procedures are in place, and that staff are appropriately trained and informed in time for the launch of the By-law in September.

At its meeting of June 8<sup>th</sup>, 2011, Council discussed enacting a by-law to prohibit smoking at Mississauga Celebration Square, pending the Peel Region Outdoor Smoking By-law. Legal Services is of the opinion that the By-law will prohibit smoking within nine metres of the Square fountain and the turf area on the South Square. There has also been discussion regarding prohibition of smoking at Scholars' Green. This would require a separate Mississauga by-law since it does not meet the criteria of the Peel Region By-law.

**FINANCIAL IMPACT:** The Region of Peel has budgeted \$150,000 toward communication, and \$25,000 toward signage related to the implementation of the By-law. These funds are intended to cover costs for the Region and the three local municipalities – it is anticipated that this funding would cover the cost of decals and signs for buildings and some park signage. If required, the costs of any signs in Mississauga over and above the Region's budget would be borne by the City. Staff will bring a separate report to General Committee once these costs are known.

**CONCLUSION:**

The implementation of the Region of Peel Outdoor Smoke Free Spaces By-law will include the installation of signs and decals in parks and at the entrances to City buildings, with a focus on priority areas. City staff are also working with the Region of Peel to ensure that appropriate training for City staff, information and education for the public, and processes and procedures are in place to effectively implement the By-law in September of 2013.



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

*Prepared By: Andy Wickens, Manager, Parks*



# Corporate Report

Clerk's Files

Originator's Files MG.23.REP

General Committee

JUN 26 2013

**DATE:** June 10, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **Stormwater Financing Study, Phase 2 (Implementation Project)**  
**Procurement No. FA.49.959.11**

- RECOMMENDATION:**
1. That Contract No. 4500375948 issued to AECOM Canada Ltd. under Procurement No. FA.49.959.11 be increased by an amount up to \$309,494.00 (excluding tax) for consulting services related to Stage 1 of the Stormwater Financing Study, Phase 2 (Implementation Project) and that the contract date be extended until the work is completed.
  2. That an additional provisional amount of \$170,506.00 (excluding tax) be approved for Contract No. 4500375948 issued to AECOM Canada Ltd. under Procurement No. FA.49.959.11 for consulting services related to Stages 2 and 3 of the Stormwater Financing Study, Phase 2 (Implementation Project), to be awarded as appropriate at such time that Council provides final approval to proceed with a stormwater rate.

**REPORT  
HIGHLIGHTS:**

- Staff has initiated the Stormwater Financing Study, Phase 2 (Implementation Project) in response to the direction from Council
- Staff recommends that the existing contract with AECOM Canada Ltd. be increased to accommodate consulting services required for the Stormwater Financing Study, Phase 2 (Implementation Project)

- Staff is working cooperatively with the Region of Peel to develop a customer billing and service model in support of Mississauga's stormwater rate program
- Staff intends to report to Council prior to year end with the details of a recommended implementation plan

**BACKGROUND:**

In February 2012, a consulting team led by AECOM Canada Ltd. was retained by the City to undertake the Stormwater Financing Study, Phase 1. This team was tasked to identify, review and evaluate alternative funding mechanisms to support the City's stormwater management program and to recommend the preferred funding approach.

On December 12, 2012, Council adopted the following recommendations:

- That Council endorse in principle moving from a property tax supported program to a stormwater rate funded program, using a tiered single family unit rate structure, as described in the report dated November 23, 2012 from the Commissioner of Transportation and Works titled *Stormwater Financing Study (Phase 1) – Funding Recommendations*
- That places of religious worship be included in the exempt category with respect to the Stormwater User Fees
- That the preferred method to administer the billing for the Stormwater User Fees is with the Region of Peel water bill
- That staff report back to General Committee with a detailed implementation plan addressing the establishment and administration of a credit system, cost to implement and maintain the stormwater rate based program, billing mechanism and related policy and business process considerations

This report provides a status update on the progress of the City's continuing stormwater financing initiative and also seeks Council approval to increase the existing contract with AECOM Canada Ltd. for consulting services required to support the Stormwater Financing Study, Phase 2 (Implementation Project).

**COMMENTS:**

In early 2013, staff initiated the Stormwater Financing Study, Phase 2 (Implementation Project). This project is comprised of three stages as highlighted below:

- Stage 1 - Develop a detailed plan and cost estimate to implement and maintain the stormwater rate program, including the billing mechanism, a stormwater credit system, a communications inform/educate campaign, and related policy and business process considerations – Stage 1 activities are currently underway
- Stage 2 - Execute the recommended implementation plans and policies in 2014 with the objective of commencing stormwater billing in 2015
- Stage 3 - Commence stormwater billing and conduct post-implementation support as required for the protocols, policies, processes and procedures related to the stormwater rate program

The tasks that are currently being undertaken in order to meet the key deliverables of the project are briefly discussed below.

Billing System

The Region of Peel has initiated a project to implement a new billing system to replace its current legacy billing system, known as “AquaPeel”. One of the Region’s business objectives is to accommodate the offering of new utility billing services, such as stormwater. The City and Region are working together to develop a customer billing and service model in support of Mississauga’s stormwater rate program. Details and cost estimates for the implementation of the recommended customer billing and service model will be brought forward by staff in a Corporate Report to General Committee in December, 2013.

Staff has been advised that Region of Peel staff will be taking a report to Regional Council on July 4, 2013 with an update on the process to replace the Region’s utility billing system. This report includes the provision to acquire and implement a system with the capabilities City staff has requested to support Stormwater Billing. City staff members are part of the Steering Committee at the Region of Peel.



### Parcel and Billing Data Analysis

In anticipation of the inclusion of the stormwater rate on the Region of Peel's water bill, staff is conducting an analysis of the Region's billing account data against the City's parcel (property) data to assess how well they match and to identify cases where:

- A single property has multiple water meters (billing accounts)
- Multiple properties are serviced by one water meter
- A property does not have a water meter (e.g. vacant lots, parking lots)

This exercise will form the basis for Stage 2 of the Implementation Project work to develop the Master Billing File for the City's stormwater accounts.

Staff is also creating the GIS programming routines and standard operating procedures required to perform the quality assurance and quality control checks on the large amount of digital parcel and stormwater rate data that will be created and compiled as part of this project.

### Credit Policy

The Stormwater Financing Study, Phase 1 report recommended that a credit program be developed such that non-residential properties which provide on-site stormwater management measures be eligible for a reduction to their stormwater rate.

To facilitate the development of credit policies, a Credit Policy Stakeholder Group will be formed during Stage 1 of the Implementation Project in order to provide a forum for key stakeholders to be involved early and throughout the decision-making process.

A number of invitees to the Stormwater Financing Stakeholder Group during the Phase 1 study, along with ones who have expressed an interest, have been invited to join the Credit Policy Stakeholder Group where a series of meetings will be held during the summer and fall of 2013. As the policies will focus on the non-residential sector, the invitees consist primarily of representatives from the industrial, commercial and institutional sectors.

In addition to the Credit Policy Stakeholder Group, staff is also soliciting feedback from municipalities across Canada and the United States that have stormwater credit policies and programs in place.

#### Places of Religious Worship

Staff is currently reviewing existing policies related to places of religious worship, such as property taxes and development charges, and will develop the recommended policies and process considerations with respect to stormwater rates to address Council's direction on this matter.

#### Communications Plan

Staff is implementing an inform/educate campaign to help Mississauga residents and businesses gain a broader understanding of the City's stormwater management program.

Staff will develop a communications plan, which will be launched during Stage 2 of the Implementation Project at the appropriate point prior to implementation, to inform the public and businesses about the upcoming funding shift of the City's stormwater program from a property tax supported program to a stormwater rate funded program.

#### Consulting Services

In February of 2012, the firm AECOM Canada Ltd. was retained to provide consulting services on the City's Stormwater Financing Study, Phase 1. The value of Contract No. 4500375948 issued to AECOM Canada Ltd. is \$268,850.00 plus HST.

As part of Stages 1, 2 and 3 of the Implementation Project, consulting services are required related to the development of a credit policy, refinement of the base stormwater charge, classification of parcels, development of residential and non-residential databases, creation of the master billing file, staff training, preparation of bylaws, public engagement, reporting and the development of various policies and procedures.

On June 6, 2013, AECOM submitted a proposal for consulting services related to the Implementation Project in response to a Statement of Work and Request for Proposal dated May 30, 2013

(provided as Appendix 1). This proposal fully meets the terms of the Statement of Work and provides a detailed cost breakdown for the tasks related to Stages 1, 2 and 3 of the project.

As a team, AECOM and its sub consultant CDM Smith have completed numerous stormwater financing studies in Ontario and Alberta in the past five years. CDM Smith has established itself as a leader in the development and implementation of alternative stormwater funding mechanisms, having conducted financing studies for over 170 communities across North America. This team has the demonstrated qualifications, expertise and experience needed to successfully complete the consulting services needed in support of the Implementation Project. Further, there are very few consulting firms in Canada currently undertaking this highly specialized work.

In accordance with Purchasing By-law No. 374-06, for amendments to High Value Acquisition commitments, Council approval is required if the amendment is greater than 20% of the original commitment and greater than \$100,000. As such, this report is seeking approval to increase the original commitment with AECOM by an amount up to \$309,494.00 (excluding tax) for consulting services related to Stage 1 of the Implementation Project, and approval for an additional provisional amount of \$170,506.00 (excluding tax) for consulting services related to Stages 2 and 3 of the project. The provisional items would be awarded as appropriate at such time that Council provides final approval to proceed with a stormwater rate.

In accordance with Purchasing By-law No. 374-06, Schedule 'A', Section 1(b)(iv), the solicitation of competitive bids would not be economical to the City. By continuing with AECOM, the City would realize a cost savings of approximately \$75,000, as a new consultant would need to expend a significant amount of time and effort to reach the same level of familiarity, understanding and accountability of the vast quantities of data used, technical analyses completed and stakeholder concerns raised in the Phase 1 study that will need to be built upon in Stages 1 and 2 of the Implementation Project. This includes due diligence to re-analyze the GIS parcel analysis and statistical sampling information completed in Phase 1, and a thorough review of the structure, quality, extent and format of the data that was drawn from the City, MPAC and the Region of Peel for this initiative. Further, a new consultant would lack the thorough understanding of the issues and concerns raised by the various stakeholder groups

during the Phase 1 study needed to deliver a focussed discussion and evaluation on credit policies, impacts to rate revenue and the stormwater base charge.

**STRATEGIC PLAN:** The undertaking of the Stormwater Financing Study, Phase 2 (Implementation Project) falls under the Living Green Strategic Pillar and all of its strategic goals to *Lead and Encourage Environmentally Responsible Approaches, Conserve, Enhance and Connect Natural Environments and Promote a Green Culture.*

**FINANCIAL IMPACT:** There is a net impact to City costs of an amount up to \$309,494.00 (excluding tax) for the consulting services related to the Stormwater Financing Study, Phase 2 (Implementation Project), plus an additional net impact of \$170,506.00 (excluding tax) to be utilized for provisional consulting services if required. Funding for the Implementation Project is provided for in Capital Account PN 12-129, "Stormwater Financing Study-Phase 2." A sufficient balance remains for this procurement.

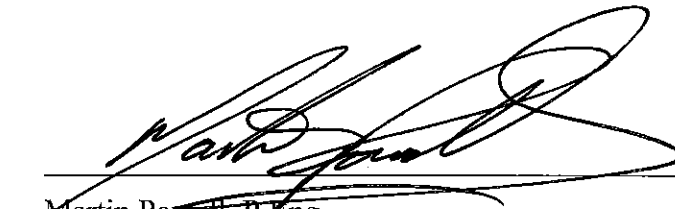
**CONCLUSION:** Additional consulting services are required to undertake the Stormwater Financing Study, Phase 2 (Implementation Project) and that AECOM Canada Ltd. and its consulting team is best suited to undertake this assignment as they have the demonstrated qualifications, expertise and experience needed to successfully complete the project.

A report will be brought forth to General Committee for consideration in late 2013 detailing the findings and recommendations of Stage 1 of the Implementation Project.

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**ATTACHMENTS:**

Appendix 1: Request for Proposal for Consulting Services for  
Stormwater Implementation Project, dated May 30,  
2013, from the City of Mississauga



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

*Prepared By: Jeremy Blair, P.Eng.  
Storm Drainage Programming Engineer*

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## Appendix 1

### Corporate Services Department

City of Mississauga  
300 City Centre Drive  
MISSISSAUGA ON L5B 3C1



Leading today for tomorrow

[www.mississauga.ca](http://www.mississauga.ca)

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Date: May 30, 2013

Attn: Michael A. Gregory

VIA Email: [mike.gregory@aecom.com](mailto:mike.gregory@aecom.com)

Dear Mr. Gregory;

**Request for Proposal for: Consulting for Stormwater Implementation Project  
Procurement Number: (FA.49.959-11)**

The City of Mississauga currently requires a Contract for the provision of additional work to support the Stormwater Implementation Project.

Municipalities are facing several challenges at this time due to significant cost pressures, increasing demand for goods and services and improved goods delivery, and environmental, political, and social challenges. We know from experience that calling public tenders for the provision of goods and services consistently elicits best value for the City while ensuring that all vendors are treated fairly. It also enables the City to comply fully with applicable legislation and by-laws.

However, in view of the work conducted by your company and the ongoing, long-term relationship created between the City and AECOM, we believe there is an opportunity to leverage our shared experiences to our mutual benefit. This opportunity is based on NOT going to the market, and instead, inviting only your firm to submit an offer for the requirements detailed in the attached Statement of Work.

If, as a result of conducting this process, we can identify that more value will be obtained by contracting directly with your company rather than tendering, then we will prepare an appropriate report seeking Council approval to award the contract. If not, then we may be required to proceed with a public solicitation process.

Our request is for your firm to prepare and submit a response to this Request for Proposal. The requirements for this project are described in the Statement of Work. We would like to receive your response by the close of business on June 6, 2013, 4:00 p.m. Please submit your response to my attention.

Please contact me if you have any questions regarding this process. Otherwise, we will very much look forward to receiving an interesting offer from your company by the time and date shown above.

Sincerely,

Lydia Kowalyk  
Senior Buyer  
Phone: 905-615-3200 ext.5234  
Email: [lydia.kowalyk@mississauga.ca](mailto:lydia.kowalyk@mississauga.ca)

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**The Corporation of the City of Mississauga  
Bidder Response Package for Procurement No. FA.49.959-11  
Consulting Services for Stormwater Financing Study**

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Please submit the following:

- Signed Form of Offer
- Response to the Statement of Work, signed by an authorized signing officer
- Detailed price matrix, including personnel, hourly rates, disbursements (excluding HST)

**Additional Information:**

The form of agreement for the Terms and Conditions will be based on the Professional Services Agreement dated: February 1, 2012 and will be amended to incorporate changes.

**Price Schedule**

Please provide a detailed price matrix identifying specific tasks, time and personnel and hourly rates indicating unit prices that will be reflected on invoices.

All elements are to be sub-totalled, have the appropriate taxes applied and identified as the Total Project Cost.

**STANDARD INSURANCE AND INDEMNIFICATION**

The successful respondent shall at its sole cost and expense obtain and maintain in full force and effect at all times throughout the term or extended term(s) of the contract, insurance satisfactory to the City with financially sound and reputable insurance companies licensed to underwrite insurance in the Province of Ontario. The successful respondent shall be responsible for payment of all amounts within the deductible or self-insured retention under each policy of insurance. All insurance policies required pursuant to this clause shall be primary and shall not call into contribution any insurance available to the City.

The insurance shall include but not be limited to:

- (a) Commercial general liability insurance in the amount not less than Two Million (\$2,000,000) per occurrence that protects the respondent's from all claims, demands actions, causes of action that may be taken or made against the respondent's, its employees or agents, for any loss of or damage to property, and personal injury, including bodily injury or death, that may arise with respect to the respondent's performance of work or any acts or omissions relating to its obligations as set out in this agreement. This policy must include:
  - i) non-owned automobile liability, contractual liability, owners' and contractors' protective liability, broad form property damage, products and completed operations, employee's as additional insured's, contingent employers liability, cross liability and severability of interest clauses.
  - ii) The City of Mississauga must be added as an additional insured, but only with respect to liability arising out of the operations of the Insured and their performance of the work as outlined in a contract issued by City of Mississauga.
  - iii) a waiver of subrogation rights which the insurers may have against the

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**The Corporation of the City of Mississauga  
Bidder Response Package for Procurement No. FA.49.959-11  
Consulting Services for Stormwater Financing Study**

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City and against those for whom it is in law responsible.

- (b) Automobile liability insurance with limits of not less than One Million (\$1,000,000) dollars per occurrence, and must include Legal Liability for Damage to Non-owned automobiles coverage and/or Cargo Insurance. The policy must provide coverage for bodily injury or property damage arising out of the ownership, use or operation of all owned and/leased automobiles.
- (c) Professional Liability, Errors and Omissions Insurance of not less than Two Million dollars (\$2,000,000).
- (d) The Successful Respondent shall provide the City's Contract Manager with current copies of the Certificate of "good Standing" from the Workplace Safety and Insurance Board each time they are updated.

The policies shown above will not be cancelled, lapsed or materially changed in anyway that would reduce coverage unless the insurer notifies the City in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The City reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the City may reasonable require.

Evidence of the required Insurance Policies must be provided on a City of Mississauga Standard Certificate of Insurance signed by the insurer or an authorized agent of the insurer must be delivered to the City prior to the commencement of work. Without notice or request by the City, original signed Certificates evidencing renewals or replacements will be delivered to the City prior to the expiration date of the original policies. ***Standard City of Mississauga Certificate of Insurance Forms can be located at [www.biddingo.com/mississauga](http://www.biddingo.com/mississauga).***

The successful respondent shall meet all requirements of any compensation act, plan or legislative enactment applicable in connection with the death, disability or injury of the respondent's officers, or employees arising directly or indirectly out of the performance of the Services herein undertaken, and will be required to provide satisfactory proof of continued good standing with the Workplace Safety and Insurance Board including compliance certificates.

The successful respondent shall not commence work until such time as any required bond has been approved by the City and satisfactory evidence of insurance has been filed with and approved by the Risk Management Division of the City of Mississauga. The successful bidder shall further provide that evidence of continuance of said insurance is filed at each policy renewal date for the duration of this contract.

The City reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the City may reasonably require. Failure to procure and maintain said insurance shall constitute a default under this agreement or contract.

The successful respondent shall indemnify and hold the City harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the respondent, its agents, officers, employees or other persons for whom the respondent is legally responsible.



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**The Corporation of the City of Mississauga  
Bidder Response Package for Procurement No. FA.49.959-11  
Consulting Services for Stormwater Financing Study**

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**List of Appendices:**

- Form of Offer
- Statement of Work
- Certificate of Professional Liability Insurance Form
- Certificate of General Liability Insurance Form
- Reference Form



Requested Submission Date: June 6, 2013  
4:00 P.M., Local Time

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**The Corporation of the City of Mississauga  
Bidder Response Package for Procurement No. FA.49.959-11  
Consulting Services for Stormwater Financing Study**

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**STATEMENT OF WORK**

The City of Mississauga (the "City") is seeking a bid from AECOM Canada Ltd. for consulting services to assist City staff with undertaking tasks in support of the City's Stormwater Financing Implementation Project. The purpose of this project is to establish dedicated funding for the City's stormwater management capital and operating programs through stormwater fees and charges. It is anticipated that these tasks will include, but not be limited to, the development of a credit policy, refinement of the base stormwater charge, classification of parcels, development of residential and non-residential database(s), creation of the master billing file, maintenance of the billing file, staff training, preparation of bylaws, public engagement, reporting and help the City in development of various policies and procedures.

The work is expected to commence on or about July, 2013 and to be completed approximately June, 2015. For more information including relevant policies, see:  
[www.mississauga.ca/portal/business/tendersandbids](http://www.mississauga.ca/portal/business/tendersandbids).

In summary, the main deliverables for this project are as follows:

- **Stage 1, Planning:** The first stage of this project is to deliver a detailed plan to implement a stormwater rate with a tiered single family unit (SFU) rate structure, as well as policies for credit and incentive opportunities for property owners to reduce runoff and pollutant discharge into the municipal system. These detailed plans and policies will be brought forth to City Council for approval in a Corporate Report in December, 2013.
- **Stage 2, Execution:** If approved by Council, the implementation plans and policies will be executed in 2014, with the objective of commencing stormwater billing in 2015.
- **Stage 3, Launch:** Commence billing.

In order for the project to proceed from Stage 1 to Stage 2, approval from City Council will be required. As such, all consulting tasks to be completed during Stages 2 and 3 of the project shall be considered provisional.

The City is currently working with the Region of Peel to develop a service agreement for billings, collections, customer service and related stormwater billing and revenue collection needs.

The consultant's proposal shall include, but not be limited to, discussions on the expected scope, level of effort, timeframe, fees and disbursements to complete the following project components:

**Stage 1 – Planning**

**Task 1: Develop Stormwater Credit and Incentive Policies**

The Stormwater Financing Study report, prepared by AECOM, dated April 2013, recommended that a credit policy be developed such that non-residential properties which provide on-site

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stormwater management measures be eligible for a reduction to their stormwater charge on the premise that these measures would yield a cost savings to the City's Stormwater Program, and that the loss of revenue from providing such credits be recovered through the stormwater rate. For residential properties, it was recommended that an incentive program be explored, instead of a credit policy, in which one-time subsidies against the capital cost of implementing stormwater control measures, such as rain barrels, would be made available.

