



AGENDA

GENERAL COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

www.mississauga.ca

WEDNESDAY, MARCH 26, 2014 – 9:00 AM

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

Members

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

Contact:

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

INDEX – GENERAL COMMITTEE – MARCH 26, 2014

CALL TO ORDER

APPROVAL OF THE AGENDA

DECLARATIONS OF CONFLICT OF INTEREST

PRESENTATIONS - Nil

DEPUTATIONS

MATTERS TO BE CONSIDERED

1. Request for an exemption to Section 22(1) of the Animal Care and Control By-law 0098-04, as amended, to permit an existing Animal Enclosure at 1115 Baldwin Road (Ward 1)
2. Starter Company – Young Entrepreneur Program
3. Proposed Exemption to Noise Control By-law No. 360-79, Airport Road between Northwest Drive and Highway 427 (Ward 5)
4. Streetsville Rotary Park Project (P-375) Request for Funding from 2009 Special Project Capital Reserve Fund (Ward 11)
5. Naming of Multi-Purpose Room in Woodlands Library – 3255 Erindale Station Road (Ward 6)
6. 2014 Ontario Sport and Recreation Communities Fund Application
7. Rescinding of Program Partnership By-Law 0261-05
8. Request to hold a Meeting of Council at the Maja Prentice Theatre to acknowledge the City of Mississauga's 40th Anniversary
9. Appointment of Citizen Members to the Election Campaign Finances Committee

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11. 2013 Annual Report on Investments
12. Living Arts Centre – Operating Loan Extension
13. Update on eRecreation Online Guide, Licensing Partnership with the City of Surrey and Single Source Recommendation for Yellow Pencil Inc.
14. Proposed Surplus Land Declaration – City Owned Land Located on the southeast corner of Britannia Road East and Dixie Road adjacent to 5977 Dixie Road (Ward 5)
15. Surplus Land Declaration and Sale of Lands to the abutting owners of 1879, 1873, 1869, 1863, 1859 and 1853 O’Neil Court (Ward 8)
16. Corporate Policy and Procedure – Safety Footwear 01-07-04
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ADVISORY COMMITTEE REPORTS

Mississauga Celebration Square Events Committee Report 1-2014 – February 24, 2014

Museums of Mississauga Advisory Committee Report 1-2014 – March 17, 2014

Heritage Advisory Committee Report 1-2014 – March 18, 2014

COUNCILLORS’ ENQUIRIES

OTHER BUSINESS/ANNOUNCEMENTS

CLOSED SESSION - Nil

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

ADJOURNMENT

CALL TO ORDERAPPROVAL OF THE AGENDADECLARATIONS OF CONFLICT OF INTERESTPRESENTATIONS - NilDEPUTATIONSMATTERS TO BE CONSIDERED

1. Request for an exemption to Section 22(1) of the Animal Care and Control By-law 0098-04, as amended, to permit an existing Animal Enclosure at 1115 Baldwin Road (Ward 1)

Corporate Report dated March 12, 2014 from the Commissioner of Transportation and Works with respect to a request for an exemption to the Animal Care and Control By-law 0098-04, as amended to permit an existing animal enclosure at 1115 Baldwin Road.

RECOMMENDATION

That the request for an exemption from section 22(1) of the Animal Care and Control By-law 0098-04, as amended, to permit an existing animal enclosure in the rear and side yards of 1115 Baldwin Road, a detached residential property owned by Mr. Fortunato and Ms. Maria Da Silva, be denied.

2. Starter Company – Young Entrepreneur Program

Corporate Report dated March 6, 2014 from the City Manager and Chief Administration Officer with respect to the Starter Company – Young Entrepreneur Program.

RECOMMENDATION

1. That the report from the City Manager and Chief Administrative Officer, dated March 6, 2014, to the General Committee meeting of March 26, 2014, regarding a new Starter Company Program, be received;

(2.)

2. That the Mayor and City Clerk be authorized to execute a transfer payment agreement between The Corporation of the City of Mississauga and Her Majesty the Queen in Right of Ontario, as represented by the Minister of Economic Development, Trade and Employment, and all ancillary documents, in a form satisfactory to Legal Services; and
 3. That all necessary by-laws be enacted.
3. Proposed Exemption to Noise Control By-law No. 360-79, Airport Road between Northwest Drive and Highway 427 (Ward 5)

Corporate Report dated February 26, 2014 from the Commissioner of Transportation and Works with respect to the proposed exemption to the Noise Control By-law 360-79 for Airport Road between Northwest Drive and Highway 427.

RECOMMENDATION

That the Regional Municipality of Peel be granted an exemption from Noise Control By-law No. 360-79, as amended, to allow for extended construction work in order to facilitate watermain replacement and road resurfacing on Airport Road, between Northwest Drive and Highway 427, commencing Monday, April 14, 2014 and ending Friday, October 31, 2014.

4. Streetsville Rotary Park Project (P-375) Request for Funding from 2009 Special Project Capital Reserve Fund (Ward 11)

Corporate Report dated February 28, 2014 from the Commissioner of Community Services with respect to the Streetsville Rotary Park Project request for funding from 2009 Special Project Capital Reserve Fund.

RECOMMENDATION

1. That PN 14-328, Rotary Park Rejuvenation, be established with a gross and net budget of \$97,300.
2. That funds in the amount of \$97,300 be allocated from the Ward 11 portion of the 2009 Special Project Capital Reserve Fund (Account# 35574) into the Streetsville Rotary Park Rejuvenation project (PN 14-328).
3. That all necessary by-laws be enacted.

5. Naming of Multi-Purpose Room in Woodlands Library – 3255 Erindale Station Road (Ward 6)

Corporate Report dated March 4, 2014 from the Commissioner of Community Service with respect to the naming of the Multi-Purpose Room in Woodlands Library.

RECOMMENDATION

That the naming request in recognition of Jim Wilde for the multi-purpose room in the Woodlands Library, located at 3255 Erindale Station Road, be considered for the period of 30 days.

6. 2014 Ontario Sport and Recreation Communities Fund Application

Corporate Report dated February 18, 2014 from the Commissioner of Community Services with respect to the 2014 Ontario Sport and Recreation Communities Fund Application.

RECOMMENDATION

1. That the Commissioner of Community Services be authorized to execute the Ontario Sport and Recreation Communities Fund (OSRCF) grant application to establish evidence of approval by Council and forms the funding agreement with the Ministry of Tourism, Culture and Sport for Mississauga's Play in the Park Program in a form satisfactory to the City Solicitor.
2. That subject to a successful Ontario Sport and Recreation Communities Fund application for two-year funding and based on an evaluation of the 2014 pilot Play in the Park Program, Council endorse delivery of a playground program in 2015.
3. That all necessary by-laws be enacted.

7. Rescinding of Program Partnership By-Law 0261-05

Corporate Report dated February 25, 2014 from Commissioner of Community Services with respect to the Rescinding of Program Partnership By-law 0261-05.

RECOMMENDATION

That the report dated February 25, 2014 from the Commissioner of Community Services be approved to enact a by-law to rescind the existing Program Partnership By-law, 0261-05.

8. Request to hold a Meeting of Council at the Maja Prentice Theatre to acknowledge the City of Mississauga's 40th Anniversary

Corporate Report dated March 5, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to a Council meeting at the Maja Prentice Theatre to acknowledge the City of Mississauga's 40th Anniversary.

RECOMMENDATION

1. That a meeting of Council be held on May 21, 2014 to acknowledge the City of Mississauga's 40th anniversary as outlined in the Corporate Report dated March 5, 2014 from the Commissioner of Corporate Services and Chief Financial Officer.
2. That the Maja Prentice Theatre, 3650 Dixie Road, be approved as the meeting location.
3. That staff be directed to make the appropriate arrangements to conduct a meeting of Council.

9. Appointment of Citizen Members to the Election Campaign Finances Committee

Corporate Report dated March 4, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the appointment of Citizen Members to the Election Campaign Finances Committee.

RECOMMENDATION

1. That in accordance with section 81.1 (1) of the Municipal Elections Act, 1996, as amended, a compliance audit committee, to be known as the Election Campaign Finances Committee, be established for the 2014 Municipal Election comprised of five (5) citizens appointed by Council.
2. That in accordance with the Corporate Policy and Procedure on Citizen Appointments to Committees, Boards and Authorities, public notice advertising the positions on the Election Campaign Finances Committee be given in the Mississauga News and posting on the City website.
3. That the staff panel consisting of the Commissioner of Corporate Services and Chief Financial Officer, City Solicitor, and City Clerk, report back prior to the legislated deadline of October 1, 2014, recommending individuals to be appointed to the Election Campaign Finances Committee.

(9.)

4. That the appropriate City staff work with and assist staff from the Dufferin-Peel Catholic District School Board and the Peel District School Board with the recruitment and establishment of their respective compliance audit committees.

10. 2013 Statement of Remuneration and Expenses

Corporate Report dated March 10, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the 2013 Statement of Remuneration and Expenses.

RECOMMENDATION

That the 2013 Statement of Remuneration and Expenses detailed in Appendix 1 attached to the report dated March 10, 2014 from the Commissioner of Corporate Services and Chief Financial Officer be received.

11. 2013 Annual Report on Investments

Corporate Report dated March 5, 2014 from the Commissioner of Corporate Services and Chief Financial Officer.

RECOMMENDATION

That in compliance with Provincial legislation governing municipal investment practices, the “2013 Annual Report on Investments” dated March 5, 2014 from the Commissioner of Corporate Services and Chief Financial Officer be received for information.

12. Living Arts Centre – Operating Loan Extension

Corporate Report dated February 26, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Living Arts Centre Operating Loan Extension.

(12.)

RECOMMENDATION

That a by-law be submitted to Council for enactment:

- a) Amending By-law No. 177-97, to provide for an extension of the operating loan facility to the earlier of
 - March 31, 2015; or
 - The effective date of new agreements between the City and the Living Arts Centre that include provisions for an operating loan facility.
- b) Authorizing the City Manager or designate and the City Clerk or designate to execute such agreements, documents and instruments as may be required to effect an extension of the Operating Loan Agreement dated September 30, 1997 with the Living Arts Centre, as amended.

13. Update on eRecreation Online Guide, Licensing Partnership with the City of Surrey and Single Source Recommendation for Yellow Pencil Inc.

Corporate Report dated March 10, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to an update on eRecreation Online Guide, Licensing Partnership with the City of Surrey and Single Source recommendation for Yellow Pencil Inc.

RECOMMENDATION

1. That the report of the Commissioner of Corporate Services and Chief Financial Officer dated March 10, 2014 and entitled Update on eRecreation online guide, Licensing Partnership with the City of Surrey and Single Source recommendation for Yellow Pencil Inc. be received for information.
 2. That the Purchasing Agent be authorized to execute the necessary contracts and agreements with Yellow Pencil Inc. on a single source basis to procure consulting services related to the implementation of the eRecreation online guide, in the amount not to exceed \$178,440, excluding HST, to be funded from PN 13562, in a form satisfactory to the City Solicitor.
14. Proposed Surplus Land Declaration – City Owned Land Located on the southeast corner of Britannia Road East and Dixie Road adjacent to 5977 Dixie Road (Ward 5)

Corporate Report dated March 6, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Proposed Surplus Land Declaration for land adjacent to 5977 Dixie Road.

(14.)

RECOMMENDATION

1. That the City owned land located on the southeast corner of Britannia Road East and Dixie Road, adjacent to 5977 Dixie Road, containing an area of approximately 172.8 square metres (1,860.00 square feet) and legally described as Part of Lot 5, Concession 4, East of Hurontario Street, City of Mississauga (formerly Township of Toronto), Regional Municipality of Peel, designated as Part 1 on Reference Plan 43R-8174, be declared surplus to the City's requirements.
 2. That Realty Services staff be authorized to proceed to dispose of the subject lands to the Region of Peel at nominal value for incorporation into the Region's Dixie Road road allowance, once the subject lands are declared surplus.
 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 for a two week period, where the expiry of the two week period will be at least one week prior to the execution of an agreement for the sale of the subject lands under delegated authority.
15. Surplus Land Declaration and Sale of Lands to the abutting owners of 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court (Ward 8)

Report dated March 7, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Surplus Land Declaration and Sale of Lands to the abutting owners of 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court.

RECOMMENDATION

1. That the following City-owned parcels of land be declared surplus to the City's requirements and that utility providers be granted all easements necessary to protect the continued existence of their infrastructure located on or under the said parcels to be declared surplus:
 - a) containing an area of approximately 99 square metres (1,065 square feet) and located at the rear of 1879 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;

(15.)

- b) containing an area of approximately 96 square metres (1,033 square feet) and located at the rear of 1873 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- c) containing an area of approximately 102 square metres (1,097 square feet) and located at the rear of 1869 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- d) containing an area of approximately 107 square metres (1,151 square feet) and located at the rear of 1863 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- e) containing an area of approximately 148 square metres (1,593 square feet) and located at the rear of 1859 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- f) containing an area of approximately 46 square metres (495 square feet) and located at the rear of 1853 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached.

2. 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 for a two week period, where the expiry of the two week period will be at least one week prior to the execution of an agreement for the sale of the subject lands.

(15.)

3. That Council enact by-laws authorizing the Commissioner of Community Services and the City Clerk to execute and affix the Corporate Seal to Agreements of Purchase and Sale, and all documents ancillary thereto, between the City of Mississauga (the "City"), as Vendor and the following:
- a) David Eldon Sharpe, as Purchaser, for approximately 99 square metres (1,065 square feet) of land located at the rear of 1879 O'Neil Court, on terms detailed herein. The purchase price is approximately \$14,377.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - b) Masood Hamid and Gulnaz Mehboob, as Purchaser, for approximately 96 square metres (1,033 square feet) of land located at the rear of 1873 O'Neil Court, on terms detailed herein. The purchase price is approximately \$13,945. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - c) Vijay Sachdeva and Meeta Sachdeva, as Purchaser, for approximately 102 square metres (1,097 square feet) of land located at the rear of 1869 O'Neil Court, on terms detailed herein. The purchase price is approximately \$14,810.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - d) Mari Jane Brereton and William Frank Brereton, as Purchaser, for approximately 107 square metres (1,151 square feet) of land located at the rear of 1863 O'Neil Court, on terms detailed herein. The purchase price is approximately \$15,539.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - e) Cynthia Ann Brown, as Purchaser, for approximately 148 square metres (1,593 square feet) of land located at the rear of 1859 O'Neil Court, on terms detailed herein. The purchase price is approximately \$19,258.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;

(15.)

- f) Sameera Hemati and Syed Ali Nazem, as Purchaser, for approximately 46 square metres (495 square feet) of land located at the rear of 1853 O'Neil Court, on terms detailed herein. The purchase price is approximately \$5,014.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached.

16. Corporate Policy and Procedure – Safety Footwear 01-07-04

Corporate Report dated March 3, 2014 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Safety Footwear Corporate Policy and Procedure.

RECOMMENDATION

That the revised Corporate Policy and Procedure "Safety Footwear", amended to reflect an increase to the Safety Footwear reimbursement for full-time, non-union, permanent employees and the introduction of an allowance for specialty safety footwear, be approved.

17. Indemnification By-law

Corporate Report dated March 11, 2014 from the City Solicitor with respect to the Indemnification By-law.

RECOMMENDATION

1. That a bylaw be enacted to repeal and replace Bylaw 146-86, being a bylaw to provide for the Indemnity and Defence of Members of Council, Officers and Employees of The Corporation of the City of Mississauga with respect to Liability arising out of Acts or Omissions done or made by them in their capacity as Members, Officers or Employees of the Municipality.
2. That the Risk Manager be directed to obtain the appropriate conflict of interest coverage for successfully defended applications commenced under the Municipal Conflict of Interest Act similar to the coverage available under the Region of Peel's insurance program.

ADVISORY COMMITTEE REPORTS

Mississauga Celebration Square Events Committee Report 1-2014 – February 24, 2014
(Recommendation MCSEC-0001-2014 to MCSEC-0006-2014)

Museums of Mississauga Advisory Committee Report 1-2014 – March 17, 2014
(Recommendation MOMAC-0001-2014 to MOMAC-0004-2014)

Heritage Advisory Committee Report 1-2014 – March 18, 2014
(Recommendation HAC-0001 to HAC-0016-2014)

COUNCILLORS' ENQUIRIES

OTHER BUSINESS/ANNOUNCEMENTS

CLOSED SESSION - Nil
(Pursuant to Subsection 239 (2) of the Municipal Act, 2001)

ADJOURNMENT



Corporate Report

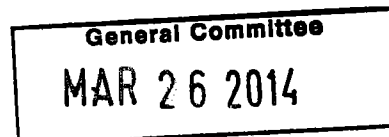
Clerk's Files

Originator's
Files

1.

DATE: March 12, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



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

SUBJECT: Request for an exemption to Section 22(1) of the Animal Care and Control By-law 0098-04, as amended, to permit an existing Animal Enclosure at 1115 Baldwin Road (Ward 1)

RECOMMENDATION: That the request for an exemption from section 22(1) of the Animal Care and Control By-law 0098-04, as amended, to permit an existing animal enclosure in the rear and side yards of 1115 Baldwin Road, a detached residential property owned by Mr. Fortunato and Ms. Maria Da Silva, be denied.

BACKGROUND: On June 20, 2013, staff from the Compliance and Licensing Enforcement section of the Enforcement Division received a complaint concerning doghouses being positioned against a fence in the rear yard at 1115 Baldwin Road. Upon investigation of the property, it was determined that the animal enclosure was located in the side and rear yards in contravention of section 22(1) of the Animal Care and Control By-law 0098-04, as amended, which requires that an animal enclosure be located in a rear yard and at least three meters (10 feet) from the property line and 6.1 meters (20 feet) from any school, church or residential building not located on the same property.

On September 17, 2013, Compliance and Licensing Enforcement staff issued a Notice of Contravention to the property owners requiring that

the animal enclosure be repositioned in order to comply with the provisions of the Animal Care & Control By-law 0098-04, as amended, or request an exemption to the by-law.

Further, the owner was also given written notification by Compliance and Licensing Enforcement staff that an exemption must be requested through the City of Mississauga Clerk's Department as the authority to grant an exemption rests with Council. On October 8, 2013, the Clerk's Department received the exemption request from Mr. Fortunato Da Silva.

COMMENTS:

Compliance and Licensing Enforcement staff have inspected the location of the animal enclosure and diagrams depicting the location are attached (Appendix 1). Photographs were also taken of the animal enclosure (Appendix 2).

The property in question is a detached single family residence on Baldwin Road. The rear yard is approximately 20.8 meters (68.2 feet) wide and has a minimum depth of 9.3 meters (30.5 feet).

The animal enclosure is three meters (10 feet) wide and 4.3 meters (14 feet) in length. The enclosure is constructed of steel wire fencing connected to steel poles. The exterior wall of the enclosure consists of the property line fence which borders the property at 1072 Johnathan Drive. The roof of the enclosure is not of solid construction but is an assembly of pipes and like material in a grid pattern. The enclosure encroaches approximately 1.1 meters (three feet, nine inches) into the interior side yard of the property and is located approximately 57 inches (1.45 meters) from the residential building on the adjoining lot.

Compliance and Licensing Enforcement has received four complaints related to this property from the same source. In June 2013 complaints were filed regarding the number of dogs on the property and doghouses placed against the fence.

The exemption request submitted by Mr. Da Silva indicates that he wishes to be granted an exemption from the by-law and would reduce the required setback to a property line from three meters (10 feet) to zero meters (zero feet), and would reduce the required setback from a

residential property not on the same lot from 6.1 meters (20 feet) to one meter (3.2 feet).

The applicant indicates in his exemption request that the enclosure has existed in its current location for a period of twenty years. At the time of inspection two dogs were present in the enclosure.

FINANCIAL IMPACT: Not applicable

CONCLUSION: Staff recommend that the exemption be denied due to the complaints received from area residents and the fact that the enclosure represents multiple violations of the Animal Care and Control By-law, 0098-04, as amended, those being setback to the property line, setback from a dwelling unit not located on the same property and the requirement that animal enclosures be placed in the rear yard.

ATTACHMENTS: Appendix 1: Diagram and Area Information
Appendix 2: Inspection Photographs



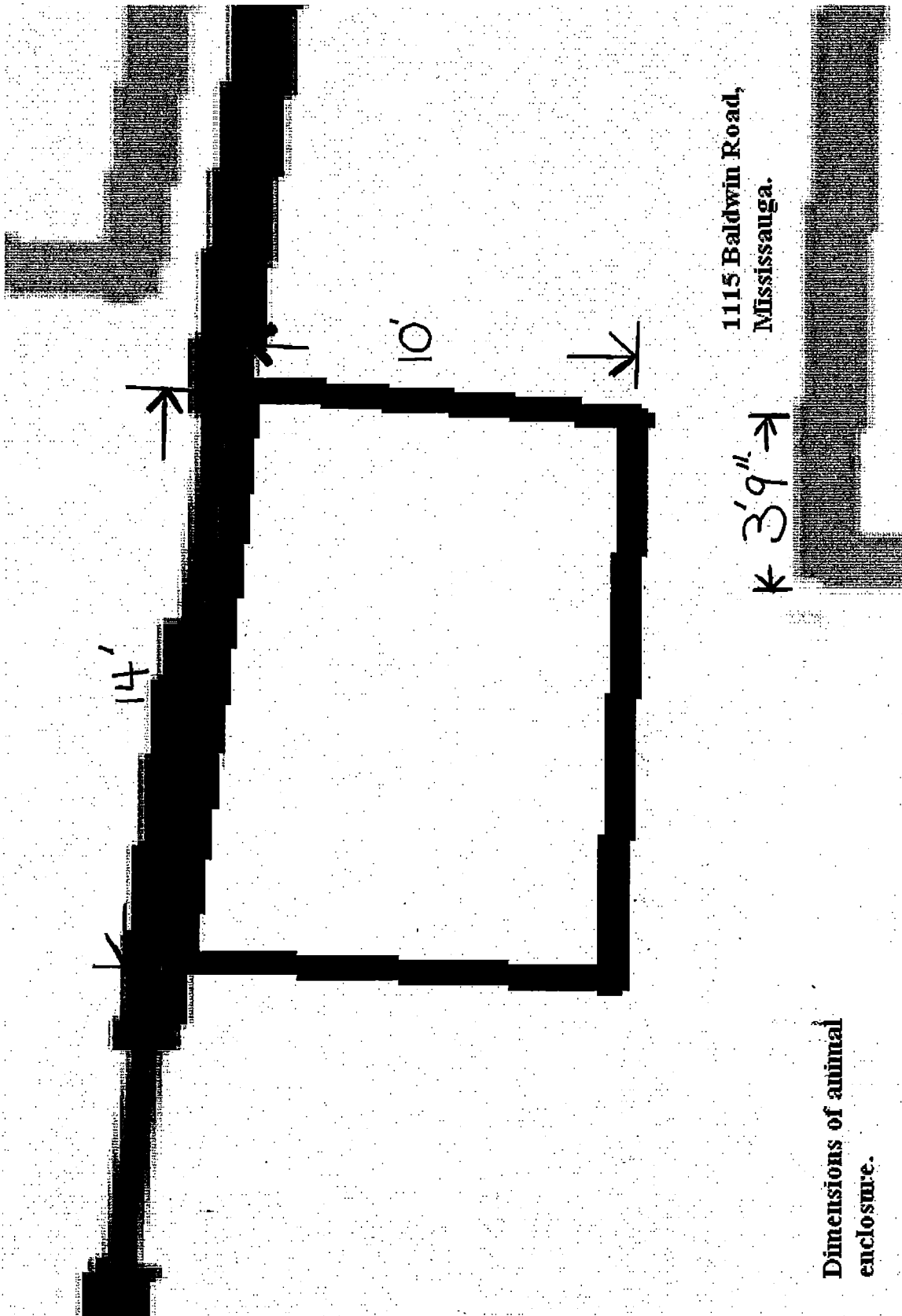
Martin Powell, P. Eng.