Change Order No. 1 to the existing contract with AECOM Canada Ltd. (PO #4500375948) includes: consulting services to assist in developing the framework for the credit policy, including preparation time and attendance at three (3) Credit Policy Stakeholder Group meetings. Additional consulting services related to the development of credit and incentive policies will also be required; namely:

- Prepare and provide printed and digital materials as required, such as presentations and hand-outs, attend and facilitate five (5) additional meetings, including individual and/or group meetings with members of the Credit Policy Stakeholder Group, as well as meetings with representatives from the Cities of Kitchener and Waterloo. Minutes will be prepared by City staff. The City would be responsible for arranging the venue, advertisements and any associated costs. The consultant shall provide a unit fee for additional meetings, should they be required.
- Provide examples and templates of stormwater credit programs from other municipalities in Canada and the U.S. relevant to the development of Mississauga's credit policy.
- Prepare a technical memo that includes suggested policy and procedures for credits as well as stormwater charge adjustments, customer appeals, and an error reconciliation process.

## **Task 2: Refine Base Charge**

The preliminary stormwater rate structure and base charge recommended in the April 2013 study must be refined based on new information related to rate administration costs, the total billing units for non-residential properties, billing unit adjustments due to fee-exempt properties, and revenue reductions due to credits and grants. The consultant will assist City staff with refining the recommended financing mechanism along with the corresponding rate structure and billing system to allocate, in a fair and equitable manner, the costs of operating and maintaining the City's stormwater management system. This task will include the following items:

- **Rate administration costs:** Change Order No. 1 to the existing contract with AECOM Canada Ltd. (PO #4500375948) includes consulting services to provide assistance in refining billing/collection cost estimates (including customer service). No additional consulting services are anticipated for this item.
- **Total billing units for non-residential properties:** The total number of non-residential billing units in the City needs to be determined by parcel.

- **Billing unit adjustments due to fee-exempt properties:** All of parcels deemed to be exempt from stormwater fees are to be identified with their pertinent data compiled in a digital table for future use. The corresponding billing units will be removed from the base charge calculation.
- **Revenue reductions due to credits and grants as directed by Council:** Reductions in revenue resulting from approved credits will affect the base charge calculation. The overall reduction assumed in the Phase 1 study is to be refined pending the outcome of Task 1 above. Although grants (i.e., rate subsidies) would not affect the base charge, an estimate of the total annual grant amount will need to be determined to support Council's decision on the eligibility requirements for subsidized properties.

### **Task 3: Classify Parcels**

The consultant's work plan shall ensure that all parties are using a common data set with the most up-to-date and accurate parcel, aerial photography, and utility billing information. This data set will be compiled by the City and provided to the consultant. The consultant shall then categorize all existing properties (approximately 207,000 parcels) into one of five classifications: Residential, Non-Residential, Mixed Use, Undeveloped and Newly Developed (e.g. since the date of the best available aerial imagery). The consultant shall describe how existing databases, such as the MPAC data, can be utilized to the extent possible to facilitate this task. It is also expected that the consultant will work with City staff to resolve any data discrepancies related to parcel classifications, including the potential use of City resources to undertake GIS and/or field verification efforts. A contingency for field verification efforts by consulting staff to resolve data discrepancies shall also be provided.

### **Task 4: Develop Residential Fee Database**

Impervious areas for the various residential property types were measured and rate categories were classified, based on sample data, as part of the Phase 1 study. For existing single-family detached homes, there are approximately 94,000 parcels that the consultant shall classify into three tiers (Small, Medium, and Large), based on existing City planimetric data (i.e., building footprint) using the correlation to impervious area as established during the Phase 1 study. Adjustments to the tier breakpoint values may be required so that the respective tiers result in a proportion of 10% (Small), 80% (Medium) and 10% (Large). The consultant shall undertake additional impervious measurements, to the satisfaction of City staff, around both tier breakpoints to confirm the correct tier assignments for properties as well as to improve the correlation factor between building footprint and total impervious area.

For multi-unit/multi-family residential properties, the April 2013 study identified 12 rate categories, each with a characteristic SFU factor. All units within a building would pay the same charge for that multi-family category. Further categories may be defined as necessary (e.g., low-versus high-rise buildings to reflect the disparity in imperviousness between sprawling versus dense development). In such cases, the basis of charge would be the multi-family category and the number of dwelling units.

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The consultant shall develop the single-family tier assignments and perform any additional impervious measurements, and confirm the correct tier assignments. The consultant shall also develop the multi-family rate categories as well as verify the SFU factors and dwelling unit counts for each multi-unit/multi-family parcel. The corresponding data shall form part of an approved City database, submitted for City review and approval. The consultant shall work with City staff to ensure the data is structured /recorded for ease of import into City databases and that the data is delivered at regular and agreed upon intervals in groupings as requested by city (such as, by Z-Area, political Ward, etc.)

#### **Task 5: Develop Non-Residential Fee Database**

For parcels classified as Non-Residential or Mixed Use, the basis for charge will be the total amount of impervious area on the property. The corresponding number of billing units will then be calculated based on the average SFU size (267 m<sup>2</sup>) identified in the February 2013 study. The total non-residential impervious area was estimated in that study, such that individual measurements were not made for each of the 10,000-12,000 developed non-residential properties in Mississauga. During the Phase 1 study, the impervious area for 1,670 tax-exempt properties was measured. As a result, it is anticipated that the impervious area needs to be measured by the consultant for approximately 10,000-11,000 non-residential properties.

Mixed Use parcels for the purposes of the stormwater rate implementation are described as a parcel with both residential and non-residential uses occurring on the same parcel. For budgeting purposes, the consultant can assume that 500 Mixed Use parcels exist in Mississauga. The consultant shall provide a recommendation for the rationale and methodology for calculating the stormwater fees for Mixed Use parcels (considerations may include: the type of residential use, the number of dwelling units and the impervious area footprint for the non-residential portion of the site).

The consultant shall perform the impervious area measurements and calculations in a manner that will integrate with the City's existing impervious area GIS data layer yet will allow for impervious area calculations on a parcel by parcel basis.

The corresponding data shall form part of an approved City database, submitted for City review and approval. The consultant shall work with City staff to ensure the data is structured /recorded for ease of import into City databases and that the data is delivered at regular and agreed upon intervals in groupings as requested by city (such as, by Z-Area, political Ward, etc.) The data shall also include the corresponding GIS-based non-residential impervious area layer.

### **Stage 2 – Execution**

#### **Task 6: Create Master Billing File**

The City of Mississauga is currently working with Region of Peel staff to include the new stormwater fee and billing service requirements as part of the Region's project to replace their present utility billing system. To support the development of the master billing file, City staff will undertake the exercise of associating the parcel-based data with the utility billing accounts, as described later on in "Other Technical Considerations".

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After the association of parcels and utility accounts has been completed and the matching has been reconciled, the appropriate billing information will be exported into a single file, referred to as the Master Billing File. The actual composition of this file may be dictated by the requirements of the billing service provider. The consultant will assist the City with the completion of the service address matching process undertaken by the City, if required. For this provisional item, it can be assumed that 10,000 water/sewer account service addresses will need to be associated with the site address of the stormwater billing account (i.e., approximately 5% of the estimated accounts). It is also assumed that there will be 1,500 stormwater-only accounts that will need to be created.

The consultant will then create the master billing file, incorporating the appropriate residential and non-residential stormwater billing information from Tasks 4 and 5, above.

During the execution phase of this project, the City intends to deliver preliminary notification of estimated stormwater fees along with the impervious area measurement to selected non-residential and multi-residential property owners for the purpose of testing and refining the master billing process and associated business rules, correcting errors and making account adjustments before initial billing, and ultimately reducing the number of customer queries and complaints during the initial billing phase. The consultant will assist the City in the preparing advance billing notifications by providing the appropriate charge information for selected properties.

#### **Task 7: Database Management and File Maintenance**

The ongoing maintenance of stormwater billing is envisioned as a City task. The consultant will provide guidance and support to assist the City in managing the maintenance database(s) and billing file. The consultant will prepare a technical memo that includes suggested policies and procedures to maintain the stormwater billing data file.

The consultant will prepare training materials, such as presentations and handouts, based on best practices and in close consultation with City staff, with the goal being that City staff may conduct internal training sessions and support the solutions and processes in-house.

#### **Task 8: Prepare Funding Bylaw**

Prior to the initiation of billing, City staff will need to prepare new stormwater funding bylaw(s) and amend existing bylaws which are found to be impacted by the implementation of a stormwater rate. These new and amended bylaws must be brought forward to and adopted by Council. The consultant will allow for a contingency to provide technical support and assistance to City, as required, for the development/amendment of the stormwater funding and related bylaws. The contingency shall include attendance by key members of the consulting team at the appropriate Council meeting to assist with addressing the questions related to the bylaw.

#### **Task 9: Assist Public Engagement Process**

The public information and education program task is a critical component for implementation of the stormwater rate and should be viewed in a broad sense to include City staff, elected officials and the general public. While the City will perform much of this effort, the consultant will provide input, including examples of news articles, notices, brochures, public service

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announcements, video productions, and fact sheets that have been used by other municipalities during implementation. The consultant is asked to provide a provisional item to assist the City in developing similar materials if desired.

The consultant will assist the City in conducting public information presentations to City staff, elected officials, and/or general public interest groups to address concerns and answer questions. For budgeting purposes, it is assumed that two (2) Public Information Meetings will be required as part of the public engagement process. It is also expected that the meeting format will be similar to that used in the Phase 1 study (i.e., poster board stations displaying key information and a formal presentation followed by a facilitated question and answer session). The consultant will supply the technical content for meeting announcements as well as the presentation materials, while the City will be responsible for advertising and securing the venue and for recording meeting minutes. Key consulting staff are to be on hand during the meetings to address questions and facilitate the sessions.

The consultant is asked to provide provisional fees (per meeting) for additional public information meetings if required, includes time and expenses for meeting preparation, printed materials, attendance and facilitation by the consultant project manager with team support as needed.

### **Stage 3 – Launch**

#### **Task 10: On-call Technical Support**

As a provisional item, the consultant is asked to include the proposed fee to provide on-call technical support to City staff tasked with answering questions from citizens about the stormwater fee for a period of up to 3 months from the initial billing date.

### **All Stages**

#### **Task 11: Project Management and Reporting**

City staff has been directed to prepare an Implementation Plan and report to back to Council in 2013 (the conclusion of Stage 1). It is noted that Change Order No. 1 to the existing contract with the consultant includes consulting services to provide assistance in preparing the report to Council. As part of this effort, the consultant will prepare a draft report documenting the work products and deliverables from each task noted above, as well as a Credit Policy and Procedures document as an appendix (see Task 1).

Throughout the project, the consultant will regularly monitor and communicate to the City's Project Lead the consulting team's schedule, fees/expenditures and progress on its deliverables will be monitored and communicated to the City. For budgeting purposes, it is estimated that fifteen (15) progress meetings with the City's core working team will take place, on an approximately monthly basis, to discuss the status of the project, present interim findings, and to provide direction to the consultant. All progress meetings budgeted for Stages 2 and 3 of the project shall be considered provisional at this time.

It is expected that each meeting will be attended by the consultant project manager, along with other team members as required by phone or in person, as appropriate. The consultant shall



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prepare and submit to the City's Project Lead status reports along with draft monthly invoices, subject to approval, which include:

- A synopsis of work activities and deliverables from the previous month;
- Activities, deliverables, and other project milestones anticipated in the next month, as directed by the City team;
- Any project issues and concerns to be resolved;
- Suggested resolution to these issues and concerns; and
- Any other supporting information requested by the City.

The consultant will prepare a draft report, including an executive summary, documenting the work products and deliverables as part of this project. City review comments will be incorporated in the final report submittal. The final report will be delivered in PDF format and include ten (10) printed copies. A unit rate will be provided for additional printed copies. Presentations are anticipated to be required by the consultant on study findings to senior staff and elected officials throughout the course of the project (e.g., Steering Committee, Leadership Team, Council). For budgeting purposes, it is estimated that five (5) presentations by the consultant project manager, with team support as needed, will be required. The consultant is also asked to provide a provisional unit rate for additional presentations, should they be required.

#### **Task 12: Project Schedule**

The consultant will provide a proposed schedule for the project. The anticipated start date of the project is July 2013 and is to be completed by the end of July 2015. The proposal shall include the anticipated start and completion dates for each task, all meeting dates and a list of deliverables (including status reports) with submission dates to the City. The consultant is to ensure that the project remains on schedule and on budget.

#### **Other Technical Considerations**

1. The consultant shall use only City-approved data.
2. The consultant shall provide the City with an export of a file containing the sample of properties that have been digitized. This sample should be inclusive of all attributes' names with a metadata dictionary or description document to allow City staff to become familiarized with the expected final delivery file structure.
3. The consultant shall submit data exports zone by zone, based on the City's Z-Area mapping system.
4. It is expected that a number of technical issues will need to be communicated on between the consultant and City staff during the shape creation stage, including:
  - a. The use of City resources (such as for MAX/TAX/MPAC/Zoning/Landuse data) in researching odd parcels to minimise the number of field visits needed to resolve data discrepancies.

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- b. The City expects to have new aerial imagery of the entire City extents available in July 2013 and will continually update the vector bases; as such, new CAD files will be available for some Z-Areas.
5. Work that the City will perform, in relation to the individual parcels, includes but is not limited to the following:
- a. Create and provide to the consultant a database of City Parcels with various Identifiers where there is a 1:1 match with Region of Peel water meter records (would include Peel Key ID's). Attributes to denote those properties that are residential, non-residential and non-assessable will be used.
  - b. Create and provide to the consultant a database of all properties with multiple meters, and include all Peel Meter IDs for a single parcel.
  - c. Create and provide to the consultant a database of all properties without meters, but with impervious areas.
  - d. Create and provide to the consultant a database of all properties without meters and without impervious areas.
  - e. The City will work with the Region to ensure a full correlation is in place for all records where Peel has water meters installed and will use the same database to decide how or if Peel wants to be on notice for those parcels. It would be possible for these properties to be considered an optional class that is appended to the master file before water billing – but this would need more detailed discussions between a larger number of project partners.
6. The consultant shall propose a cut-off date to the satisfaction of the City for the supply of updated base mapping information and shall track all changes made between that date and the transfer of data management responsibility to the City. A process shall be defined to the satisfaction of City staff, prior to the initiation of any work, on how to flag properties that change during the course of the project and how data will be maintained prior to the initiation of billing.

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**Certificate of Insurance**  
**Standard Liability**



Finance Division  
Risk Management  
300 City Centre Drive  
Mississauga, ON L5B 3C1

**THIS IS TO CERTIFY THAT THE INSURED NAMED BELOW IS INSURED AS DESCRIBED**

To be completed and signed by an Authorized Broker or Insurance Company

- Proof of insurance will be accepted on this form only (with no amendments)
- Insurance Company must be licensed to operate in Canada
- Completed Certificates must be signed and forwarded to one of the departments provided in #5 of the Provisions section below
- Any enquiries regarding the completion of this form can be addressed to risk.management@mississauga.ca

<b>Insured Information</b>					
Named Insured					
Address of Insured:					
City of Mississauga Contract/File/Tender/Permit No.		Location & Description of Work/Activity to which this Certificate applies ALL OPERATIONS OF THE NAMED INSURED WITH RESPECT TO:			
<b>Type of Insurance</b>	<b>Policy No.</b>	<b>Effective Date</b>	<b>Expiry Date</b>	<b>Limit of Liability "Per Occurrence"</b>	<b>Deductible</b>
Commercial General Liability					
Property Damage    yes <input type="checkbox"/> no <input type="checkbox"/>					
Bodily Injury        yes <input type="checkbox"/> no <input type="checkbox"/>					
Non-Owned Automobile    yes <input type="checkbox"/> no <input type="checkbox"/>					
Tenants Legal Liability    yes <input type="checkbox"/> no <input type="checkbox"/>					
Motor Vehicle Liability For all owned, operated or leased vehicles					
Umbrella or Excess Liability					
Other					

**Provisions of amendments or endorsements of listed Policy(ies)**

1. Commercial General Liability Policy is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest Clause.
2. It is understood and agreed that THE CORPORATION OF THE CITY OF MISSISSAUGA is added as an Additional Insured to the above listed General Liability Policies with respect to liability arising out of the operations at the above mentioned project.
3. The following are also added as Additional Insureds:
4. It is agreed and understood that all claims arising out of the operations of the above mentioned project which fall within the deductible or self-insured retention (SIR) limit are the sole responsibility of the Named Insured.
5. If the insurance provided under the said policy(ies) is canceled during the period of coverage stated in this Certificate, the Insuring Company will give thirty (30) days prior written notice of such a cancellation or change to:

Mailing Address: The City of Mississauga

Attention

Email Address

6. The General Liability Policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one insured.

<b>Certification</b>	
I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with Item 5 above.	
<b>Insurance Broker</b> Name Address  Phone Authorized Official - Signature and Stamp	<b>Insurance Company</b> Name Address  Phone Date

Form 2250 - (Rev. 2/01/2005)

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The Corporation of the City of Mississauga  
 Bidder Response Package for Procurement No. FA.49.959-11  
 Consulting Services for Stormwater Financing Study

**Certificate of Insurance**  
**Professional Liability**



Finance Division  
 Risk Management  
 300 City Centre Drive  
 Mississauga, ON L5B 3C1

**THIS IS TO CERTIFY THAT THE INSURED NAMED BELOW IS INSURED AS DESCRIBED**

To be completed and signed by an Authorized Broker or Insurance Company

- Proof of insurance will be accepted on this form only (with no amendments)
- Insurance Company must be licensed to operate in Canada
- Completed Certificates must be signed and forwarded to one of the departments provided in #5 of the Provisions section below
- Any enquiries regarding the completion of this form can be addressed to risk.management@mississauga.ca

Insured Information	
Named Insured	
Address of Insured:	
City of Mississauga Contract/File/Tender/RFP No.	Location & Description of Work/Activity to which this Certificate applies <i>ALL OPERATIONS OF THE NAMED INSURED WITH RESPECT TO:</i>

Type of Insurance	Policy No.	Effective Date	Expiry Date	Limits of Liability	Deductible
Professional Liability Claims Made yes <input type="checkbox"/> no <input type="checkbox"/>  Full limit of coverage available on today's date? yes <input type="checkbox"/> no <input type="checkbox"/>				Each Claim:  Each Project:  Aggregate:	

**Provisions of amendments or endorsements of listed Policy**

If the insurance provided under the said policy(ies) is canceled during the period of coverage stated in this Certificate, the Insuring Company will give thirty (30) days prior written notice by registered mail of such a cancellation or change to:

Mailing Address: The City of Mississauga

Attention:

Email Address:

**Certification**

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the Insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing.

<b>Insurance Broker</b> Name Address  Phone	<b>Insurance Company</b> Name Address  Phone
Authorized Official - Signature and Stamp	Date



# Corporate Report

Clerk's Files

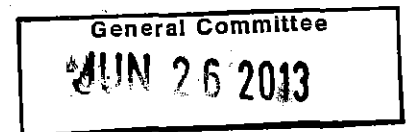
Originator's  
Files

MG.23.REP

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**DATE:** June 13, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013



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

**SUBJECT:** **Proposed Municipal Walkway and Multi-use Trail  
Forest Fire Lane to the Cawthra Transitway Station (Ward 3)**

**RECOMMENDATION:** That the Transportation and Works Department pursue the construction of a concrete walkway traversing property currently owned by Enersource Hydro Mississauga connecting Forest Fire Lane with Cawthra Road south of Eastgate Parkway and an asphalt multi-use trail (MUT) along the east boulevard of Cawthra Road northerly from the concrete walkway to Eastgate Parkway, currently owned by the Ministry of Transportation of Ontario (MTO), and along the south boulevard of Eastgate Parkway to connect to the Cawthra Transitway station, and that funding be considered as part of the 2014 Capital Budget.

**REPORT  
HIGHLIGHTS:**

- Construction of the first segment of the Transitway is well underway. In support of the Transitway, the City is endeavouring to ensure functional connections to communities surrounding the Transitway stations.
- A potential municipal walkway and multi-use trail (MUT) from Forest Fire Lane to Cawthra Station has been identified and would

serve as an integral pedestrian link between the adjacent neighbourhood and the Cawthra Station.

- Two hundred and seven (207) households received a hand-delivered information package outlining a proposal for the walkway and MUT, along with advance notification of a Public Information Centre (PIC) held on April 16, 2013.
- Additionally, 207 questionnaires with self-addressed return envelopes were hand-delivered to the same area households asking for feedback about the proposed walkway connection and MUT (yes or no).
- Eighty-one (81) questionnaires were returned by the May 10, 2013 deadline date with 74% of the households in support and 26% of the households not in favour of the proposed walkway and MUT.
- The minimum requirement of 66% of the responses received has been surpassed in favour of the proposed walkway connection and MUT.
- A followup letter was hand-delivered during the week of May 27, 2013 to the 207 households advising them of the results of the questionnaire, that recommendations would be brought forward to General Committee on June 26, 2013, and to notify them of an Information Session scheduled on the evening of June 12, 2013 to address concerns raised in the returned questionnaires.
- An Information Session was held with residents on June 12, 2013. City staff, along with two representatives from the Peel Regional Police were in attendance to listen to and discuss resident concerns.

**BACKGROUND:**

The Transportation and Works Department of the City of Mississauga is well underway with the construction of the Transitway along the Highway 403 and Eastgate Parkway corridors, between Mississauga City Centre and Dixie Road.

In support of the Transitway, the City is endeavoring to ensure supportive connections to surrounding communities. As part of this exercise, a potential connection to the community south and east of the Cawthra Road/Eastgate Parkway intersection has been identified in the vicinity of Cawthra Station.

The Transportation and Works Department recognizes that a municipal walkway and multi-use trail (MUT) from Forest Fire Lane to Cawthra Station would serve as an integral pedestrian link between the adjacent neighbourhood and the Transitway (Appendix 1).

**COMMENTS:**

An information package was hand-delivered to 207 residences in the neighboring community outlining a proposal for both a walkway and multi-use trail (MUT) connecting Forest Fire Lane to Cawthra Station. This information package included an invitation to a Public Information Centre (PIC) to review the proposal. The PIC was held on Tuesday, April 16, 2013, at the Tomken Twin Arena and was well attended by local residents.

Subsequent to the PIC, a questionnaire was then circulated to the 207 homes in the community asking the property owners for their comments regarding the proposed walkway and MUT, and to confirm whether or not they supported the proposal (yes or no).