Commissioner of Transportation and Works

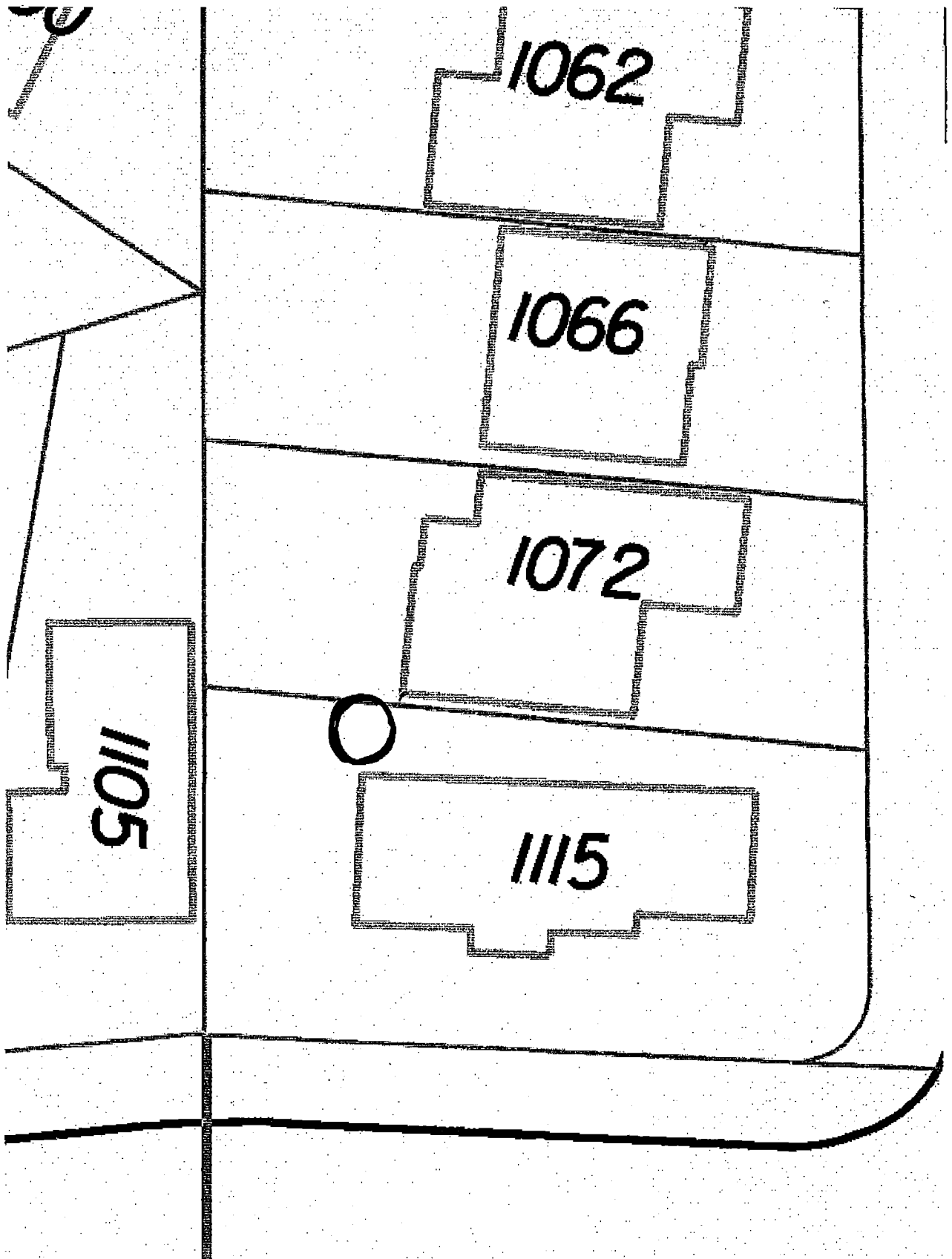
Prepared By: Michael Foley, Supervisor, Compliance and Licensing Enforcement

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APPENDIX 1

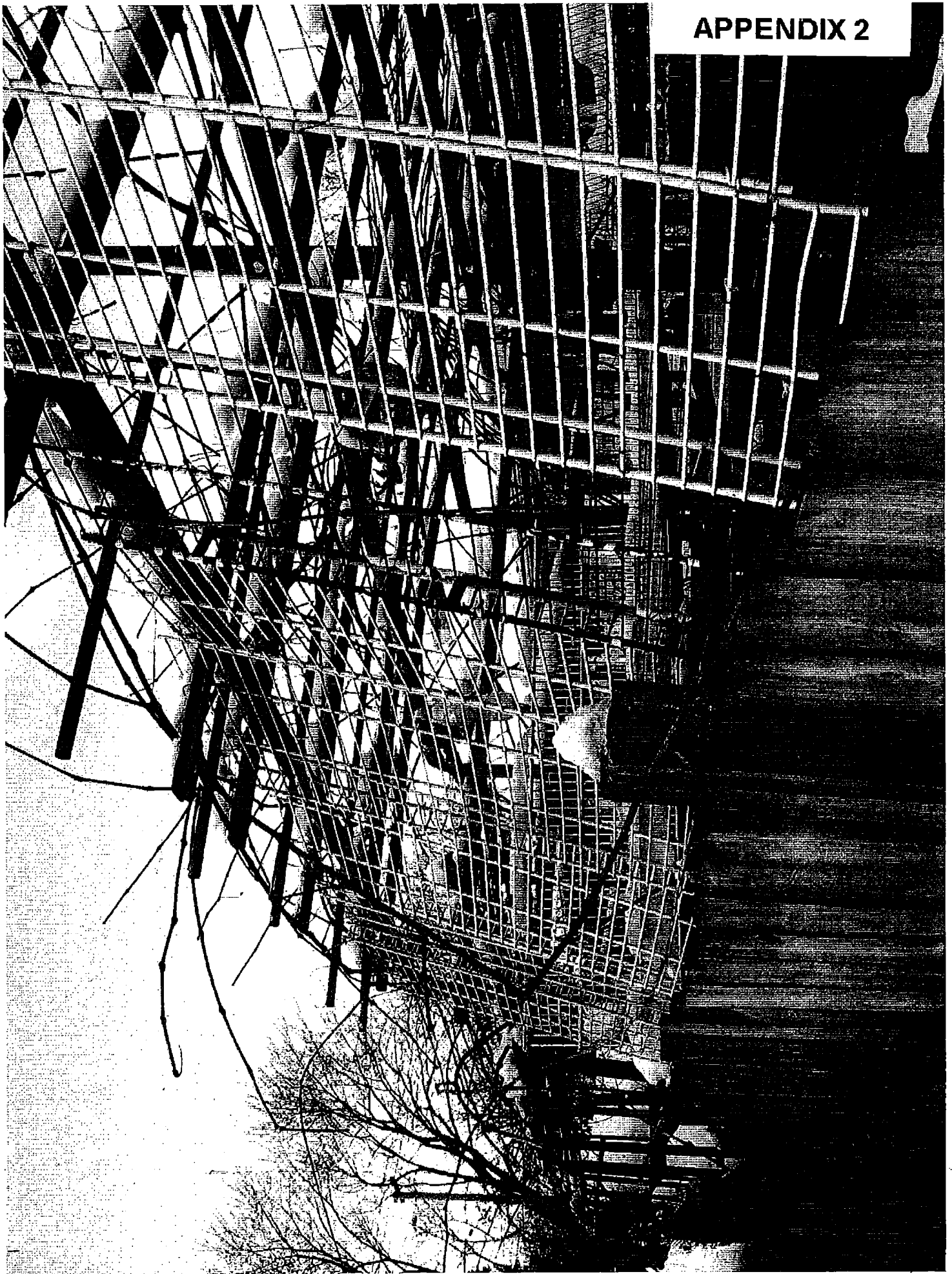


Dimensions of animal enclosure.



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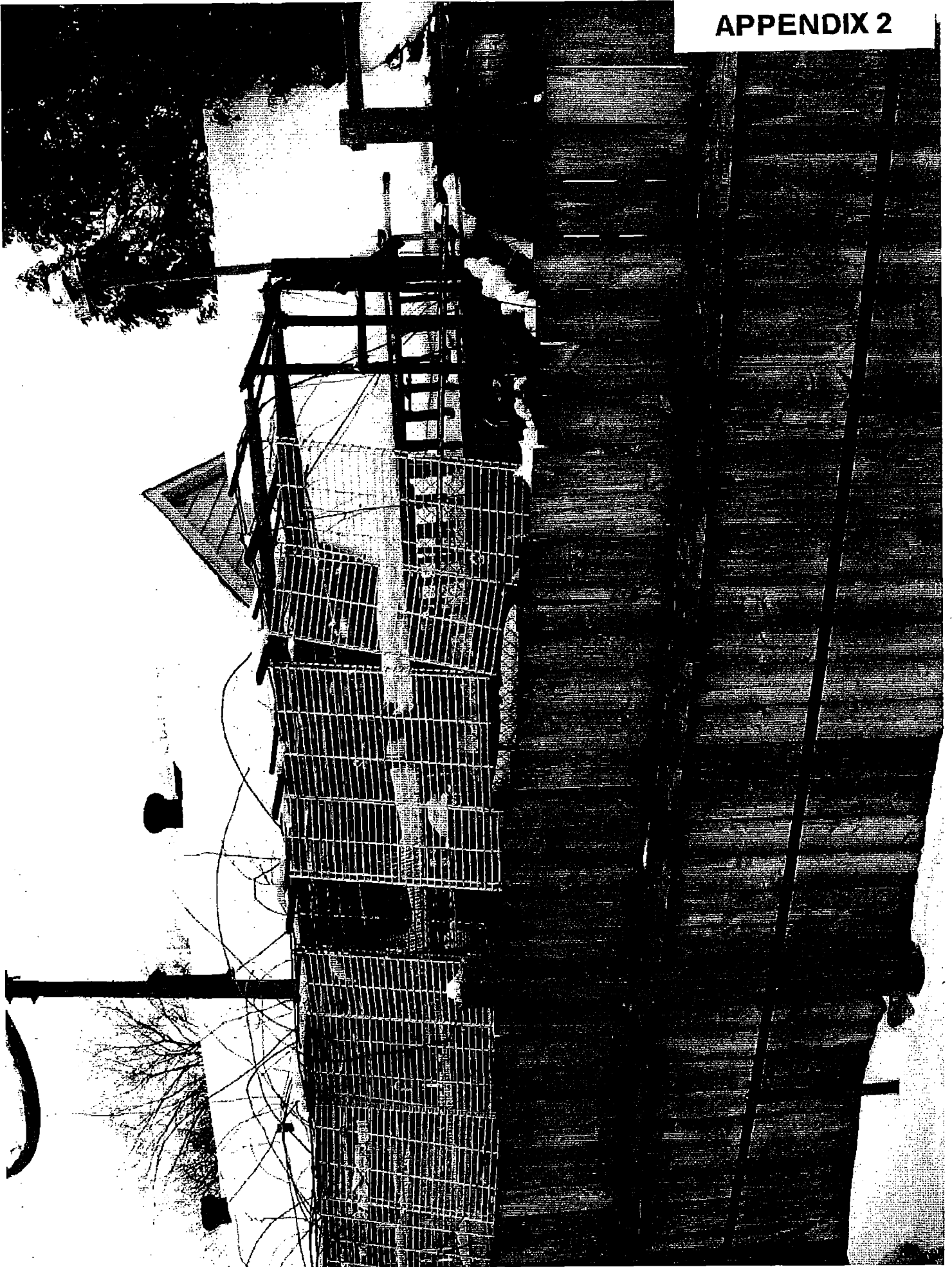
APPENDIX 2





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APPENDIX 2







Corporate Report

Clerk's Files

Originator's
Files

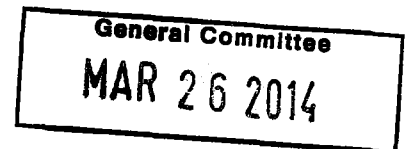
2.

DATE: March 6, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

FROM: Janice M. Baker, FCPA, FCA
City Manager and Chief Administrative Officer

SUBJECT: **Starter Company – Young Entrepreneur Program**



- RECOMMENDATION:**
1. That the report from the City Manager and Chief Administrative Officer, dated March 6, 2014, to the General Committee meeting of March 26, 2014, regarding a new Starter Company Program, be received;
 2. That the Mayor and City Clerk be authorized to execute a transfer payment agreement between The Corporation of the City of Mississauga and Her Majesty the Queen in Right of Ontario, as represented by the Minister of Economic Development, Trade and Employment, and all ancillary documents, in a form satisfactory to Legal Services; and
 3. That all necessary by-laws be enacted.

**REPORT
HIGHLIGHTS:**

- The Ontario Ministry of Economic Development Trade and Employment (MEDTE) announced a \$295 million Youth Jobs Strategy to stimulate youth employment and entrepreneurship.
- Through the Youth Jobs Strategy's Youth Entrepreneurship Fund, the new "Starter Company" program has been developed to encourage youth entrepreneurship.
- The City of Mississauga has been presented a new transfer payment agreement from MEDTE for \$95,000 in funding over the next two

years to administer the “Starter Company” program in Mississauga.

- On behalf of the City of Mississauga, the “Starter Company” program will be administered by the Economic Development Office, Mississauga Business Enterprise Centre (MBEC).
- The program will provide training, mentoring and provincial grants of up to \$5,000 to approximately 20 youth in Mississauga aged 18 to 29 over the next two years.
- This administration fund of \$95,000 plus grant funds for youth will be provided by the Province in addition to the funds already being provided by the Province to the City pursuant to the existing annual services agreement.

BACKGROUND:

Since 1999, the Economic Development Office, MBEC, located in the Central Library, 301 Burnhamthorpe Road West, 4th Floor, has received funding from the Ontario Ministry of Economic Development, Trade and Employment (MEDTE) to support delivery of local small business programs. MEDTE provides \$95,000 in annual funding to MBEC through a current Services Agreement with the Province, plus additional funding of approximately \$20,000 annually to deliver additional project based events and programs.

The partnership between MEDTE and the City of Mississauga’s Economic Development Office is a valuable service offered to the City, providing dedicated small business programs, services and support to aspiring and established small and medium businesses (SMEs) and entrepreneurs to support local economic development.

COMMENTS:

On October 16, 2013, the Ontario government announced additional details relating to the Youth Jobs Strategy fund. Over two years, the \$295 million fund will provide programs and services in four categories: Youth Skills Connection Fund, Youth Innovation Fund, Youth Employment Fund, and Youth Entrepreneurship Fund.

Within the Youth Entrepreneurship Fund category, the “Starter Company” program was announced to provide training, mentoring and grant funds to assist aspiring entrepreneurs aged 18 to 29 to launch a small business. MEDTE will be providing grants up to \$5,000 to

approved applications to 850 Ontario youth over the duration of the program, ending March 31, 2016.

The City of Mississauga, through the Economic Development Office, MBEC is seeking approval to deliver the Starter Company program in the City of Mississauga. The current Services Agreement between the City and MEDTE does not provide for the governance of this program; a new transfer payment agreement has been presented by MEDTE to the City of Mississauga for execution.

This new transfer payment agreement provides context for the program and for the City of Mississauga to receive \$95,000 over the next two years to administer the “Starter Company” program in the City of Mississauga. The EDO-MBEC office will be responsible for administration of the program, with provincial grant funds provided to an anticipated 20 youth-led businesses, over the next two years. The role of EDO-MBEC to administer the “Starter Company” program is for marketing and promotion of the program in the community, delivering orientation and training for small business start-ups, client support for grant application and six months of mentoring by entrepreneurs as they establish local businesses. MBEC will further expand existing mentoring capabilities through volunteer community business representatives to the young entrepreneurs in this program. The provincial funding of \$95,000 will be used to administer the program including the hiring of one new contract staff person. The program is expected to launch following the execution of the new transfer payment agreement.

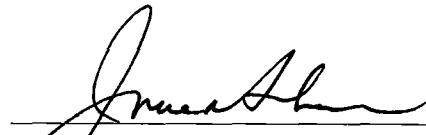
STRATEGIC PLAN: The “Starter Company” program aligns with the ‘Prosper’ pillar of the Strategic Plan - Cultivating Creative and Innovative Businesses, and supports the Economic Development Strategy.

FINANCIAL IMPACT: The EDO-MBEC office will receive \$95,000 over two years to administer the cost of delivering the program in Mississauga. One contract staff person will be hired to administer the program, funded by new funds to be received pursuant to the new transfer payment agreement and a portion of the funds received pursuant to the existing

Services Agreement with the Province. It is anticipated there will not be a net budget impact to the City of Mississauga. A separate cost centre will be initiated to administer the funds from the new transfer payment agreement, and an audit will be conducted at the end of the program. Funding of the program by the Province is dependent upon it receiving the necessary appropriation from the Ontario Legislature for payment under the new transfer agreement. In the unlikely event that this does not happen, MBEC has set up appropriate plans including a termination clause in the contract employee agreement and/or cancellation of the "Starter Company" program.

CONCLUSION:

Ontario's future prosperity is encouraged through providing youth the right skills, experiences and supports to encourage them to thrive in the local and global economy. The new "Starter Company" program will provide opportunity for local youth to develop new skills and opportunities, and establish new businesses in Mississauga to contribute to local economic development, while supporting the Economic Development Office to achieve its strategic goals.



Janice M. Baker, FCPA, FCA
City Manager and Chief Administrative Officer

*Prepared By: Heidi Brown, Manager of Small Business
Economic Development*



Corporate Report

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3.

DATE: February 26, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

General Committee

MAR 26 2014

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

SUBJECT: **Proposed Exemption to Noise Control By-law No. 360-79,
Airport Road between Northwest Drive and Highway 427
(Ward 5)**

RECOMMENDATION: That the Regional Municipality of Peel be granted an exemption from Noise Control By-law No. 360-79, as amended, to allow for extended construction work in order to facilitate watermain replacement and road resurfacing on Airport Road, between Northwest Drive and Highway 427, commencing Monday, April 14, 2014 and ending Friday, October 31, 2014.

BACKGROUND: The Region of Peel will be tendering a contract for watermain replacement and road resurfacing on Airport Road from approximately Northwest Drive to west of Highway 427 with construction scheduled to start in mid-April 2014. The work includes installation of a 300 mm diameter watermain, installation of large diameter service connections, as well as road works including resurfacing.

COMMENTS: The schedule is a critical factor in the successful completion of this project as construction is being coordinated with the Greater Toronto Airports Authority and Ministry of Transportation and must be completed this year in advance of the 2015 Pan Am Games.

The majority of construction activities will be completed between 7:00 p.m. and 6:00 a.m. This will allow the contractor an 11-hour working window; which will significantly increase their daily production, reduce the duration of this work, and have a lower impact on both commuters and local business on Airport Road.

Prior to the commencement of construction, the Region of Peel will distribute an information package describing the scope of work, and working hours along with contact information to all directly affected businesses of the planned construction activities. It should be noted, there are no residential areas in close proximity to the work zone.

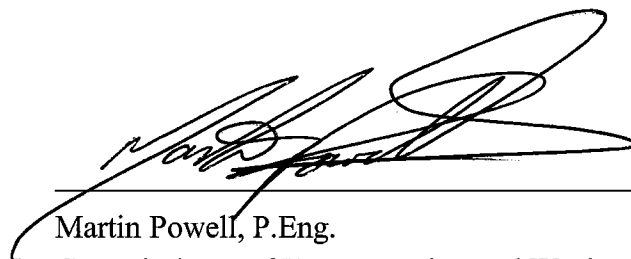
The local Ward Councillor has been made aware of the proposed exemption from Noise Control By-law No. 360-79.

CONCLUSION:

In order to minimize impacts the construction work may have on City of Mississauga residents and to alleviate traffic disruptions, the Transportation and Works Department supports the Noise Control By-law exemption to allow for extended construction work to facilitate watermain replacement and road resurfacing on Airport Road, between Northwest Drive and Highway 427, commencing Monday, April 14, 2014 and ending Friday, October 31, 2014.

ATTACHMENTS:

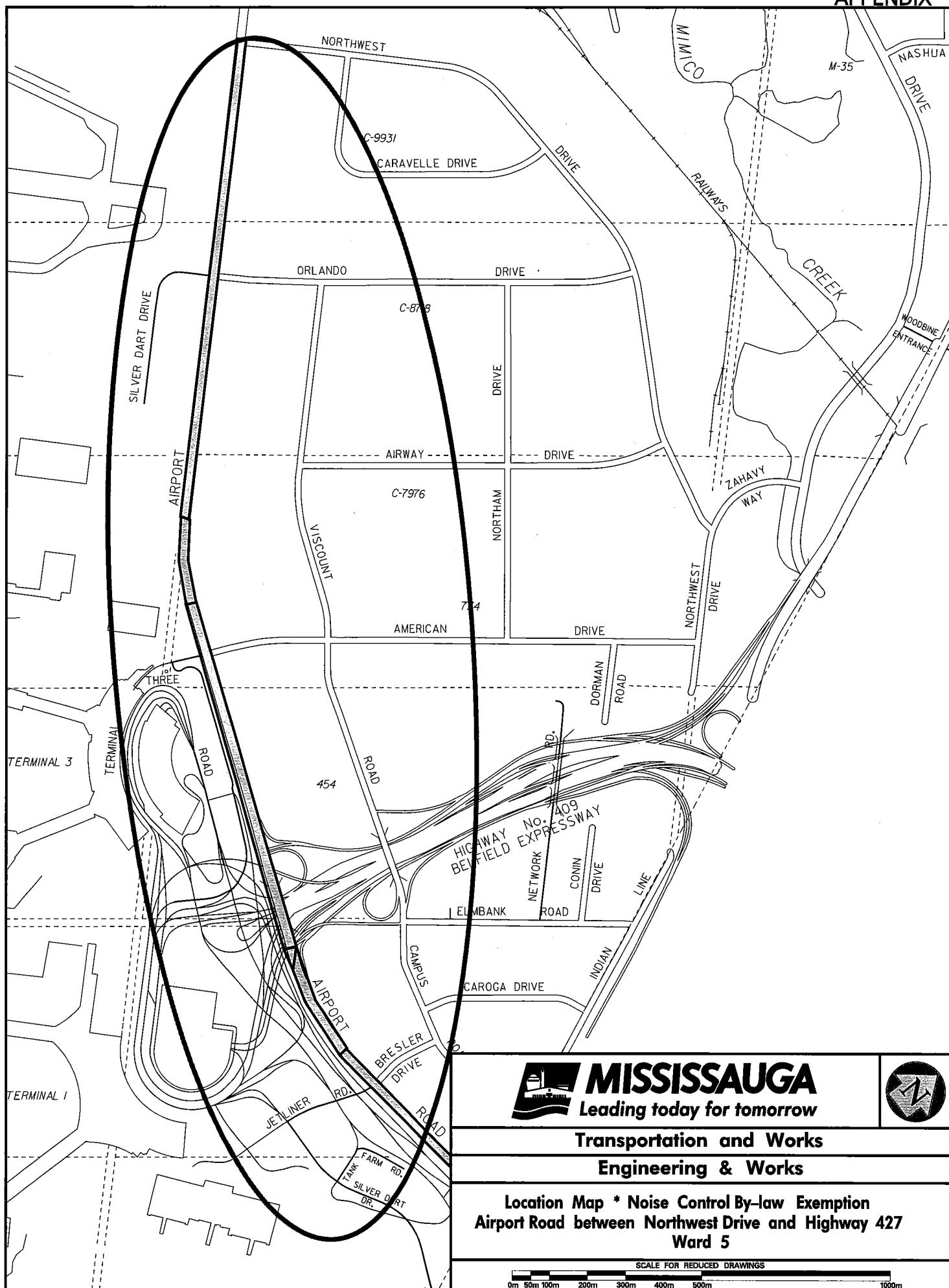
Appendix 1: Location Map: Noise Control By-law Exemption – Airport Road between Northwest Drive and Highway 427 (Ward 5)



Martin Powell, P.Eng.

Commissioner of Transportation and Works

Prepared By: Darek Koziol, Traffic Operations Technologist



MISSISSAUGA
Leading today for tomorrow



Transportation and Works

Engineering & Works

**Location Map * Noise Control By-law Exemption
Airport Road between Northwest Drive and Highway 427
Ward 5**

SCALE FOR REDUCED DRAWINGS
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Corporate Report

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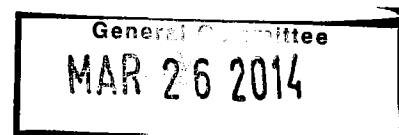
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4.

DATE: February 28, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



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

SUBJECT: Streetsville Rotary Park Project (P-375)
Request for Funding from 2009 Special Project Capital Reserve
Fund - Ward 11

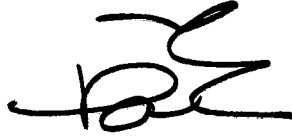
- RECOMMENDATION:**
1. That PN 14-328, Rotary Park Rejuvenation, be established with a gross and net budget of \$97,300.
 2. That funds in the amount of \$97,300 be allocated from the Ward 11 portion of the 2009 Special Project Capital Reserve Fund (Account# 35574) into the Streetsville Rotary Park Rejuvenation project (PN 14-328).
 3. That all necessary by-laws be enacted.

**REPORT
HIGHLIGHTS:**

- Councillor George Carlson (Ward 11) brought forward a request to improve the existing Rotary Park site behind the Streetsville Public Library for the purpose of providing a safer and more pleasant environment for the local community including library users and pedestrians.
- The funding for this project can be allocated from the remaining balance from the Ward 11 portion of the Supplementary Capital Project Reserve Fund.
Once completed, Streetsville BIA will assist with maintenance.
- Construction is scheduled to start in June 2014 with a completion by September 2, 2014.

- BACKGROUND:** The subject site is located behind the parking lot of the Streetsville public library and contains a lawn area and a hedge with a surrounding 2.4m high chain-link fence, which presents potential entrapment for a person under threatening circumstances and is not consistent with the CPTED principles.
- It is a hostile site with no seating opportunities, no visual appeal and no connection to the streets immediately behind the library. Pedestrians are using the back alley delivery road to walk to and from the library or the adjacent plaza. This route is not considered safe for pedestrians.
- The site improvements will benefit the local community by providing a safe pedestrian connection and a place to enjoy.
- Councillor George Carlson has discussed with the Streetsville BIA to undertake the maintenance of the improvements once the site is redeveloped.
- PRESENT STATUS:** Community Services have been working to produce a site improvement plan, which incorporates a pedestrian walkway, seating opportunities and landscape improvements.
- COMMENTS:** Final construction drawings will be prepared with construction planned to commence in June and be complete by September 2014.
- STRATEGIC PLAN:** This project aligns with the "Completing our Neighbourhoods" Strategic Pillar (Connect) and the "Ensuring Youth, Older Adults and New Immigrants Thrive" Strategic Pillar (Belong).
- FINANCIAL IMPACT:** Sufficient funding is available in the Ward 11 portion of 2009 Special Project Capital Reserve Fund (Account# 35574).
- The Ward 11 Councillor supports allocating \$97,300 from this reserve fund for this project.
- CONCLUSION:** The investment from the 2009 Special Project Capital Reserve Fund allows for the rejuvenation of the hostile site/lot into a user friendly parkette in support of the City's Strategic Plan to connect and complete our neighbourhoods.