Of the 207 questionnaires that were hand-delivered, 81 or 39% were returned. Of the returned questionnaires 74% of the households support the proposal and 26% of the households are opposed. The generally accepted minimum requirement is 66%. Based on the result, the minimum requirement has been surpassed and 74% of the households are in favour of the proposed walkway and MUT.

Of the returned questionnaires which were not in support of the proposal, residents cited concerns of potential littering, loitering, safety, security, privacy, unwanted traffic and vehicle parking. Transportation and Works Department staff met with representatives from Peel Regional Police, and the Crime Prevention Through Environmental Design Advisory Committee (CPTED) to discuss these concerns. Staff will continue to work with the Police, CPTED and residents on these issues.

During the week of May 27, 2013, a followup letter was hand-delivered to the 207 households advising them that the results of the questionnaire are in favour of the walkway and MUT, that recommendations would be brought forward to the General Committee meeting on June 26, 2013, and that an Information Session

would be held on the evening of June 12, 2013 to address the concerns raised in the returned questionnaires.

At the June 12, 2013 Information Session, City staff, along with two representatives from the Peel Regional Police were in attendance to listen to and discuss resident concerns. The turnout was small with only two residents attending. These residents expressed concern of potential increased on-street parking but were in support of the walkway proposal.

The owners of the affected lands, Enersource Hydro Mississauga and the Ministry of Transportation of Ontario (MTO), indicate that they have no major concerns in principle with the proposed walkway and MUT. The Transportation and Works Department has also notified the Planning and Building Department, the Community Services Department, the District School Boards and the neighbourhood St. Maximillian Kolbe Church to request their opinions on the feasibility of the proposed walkway connection and MUT. No objections to the proposed walkway connection and MUT were received.

The Ward Councillor has been advised of the feedback received from the area residents and that the majority of the residents are in favour of the proposed walkway and MUT.

**STRATEGIC PLAN:** The development of a walkway and multi-use trail (MUT) is consistent with the following strategic pillars for Change, Goals and Actions put forth the in the City's Strategic Plan:

CONNECT: Completing our Neighbourhoods

- Provide Mobility Choices
  - Action 14: Create more bike-friendly facilities
- Build and Maintain Infrastructure
  - Action 18: Focus on infrastructure maintenance and improvement.

**FINANCIAL IMPACT:** The construction costs for the Forest Fire Lane walkway connection and multi-use trail (MUT) will be included in the proposed 2014



Capital Budget as part of the Sidewalk Program and Cycling Program. On-going maintenance costs are to be captured within the Annual Maintenance Budget.

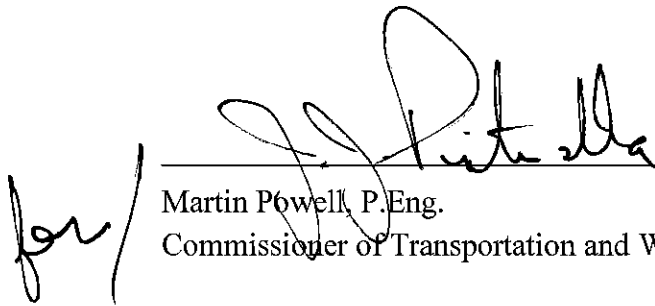
The preliminary capital cost estimate for the walkway and multi-use trail is \$180,000.

**CONCLUSION:**

The Transportation and Works Department supports the proposed construction of a municipal walkway from Forest Fire Lane to Cawthra Road and connecting multi-use trail (MUT) northerly along Cawthra Road and easterly along Eastgate Parkway to Cawthra Station.

**ATTACHMENTS:**

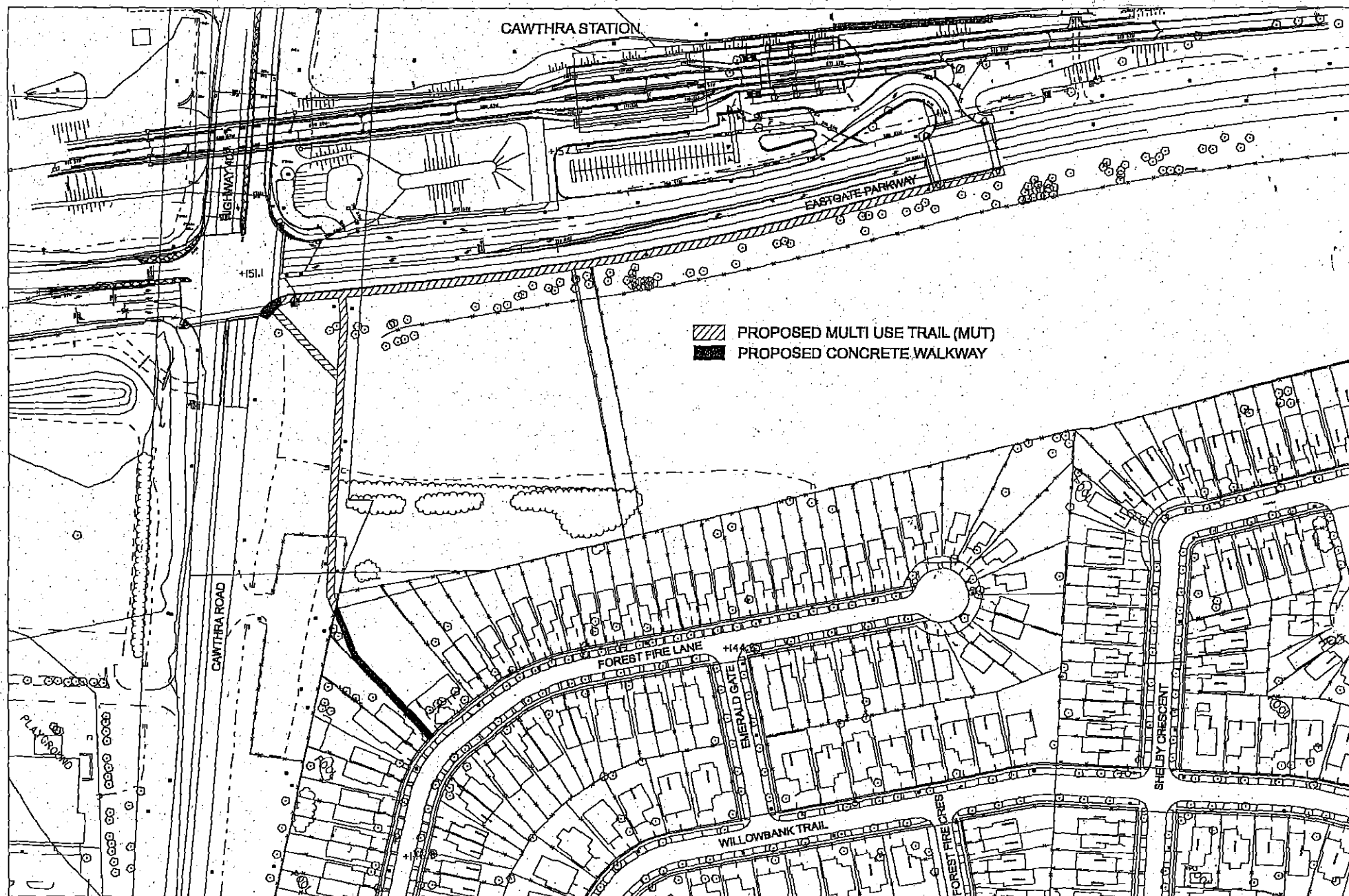
Appendix 1: Location Map: Proposed Walkway from Forest Fire Lane to Cawthra Road and Multi-use Trail to Cawthra Station

A handwritten signature in black ink, appearing to read 'M. Powell', is written over a horizontal line. To the left of the signature, there is a handwritten 'for' followed by a slash.

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

*Prepared By: W. Scott Anderson, BRT Senior Project Manager  
Transportation Project Office*

# PROPOSED WALKWAY / M.U.T. - FROM FOREST FIRE LANE TO CAWTHRA STATION





# Corporate Report

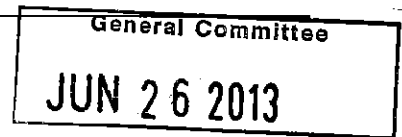
Clerk's Files

Originator's  
Files

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**DATE:** June 5, 2013



**TO:** Chairman and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **2013 Traffic Signal Installation Program**  
**(Wards 1, 5, 6, 7, 9 and 10)**

**RECOMMENDATION:** That the proposed 2013 Traffic Signal Installation Program, as outlined in the report dated June 5, 2013, from the Commissioner of the Transportation and Works, be approved.

**BACKGROUND:** The Capital Budget provides for the installation and modernization of traffic signals throughout the City. Typically, intersections are signalized upon realization of technical warrants, or in response to anticipated development. Existing traffic signals are modernized when the age of equipment as well as anticipated increased maintenance costs indicates that upgrades or replacements are required.

**COMMENTS:** The need for the installation of a new traffic signal is indicated when the signal warrant criteria are satisfied, when traffic conditions have changed significantly rendering the existing form of traffic control inefficient, and/or when imminent adjacent development indicates that signalization will be required.

The recommended traffic signal installation locations for 2013 under this criteria are listed below and illustrated on the attached appendices:

- Ninth Line at Doug Leavens Boulevard (Ward 10)
- Tenth Line West at Bentley Drive/Private Access (Ward 9)
- Mavis Road at Private Access (Wards 5/6)
- Hurontario Street at Watergarden Drive/Armdale Road (Ward 5)
- Dundas Street East at Camilla Place/Kirwin Avenue (Ward 7) – Rebuild
- Lakeshore Road East at Hiawatha Parkway/Mohawk Avenue (Ward 1) – Rebuild
- Battleford Road at Montevideo Road (Ward 9) – Rebuild
- Lakeshore Road East at Cumberland Drive (Ward 1) – Rebuild
- Brandon Gate Drive at Darcel Avenue (Ward 5) – Rebuild
- One Potential Traffic Signal Location not yet identified.

**FINANCIAL IMPACT:** A gross amount of \$1,707,000 minus \$140,000 from Developer Contributions was approved in the 2013 Capital Budget for traffic signal installations. The proposed signal locations will be funded from this budget, and from direct developer contributions. Any residual surplus funds from the budget amount will be allocated for the modernization of an existing traffic signal.

**CONCLUSION:** Ten (10) new or rebuilt traffic signal locations are proposed in the 2013 Traffic Signal Installation Program to be undertaken as part of the 2013 Capital Works Program.

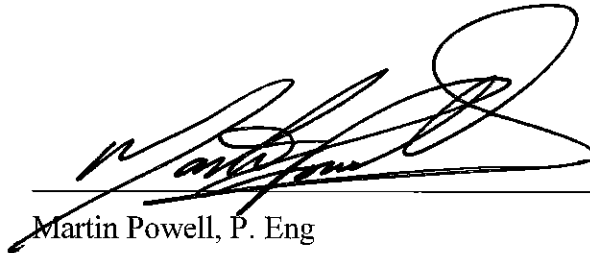
**ATTACHMENTS:**

Appendix 1: Location Map: Ninth Line at Doug Leavens Boulevard (Ward 10)

Appendix 2: Location Map: Tenth Line West at Bentley Drive/Private Access (Ward 9)

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- Appendix 3: Location Map: Mavis Road at Private Access  
(Wards 5/6)
- Appendix 4: Location Map: Hurontario Street at Watergarden  
Drive/Armdale Road (Ward 5)
- Appendix 5: Location Map: Dundas Street East at Camilla  
Place/Kirwin Avenue – Rebuild (Ward 7)
- Appendix 6: Location Map: Lakeshore Road East at Hiawatha  
Parkway/Mohawk Avenue – Rebuild (Ward 1)
- Appendix 7: Location Map: Battleford Road at Montevideo Road  
– Rebuild (Ward 9)
- Appendix 8: Location Map: Lakeshore Road East at Cumberland  
Drive – Rebuild (Ward 1)
- Appendix 9: Location Map: Brandon Gate Drive at Darcel Avenue  
– Rebuild (Ward 5)



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Martin Powell, P. Eng

Commissioner of Transportation and Works

*Prepared By: Zvonimir Miller, Traffic Signal Technologist*



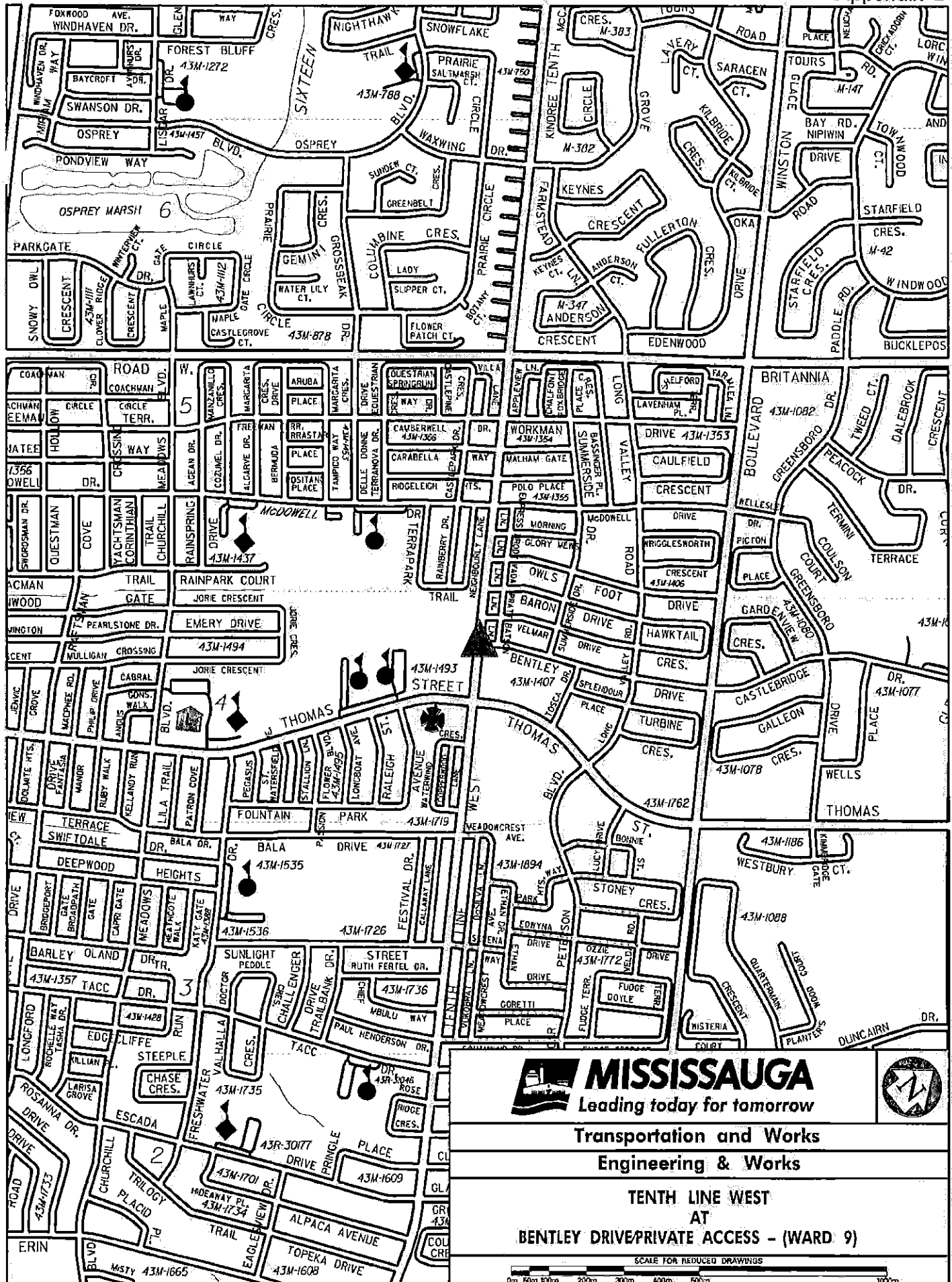
## Engineering & Works

AT

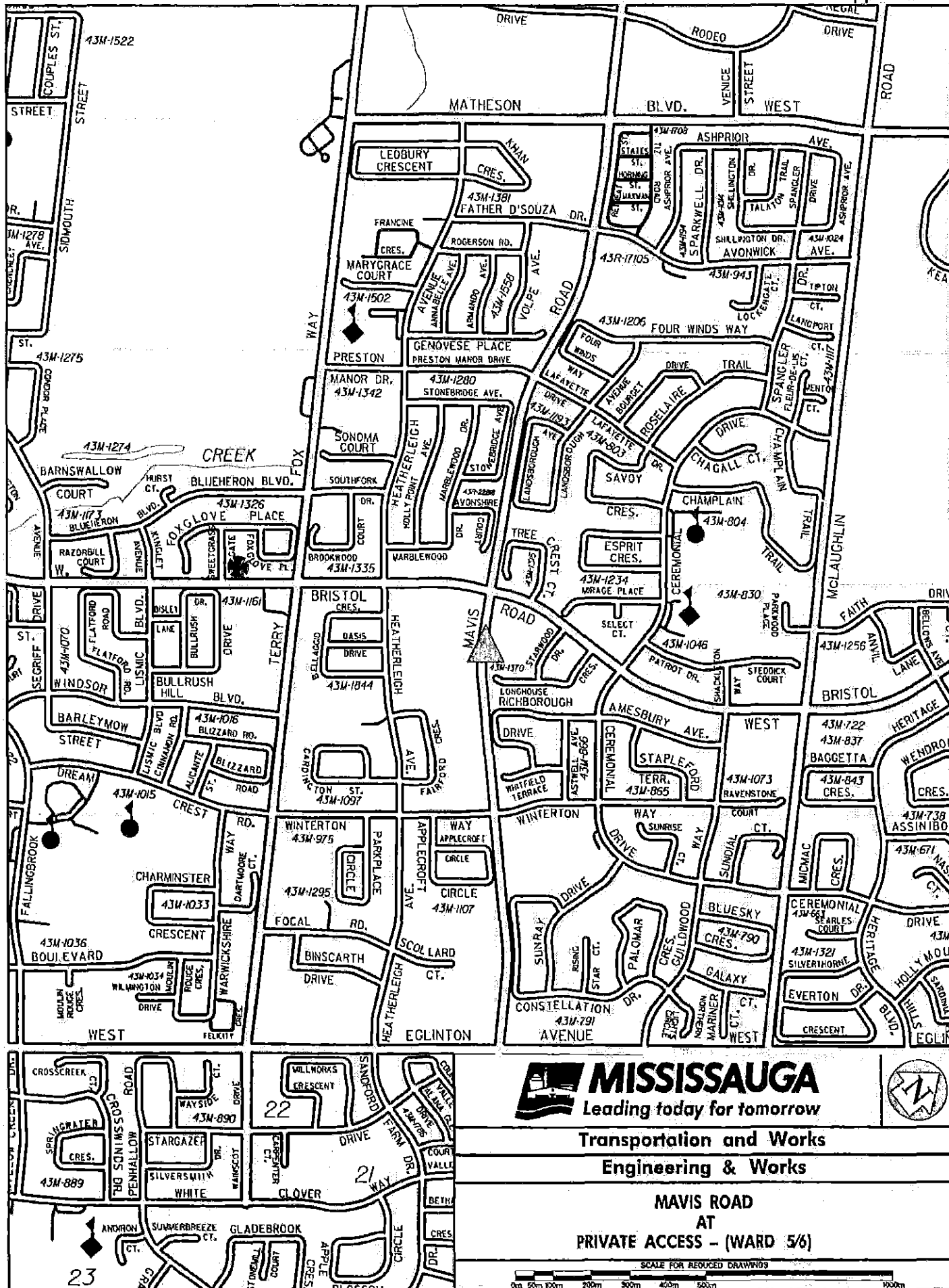
DOUG LEAVENS BOULEVARD - (WARD 10)