ATTACHMENTS: Appendix 1: Site Context Map

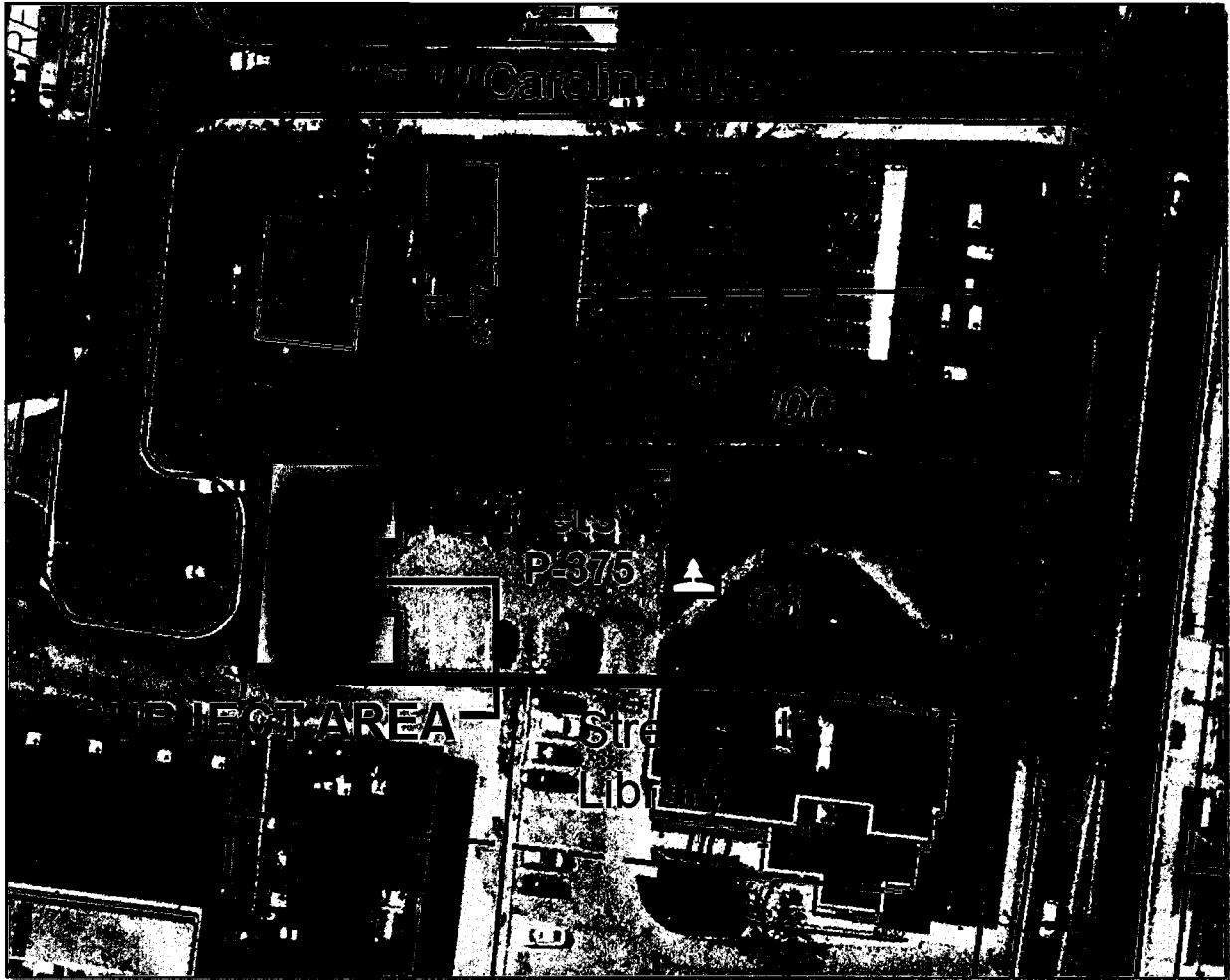
A handwritten signature in black ink, appearing to read 'Paul Mitcham', positioned above a horizontal line.

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

Prepared By: Irina Polo, Project Manager, Park Development

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Appendix 1: Site Context Map





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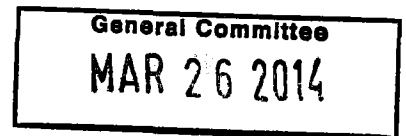
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5.

DATE: March 4, 2014

TO: Chair and Members of the General Committee
Meeting Date: March 26, 2014

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



SUBJECT: **Naming of Multi-purpose Room in Woodlands Library**
3255 Erindale Station Road
(Ward 6)

RECOMMENDATION: That the naming request in recognition of Jim Wilde for the multi-purpose room in the Woodlands Library, located at 3255 Erindale Station Road, be considered for the period of 30 days.

BACKGROUND: In accordance with the City's "Property and Facility Naming and Dedications" corporate policy, the Community Services Department is directed to present names for the 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 presented 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 multi-purpose room in the Woodlands Library, located at 3255 Erindale Station Road and situated in Ward 6 (Appendix 1).

COMMENTS:

Born in 1930, James Arthur (Jim) Wilde, served as an officer with the Ontario Provincial Police. After retiring from the service, Jim began a long and active career as a community volunteer in the City of Mississauga.

In 1988, Jim Wilde became a founding member of the Friends of the Mississauga Library System and served on the executive for 22 years. As part of the Friends of the Mississauga Library System, he worked on the opening of the new Mississauga Central Library in 1991. Jim Wilde also began serving as a member of the Mississauga Library Board in 2004 and held the Chairman of the Board position from 2007 until his death in 2010.

Jim was recognized for his service with the Friends of the Mississauga Library System with the establishment of the Jim Wilde Young Volunteer Award. In his memory, the Jim Wilde Library Education Award was also established to award City of Mississauga residents entering university to study library science or information studies.

Jim Wilde was also a Life Member of the Traffic Safety Council and co-founded the local Kiss-and-Ride program.

On January 22nd, 2010, Jim passed away at his home in Mississauga, leaving his wife, two children and grandchildren.

In accordance with the City's "Property and Facility Naming and Dedications" corporate policy, this proposed naming of the multi-purpose room in the Woodlands Library in recognition of Jim Wilde is consistent with a selection criteria which gives preference to names which "honour, posthumously, the significant contribution of an individual to the community."

The Library Board endorsed the naming of the multi-purpose room in the Woodlands Library in recognition of Jim Wilde through Motion 11:14 in their February 19, 2014 meeting.

Councillor Starr has been consulted and supports the recommended name.

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

CONCLUSION:

The proposed naming of the multi-purpose room in the Woodlands Library (Ward 6) in honour of Jim Wilde 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.

ATTACHMENTS:

Appendix 1: Map of Woodlands Library



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

Prepared By: Heather Wright, Intern Planner, Park Planning

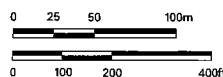
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Appendix 1



Location Map for 3255 Erindale
Station Road

Woodlands Library





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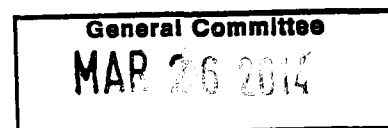
6.

DATE: February 18, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

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

SUBJECT: **2014 Ontario Sport and Recreation Communities Fund
Application**



- RECOMMENDATION:**
1. That the Commissioner of Community Services be authorized to execute the Ontario Sport and Recreation Communities Fund (OSRCF) grant application to establish evidence of approval by Council and forms the funding agreement with the Ministry of Tourism, Culture and Sport for Mississauga's Play in the Park Program in a form satisfactory to the City Solicitor.
 2. That subject to a successful Ontario Sport and Recreation Communities Fund application for two-year funding and based on an evaluation of the 2014 pilot Play in the Park Program, Council endorse delivery of a playground program in 2015.
 3. That all necessary by-laws be enacted.

**REPORT
HIGHLIGHTS:**

- Play in the Park Program is a citywide pilot program to offer free drop-in supervised play in twelve (12) city parks during the summer over nine (9) weeks for three (3) hours a day, five (5) days a week.

- Council's endorsement is required to submit a grant application to the Ontario Sports and Recreation Communities Fund requesting \$158,227 over two (2) years to offset costs of implementing the Play in the Park Program.

BACKGROUND:**Play in the Park Program**

On November 13, 2013 General Committee received a Corporate Report dated November 4, 2013 entitled "Play in the Park Program" from the Commissioner of Community Services.

Chair and Members of General Committee supported the implementation of the proposed 2014 pilot year to provide supervised summer programs at twelve (12) city parks to facilitate play for children age six (6) to twelve (12). The Play in the Park Program pilot will run as a three (3) hour program, five (5) days per week at each of the twelve (12) city parks. This type of programming is currently offered and funded by several neighbouring municipalities.

The pursuit of wage subsidy grants minimizes the need for tax funding and the Ontario Sports and Recreation Communities Fund has a grant program that is strategically aligned with the Play in the Park program.

COMMENTS:**Mississauga's Play in the Park Program**

The objective of the Play in the Park Program is to meet an identified need to provide free or low cost outdoor programming during the summer months for children six (6) to twelve (12) years of age.

Key deliverables include:

- Promoting physical activity & well-being for Mississauga's children
- Developing our neighbourhoods to increase the sense of belonging and fostering community
- Delivering a sustainable and universal model that is accessible to all residents
- Meeting a unique need in providing drop-in outdoor facilitated play throughout the summer months.

On December 18, 2013 the Province of Ontario, Ministry of Tourism, Culture and Sport launched the Ontario Sport and Recreation Communities Fund to support the vision of getting and keeping Ontarians active in quality community sport, recreation and physical activity. The Fund supports projects of one or two years in length on a 60:40, funder: recipient cost-share basis.

As such, the Recreation Division has submitted a non-binding grant application by February 20, 2014 deadline requesting \$158,227 in funding over two years for the Play in the Park Program.

If successful, the grant funding will assist the Recreation Division to offset a portion of program staff costs including :

- Wages and benefits
- Training
- Program equipment; and
- Marketing

As the grant application requires evidence of approval for this application by Council and forms the funding agreement, it is necessary that Council provides approval of the recommended bylaw to authorize the Commissioner to execute the grant application. The Ministry of Tourism, Culture and Sport has agreed to accept a copy of the bylaw and shall be submitted post deadline to demonstrate evidence of approval for this application by Council.

STRATEGIC PLAN:

The Play in the Park Program advances the City's Strategic Pillars of Belong, Connect and Living Green. Additional strategic linkages include:

- Mississauga's Youth Plan
- Future Directions for Recreation (2009)
- Ontario's Healthy Kids Strategy (2013)

FINANCIAL IMPACT:

The Ontario Sport and Recreation Fund is an opportunity to receive up to 60% of the eligible expenses to implement the Play in the Park Program. Eligible expenses at 60% in 2014 would be \$59,230 and in 2015 would be \$98,997 for a total of \$158,227 over two (2) years. Consequently, the Recreation Division submitted an OSRCF grant application for this amount.

The balance of estimated expenses to implement the Play in the Park Program would be managed with assistance from the anticipated Canada Summer Jobs Program and the Jerry Love Children's Fund with its multiple sources of donations and Corporate Sponsorships.

CONCLUSION:

Play in the Park is built on Recreation's vision that the City of Mississauga will foster a greater sense of community well-being and belonging through the delivery of positive recreation experiences, which are the foundation of a healthy city in which people choose to live, work, play and learn.

Providing universal access to community recreation is a strategic priority. The Ontario Sport and Recreation Communities Fund presents an opportunity to offset costs associated with program delivery.



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

Prepared By: Teresa Burgess-Ogilvie, Grants Funding Coordinator



Corporate Report

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7.

DATE: February 25, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

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

SUBJECT: Rescinding of Program Partnership By-Law 0261-05

General Committee

MAR 26 2014

RECOMMENDATION: That the report dated February 25, 2014 from the Commissioner of Community Services be approved to enact a by-law to rescind the existing Program Partnership By-law, 0261-05.

**REPORT
HIGHLIGHTS:**

- Third Party Agreements to provide recreation, sport and culture programs should be authorized in accordance with the Purchasing By-law 374-06, as amended, to ensure that appropriate procurement methods are applied, consistent with the provision of any other services.
- Rescinding the Program Partnership By-Law will not adversely affect current or future partnerships.

BACKGROUND: In 2005, Council enacted the Program Partnership By-law, 0261-05 to authorize the Commissioner of Community Services and the City clerk to execute on the City's behalf, Program Partnership Agreements with private or affiliated groups for the delivery of sports and other recreational programs where such partnerships are deemed appropriate in the City's interests.

Under the authority of this by-law the City has developed thirteen (13) third party program partnerships with private businesses or affiliated groups. The third party is responsible for the direct delivery of program content and all costs associated with the delivery.

These partnerships provide unique and/or skill specific programs in sport and recreation that the City would not traditionally offer or the partner is able to deliver more efficiently to the residents of Mississauga.

COMMENTS:

The Purchasing By-law 374-06, as amended applies to all acquisitions of goods and or services. Further to this, Schedule "A", Criteria for Non-Competitive Acquisitions (Single/Sole Source and Emergency) specifically outlines the requirements for recreation programs:

1. (b) The Goods and/or Services are available from more than one source, but there are good and sufficient reasons for selecting one supplier in particular, as follows:

(xiii) Instructors, coaches, trainers and other specialized services for recreation programs for which Bids cannot readily be called

As a result, the Program Partnership By-Law is no longer required and it is recommended that the by-law be rescinded.

CONCLUSION:

How the City works with third party providers for the provision of recreation, sport and culture programs will not change as a result of rescinding the Program Partnership By-Law, however it is important that staff manage these relationships under a single by-law to ensure that the appropriate procurement methods are being applied.



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

Prepared By: Laura Buchal, Manager, Compliance



Corporate Report

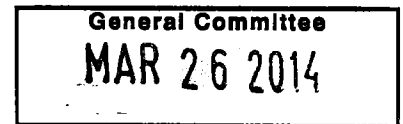
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8.

DATE: March 5, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: Request to hold a Meeting of Council at the Maja Prentice
Theatre to acknowledge the City of Mississauga's 40th
Anniversary

- RECOMMENDATION:**
1. That a meeting of Council be held on May 21, 2014 to acknowledge the City of Mississauga's 40th anniversary as outlined in the Corporate Report dated March 5, 2014 from the Commissioner of Corporate Services and Chief Financial Officer.
 2. That the Maja Prentice Theatre, 3650 Dixie Road, be approved as the meeting location.
 3. That staff be directed to make the appropriate arrangements to conduct a meeting of Council.

BACKGROUND: As part of the City of Mississauga's 40th anniversary celebration, it was suggested that Council hold a meeting in an appropriate location to mark the milestone similar to the ones held in Port Credit as part of the 175th anniversary celebration in 2010, Streetsville as part of the 150th anniversary celebration in 2008 and the University of Toronto at Mississauga's 40th anniversary in 2007.

Initially, Erindale Community Hall, 1620 Dundas Street West, which has historical municipal significance, was suggested as an appropriate location. Staff investigated the possibility of holding a Council meeting at this location.

However, due to accessibility barriers (front entrance, main hall, washrooms), limited parking and no ability for Rogers Cable 10 Mississauga to provide live coverage, it is not being recommended.

The Maja Prentice Theatre is being recommended. The area has historical significance, the building is listed on the City's Heritage Register and the very first meeting of the incorporated City of Mississauga was held in the Ward 3 area. The small 19th century village was named after Burnham Thorpe, England, in honour of the birthplace of Lord Nelson. The intersection of Burnhamthorpe Road and Dixie Road was the centre of the village and the majority of businesses such as the post office, grist mill, blacksmith shop and general stores were located in this area. The Burnhamthorpe Branch Library, which houses the Maja Prentice Theatre, was once the site of a one-room brick schoolhouse in 1883. Over the years, it transformed from a standalone schoolhouse, to a shared schoolhouse and library, to the Burnhamthorpe District Library. In 1974, the firm of Raymond Moriyama, Architects designed the new library – an important community gathering place and an award-winning building with an Ontario Mason's Relations Council (OMRC) Design Award. The building has since been modernized in 2011.

COMMENTS:

Staff investigated and confirm that the Maja Prentice Theatre can be set up to accommodate a meeting of Council. In addition, Rogers Cable 10 Mississauga was consulted and has confirmed that live coverage of the Council meeting is possible from the Maja Prentice Theatre.

In reviewing the Council meeting schedule and in consultation with Legislative Services staff who are canvassing Council to determine if quorum can be achieved, an additional Council meeting date of May 21, 2014 is being suggested. Currently, there are no meetings of Council scheduled for this date.

To facilitate this request, staff from the Communications Division, Legislative Services Division and IT Division will undertake the necessary actions to communicate the meeting of Council date and venue and ensure other meeting details are addressed.

FINANCIAL IMPACT: The cost of relocating the meeting is minimal and focused mainly on the Audio/Visual requirements of the meeting.

CONCLUSION: In 2014, the City of Mississauga is celebrating its 40th anniversary. As was done to recognize the former Town of Port Credit's 175th anniversary, the former Town of Streetsville's 150th anniversary and the University of Toronto at Mississauga's 40th anniversary; holding an off-site Council meeting at the Maja Prentice Theatre would be fitting recognition of the City's 40th anniversary.



Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

Prepared By: Laurel Schut, Supervisor, Public Relations



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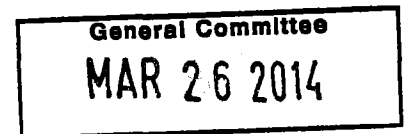
9.

DATE: March 4, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: **Appointment of Citizen Members to the Election Campaign
Finances Committee**



- RECOMMENDATION:**
1. That in accordance with section 81.1 (1) of the *Municipal Elections Act, 1996*, as amended, a compliance audit committee, to be known as the Election Campaign Finances Committee, be established for the 2014 Municipal Election comprised of five (5) citizens appointed by Council.
 2. That in accordance with the Corporate Policy and Procedure on Citizen Appointments to Committees, Boards and Authorities, public notice advertising the positions on the Election Campaign Finances Committee be given in the Mississauga News and posting on the City website.
 3. That the staff panel consisting of the Commissioner of Corporate Services and Chief Financial Officer, City Solicitor, and City Clerk, report back prior to the legislated deadline of October 1, 2014, recommending individuals to be appointed to the Election Campaign Finances Committee.
 4. That the appropriate City staff work with and assist staff from the Dufferin-Peel Catholic District School Board and the Peel

District School Board with the recruitment and establishment of their respective compliance audit committees.

BACKGROUND:

Section 81 (1) of the *Municipal Elections Act, 1996*, as amended, allows an elector, who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the legislation relating to election campaign finances, to apply for a compliance audit of the candidate's election campaign finances.

The *Municipal Elections Act, 1996*, requires a council or local board to establish a compliance audit committee before October 1st of an election year. The City has had an Election Campaign Finances Committee since the 2003 municipal election. The Corporate Policy and Procedure on Citizen Appointments to Committees, Boards and Authorities (Appendix 1) outlines the application process, candidate eligibility requirements and appointment process.

During the last election, the City worked with both the Dufferin-Peel Catholic District School Board and the Peel Board of Education by advertising for interested citizens who were willing to be considered for appointment to the committees of the City and/or School Boards. For consistency purposes, the individuals appointed to the City's Election Campaign Finance Committee were also appointed to the both School Board's Audit Compliance Committees.

COMMENTS:

The appointment of an Election Campaign Finances Committee fulfills the requirements of the *Municipal Elections Act* and alleviates concerns that Council might be placed in the difficult situation of having to make a decision regarding one of its members should an application be made for an Election Compliance Audit. The City's appointment of an Election Campaign Finances Committee has provided valued expertise and objectivity to the appeal process related to election campaigns. After the September 2011 Ward 5 By-election, five requests for a compliance audit of a candidate's election campaign finances were received and dealt with by the Election Campaign Finance Committee. Each request was dealt with in a professional and timely manner.

The corporate policy related to the appointment process for the Election Campaign Finances Committee differs from that of other committees, as Council is to appoint a panel of staff to interview

applicants and make a recommendation to Council with respect to the appointees. The panel has consisted of the Commissioner of Corporate Services and Chief Financial Officer, City Solicitor, and City Clerk. It is recommended that this continue for the 2014 Municipal Election.

The Peel Board of Education and the Dufferin-Peel Catholic School Board have requested that the City and School Boards coordinate the appointment process for the Committee similar to the 2010 process.

FINANCIAL IMPACT: The financial impact of the Election Campaign Finance Committee will be based on the number of appeals received as members of the Committee are paid on a per diem rate.

CONCLUSION: To comply with the *Municipal Elections Act, 1996*, as amended, a compliance audit committee, to be known as the Election Campaign Finances Committee, should be established for the 2014 Municipal Election comprised of five (5) citizens, with knowledge of campaign finance rules, auditing and accounting practices and an ability to make independent decisions. Ideally membership will include a lawyer, auditor and/or accountant with a recognized accounting designation and individuals with prior experience on a committee or tribunal.

Given the City of Mississauga's past practice with respect to the establishment of the Election Campaign Finances Committee, it is appropriate for City staff to work with and assist the Dufferin-Peel Catholic District School Board and the Peel District School Board with the recruitment and establishment of their respective committees.

ATTACHMENTS: Appendix 1: Corporate Policy and Procedure Re: Citizen
Appointments to Committees, Boards and Authorities



Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

*Prepared By: Diana Rusnov, Manager, Legislative Services and
Deputy Clerk*

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Corporate Policy and Procedure



Appendix 1

Policy No. 02-01-01
Page 1 of 4

Effective Date 2013 04 10

Supersedes 2010 09 15

TAB: MUNICIPAL GOVERNMENT

SECTION: COUNCIL AND COMMITTEES

SUBJECT: CITIZEN APPOINTMENTS TO COMMITTEES, BOARDS
AND AUTHORITIES

POLICY STATEMENT Council appoints citizen members to the City's committees, boards, and authorities.

PURPOSE Citizen appointments allow Council to utilize the knowledge and skills of the citizens of Mississauga. This policy establishes eligibility criteria, and outlines the application and appointment process.

SCOPE This policy applies to citizen appointments to any of the City's committees, boards, and authorities, unless Council directs that an alternate appointment process be undertaken.

For the purposes of this policy, "committee" means committee, board, and authority.

ELIGIBILITY Citizen members of committees must be Canadian citizens, and either a resident of Mississauga or a citizen who owns a business in Mississauga. Employees of the City of Mississauga or the Regional Municipality of Peel are not eligible.

Citizen members of committees will be required to provide confirmation that they do not have a criminal record for which a pardon has not been granted, as a condition of appointment.

A citizen member who ceases to be eligible must submit his or her resignation to the committee.

Corporate Policy and Procedure



Appendix 1

Policy No. 02-01-01
Page 2 of 4

Effective Date 2013 04 10

Supersedes 2010 09 15

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APPLICATION PROCESS

Public Notice

The Office of the City Clerk, Corporate Services Department, arranges for a public notice to be placed on the City's web site and in newspaper(s) having general circulation in Mississauga, advising of positions available to citizens on the various committees of Council. The public notice is usually placed in the fall of each election year, and appears for three consecutive weeks.

Information Sessions

The public notice advises that an information session will be held for all committees. Citizens interested in serving on any of the committees may attend the information session. The Office of the City Clerk arranges the information session.

Application Form

Application forms are available on request from the Office of the City Clerk, at the information session and on the City's web site. Incumbents must reapply each term.

The application must be completed and submitted to the Office of the City Clerk by an established deadline. No applications will be accepted after the deadline.

Application Process for Election Campaign Finances Committee

The application process for the Election Campaign Finances Committee differs from that of other committees in that a public notice is placed on the City's web site and in newspaper(s) having general circulation in Mississauga in the spring, immediately prior to an election, rather than the fall, and no information session is held.

APPOINTMENT PROCESS

Nominating Committee

A Nominating Committee is established for all committees having citizen members. The Nominating Committee is comprised of five members of the newly-elected Council, who are appointed at the beginning of the new term of Council.

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Corporate Policy and Procedure



Appendix 1

| | |
|----------------|------------|
| Policy No. | 02-01-01 |
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| Effective Date | 2013 04 10 |
| Supersedes | 2010 09 15 |

All applications received by the established deadline are presented to the Nominating Committee. The Nominating Committee is responsible for reviewing the applications; selecting which applicants will be interviewed; and conducting the interviews.

All Members of Council shall be notified of the interview dates for all committees with citizen members and, upon request, may attend any of the interviews as time permits. However, those Members of Council not on the Nominating Committee shall not be permitted to participate in the interview process.

Selection

Appointees are selected at the earliest possible meeting of Committee. The Nominating Committee makes its recommendations to Council, in closed session.

The Office of the City Clerk notifies all applicants, in writing, of Council's decision and retains all applications on file.

Term of Office

Citizen members serve a term concurrent with that of Council, and retain office until their successors are appointed.

The Office of the City Clerk will canvass citizen members of committees at mid-term to confirm that they wish to carry out the balance of their term.

While there are no specific term limits for citizen members of committees, Council may give preference to qualified applicants who have not had a previous opportunity to serve, over those who are seeking re-appointment after serving two consecutive terms.

Appointment Process for Election Campaign Finances Committee

The appointment process for the Election Campaign Finances Committee differs in that there is no Nominating Committee. Council will appoint a panel of staff to interview applicants. The staff panel will make a recommendation to Council with respect

Corporate Policy and Procedure



Appendix 1

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to the appointees to this committee. Citizen members of the Election Campaign Finances Committee are appointed prior to the election, and serve for the term of office that commences following the municipal election. All other requirements with respect to the appointment process apply to the Election Campaign Finances Committee.