SCALE FOR REDUCED DRAWINGS

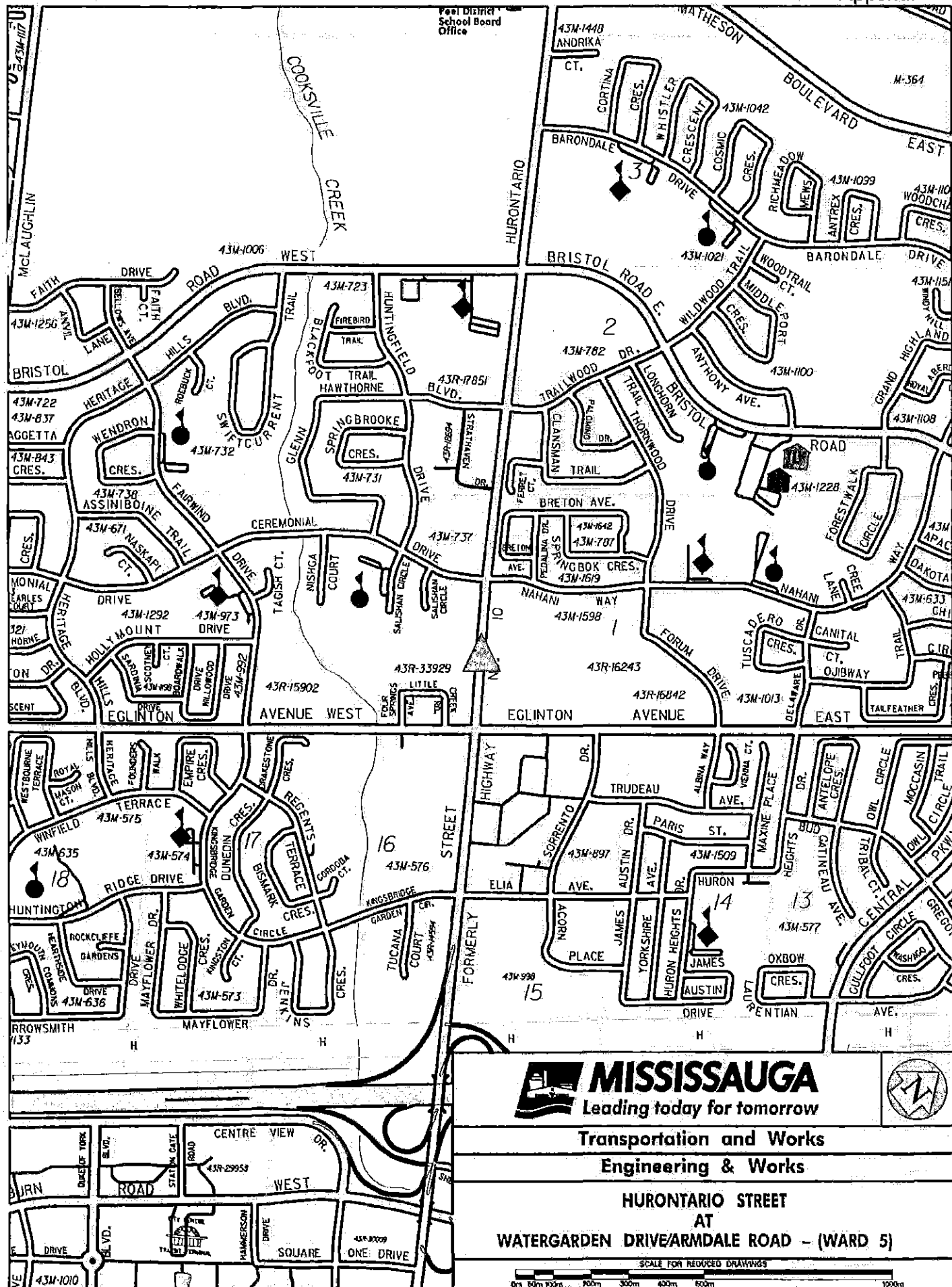




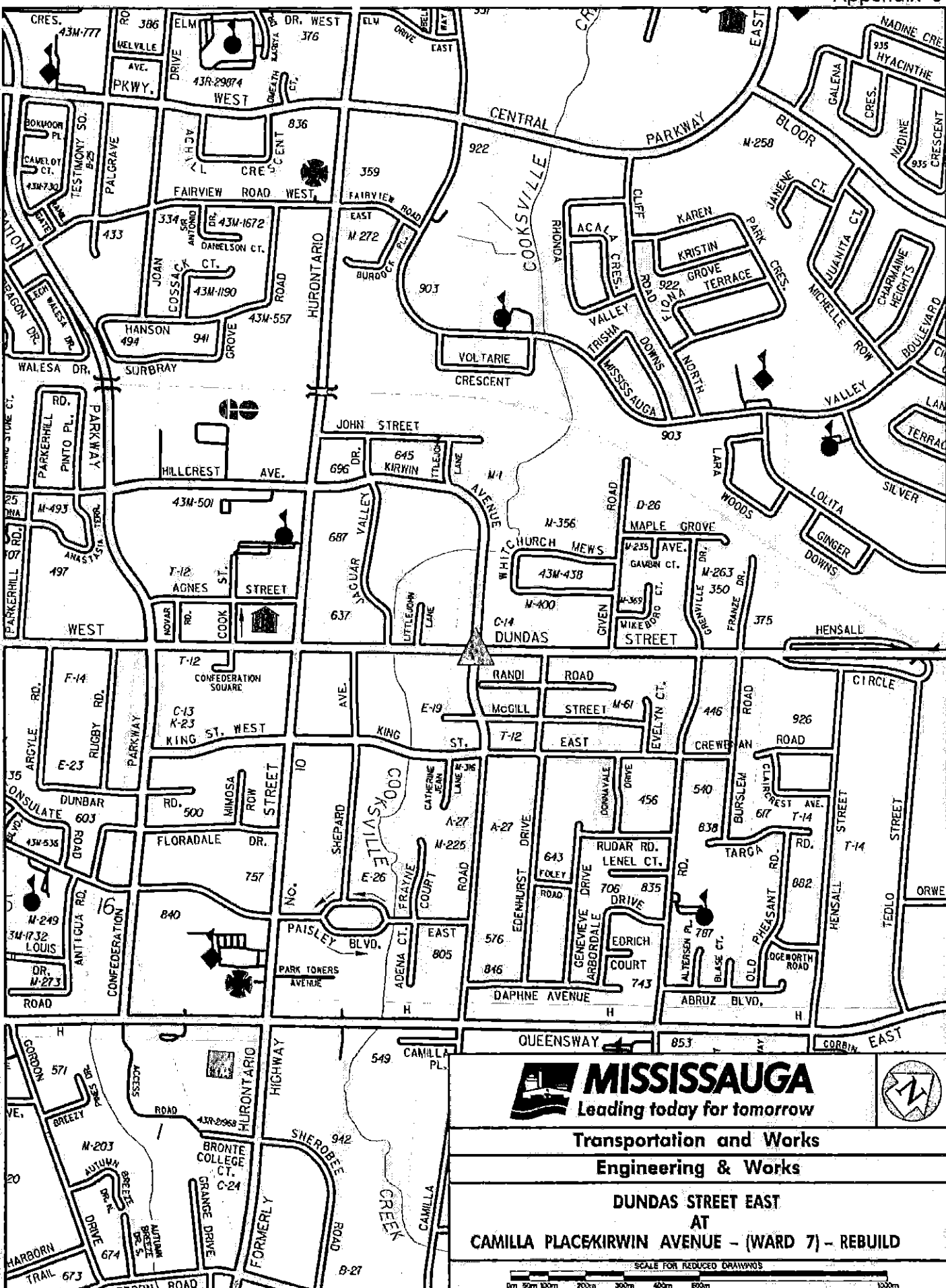
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79



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Transportation and Works  
Engineering & Works

**DUNDAS STREET EAST  
AT  
CAMILLA PLACE/KIRWIN AVENUE - (WARD 7) - REBUILD**

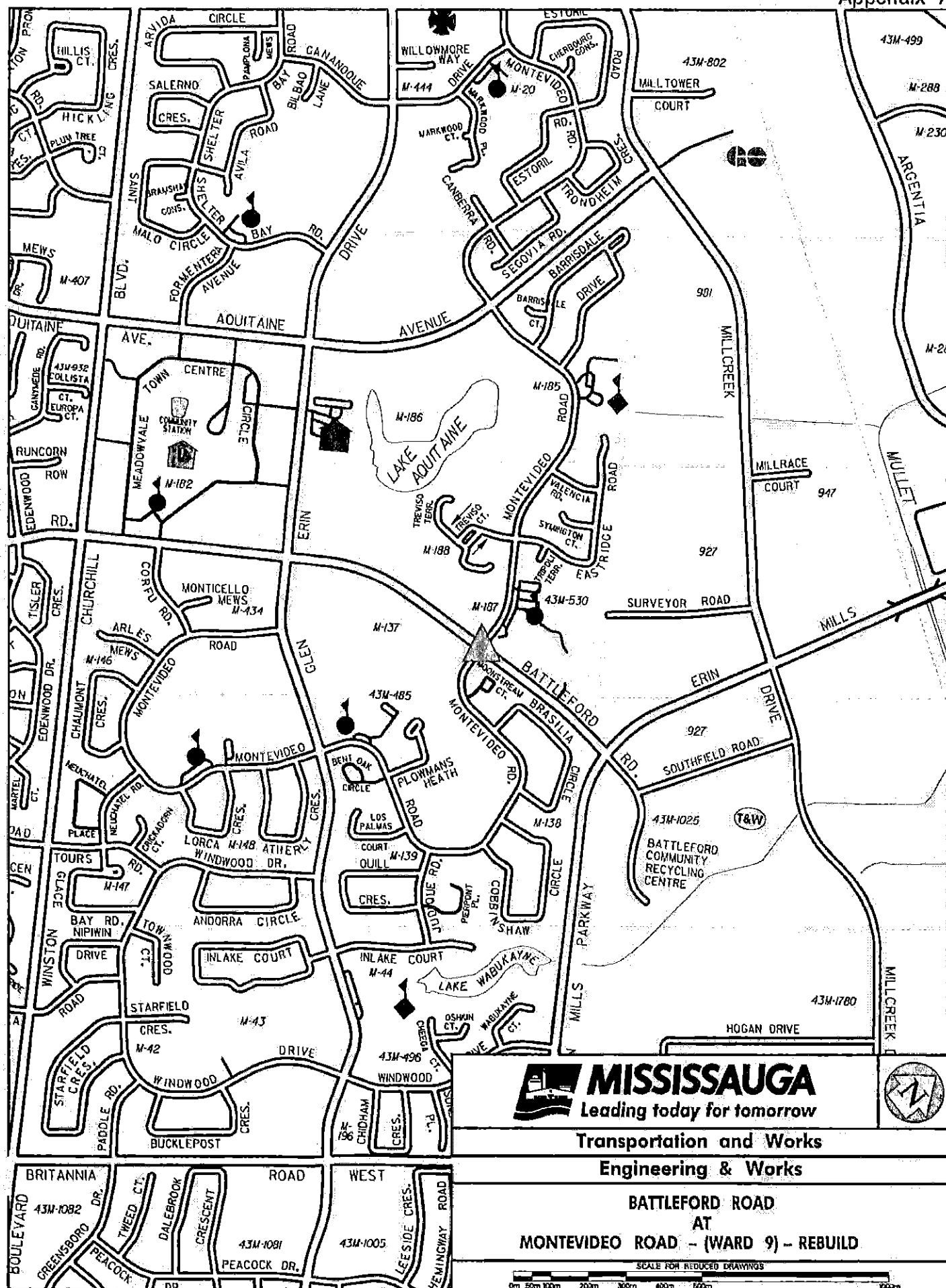


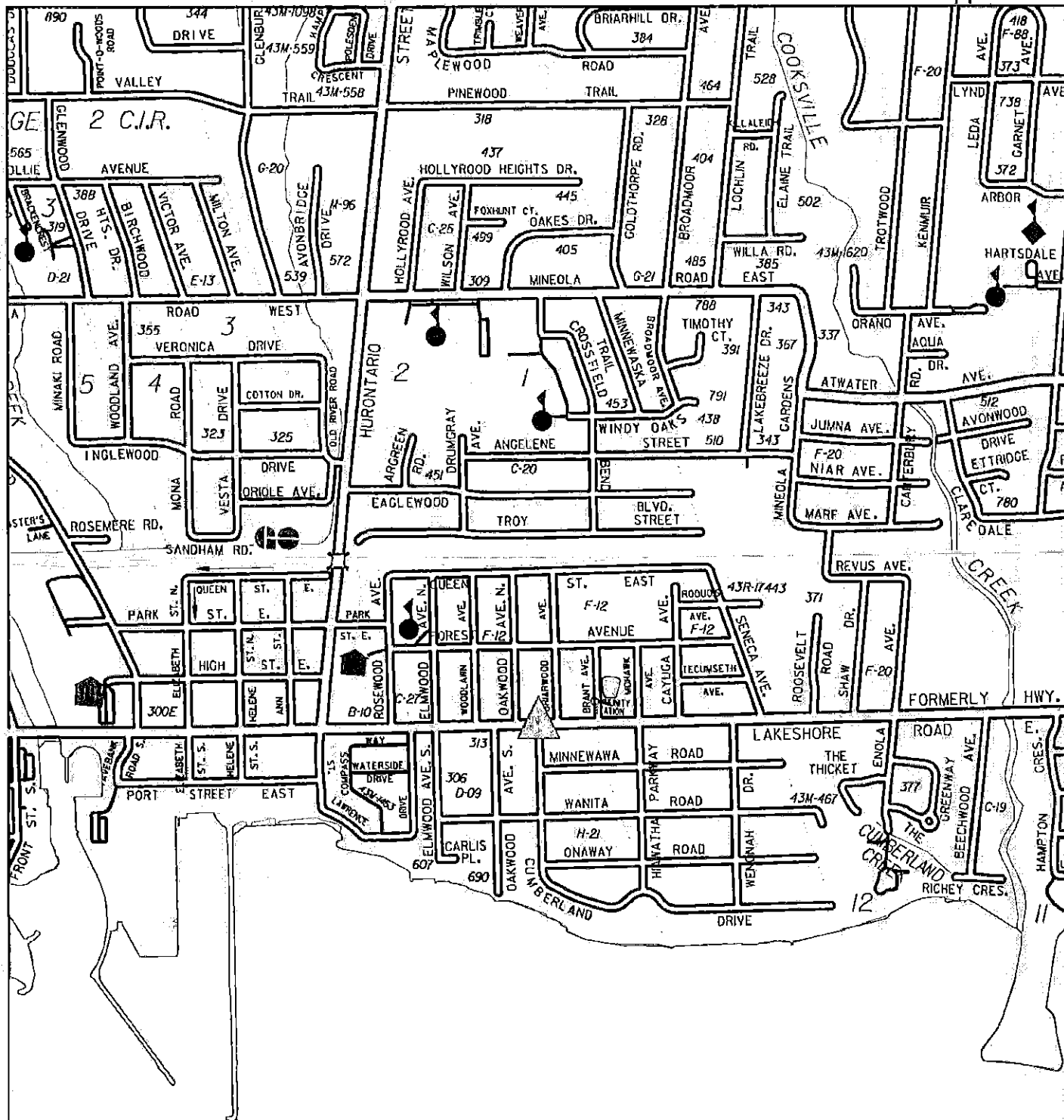


## Engineering & Works

SCALE FOR REDUCED DRAWINGS







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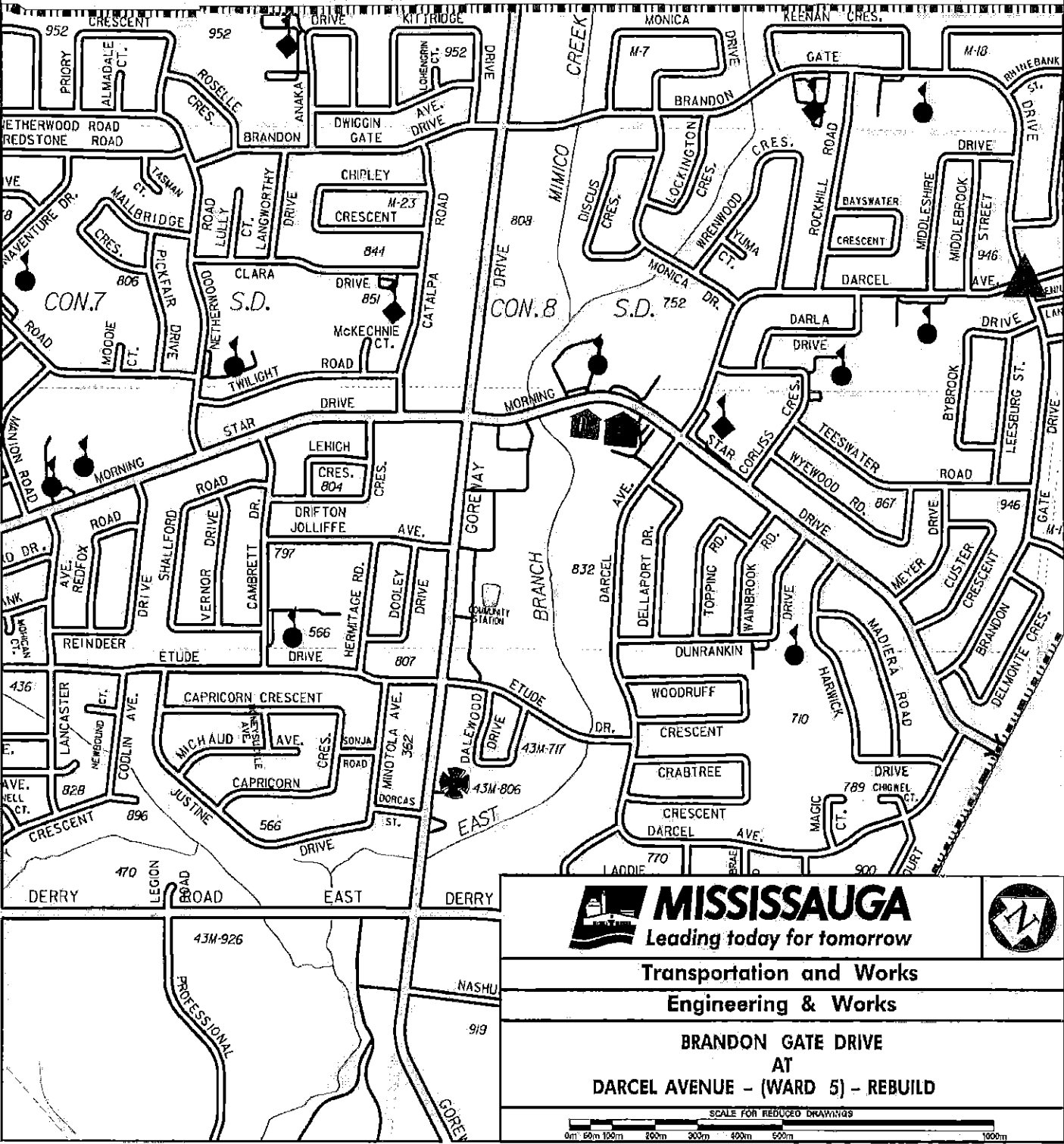


**Transportation and Works  
Engineering & Works**

**LAKESHORE ROAD EAST  
AT  
CUMBERLAND DRIVE - (WARD 1) - REBUILD**



7K





# Corporate Report

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General Committee

JUN 26 2013

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**DATE:** May 28, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **All-Way Stop**  
**Northmount Avenue and Tenth Street (Ward 1)**

---

**RECOMMENDATION:** That an all-way stop control not be implemented at the intersection of Northmount Avenue and Tenth Street as the warrants have not been met.

**BACKGROUND:** Concerns have been identified by the area residents, regarding the need for operational improvements at the intersection of Northmount Avenue and Tenth Street.

Currently, the intersection of Northmount Avenue and Tenth Street operates as a four-leg intersection with a two-way stop control on Tenth Street (eastbound/westbound).

The Ward Councillor has requested that the Transportation and Works Department submit a report to General Committee regarding the implementation of an all-way stop at the intersection of Northmount Avenue and Tenth Street.

**COMMENTS:** An A.M./P.M. manual turning movement count was completed on Thursday, April 4, 2013 at this intersection to determine if an all-way

8a

stop is warranted. The results are as follows:

Northmount Avenue and Tenth Street

	<u>Warrant Value</u>
Part "A": Volume for All Approaches	74%
Part "B": Volume Splits	21%

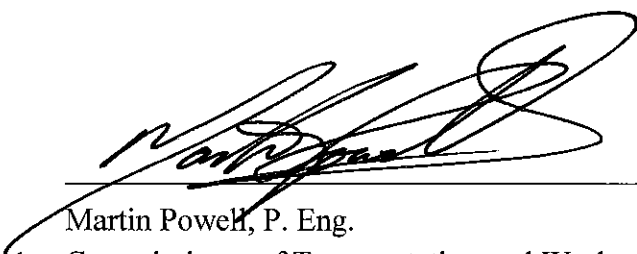
In order for an all-way stop to be warranted, both Parts "A" and "B" must equal 100 percent. Based on the results, an all-way stop is not warranted at the intersection of Northmount Avenue and Tenth Street.

A review by staff of the most current collision history information received at the subject intersection for the past three years did not reveal any reported collisions. An all-way stop would not be warranted based on the collision history.

**FINANCIAL IMPACT:** Not applicable.

**CONCLUSION:** Based on the manual turning movement count and the collision history, the Transportation and Works Department does not recommend the installation of an all-way stop at the intersection of Northmount Avenue and Tenth Street.

**ATTACHMENTS:** Appendix 1: Location Map: All-Way Stop  
Northmount Avenue and Tenth Street  
(Ward 1)



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

*Prepared By: Alex Liya, Traffic Operations Technician*





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**Transportation and Works  
Engineering & Works**

**All-Way Stop  
Northmount Avenue and Tenth Street  
(Ward 1)**

SCALE FOR REDUCED DRAWINGS





# Corporate Report

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General Committee

JUN 26 2013

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**DATE:** June 3, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** All-way Stops  
Bromsgrove Road at Tredmore Drive and  
Bromsgrove Road at Seagull Drive  
(Ward 2)

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**RECOMMENDATION:** That all-way stop controls be installed at the intersections of Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive.

**BACKGROUND:** Transportation and Works staff received a range of traffic and safety concerns from local residents as a result of a collision on December 11, 2012. The collision involved three pedestrians being struck by a motorist while crossing Bromsgrove Road.

**COMMENTS:** In response to the resident requests, as well as initial investigations completed by Peel Regional Police, Transportation and Works staff completed a review of Bromsgrove Road, between Southdown Road and Winston Churchill Boulevard, to determine any potential measures that may improve the overall safety of the area.

Recently collected volume and speed data on Bromsgrove Road reveal an Average Annual Daily Traffic (A.A.D.T.) of 5,500 vehicles per day with a recorded 85th percentile speed of 54km/h. Neither of the

observed traffic volumes nor operating speeds would warrant corrective measures and would be considered standard for this type of local collector roadway.

To determine the need for a pedestrian signal, an on-site review was completed on February 6, 2013 at the intersection of Bromsgrove Road at Tredmore Drive. The review took into consideration vehicular and pedestrian volumes, as well as delays encountered when crossing due to the needs and mobility of pedestrians. While pedestrian activity was relatively high in the peak hours, the results of the review failed to meet the necessary pedestrian volume threshold required for a pedestrian signal installation under the Ministry of Transportation of Ontario (M.T.O.) warrant.

Transportation and Works staff also conducted follow-up reviews at the intersections of Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive to determine if either intersection would meet the warrants for an all-way stop. Staff completed reviews at each intersection on February 7, 2013, the results are as follows:

Bromsgrove Road @ Tredmore Drive - All-way Stop Warrant

Part A: Volumes for all approaches:	100%
Part B: Volume split:	44%

Bromsgrove Road @ Seagull Drive - All-way Stop Warrant

Part A: Volumes for all approaches:	100%
Part B: Volume split:	52%

In order for an all-way stop to be warranted, both parts A and B must equal 100%. The above results fail to meet the required traffic volumes to warrant installation of an all-way stop.

A review of the three-year collision history along Bromsgrove Road revealed no discernible collision patterns that would warrant corrective measures.

At each of the intersections of Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive, there are existing designated school crossings. These crossings are marked by crosswalk pavement markings on the roadway as well as the appropriate school crossing signs. While under the supervision of a crossing guard, these

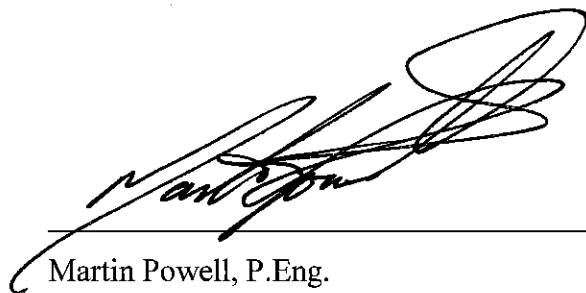
locations serve as safe and desirable crossing locations for students and pedestrians. However, outside of these hours, the signs and markings do not provide protection and could potentially decrease the level of safety by providing pedestrians with a false sense of security while crossing Bromsgrove Road.

Although the collision on December 11, 2012 was an isolated incident, given the relatively high volume of pedestrians that cross Bromsgrove Road unprotected combined with heavy vehicle volumes, as well as the number of concerns expressed by residents, the Transportation and Works Department recommends the installation of all-way stop controls at these two intersections to aid in protecting pedestrians crossing Bromsgrove Road.

**FINANCIAL IMPACT:** Costs for the sign installations can be accommodated in the 2013 Current Budget with consideration to future maintenance and replacement costs.

**CONCLUSION:** The Transportation and Works Department recommends that all-way stop controls be installed at the intersections of Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive.

**ATTACHMENTS:** Appendix 1: Location Map: Bromsgrove Road at Tredmore Drive and Bromsgrove Road at Seagull Drive (Ward 2)

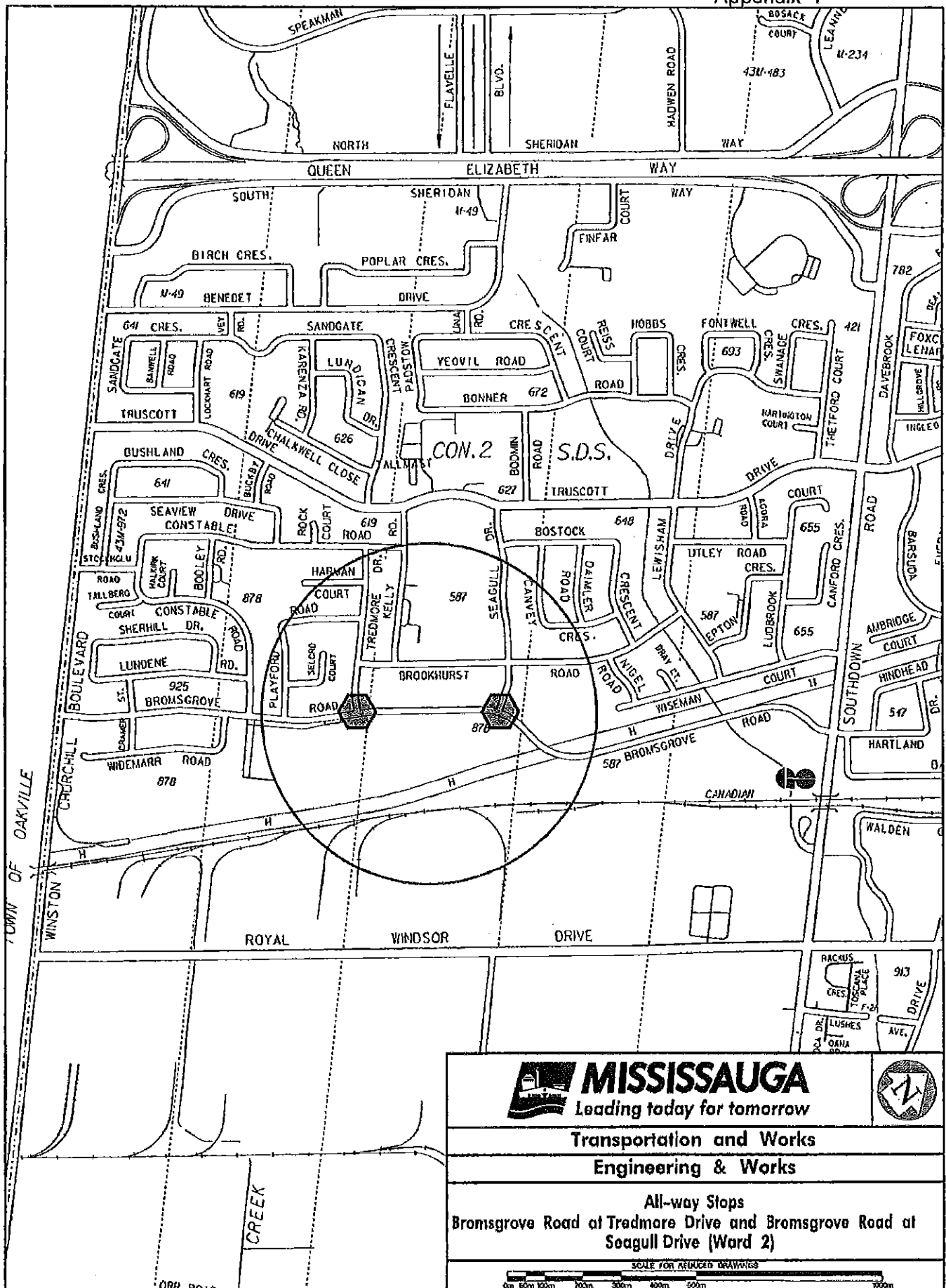


Martin Powell, P.Eng.  
Commissioner of Transportation and Works

*Prepared By: Maxwell Gill C.E.T., Traffic Operations Technologist*

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Appendix 1





# Corporate Report

Clerk's Files

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General Committee

JUN 26 2013

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**DATE:** June 3, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** All-Way Stop  
Dillingwood Drive and Banff Court (Ward 10)

---

**RECOMMENDATION:** That an all-way stop control not be implemented at the intersection of Dillingwood Drive and Banff Court as the warrants have not been met.

**BACKGROUND:** The Ward Councillor has requested that the Transportation and Works Department submit a report to General Committee regarding the implementation of an all-way stop at the intersection of Dillingwood Drive and Banff Court.

Currently, the intersection of Dillingwood Drive and Banff Court operates as a three-leg intersection with a one-way stop control on Banff Court (eastbound).

**COMMENTS:** Due to the new development that has been constructed which consists of twenty-two lots on Banff Court, the Ward Councillor has requested to implement an all-way stop control at the intersection.

Based on a location review, traffic volumes are not anticipated to increase significantly enough to meet warrant criteria for the installation of an all-way stop at the intersection of Dillingwood Drive

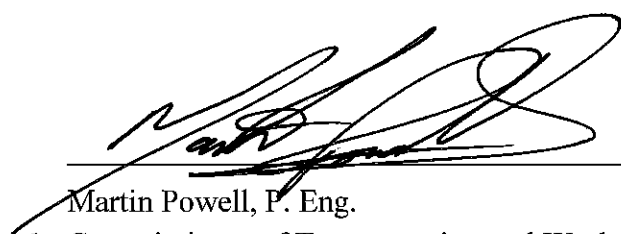
and Banff Court. A review of the most current collision history information received at the subject intersection for the past three years did not reveal any reported collisions. An all-way stop would not be warranted based on the collision history.

In addition, in accordance with the Ministry of Transportation's Ontario Traffic Manual and the "All-Way Stop Signs" Corporate Policy #10-04-05, all-way stop controls should not be used "where any other traffic device controlling right-of-way is permanently in place within 250 metres (820 feet)". Having traffic control devices less than the distance mentioned will frustrate motorists and will also increase vehicle emissions, increase fuel consumptions and increase the noise generated by braking and acceleration within a relatively short distance of the roadway. Dillingwood Drive and Banff Court is located within 150 metres (492 feet) west of Dillingwood Drive and Lisgar Drive which is currently controlled by an all-way stop control. Therefore, the Transportation and Works Department does not recommend installing an all-way stop at the intersection of Dillingwood Drive and Banff Court.

**FINANCIAL IMPACT:** Not Applicable.

**CONCLUSION:** Based on the above, the Transportation and Works Department does not recommend the installation of an all-way stop at the intersection of Dillingwood Drive and Banff Court.

**ATTACHMENTS:** Appendix 1: Location Map: All-Way Stop  
Dillingwood Drive and Banff Court (Ward 10)

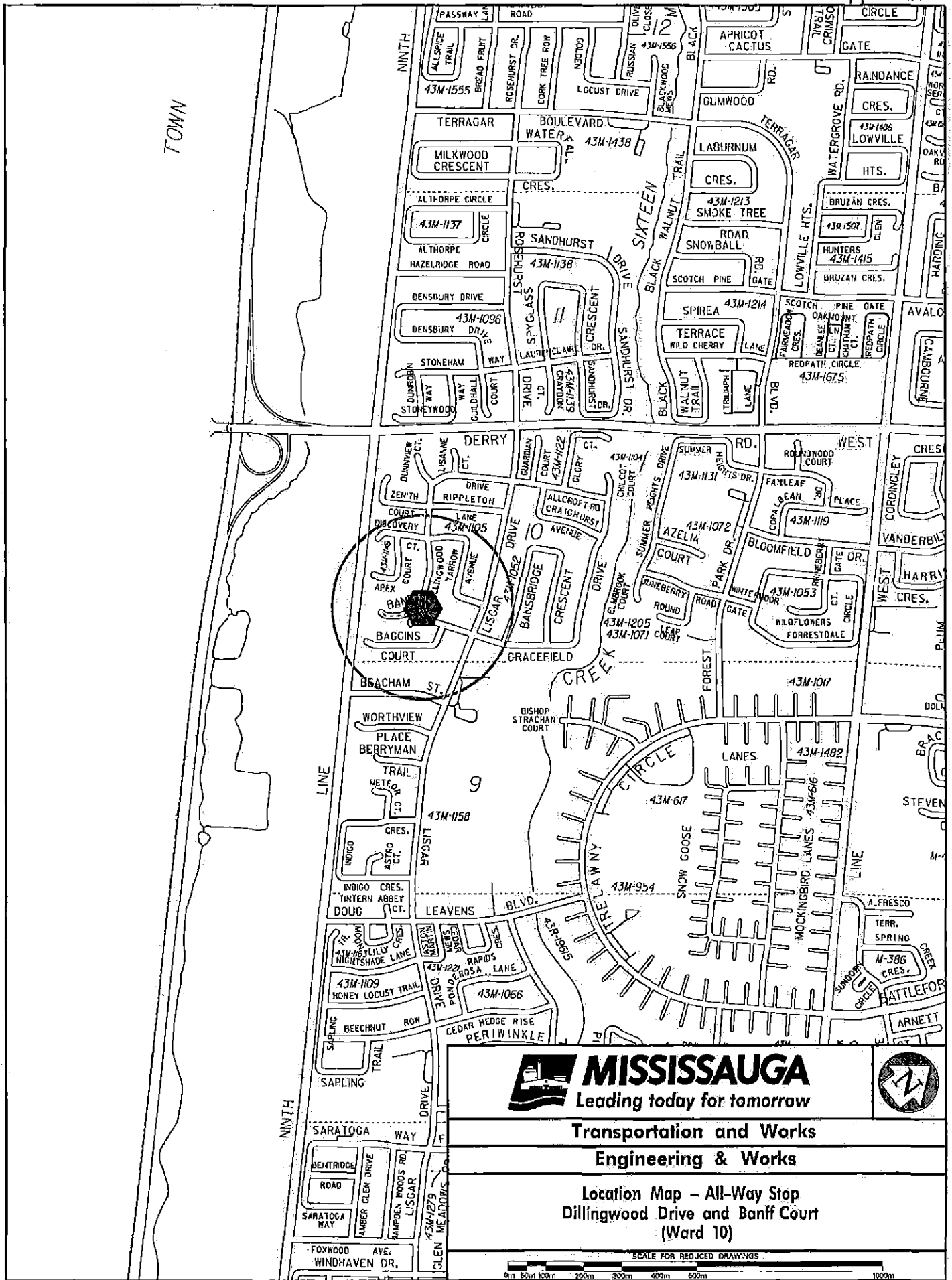


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Martin Powell, P. Eng.

Commissioner of Transportation and Works

*Prepared By: Alex Liya, Traffic Operations Technician*







# Corporate Report

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Files

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General Committee

JUN 26 2013

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**DATE:** June 7, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **Traffic Calming Pilot Program**

---

**RECOMMENDATION:** That the streets identified in the report from the Commissioner of Transportation and Works entitled "Traffic Calming Pilot Program" dated June 7, 2013 be approved for the pilot.

**BACKGROUND:** As part of the 2013-2016 Business Plan and Budget, Council approved the addition of the Traffic Calming Pilot Program in order to evaluate the effectiveness of physical traffic calming measures as a tool in addressing traffic operational issues. Under this pilot program, Transportation and Works staff intend to implement traffic calming measures at four (4) different locations throughout the City, utilizing various traffic calming techniques and devices in a variety of circumstances.

**COMMENTS:** Through initial consultation with members of Council and staff regarding the Traffic Calming Pilot Program, a list of over fifty (50) potential locations was generated for consideration (Appendix 1). For the purposes of the pilot program, it was important to limit the scope of potential locations as well as to stay within the approved budget. Favoured locations would be smaller and isolated so as to limit any

impact on adjacent roadways while still providing staff the opportunity to implement a thorough traffic calming plan. With this in mind, staff pared down the original list to twenty-five (25) locations selected for further review (Appendix 2).

Traffic volume and speed data was collected at each of the twenty-five (25) locations to confirm and determine the extent of existing operational issues that could be addressed by physical traffic calming measures. Roadways whose operating speeds were within 10 km/h over the posted speed limit, or whose average daily traffic volumes were less than one-thousand (1,000) vehicles per day were removed from consideration. Based on traffic data collection and analysis, as well as further discussions, the following three locations were selected to move forward under the pilot program:

1. Edenwood Drive (north of Battleford Road)
2. Fifth Line West (north of Dundas Street West)
3. Huntington Ridge Drive (between Winfield Terrace and Kingsbridge Garden Circle)

In addition to the three locations listed above, staff selected a fourth location with the intention of implementing "passive" traffic calming measures in the form of edge-line pavement markings. It will serve to address both existing concerns related to operating speeds as well as provide staff with an opportunity to clearly analyse the effectiveness of these softer, non-physical measures. It will also serve as a contingency location for physical traffic calming measures should it be decided not to move forward with one of the original three selected locations. The fourth location selected is:

4. Westbridge Way

Each of the above locations satisfied the criteria for the program based on volume and speed criteria. They have well documented and ongoing traffic issues expressed by residents and are well known to both staff and each individual Ward Councillor. Additionally, they satisfy staff's needs related to the pilot program being relatively

isolated locations that are smaller in scope. They provide staff with the ability to implement a variety of traffic calming techniques in varying circumstances, while providing the opportunity to best evaluate the effectiveness of traffic calming measures.

It should be noted that many locations with long documented issues would potentially be ideal candidates for traffic calming. However, given the limitations of the pilot program in terms of budget and providing staff with the highest probability of success in terms of community buy-in, as well as evaluation, these locations were removed from consideration for this pilot program. After the Pilot is complete and should it be approved by Council to implement a traffic calming program, at that time these larger more complex locations would be prioritized on our list of potential locations.

The next steps in the process will involve a series of consultations with affected stakeholders. Staff will begin to contact emergency, Regional and City services for their comments and input on traffic calming in general, as well as specific comments related at each of the above selected locations. Additionally, staff intend to meet with each individually affected Ward Councillor to discuss the preliminary plans for each location with respect to proposed measures. Arrangements will then be made to meet with the directly affected residents in the coming months in an open house public information centre. Staff will present preliminary plans and provide residents with the opportunity to discuss issues directly with staff and/or leave written comments and feedback.

Comments, concerns and feedback from all of the above mentioned stakeholders will be gathered and considered by staff when developing a final plan of implementation at each location. It is anticipated that implementation will take place in the late Fall of 2013.

**ATTACHMENTS:**

Appendix 1: Location List

Appendix 2: Location Analysis

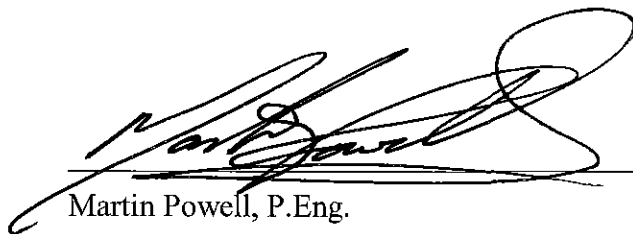
Appendix 3: Location Map – Edenwood Drive (Ward 9)

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Appendix 4: Location Map - Fifth Line West (Ward 8)

Appendix 5: Location Map - Huntington Ridge Drive (Ward 4)

Appendix 6: Location Map - Westbridge Way (Ward 11)

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: Maxwell Gill C.E.T., Traffic Operations Technologist*

## TRAFFIC CALMING PILOT PROGRAM

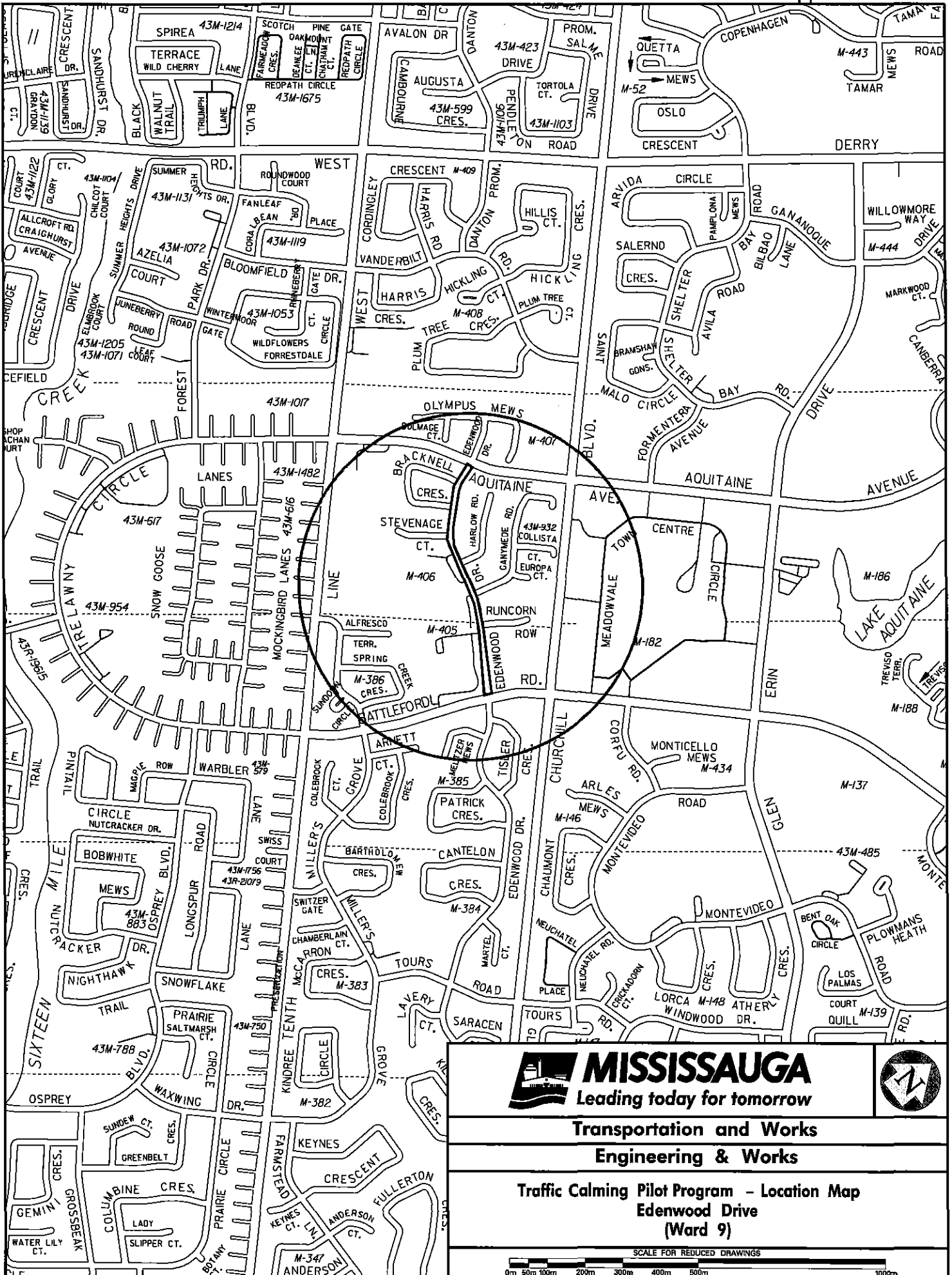
## Location List

	Location	Road Class.	Approx. Length
1	Dalehurst Drive	local	300m / 985ft
2	Dun Cairn Drive	collector	700m / 2,295ft
3	Castlebridge Drive	collector	500m / 1,640ft
4	Edenwood Drive (north of Battleford Road)	collector	600m / 1,970ft
5	Indian Road	major collector	3.50km / 2.15mi
6	Homelands Drive	collector	1.30km / 0.80mi
7	Thorn Lodge Drive	collector	1.30km / 0.80mi
8	Fifth Line (north of Dundas Street)	collector	650m / 2,130ft
9	Erin Centre Boulevard (west of Tenth Line)	collector	1.25km / 0.78mi
10	Rathburn Road East (east of Ponytrail)	major collector	850m / 2,790ft
11	Fieldgate Drive	collector	3.10km / 1.93mi
12	Bloor Street	major collector	n/a
13	Tomken Road	major collector	n/a
14	Osprey Boulevard (Grossbeak Drive - Ninth Line)	collector	850m / 2,790ft
15	Premium Way	collector	1.30km / 0.80mi
16	Stavebank Road	collector	1.10km / 0.68mi
17	Kirwin Avenue (Little John Lane)	major collector	800m / 2,625ft
18	Orchard Heights ( <i>Neighbourhood</i> )	n/a	n/a
19	Huntington Ridge (Confederation - Kingsbridge)	collector	600m / 1,970ft
20	Silver Creek Boulevard	collector	700m / 2,295ft
21	White Clover (west of Mavis)	collector	1.75km / 1.08mi
22	Credit Valley Road	collector	2.15km / 1.33mi
23	Vista Boulevard	collector	850m / 2,790ft
24	Greensboro Drive	collector	1.25km / 0.78mi
25	Lochlin Trail	local	700m / 2,295ft
26	Pinewood Trail (east of Hurontario)	collector	800m / 2,625ft
27	Westbridge Way	collector	800m / 2,625ft
28	Glengarry Road	collector	850m / 2,790ft
29	Northmount Avenue	local	1.50km / 0.93mi
30	Streambank Drive	local	600m / 1,970ft
31	Huntingfield Drive	collector	700m / 2,295ft
32	Dream Crest Road	collector	500m / 1,640ft
33	Sir Monty's Drive	local	600m / 1,970ft
34	Barsuda Drive	local	950m / 3,115ft
35	Queen Street West	collector	2.15km / 1.33mi
36	Stanfield Road (south of The Queensway)	collector	800m / 2,625ft
37	King Street East (near Camilla Road)	collector	1.15km / 0.71mi
38	Barondale Drive	collector	1.50km / 0.93mi
39	Bancroft Drive	collector	2.5km / 1.55mi
40	Heatherleigh Avenue (south of Matheson Boulevard)	collector	1.25km / 0.78mi
41	Truscott Drive (west of Southdown Road)	collector	2.05km / 1.27mi
42	Bromsgrove Road	collector	2.05km / 1.27mi
43	Second Line West	collector	1.75km / 1.08mi
44	Pine Avenue	local	300m / 985ft
45	Corbet Drive	collector	400m / 1,310ft
46	Clarkson Road North	major collector	2.0km / 1.25mi
47	Birchwood Avenue	local	800m / 2,625ft
48	Pine Tree Way	collector	1.30km / 0.80mi
49	Garthwood Road	collector	700m / 2,295ft
50	Fairview Road West (west of Confederation Parkway)	collector	1.2km / 0.75mi