FILLING VACANCIES DURING TERM OF COMMITTEE

Vacancies are not filled after March 31 of an election year.

When a vacancy needs to be filled, the previous applications will be submitted to the Nominating Committee for consideration.

If there are no previous applicants who are suitable and available to serve, the City Clerk repeats the application and appointment process described above (with the public notice appearing for two weeks, rather than three).

EXPENSES

Citizen members of committees may be eligible for the standard City of Mississauga car allowance. See Corporate Policy and Procedure – Business Expenses - Car Allowance.

Business cards are not provided to citizen members of committees.

REFERENCE:

GC-0300 – 2006 04 26
GC-0585-2010 – 2010 09 15
GC-0187-2013 – 2013 04 10 - citizens who owns a business in Mississauga may become Citizen members of committees

LAST REVIEW DATE:

June, 2010

CONTACT:

For more information, contact Support Services, Office of the City Clerk, Corporate Services Department.



Corporate Report

Clerk's Files

Originator's
Files

10.

DATE: March 10, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

General Committee

MAR 26 2014

FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: 2013 Statement of Remuneration and Expenses

RECOMMENDATION: That the 2013 Statement of Remuneration and Expenses detailed in Appendix 1 attached to the report dated March 10, 2014 from the Commissioner of Corporate Services and Chief Financial Officer be received.

BACKGROUND: In accordance with the *Municipal Act 2001*, S.O. 2001, C.25, Section 284, a statement of remuneration and expenses paid to Members of Council, local boards and committees in the preceding year must be submitted to Council by March 31 of each calendar year.

Under the Municipal Act, a Business Improvement Area is a board of management and therefore considered a local board of the municipality and must be included in this report to Council.

Only members of local boards and committees that received payment in the form of remuneration and/or expenses in 2013 are listed in this report. All other committee or board members not in receipt of compensation were excluded.

FINANCIAL IMPACT: The remuneration and expenses paid to all elected officials are in accordance with City of Mississauga By-law 511-2002.

All elected official expenditures are within the budgets approved for 2013.

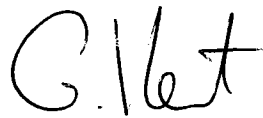
CONCLUSION: Appendix 1 itemizes the 2013 remuneration and expenses of the Mayor, Members of Council, and members of local boards and committees, that are appointed by Council, including Enersource Corporation.

Remuneration and expenses have been included for Streetsville and Port Credit Business Improvement Areas. Clarkson and Malton Business Improvement Areas had no remuneration or expenses to report for 2013.

This summary does not include remuneration paid by the Region of Peel. This information is published separately by the Region of Peel.

This report and the 2013 Mayor and Members of Council Expenditure Statements will be posted on the City's website following receipt of this report by Council.

ATTACHMENTS: Appendix 1: 2013 Statement of Remuneration and Expenses



Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

Prepared By: Mark Beauparlant, Manager, Corporate Financial Services

**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013**

MEMBERS OF COUNCIL

| | | TOTAL SALARY | FRINGE BENEFITS* | CAR ALLOWANCE | CONSTITUENCY EXPENSES | |
|---------------|---------|-----------------|---------------------|------------------|-----------------------|-----------|
| | | | | | ACTUAL | BUDGET |
| McCallion, H. | Mayor | 136,640.92 | 5,375.73 | n/a | 35,847.06 ** | 51,800.00 |
| Tovey, J. | Ward 1 | 81,614.00 | 21,192.40 | 17,304.00 | 15,266.17 | 27,200.00 |
| Mullin, P. | Ward 2 | 81,614.00 | 18,836.20 | 17,304.00 | 13,852.70 | 26,800.00 |
| Fonseca, C. | Ward 3 | 81,614.00 | 21,192.40 | 17,304.00 | 18,569.22 | 28,700.00 |
| Dale, F. | Ward 4 | 81,614.00 | 21,192.40 | 17,304.00 | 13,506.48 | 29,800.00 |
| Crombie, B. | Ward 5 | 81,614.00 | 21,192.40 | 17,304.00 | 26,355.21 | 29,500.00 |
| Starr, R. | Ward 6 | 81,614.00 | 7,239.14 | 17,304.00 | 25,795.78 | 28,900.00 |
| Iannicca, N. | Ward 7 | 81,614.00 | 21,192.40 | 17,304.00 | 24,292.84 | 32,300.00 |
| Mahoney, K. | Ward 8 | 81,614.00 | 21,192.40 | 17,304.00 | 21,491.57 | 29,000.00 |
| Saito, P. | Ward 9 | 81,614.00 | 21,192.40 | 17,304.00 | 16,942.38 | 27,900.00 |
| McFadden, S. | Ward 10 | 81,614.00 | 21,192.40 | 17,304.00 | 24,749.53 | 27,700.00 |
| Carlson, G. | Ward 11 | 81,614.00 | 21,192.40 | 17,304.00 | 25,738.22 | 27,000.00 |

* Benefit coverage costs in accordance with members of Council Remuneration By-law (#05-11-2002).

** Includes vehicles expenses (lease, fuel, maintenance, license and insurance) of \$9,057.36.

ACCESSIBILITY ADVISORY COMMITTEE - CITY APPOINTED MEMBERS

| | MILEAGE EXPENSES |
|----------------|---------------------|
| Chafe, C. | 175.00 |
| Husain, N. | 52.00 |
| Khedr, R. | 124.04 |
| Lowe, C. | 105.71 |
| MacEachern, C. | 79.77 |
| Taddeo, M. | 19.50 |

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**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013**

BUSINESS IMPROVEMENT ASSOCIATION - PORT CREDIT

| | TOTAL SALARY | FRINGE BENEFITS | MILEAGE EXPENSES | CONFERENCE EXPENSES |
|--------------|--------------|--------------------|---------------------|------------------------|
| Baird, T. | | | | 648.00 |
| Bozzo, J. | | | | 648.00 |
| Edwards, C. | | | | 648.00 |
| Gardiner, A. | 4,530.24 | 283.50 | 80.00 | |
| Klein, H. | | | | 848.00 |
| Klennert, M. | | | | 400.00 |
| Laidlow, B. | 31,801.95 | 2,237.98 | 0.00 | 648.00 |
| Morewood, M. | | | | 648.00 |
| Timms, E. | 71,506.63 | 3,603.77 | 537.09 | 648.00 |
| Tovey, J. | | | | 229.00 |

BUSINESS IMPROVEMENT ASSOCIATION - STREETSVILLE

| | TOTAL SALARY | FRINGE BENEFITS | MILEAGE EXPENSES | PARKING EXPENSES | CONFERENCE EXPENSES | OTHER EXPENSES |
|------------------|--------------|--------------------|---------------------|---------------------|------------------------|-------------------|
| Bunting, Katelyn | 3,300.00 | 210.22 | | | | |
| Bunting, Kim | 26,631.40 | 1,839.00 | 37.50 | | | |
| Trewartha, A. B. | 52,500.08 | 3,603.64 | 116.71 | 16.00 | 349.00 | 38.60 |

**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013**

COMMITTEE OF ADJUSTMENT - CITY APPOINTED MEMBERS

| | MEETING PER DIEM | FRINGE BENEFITS | MILEAGE EXPENSES | CONFERENCE EXPENSES |
|--------------|---------------------|--------------------|---------------------|------------------------|
| Bennett, R. | 9,600.00 | 233.56 | 1,960.00 | |
| Dahonick, L. | 4,800.00 | 291.03 | 960.00 | |
| George, D. | 9,800.00 | 236.80 | 1,920.00 | 427.75 |
| Kennedy, D. | 7,800.00 | 529.10 | 1,520.00 | |
| Patrizio, S. | 9,600.00 | 640.37 | 1,880.00 | |
| Robinson, J. | 8,600.00 | 585.39 | 1,680.00 | |
| Thomas, J. | 8,800.00 | 573.46 | 1,720.00 | |

ENERSOURCE CORPORATION - CITY APPOINTED DIRECTORS

| | HONORARIUMS | MEETING PER DIEM | OTHER EXPENSES |
|------------------|-------------|---------------------|-------------------|
| D'Ambrosio, C. | 11000.04 | 8400.00 | 181.80 |
| Beasley, G. | 12999.96 | 6600.00 | 1,422.09 |
| Kuga Pikulin, L. | 11000.04 | 7200.00 | 181.82 |
| Loberg, N. | 43936.08 | | 2,936.49 |
| McCallion, H. | 3666.68 | 600.00 | 181.82 |
| MacCallum, R. | 12999.96 | 7800.00 | 712.60 |
| Mahoney, K. | | 6600.00 | 181.82 |
| Saito, P. | | 7800.00 | 181.82 |
| Starr, R. | | 7200.00 | 181.82 |
| Warner, D. | 11000.04 | 6000.00 | 1,551.26 |

HERITAGE ADVISORY COMMITTEE - CITY APPOINTED MEMBERS

| | MILEAGE EXPENSES |
|--------------|---------------------|
| Natalizio, D | 91.94 |

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**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013**

MISSISSAUGA APPEAL TRIBUNAL

| | MEETING PER DIEM | PARKING |
|----------------|---------------------|---------|
| Amoah, J. | 450.00 | |
| Chung, R. | 800.00 | |
| Laverriere, L. | 800.00 | 46.00 |
| Lyn, L. | 750.00 | |
| Rokerya, R. | 200.00 | |
| Ross, L. | 150.00 | |

MISSISSAUGA CYCLING ADVISORY COMMITTEE

| | MILEAGE EXPENSES |
|----------------|---------------------|
| deCloe, J. | 60.78 |
| Harder, A. | 14.58 |
| Lethbridge, K. | 19.44 |
| Morris, D. | 24.32 |
| Nayer, I. | 48.63 |
| Singh, R. | 49.60 |
| Wachman, J. | 48.63 |

MISSISSAUGA PUBLIC LIBRARY BOARD

| | MILEAGE EXPENSES |
|------------|---------------------|
| Chopra, R. | 223.20 |

**MEMBERS OF COUNCIL AND COMMITTEES
FOR THE CITY OF MISSISSAUGA
STATEMENT OF REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013**

PROPERTY STANDARDS COMMITTEE - CITY APPOINTED MEMBERS

| | MEETING PER DIEM |
|---------------|---------------------|
| Jasiniski, T. | 100.00 |
| Nanan, S. | 100.00 |
| Shalamay, G. | 100.00 |
| Willchuk, D. | 100.00 |
| Zoerb, M. | 100.00 |

ROAD SAFETY ADVISORY COMMITTEE

| | CONFERENCE EXPENSES |
|--------------------|------------------------|
| Hamilton-Smith, P. | 1,089.87 |

TRAFFIC SAFETY COUNCIL - CITY APPOINTED MEMBERS

| | MILEAGE EXPENSES | CONFERENCE EXPENSES |
|----------------|---------------------|------------------------|
| Goegan, L. | 1,202.36 | 1,107.51 |
| Lethbridge, E. | 109.41 | 91.90 |
| Myrdal, A. | 52.52 | |
| Suess, D. | 259.19 | |
| Swedak, B. | 666.21 | 1,094.87 |
| Westbrook, P. | 1,768.80 | |



Corporate Report

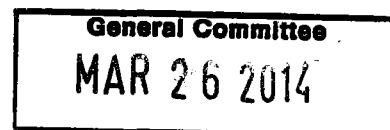
Clerk's Files

Originator's
Files

11.

DATE: March 5, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: 2013 Annual Report on Investments

RECOMMENDATION: That in compliance with Provincial legislation governing municipal investment practices, the "2013 Annual Report on Investments" dated March 5, 2014 from the Commissioner of Corporate Services and Chief Financial Officer be received for information.

**REPORT
HIGHLIGHTS:**

- The City's investment portfolio earned net income of \$34.6 million, generating a net yield of 3.50%.
- The revenue allocated to the Operating Fund was \$14.5 million, while Reserve Funds received \$20.1 million.
- The Canadian fixed income market experienced generally lower returns in 2013, as the increase in longer-term interest rates removed capital gain opportunities.

BACKGROUND: Regulation 438/97, amended to 373/11, of the *Municipal Act, 2001*, requires a municipality to adopt a statement of investment policies and goals, and requires a report be submitted to Council annually. This report is tabled in compliance with the Regulation.

As permitted by legislation, the City maintains an operating fund, a number of reserves and reserve funds, and trust funds for various purposes. These funds are invested in accordance with the *Municipal Act* and Ontario Regulation 438/97, as amended, the *Cemeteries Act*, the *Trustee Act* and the City's Corporate Policy on Investments (No.

04-13-02, effective date March 27th, 2013).