11e

# **TRAFFIC CALMING PILOT PROGRAM** **Location Analysis**

	Roadway	Location	Sp Limit	AADT	85th %
1	Dalehurst Drive		50	700	55
2	Duncairn Drive	- near school	40	1400	53
3	<b>Edenwood Drive</b>	- <b>north of Battleford Road</b>	<b>40</b>	<b>1800</b>	<b>54</b>
4	<b>Fifth Line</b>	- <b>north of Dundas Street West</b>	<b>50</b>	<b>3900</b>	<b>64</b>
5	<b>Fieldgate Drive</b>	- <b>south of Burnhamthorpe Road East</b>	<b>40</b>	<b>3800</b>	<b>55</b>
6	Kirwin Avenue	- near Little John Lane	50	7600	58
7	<b>Huntington Ridge</b>	- <b>west of Confederation Parkway</b>	<b>40</b>	<b>2800</b>	<b>52</b>
8	Silvercreek Boulevard	- near school	40	3800	53
9	Greensboro Drive		50	1200	58
10	Lochlin Trail	- south of Pinewood Trail	50	300	53
11	<b>Westbridge Way</b>	- <b>west of Belshire Gate</b>	<b>50</b>	<b>2000</b>	<b>62</b>
		- <b>west of Overstone Lane</b>	<b>50</b>	<b>2000</b>	<b>65</b>
12	Glengarry Road	- north of The Queensway	40	1300	58
		- south of Dundas Street West	40	2900	56
13	Streambank Drive		50	400	57
14	Huntingfield Drive		50	1200	53
15	Dream Crest Road		50	2300	51
16	Sir Monty's Drive		50	1500	51
17	Barsuda Drive	- west of Clarkson Road North	50	1000	52
18	Queen Street West	- east of Ibar Way	40	1300	54
		- east of Shawnmarr Road	50	1000	55
19	Stanfield Road	- south of The Queensway	50	4700	58
20	King Street East	- near Camilla Road	50	2700	61
21	Barondale Drive	- near school	40	2700	50
22	Bell Harbour Drive	- north of Castlebridge Drive	50	1200	54
23	Golden Orchard Drive	- south of Bloor Street + OD study	40	800	54
24	Credit Valley Road	- west of Erin Mills Parkway	50	6600	55
25	White Clover Way	- west of Mavis Road	50	3000	60



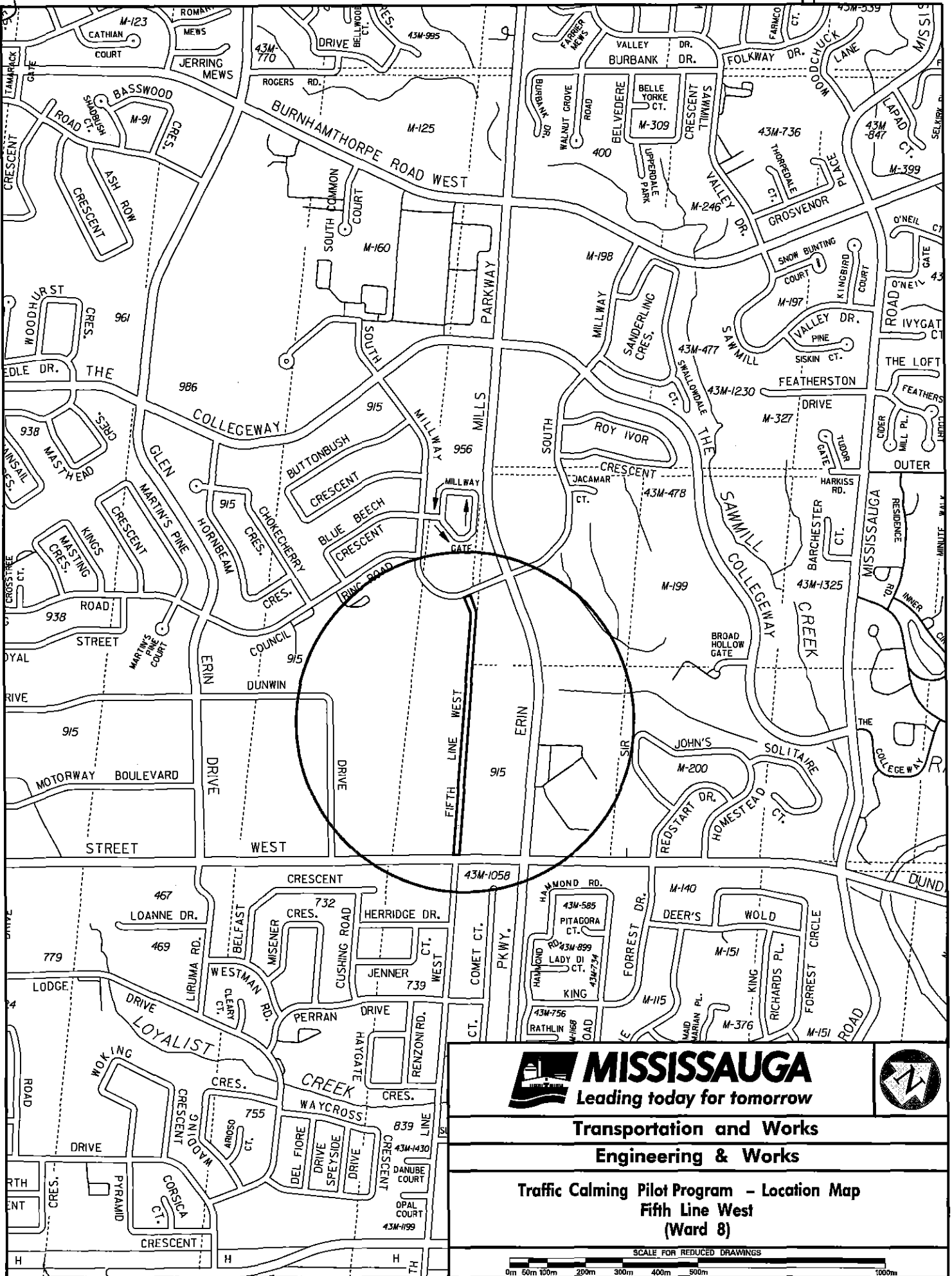
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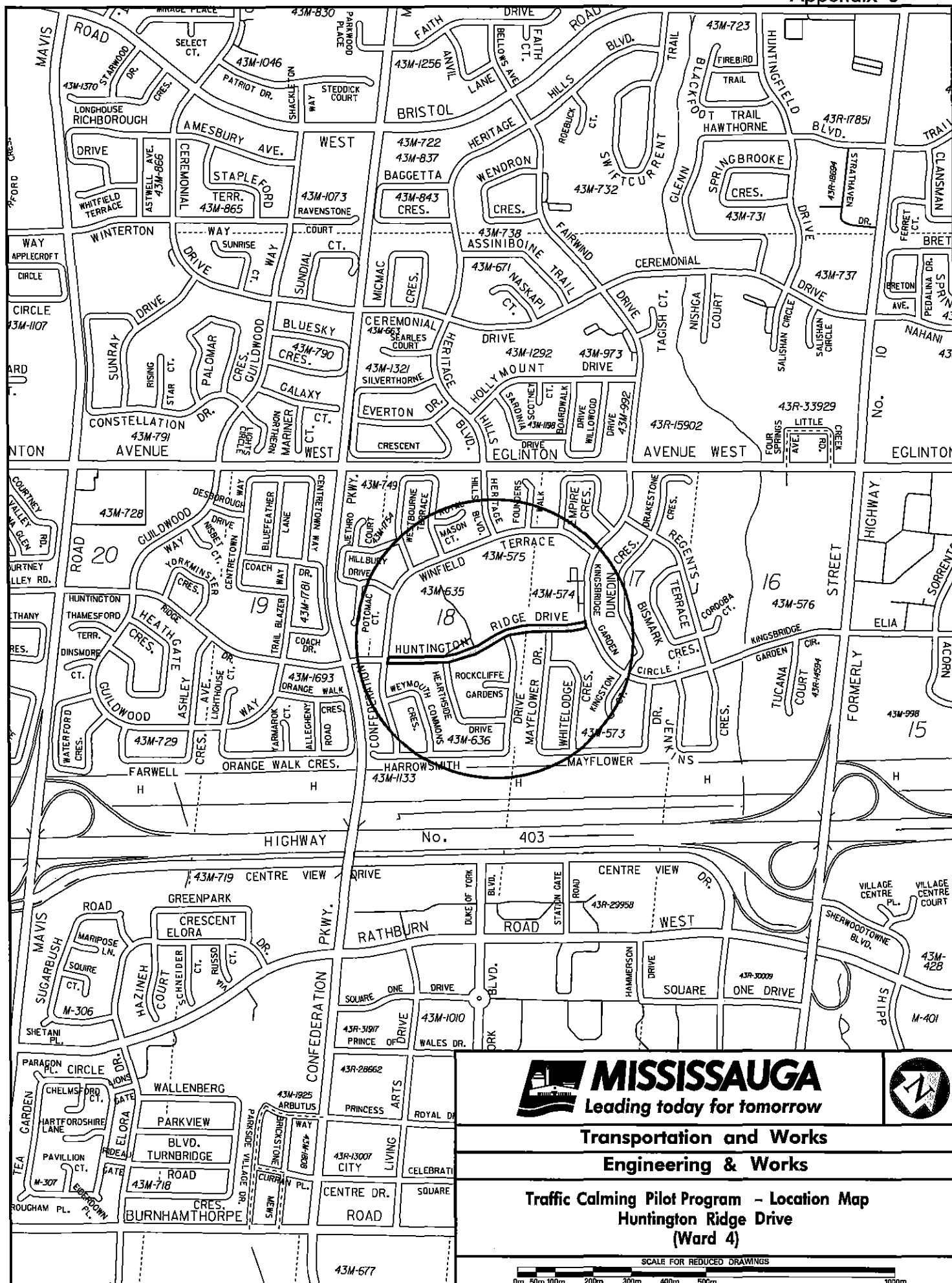
**Transportation and Works  
Engineering & Works**

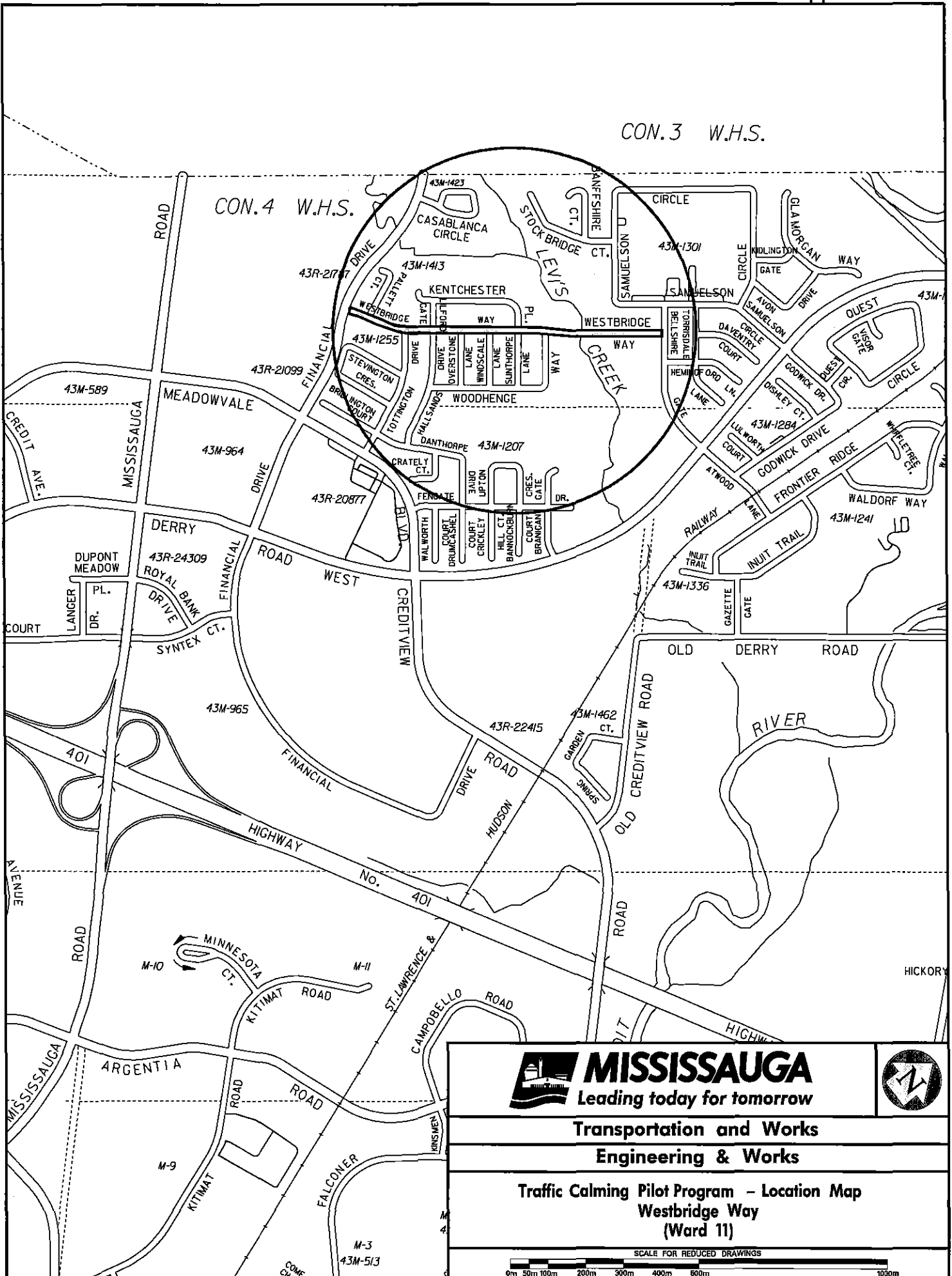
**Traffic Calming Pilot Program - Location Map  
Edenwood Drive  
(Ward 9)**

SCALE FOR REDUCED DRAWINGS  
0m 50m 100m 200m 300m 400m 500m 1000m









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**Traffic Calming Pilot Program - Location Map  
Westbridge Way  
(Ward 11)**

SCALE FOR REDUCED DRAWINGS  
0m 50m 100m 200m 300m 400m 500m 600m 700m 800m 900m 1000m



# Corporate Report

Clerk's Files

Originator's  
Files

General Committee

JUN 26 2013

**DATE:** June 7, 2013

**TO:** General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** 40 km/h Speed Limits

- RECOMMENDATION:**
1. That the report from the Commissioner of Transportation and Works dated June 7, 2013 entitled "40 km/h Speed Limits" be received.
  2. That the Transportation and Works Department develop a new policy for implementing lower posted speeds which utilizes an evaluation process that considers roadway geometry, parking conditions, pedestrian facilities, adjacent land use, and existing operating speeds.

**REPORT  
HIGHLIGHTS:**

- The statutory speed limit within the Province of Ontario is 50 km/h unless otherwise posted within a village, town, city or built-up area.
- Lower posted speed limits are currently implemented in accordance with City of Mississauga Corporate Policy 10-03-01 'Traffic Safety in School Zones' and is very specific to where 40 km/h speed limits are implemented.
- 40 km/h posted speed limits should be implemented in a consistent manner so that the speed limits maintain a level of credibility and compliance with the posted speed limit.
- An evaluation process which includes a review of the roadway

geometry, parking conditions, pedestrian facilities, adjacent land use, and existing operating speeds would be a reasonable and technically sound approach to implementing lower posted speeds.

- An education and awareness component should be included as part of any new 40 km/h speed limit policy to raise awareness and manage expectations of reduced posted speed limits.

**BACKGROUND:**

A report entitled “40 km/h Speed Limits” dated May 28, 2012, from the Commissioner of Transportation and Works was presented to Road Safety Mississauga Advisory Committee summarizing the City’s policy and the current practices of area municipalities with respect to the use of 40 km/h posted speed limits. The report suggested that there may be merit in reducing the statutory speed limit for local residential roadways in the City from the current 50 km/h to 40 km/h, or expanding the use of 40 km/h posted speed limits within Mississauga beyond their current application.

The Road Safety Mississauga Advisory Committee accepted the information within the report and supported the approach currently used in determining 40 km/h posted speed limits, which limits the use of 40 km/h to school zones on local and collector roadways and on roadways which because of geometry cannot safely support higher posted speed limits.

On April 10, 2013, City Council directed staff to review the policy with respect to the implementation of 40 km/h posted speed limits on a City-wide basis.

A report entitled “40 km/h Speed Limits” dated May 13, 2013, from the Commissioner of Transportation and Works was presented to Road Safety Mississauga Advisory Committee. The Road Safety Mississauga Advisory Committee received the report and provided comments for consideration.

**COMMENTS:**

The authority for a municipality to set speed limits is provided through the Highway Traffic Act (H.T.A). The statutory speed limit or default speed limit within the Province of Ontario is 50 km/h in a village, town, city, or built-up area. A municipality must enact a by-law and

install the appropriate signage on the roadway to implement speed limits other than the statutory speed limit of 50 km/h. City of Mississauga Corporate Policy 10-03-01 'Traffic Safety in School Zones' limits the use of 40 km/h to school zones on local and collector roadways and on roadways which because of geometry cannot safely support higher posted speed limits. Speed limit signs are installed in accordance with City of Mississauga Corporate Policy 10-04-03 'Speed Limit Signs'.

The objective of speed limits is to provide safe and efficient traffic flow while reducing the probability and severity of collisions. When determining appropriate posted speed limits, consideration is given to road geometrics, roadside development, and vehicle operating speeds. Appropriately assigned speed limits tend to promote uniform travel speeds and this is generally associated with fewer conflicts and collisions.

There are many misconceptions pertaining to speed limits and the manner in which they are applied. Perhaps the most common is that simply reducing the posted speed limit will change motorist driving habits resulting in a corresponding reduction in vehicle operating speeds. Lowering the posted speed limit in isolation without concurrent changes to the physical characteristics of the road can have negative consequences. Speed limits that are inconsistent with driver expectations can lead to driver frustration and low compliance with the posted speed limit. Some drivers will obey the lower speed limit while others will feel it is unreasonable and therefore ignore it. It can be stated that most drivers tend to drive at a speed deemed to be comfortable. If drivers consider a speed limit to be inappropriate or unrealistic on one street, they are likely to doubt the validity of an identical yet fully justifiable speed limit on a neighbouring roadway. Therefore the credibility of speed limits should be ensured everywhere.

Except in special circumstances, such as school zones, it is unreasonable to expect motorists to travel at a speed significantly less than the design speed of the roadway. This creates a disruption in vehicular traffic and increases the potential for collisions due to significant speed variances. Research has shown that when the majority of motorists travel at the same speed, the likelihood of a

collision is minimized. When motorists do not travel at similar speeds, all road users including pedestrians and cyclists have difficulty judging the speed of approaching vehicles and, hence chances of a collision are increased. This places an unnecessary burden on Peel Regional Police (cost and resources) with limited long-term results.

The desire to reduce speed limits is often based on the decrease in the probability of a pedestrian fatality resulting from a decrease in impact speed. Unfortunately, reducing the speed limit in isolation has a very limited effect on operating speed. Without a reduction in operating speed, the benefit of reduced impact speed in terms of reduced collision severity is not realized. In addition, the overwhelming majority of collisions which involve a pedestrian have not occurred on local residential roadways where a change to a lower posted speed limit would be introduced.

Given the difficulties with compliance of the 40 km/h speed limit in school zones, reducing the speed limit from the standard 50 km/h to 40 km/h on all residential streets without physically changing the street environment would not be considered prudent. In addition, it should be noted that the 50 km/h statutory or default speed limit is consistent across the province due to the regulations contained within the H.T.A. It would be very costly to implement 40 km/h on all streets, as each street and street segment would have to be individually signed.

While many residents often support the implementation of by-law changes such as parking prohibitions which require the installation of new signs on their roadway, the new signs and posts are often seen as an intrusion and staff often receive negative feedback after the installation.

It is important to establish speed limits based on sound engineering principles. While the majority of the municipalities within the province utilize 40 km/h speed limits in a manner consistent with the City, others utilize an evaluation process to determine if lower posted speed limits would be suitable on other sections of roadway. This evaluation includes a review of the roadway geometry, roadway function, parking conditions, pedestrian facilities, adjacent land use, and existing operating speeds. The evaluation process considers

multiple factors such as the horizontal and vertical alignment of the roadway, any presence of a sidewalk, park or a school abutting the roadway, road width which impact vehicle operating speeds.

The suitability and success of a posted speed limit is often determined by a combination of these factors, which creates a posted speed limit which motorists believe to be reasonable and thereby obey. A 40 km/h posted speed limit is only recommended when the current operating speeds would be considered acceptable, should the posted speed limit be reduced to 40 km/h. This is important in that the overall success of the speed limit is determined by the compliance level.

To further increase the likelihood of compliance with a reduced speed limit of 40 km/h within neighbourhoods, the Road Safety Mississauga Advisory Committee recommended that an education and awareness component be included with proposed 40 km/h speed limit reductions. Simply adding additional speed limit signs within a neighbourhood may go unnoticed by local residents who often travel the same routes each day. Therefore, it was recommended that a letter from the local ward councillor be distributed to area residents in advance of a 40 km/h speed limit change to help raise awareness and manage expectations of a new posted speed limit. A letter distributed to area residents would also serve to notify the public of the aesthetic impacts of new sign installations and inform the public that minimal changes to the operating speeds would be expected without any physical changes to the characteristics of the roadway.

**FINANCIAL IMPACT:** The cost to install signing for a 40 km/h posted speed limit is dependent on the length of the speed zone involved. Speed signs must be located a maximum of every 300 metres (985 feet) apart and signs are required to be posted in both directions of travel immediately following an intersection. On average, a typical speed limit change will require four (4) new signs with an approximate cost of \$650. The material cost to sign the approximately 3,000 local residential roadways within the City of Mississauga is estimated at \$2,000,000.

In addition to the sign purchases, there are costs associated with staff's time to investigate the request and prepare the necessary documentation. Further, Staff are required to schedule utility locates,

when new posts are required in order to install the signs on the municipal right of way.

**CONCLUSION:**

It has been proven that arbitrary speed limit reductions do not reduce vehicle operating speeds and tend to frustrate motorists. It has also been proven that motorists drive at a speed deemed comfortable based on road geometry and roadside development. Speed limits have a defined purpose of providing safe and efficient traffic flow and reducing the severity and frequency of conflict and collision. They have a direct impact on both driver and road safety, and therefore should be appropriately applied.

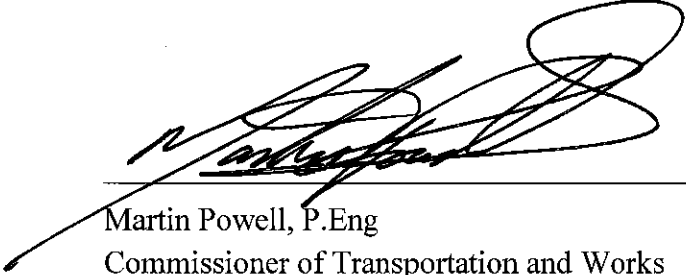
Speed compliance in general is a serious issue that needs to be addressed. It is of the utmost importance that 40 km/h speed limits be applied appropriately so that these lower posted speed limits maintain a level of credibility from motorists. The majority of the 40 km/h posted speed limits within the City would be considered reasonable and met the criteria at the time of their installation. Moving forward, 40 km/h posted speed limits should continue to be applied in a consistent manner and utilized where the majority of motorists would be in compliance with the posted speed limit.

The Traffic Calming Pilot Project which is currently being developed by Transportation and Works staff presents an opportunity to change the design speed of a roadway by altering the physical characteristics, and therefore, the desired travel speeds of local residential roadways. Implementing traffic calming techniques provides an opportunity to change the posted speed limit to better suit the intended travel speeds. These physical changes to the roadway will influence vehicle speeds and can therefore be reinforced by a lower posted speed limit.

Developing a realistic speed limit policy for lower posted speed limits on local residential roadways to balance road user expectations with roadway function is essential. Although the City of Mississauga Corporate Policy 10-03-01 'Traffic Safety in School Zones' is very specific to where 40 km/h speed limits are implemented, the evolution of a new policy is necessary to deal with the implementation of lower posted speeds. While 40 km/h speed limits should always be used appropriately, an evaluation process which includes a review of the



roadway geometry, parking conditions, pedestrian facilities, adjacent land use, and existing operating speeds would be a reasonable and technically sound approach to implementing lower posted speeds.



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Martin Powell, P.Eng

Commissioner of Transportation and Works

*Prepared By: Colin Patterson C.E.T., Coordinator, Road Safety*



# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.Z-05

General Committee

JUN 26 2013

**DATE:** June 7, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **Speed Limits**  
**Orchard Heights Neighbourhood (Ward 1)**

**RECOMMENDATION:** That a 40 km/h speed limit on all roadways within the Orchard Heights Neighbourhood not be implemented due to absence of operational concerns and the financial and negative visual impact of required signage on the neighbourhood.

**REPORT  
HIGHLIGHTS:**

- The Orchard Heights neighbourhood includes fifteen (15) residential roadways which are primarily less than 7 metres (23 feet) in width with no sidewalks and curbs.
- The statutory speed limit of 50 km/h is in effect on all roadways within the neighbourhood and most of the roadways currently have no speed limit signs.
- Speed studies completed within the neighbourhood revealed an average 85<sup>th</sup> percentile speed of 36 km/h.

**BACKGROUND:** The residents of the Orchard Heights neighbourhood submitted a petition to City Council on April 10, 2013 to reduce the posted speed limit on all roadways within the neighbourhood from 50 km/h to 40 km/h in order to address alleged speeding concerns.

The Orchard Heights neighbourhood is located south of Queen Elizabeth Way and east of Dixie Road and includes fifteen (15) residential roadways: Boxwood Way, Clearwater Drive, Glenwatson Drive, Kenneth Drive, Larchview Trail, Lincolnshire Boulevard, Liveoak Drive, Londonderry Boulevard, Marionville Drive, Orchard Haven Ridge, Park Royal Drive, Parkridge Road, Rometown Drive, Skyline Drive and Winterhaven Road.

The access to the Orchard Heights neighbourhood is provided through Larchview Trail, Londonderry Boulevard and Rometown Drive from Dixie Road, and through Liveoak Drive and Park Royal Drive from South Service Road.

All roadways within this neighbourhood are classified as local residential roads. The roadways are primarily less than 7 metres (23 feet) in width with no sidewalks and curbs. Ditches are present on both sides of all roadways within the Orchard Heights neighbourhood with the exception of Larchview Trail and Londonderry Boulevard, which have a curb and gutter.

The statutory speed limit of 50 km/h is currently in effect within the neighbourhood and 3-hour parking is also permitted on both sides of the roadways.

**COMMENTS:**

The current City of Mississauga Corporate Policy 10-03-01 'Traffic Safety in School Zones' limits the use of 40 km/h to school zones on local and collector roadways and on roadways which because of geometry cannot safely support higher posted speed limits. This Policy is presently under review and a revised "40 km/h Speed Limit" Policy utilizing an evaluation process is proposed.

Transportation and Works Department staff completed a comprehensive review of the Orchard Heights neighbourhood to determine the appropriate speed limit under the prevailing conditions. The review took into account physical roadway characteristics, type of surrounding development and speed data, which was collected on all roadways within the neighbourhood at twenty-four (24) locations. The speed study revealed that the 85th percentile speed varies at different locations within the neighbourhood from 24 km/h to 46 km/h

and the average 85<sup>th</sup> percentile at all locations is 36 km/h. The results indicate that the majority of motorists travelling within and through the neighbourhood are travelling well below the regulatory speed limit of 50 km/h.

Based on the speed study results and in accordance with the proposed “40 km/h Speed Limits” Policy, the Transportation and Works Department could support the implementation of a 40 km/h speed limit on the roadways within the Orchard Heights Neighbourhood. A reduction of the regulatory speed limit to 40 km/h would not negatively impact the traffic operation of these roadways and would more closely represent current operating speeds.

The implementation of 40 km/h speed limit on all roadways within the Orchard Heights Neighbourhood would require the installation of seventy-four (74) speed limit signs in order for the speed limit to be legally enforceable. Speed signs must be located a maximum of 300 metres (985 feet) apart and signs are required to be posted in both directions of travel immediately following an intersection. In order to accommodate the signage installation, new posts would need to be installed at the majority of corners of all intersections and at some mid-block locations within the neighbourhood. Only a limited number of the existing hydro poles and light standards could be utilized for the speed signs since the majority of hydro poles and light standards are too set back from the edge of the roadway compromising the visibility of the signage. A significant visual impact would occur within the neighbourhood in conjunction with the resulting financial impact of installing the signage.

A review by staff of the most current collision history information received for the past three years indicated that there has been one (1) collision within the neighbourhood. The motorist involved lost control, slid into the ditch and came to rest in a residential driveway. The motorist was charged for careless driving.

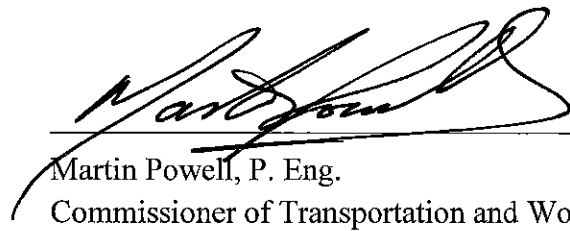
**FINANCIAL IMPACT:** The cost to install signing for a 40 km/h speed limit on all roadways within the Orchard Heights neighbourhood is estimated to be \$12,000 and could be accommodated in the 2013 Current Budget.

**CONCLUSION:**

Although the reduction of the existing 50 km/h speed limit to 40 km/h could be supported by the Transportation and Works Department, the absence of any operational concerns and the significant financial and negative visual impact on the neighbourhood, the Transportation and Works Department recommends against implementation of a 40 km/h speed limit on all roadways within the Orchard Heights neighbourhood.

**ATTACHMENTS:**

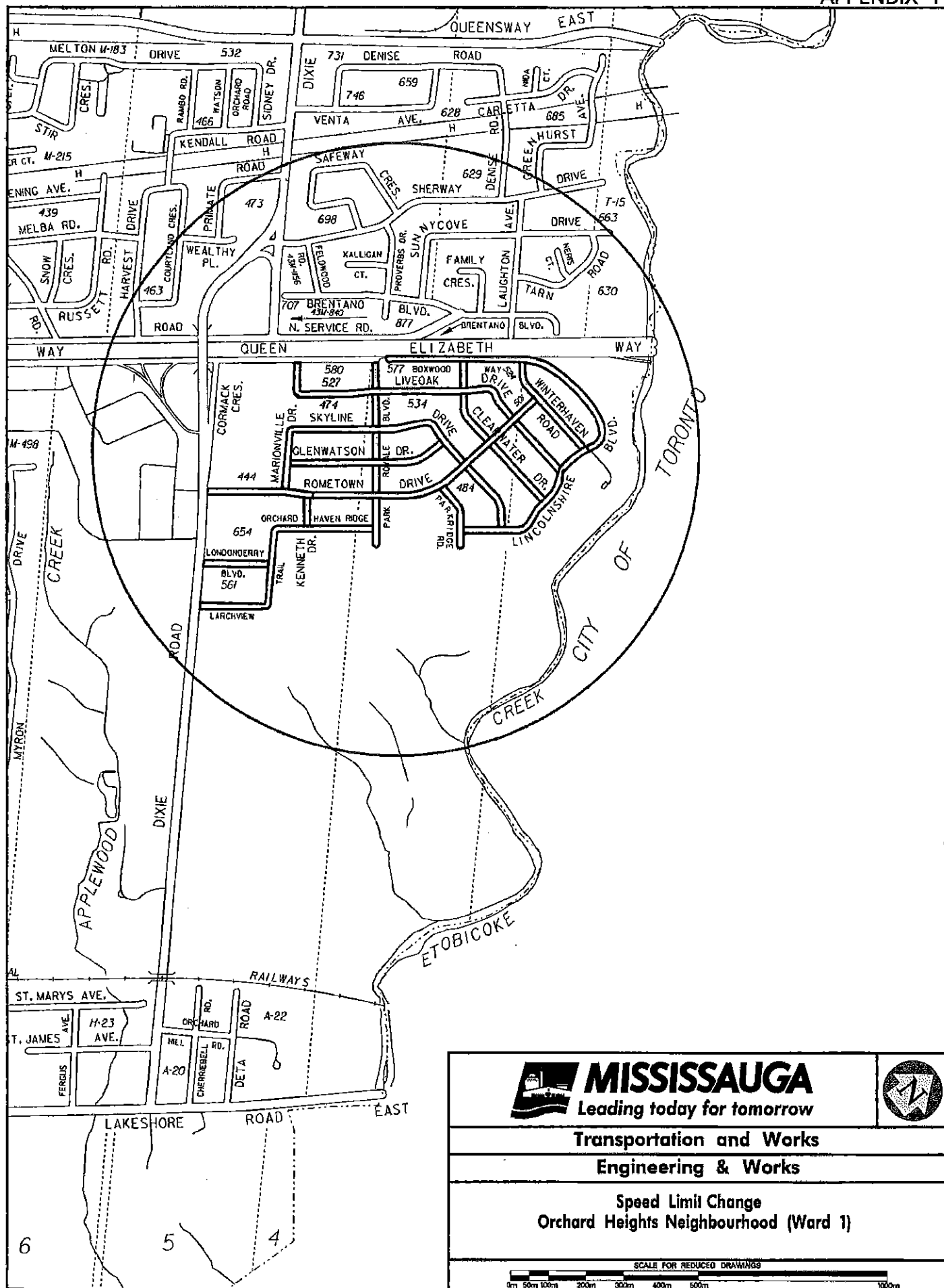
Appendix 1: Location Map: Speed Limit Change  
Orchard Heights Neighbourhood (Ward 1)



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

*Prepared By: Ouliana Drobychevskaya, Traffic Technologist*





# Corporate Report

Clerk's Files

Originator's  
Files

MG.23.REP  
RT.10.Z-  
19,20,26,27

General Committee

JUN 26 2013

**DATE:** May 30, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **Speed Limits – Bough Beeches Boulevard, Golden Orchard Drive and Fieldgate Drive (Ward 3)**

**RECOMMENDATION:** That the 50 km/h statutory speed limit remain on the following roadways:

1. Bough Beeches Boulevard
2. Golden Orchard Drive
3. Fieldgate Drive

**REPORT  
HIGHLIGHTS:**

- Bough Beeches Boulevard, Golden Orchard Drive, and Fieldgate Drive are two-lane undivided minor collector roadways with the majority of each roadway having a statutory speed limit of 50 km/h.
- There are designated school zones with posted speed limits of 40 km/h on sections of each roadway.
- Operating speeds on all three (3) roadways are at or above current speed limits.

**BACKGROUND:** The Transportation and Works Department received several requests from area residents through the Ward Councillor's office requesting

that the speed limit on the above mentioned roadways be reduced to 40km/h. As a result, Transportation and Works Department staff completed a comprehensive review of the existing 50 km/h speed limit on all three roadways.

**COMMENTS:**

The current City of Mississauga Corporate Policy 10-03-01 'Traffic Safety in School Zones' limits the use of 40 km/h to school zones on local and collector roadways and on roadways which because of geometry cannot safely support higher posted speed limits.

The Transportation and Works Department reviewed each roadway individually, considered various factors, including vehicle operating speeds, road section geometrics and collision history.

**1. Bough Beeches Boulevard**

Bough Beeches Boulevard between Burnhamthorpe Road East and Rathburn Road East is a two-lane undivided minor collector roadway with direct residential frontage on both sides of the roadway. The posted speed limit between Chalkdene Cove (east and west intersections) is 40km/h in the designated school zone. The remaining sections of Bough Beeches Boulevard maintain a statutory speed limit of 50km/h.

The recorded vehicle operating speeds revealed an 85<sup>th</sup> percentile speed in both the 40 km/h and 50 km/h zone that are acceptable for this type of roadway and are consistent with other like roadways in the City.

A review of the collision history on Bough Beeches Boulevard did not reveal any reported collisions that could be related to excessive speeding.

**2. Golden Orchard Drive**

Golden Orchard Drive between Willowbank Trail and Goldmar Drive is a two-lane undivided minor collector roadway with direct residential frontage on both sides of the roadway. The posted speed limit between Bloor Street and Winding Trail and between Rathburn



Road East and Greybrook Crescent (north intersection) is 40km/h in the designated school zone. The remaining sections of Golden Orchard Drive maintain a statutory speed limit of 50km/h.

The recorded vehicle operating speeds revealed an 85<sup>th</sup> percentile speed (northbound) in the 40 km/h zone that would warrant Police enforcement. The recorded vehicle operating speeds revealed an 85<sup>th</sup> percentile speed in the 50 km/h zone that is acceptable for this type of roadway and is consistent with other like roadways in the City.

A review of a collision history on Golden Orchard Drive revealed one (1) reported collision related to speeding. The collision involved a motorist who had lost control of the vehicle and the driver was charged with impaired operation of a motor vehicle.

### **3. Fieldgate Drive**

Fieldgate Drive between Eastgate Parkway and the southern limit of the roadway is a two-lane undivided minor collector roadway with a majority of residential frontage on both sides of the roadway. The posted speed limit on Fieldgate Drive between Pagehurst Avenue and Haven Glenn is 40km/h in the designated school zone. The remaining sections of Fieldgate Drive maintain a statutory speed limit of 50km/h.

The recorded vehicle operating speeds revealed an 85<sup>th</sup> percentile speed (northbound) in the 40 km/h zone area that would warrant Police enforcement. The recorded vehicle operating speeds revealed an 85<sup>th</sup> percentile speed (northbound and southbound) in the 50 km/h zone area that would warrant Police enforcement.

A review of the collision history of Fieldgate Drive did not reveal any reported collisions that could be related to excessive speeding.

**FINANCIAL IMPACT:** Not Applicable.

**CONCLUSION:** There are many misconceptions pertaining to speed limits and the manner in which they are applied. Perhaps the most common is that simply reducing the posted speed limit will change motorist driving

habits resulting in a corresponding reduction in vehicle operating speeds. Lowering the posted speed limit in isolation without concurrent changes to the physical characteristics of the road can have negative consequences. Speed limits that are inconsistent with driver expectations can lead to driver frustration. Some drivers will obey the lower speed limit while others will feel it is unreasonable and therefore ignore it. It can be stated that most drivers tend to drive at a speed deemed to be comfortable.

Except in special circumstances, such as school zones, it is unreasonable to expect motorists to travel at a speed significantly less than the design speed of the roadway. This creates a disruption in vehicular traffic and increases the potential for collisions due to significant speed variances. Research has shown that when the majority of motorists travel at the same speed, the likelihood of a collision is minimized. When motorists do not travel at similar speeds, all road users including pedestrians and cyclists have difficulty judging the speed of approaching vehicles and, hence chances of a collision are increased. This places an unnecessary burden on Peel Regional Police (cost and resources) with limited long-term results.

Speed results that warrant enforcement have been sent to the Peel Regional Police for action.

Based on the result of the staff review, the Transportation and Works Department does not recommend the reduction of the statutory speed limit of 50 km/h to 40km/h on the following roadways:

1. Bough Beeches Boulevard
2. Golden Orchard Drive
3. Fieldgate Drive

**ATTACHMENTS:**

Appendix 1: Location Map: Speed Limit Change –  
Bough Beeches Boulevard (Ward 3)

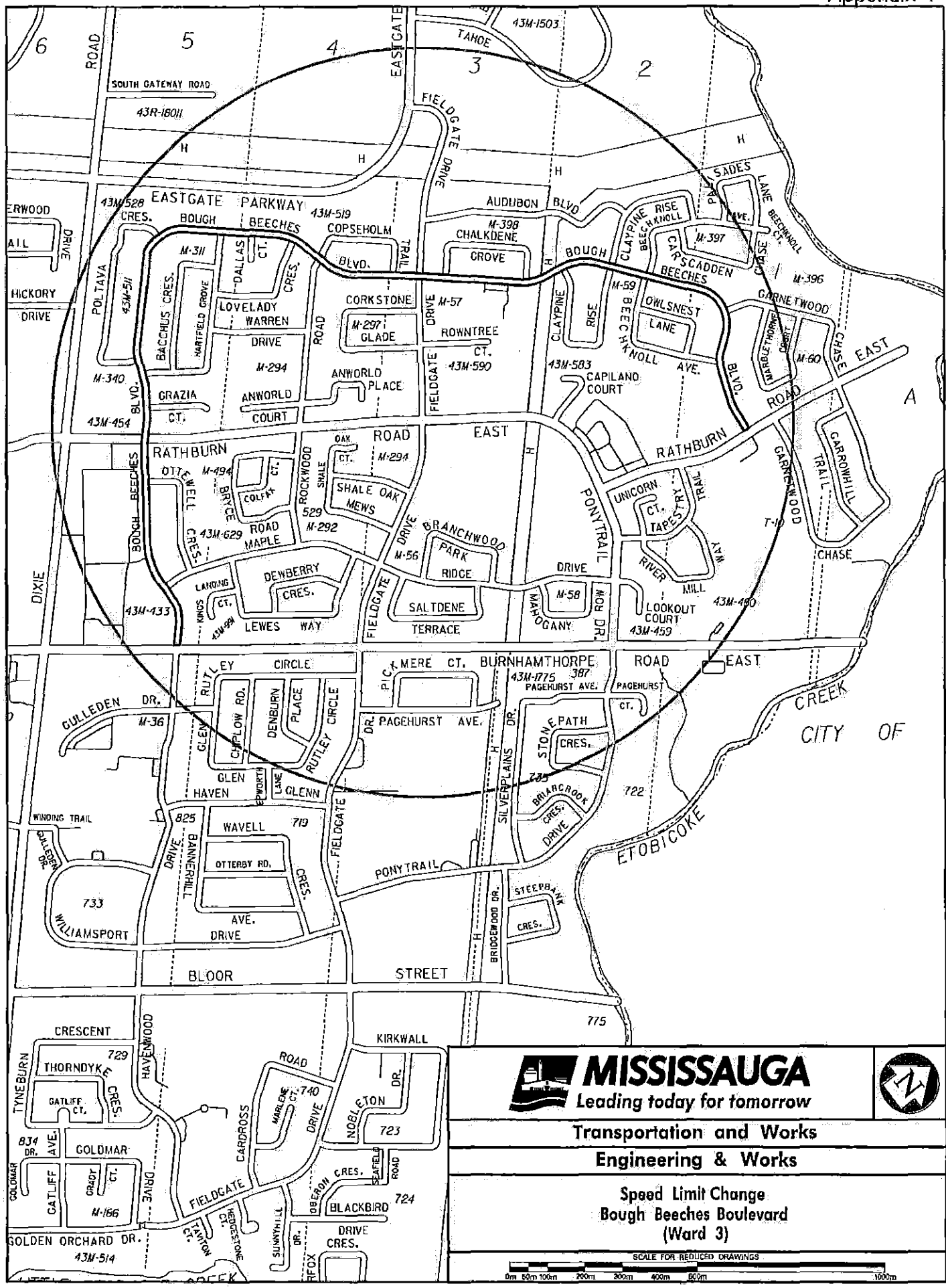
Appendix 2: Location Map: Speed Limit Change –  
Golden Orchard Drive (Ward 3)

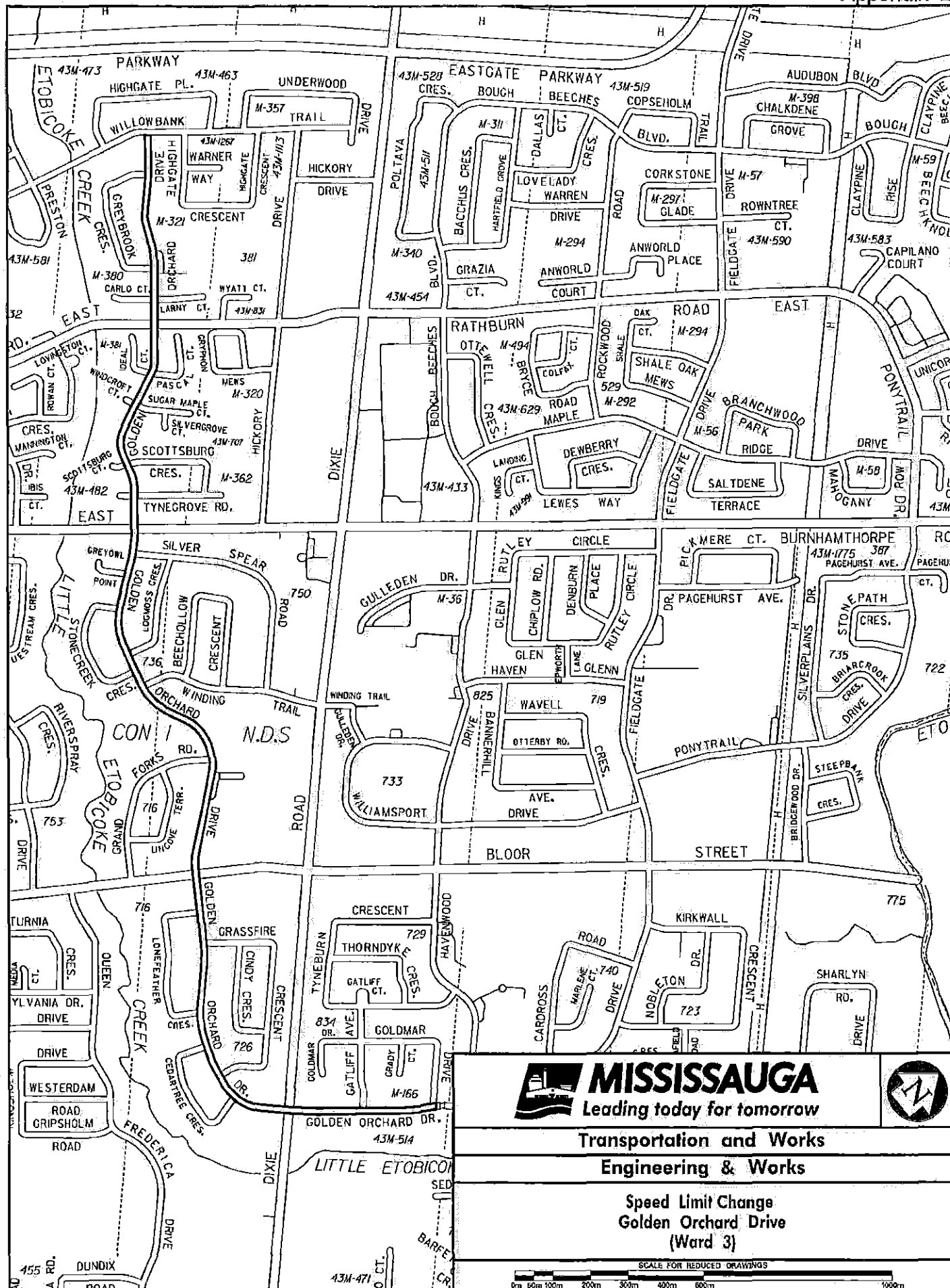
Appendix 3: Location Map: Speed Limit Change –  
Fieldgate Drive (Ward 3)

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: Alex Liya, Traffic Operations Technician*





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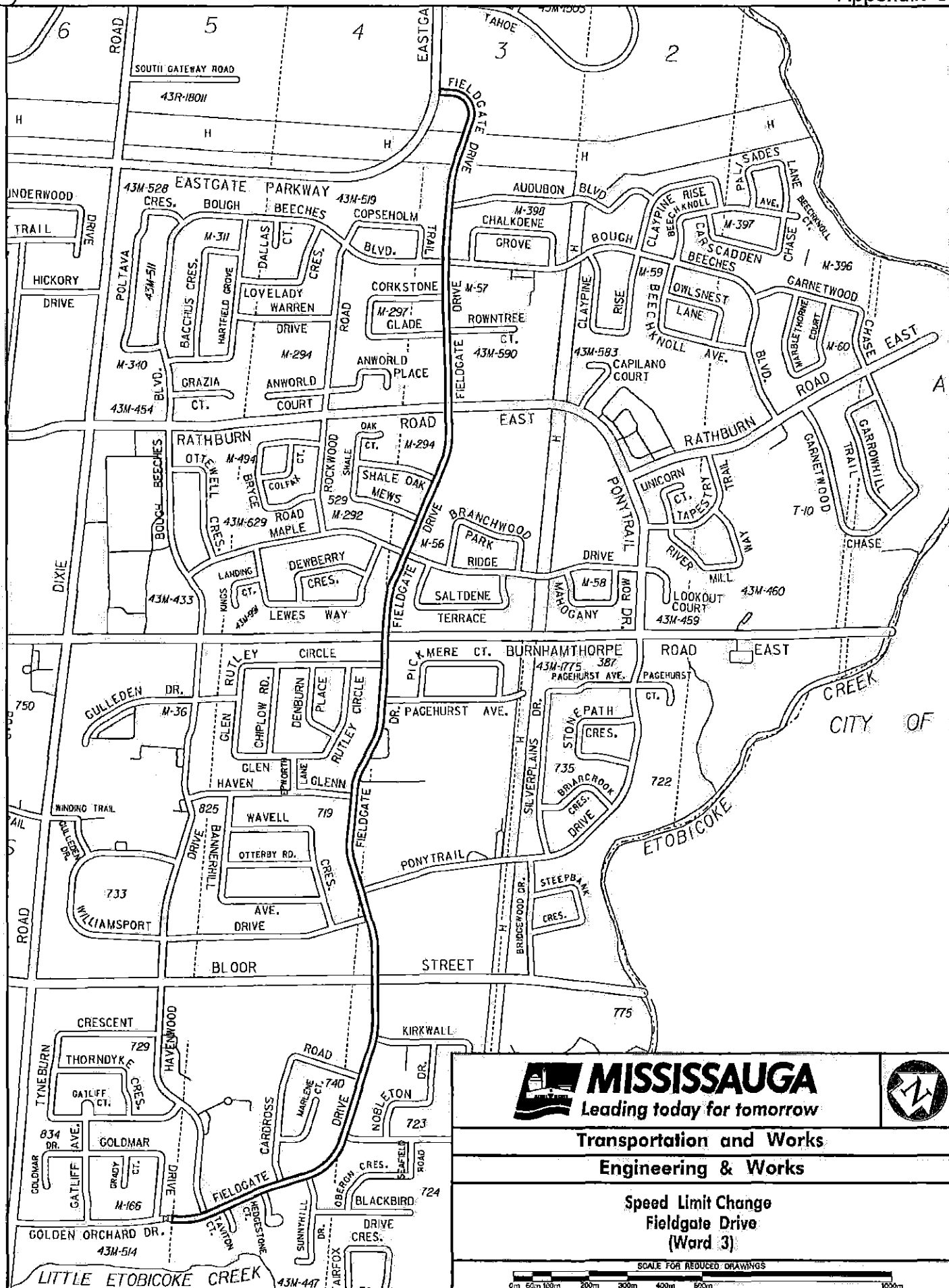


**Transportation and Works  
Engineering & Works**

**Speed Limit Change  
Golden Orchard Drive  
(Ward 3)**

SCALE FOR REDUCED DRAWINGS  
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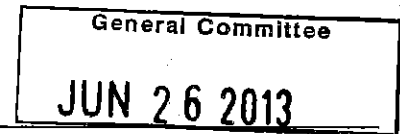
# Corporate Report

Clerk's Files

Originator's  
Files

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

15



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**DATE:** June 3, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **15-hour Parking**  
**Mill Street (Ward 11)**

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**RECOMMENDATION:** That a by-law be enacted to amend By-law 555-2000, as amended, to implement 15-hour parking on Mill Street between Wyndham Street and Church Street.

**BACKGROUND:** The Transportation and Works Department is in receipt of a request from the Ward Councillor to implement 15-hour parking on the south side of Mill Street between Wyndham Street and Church Street.

**COMMENTS:** 15-hour parking can be accommodated on the south side of Mill Street between Wyndham Street and Church Street, allowing two-way traffic to be maintained as parking is currently prohibited at anytime on the north side of Mill Street. The Transportation and Works Department has no concerns with the implementation of 15-hour parking on the south side of Mill Street between Wyndham Street and Church Street.

Typically, this type of request for a parking regulation change is addressed by a petition being circulated to the affected residents to determine the level of support. As this is a direct request by the Ward

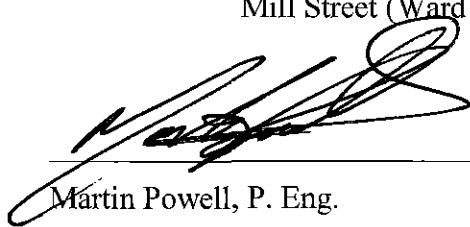
Councillor, a parking questionnaire was not mailed to the area residents. The Ward Councillor has subsequently requested a report be brought forward.

The Ward Councillor supports the implementation of 15-hour parking on the south side of Mill Street between Wyndham Street and Church Street.

**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 on the south side of Mill Street between Wyndham Street and Church Street.

**ATTACHMENTS:** Appendix 1: Location Map: 15-hour Parking  
Mill Street (Ward 11)

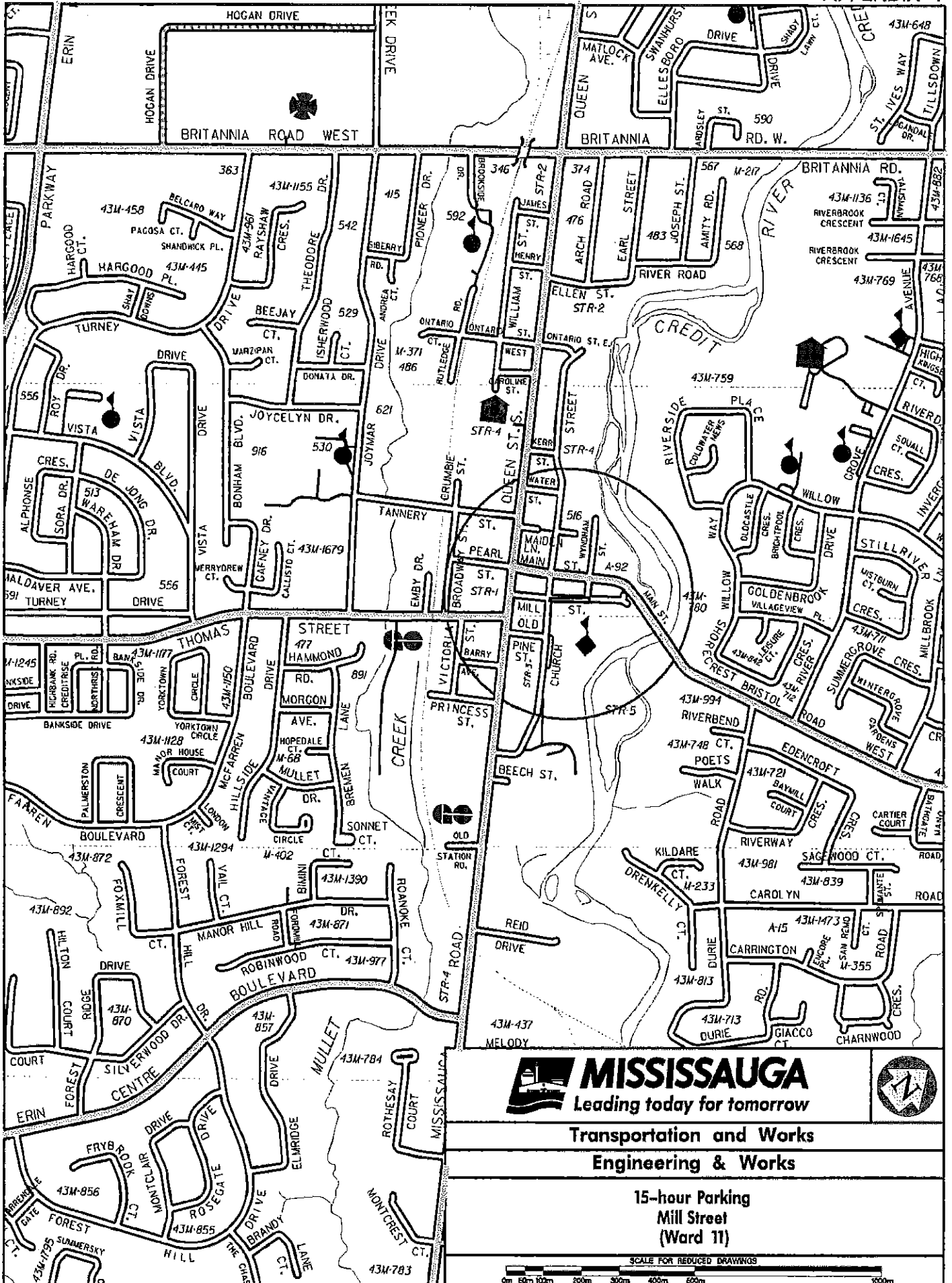


Martin Powell, P. Eng.

Commissioner of Transportation and Works

*Prepared By: Denna Yaunan, A.Sc.T., Traffic Technician*







# Corporate Report

Clerk's Files

Originator's  
Files

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16

General Committee

JUN 26 2013

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**DATE:** June 4, 2013

**TO:** Chair and Members of General Committee  
Meeting Date: June 26, 2013

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

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

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**RECOMMENDATION:** That a by-law be enacted to amend By-law 555-2000, as amended, to extend the parking prohibition on the east side and the west side of Cliff Road between a point of 150 metres (492 feet) north of North Service Road to a point of 39 metres (128 feet) northerly thereof.

**BACKGROUND:** The Transportation and Works Department is in receipt of a request from the Ward Councillor to extend the parking prohibition on the east side and the west side of Cliff Road between a point of 150 metres (492 feet) north of North Service Road to a point of 39 metres (128 feet) northerly thereof.

**COMMENTS:** Currently, three-hour parking is permitted on the east side and the west side of Cliff Road between a point of 150 metres (492 feet) north of North Service Road to Dundas Street. It has been brought to the Transportation and Works Department's attention through the Ward Councillor that school buses are parking along Cliff Road creating sightline concerns. Therefore, the Transportation and Works Department supports the extension of the parking prohibition on the east side and the west side of Cliff Road between a point of 150

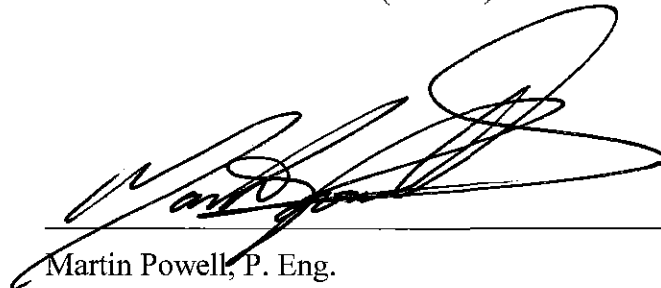
metres (492 feet) north of North Service Road to a point of 39 metres (128 feet) northerly thereof.

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 extension of the parking prohibition on the east side and the west side of Cliff Road between a point of 150 metres (492 feet) north of North Service Road to a point of 39 metres (128 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 extension of the parking prohibition on the east side and the west side of Cliff Road between a point of 150 metres (492 feet) north of North Service Road to a point of 39 metres (128 feet) northerly thereof.

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



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Martin Powell, P. Eng.

Commissioner of Transportation and Works

*Prepared By: Vivian Mansour, Traffic Operations Technician*

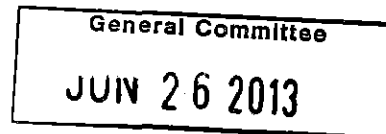




# Corporate Report

Clerk's Files

Originator's  
Files



**DATE:** June 5, 2013

**TO:** Chair and Members of the General Committee  
Meeting Date: June 26, 2013

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

**SUBJECT:** **Amendment to the Traffic By-law 555-00, as amended, for  
Parking Vehicle Longer than Posted Times**

- RECOMMENDATION:**
1. That a by-law be enacted to amend the Traffic By-law 555-00, as amended, as outlined in the report from the Commissioner, Transportation and Works, dated June 5, 2013 and titled "Amendment to the Traffic By-law 555-00, as amended, for Parking Vehicle Longer than Posted Times".
  2. That Legal Services be directed to make an application to the Ministry of the Attorney General for the purpose of seeking a set fine amount and approving the short form wording for the offence outlined in subsection 7(19) of the Traffic By-law.

**BACKGROUND:** In 2000 Council passed the Traffic By-law 555-00 for regulating traffic. On April 19, 2001, the Regional Senior Justice, Ontario Court of Justice, authorized both the short form wording and set fines for offences contained within the Traffic By-law 555-00.

Parking Enforcement has recently been the subject of an internal audit. During their investigation, Internal Audit staff discovered that there was no enforcement mechanism in place under the Traffic By-law 555-00, as amended, when persons park their vehicles for a period longer than permitted under Schedule 1 of the by-law. In

particular, the short form wording for the 15 hour parking restriction was not included within the original 2001 set fine order.

**COMMENTS:**

In order to enforce Schedule 1 of the Traffic By-law 555-00, as amended, subsection 7(19) must be added to the Traffic By-law 555-00, as amended. The draft by-law amending the Traffic By-law 555-00, as amended, attached as Appendix 1 to this report, will create a separate offence for persons who park their vehicle for a period longer than prescribed in Schedule 1. Upon authorization of the by-law by Council, Legal Services will propose a set fine amount along with the short form wording for subsection 7(19) to be approved by the Ministry of the Attorney General.

**FINANCIAL IMPACT:** Not applicable.

**CONCLUSION:**

The requirement for the proposed by-law amendment is necessary given the discovery by Internal Audit staff during a recent audit of Parking Enforcement that there was no enforcement mechanism in place under the Traffic By-law 555-00, as amended, when persons park their vehicle for a period longer than permitted under Schedule 1 of the by-law.

**ATTACHMENTS:**

Appendix 1: Draft by-law amending the Traffic By-law 555-00, as amended.



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Martin Powell, P. Eng.

Commissioner, Transportation and Works Department

*Prepared By: Barry Foley, Manager, Parking Enforcement*

A by-law to amend By-law No. 555-2000,  
as amended, being the Traffic By-law

WHEREAS pursuant to section 11(3)1 of the *Municipal Act, 2001*, S.O. 2001, c.25,  
as amended, a Council of a municipality may enact by-laws respecting highways, including  
parking and traffic on highways;

AND WHEREAS the Council of The Corporation of the City of Mississauga desires  
to make certain amendments to By-law 555-2000, as amended, being the Traffic By-law;

NOW THEREFORE the Council of the Corporation of the City of Mississauga  
ENACTS as follows:

1. That section 7 of By-law 555-2000, as amended, be amended by ADDING the  
following:

- 7(19) Notwithstanding subsection 7(10), for a period longer than permitted by  
authorized signs at the locations set out in Schedule 1 to this By-law, unless:
- (a) otherwise permitted by an agreement with the City;
  - (b) otherwise permitted pursuant to paragraphs 5(1)(c) of this By-law; or
  - (c) a parking consideration is granted;

ENACTED and PASSED this                      day of                      , 2013

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MAYOR

\_\_\_\_\_  
CLERK