The four major priorities of the City's Investment Policy are:

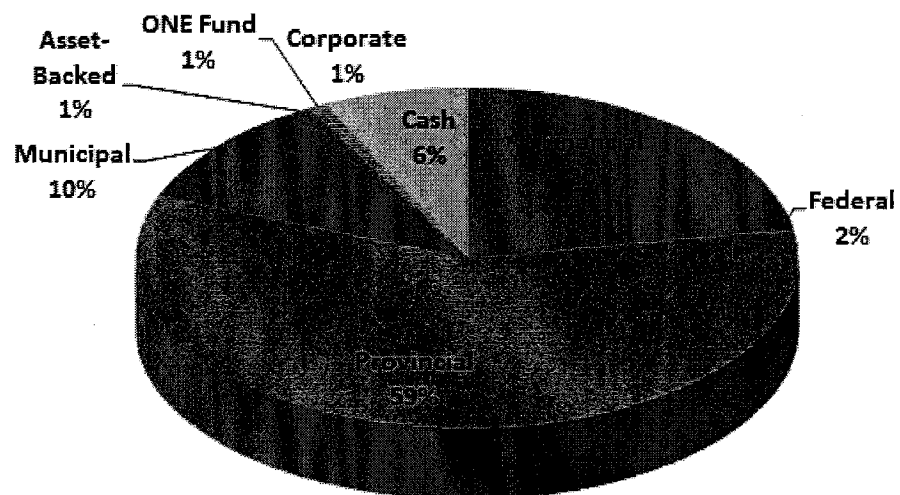
1. Legality of investments – conforming to legislative constraints;
2. Preservation of principal – avoiding the loss of monies which may result from the default of a debt issuer in the payment of principal or interest;
3. Maintenance of liquidity – the ease by which an investment can be sold and cash received; and
4. Competitive rate of return – maximizing the return on investments while conforming to other objectives.

This report outlines the implementation of these priorities and includes a summary of investment results and analysis for the City of Mississauga. The City's investment practices and procedures are subject to ongoing review by both the City's Internal Auditor and the Corporation's external auditors, KPMG.

COMMENTS:

As at December 31, 2013, City Investment Portfolios¹ held \$996 million, par value², (2012: \$961 million) in various securities and cash, in conformity with the City's Investment Policy, as follows:

CONSOLIDATED INVESTMENT PORTFOLIO BY SECURITY \$995,737,366 (Par Value) December 31, 2013



¹ Comprised of the City Funds and DCA Portfolios.

² The Book Value of the Consolidated Investment Portfolio, as at Dec 31st, 2013, is \$923 million. The Par Value of the portfolio identifies what the entire value of the portfolio would be worth, were each security held to its final maturity date.

A more detailed list of the City's investment portfolio mix is shown in Appendix 1.

In 2013, the City earned \$34.8 million in gross investment income³ (2012 - \$44.1 million; 2011 - \$49.4 million) with a gross yield of 3.52% (2012 - 4.51%; 2011: 5.05%) as shown below:

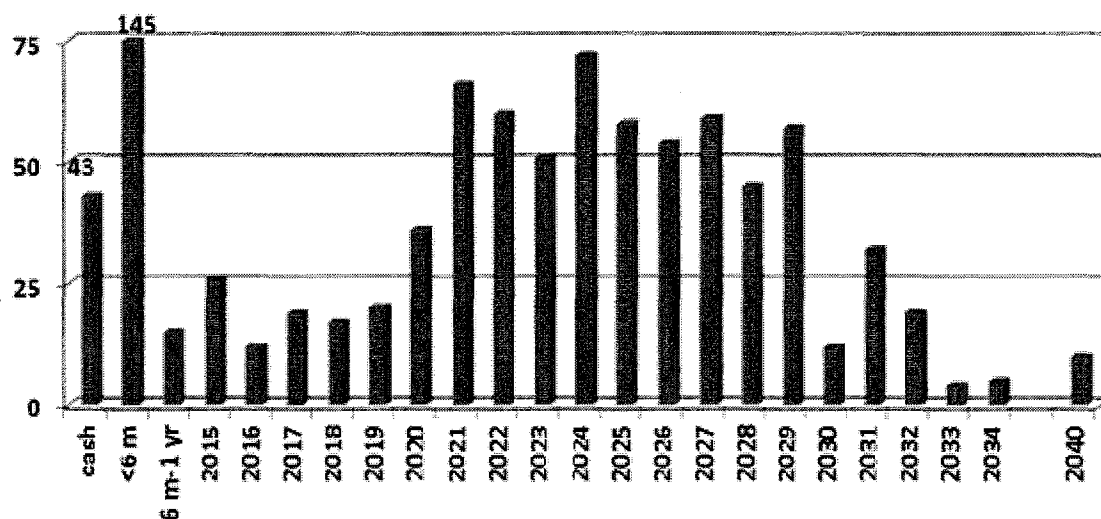
Investment Income:

| | Average Daily Investments (Book Value) (\$) | Investment Income, (\$ Gross) | Yield Gross | Yield Net |
|------|---|-------------------------------|-------------|-----------|
| 2013 | 987,296,755 | 34,826,982 | 3.52% | 3.50% |
| 2012 | 977,192,523 | 44,060,901 | 4.51% | 4.48% |
| 2011 | 978,997,413 | 49,425,595 | 5.05% | 5.03% |

Province of Ontario medium term securities continue to represent the largest position in the portfolio (50%), followed by Canadian banks (20%) (Appendix 1). Throughout 2013, the investment unit continued to increase the credit quality of the portfolio, while reducing the term. The City Funds investment maturity schedule, as of December 31st, 2013, is as follows:

CITY FUNDS MATURITY SCHEDULE

Millions, December 31, 2013

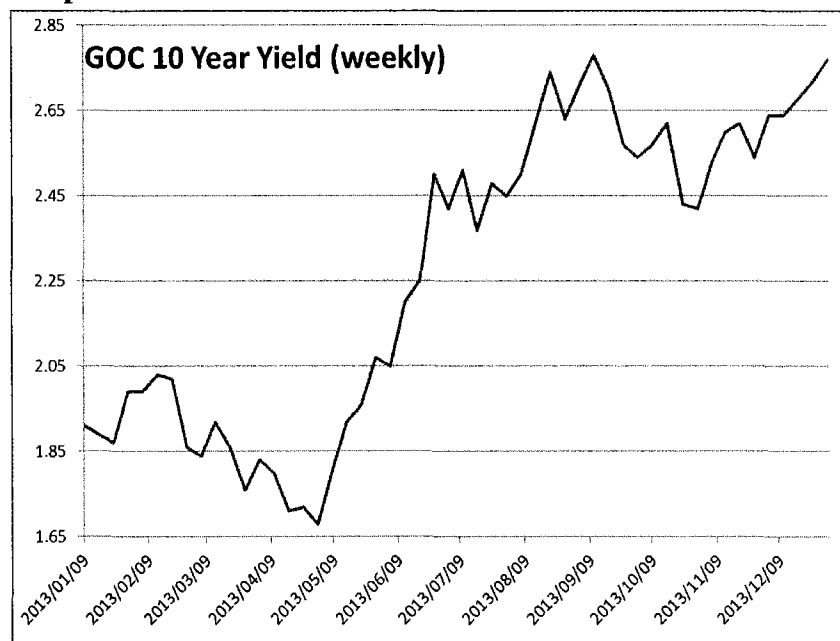


³ Investment income, on a net basis, was \$34.6 million.

Financial Markets: 2013 Year in Review

Over the last 5 years, Canadians had come to expect two things from their financial markets: falling interest rates and a rising Canadian dollar. During 2013, both of those axioms were turned on their head. The Canadian bond market experienced one of its toughest years in two decades, realizing its lowest return since 1994⁴. Exacerbating this underperformance was the decline of the Canadian dollar falling 8 cents throughout the year.

Since the financial crisis of 2008, bond market participants have come to rely on easy monetary policy from central banks around the world to support bond markets. The reliance on that policy was shattered last Spring when the tone of the Canadian and US bond markets dramatically changed. Various senior regional representatives of the US Federal Reserve began to signal that their “easy money” programs would be ending, possibly before year-end. This led to one of the largest interest rate spikes, in the shortest time-period, on record (as measured by the 10-year Government of Canada (GOC) Bond, see Graph 1⁵, below).

Graph 1:

This sudden rise in interest rates, essentially 100 basis points in 3 months, led to a corresponding decline in various bond prices. Depending on the credit quality and portfolio composition, most market-based fixed income portfolios realized either a flat, or a negative, return

⁴ As measured by the DEX Universe Bond Index, a market-based index of the Canadian bond market.

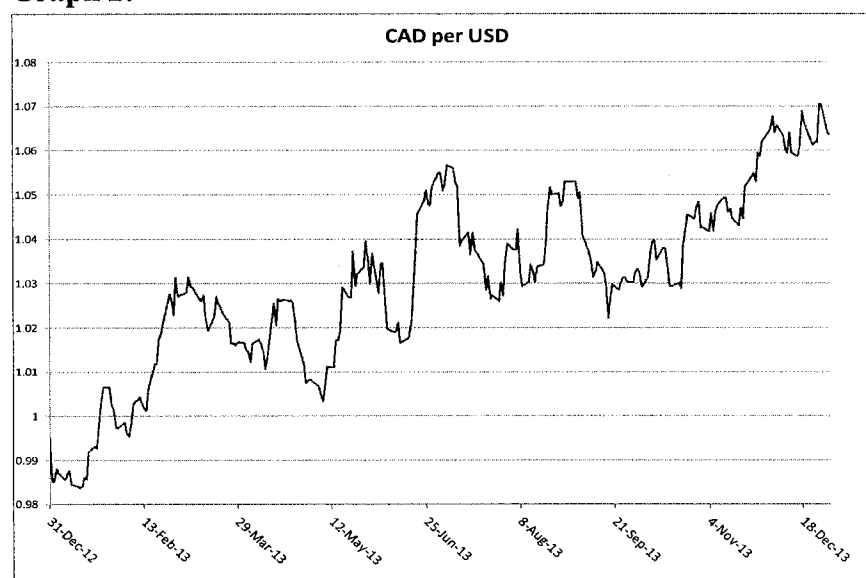
⁵ Source: Bank of Canada

for the year.⁶ In all cases, the fixed income component of managed portfolios created a drag on portfolio returns. Initially, the shock to the interest rate market was thought to be warranted, given the apparent broadening of the economic expansion in the US. However, in Canada, a different story had emerged.

Canadian CPI inflation was running persistently around 1.0% throughout the year, even in the face of a declining Canadian dollar. This indicated to the Bank of Canada (BOC) that there was economic slack building in the economy. The newly placed (in June 2103) Governor of the Bank of Canada (BOC) changed the message coming from the Bank, using speeches and the Quarterly *Monetary Policy Report* (MPR) as its vehicles.

The *MPR* began to focus more on the risks associated with growing imbalances in economic growth; namely growth generated by higher consumer debt. In addition, the new Governor had come from the Export Development Corporation (EDC) and had witnessed first-hand the erosion in the Canadian merchandise trade balance, having now been in continual deficit under a high Canadian dollar for years. Indeed, the BOC was now questioning whether the Canadian dollar was indeed too high, thus creating too big a drag on Canadian manufacturers.

Graph 2:



While the BOC's July *Monetary Policy Report* (MPR) had been forecasting growth at 1.8%, just 3 months later, the October *MPR* saw

⁶ The DEX Universe Bond Index, while not directly comparable to the City Funds Portfolio, realized a 1.19% decline during 2013.

economic growth for 2013 trimmed to 1.6%, with CPI inflation still running at around 1.0% into year-end. Compounding this was a reduction of 0.5% to 2014 GDP growth expectations (down to 2.3% from 2.8%). The currency responded by selling off 4 cents, in just 3 months, after the October *MPR* release (previous page, Graph 2).

The year closed out on an economic sombre note in December, as Statistics Canada reported a 39,000 job loss for Ontario, with the Ontario unemployment rate jumping from 7.2% to 7.9%. Many Canadian banks since then have warned that, while the BOC Overnight Bank Rate may not rise in the near future, their respective financing rates have risen. Thus, current forecasts see both consumer and business loan rates rising throughout 2014.

Investment Income Analysis:

During 2013, the City Funds Portfolio⁷ generated total investment income of \$34.8 million, on average daily balances of \$987 million, which translated into a gross investment yield of 3.52%⁸. Of the total return, \$28.4 million (vs. \$31.8 million in 2012) was from net interest income, while \$6.4 million (vs. \$12.3 million in 2012) was attributable to realized capital gains. Net interest income, as a share of total portfolio earnings, is over 80% thereby providing a solid floor to earnings going forward through a lower reliance on revenues from capital gains.

The City Funds' Portfolio 2013 return of 3.52% outperformed a composite benchmark representation by 1.49 percentage points, as the comparable benchmark index returned 2.03%⁹. This additional return provided incremental revenue to the City of \$14.7 million (actual total investment income: \$34.8 million at 3.52% yield vs. passive benchmark index return: \$20.1 million at 2.03%).

Securities Lending:

The City has a Securities Lending Agreement with its investment custody bank, CIBC Mellon, and in 2013 received \$61,031 from the lending of City owned securities. This arrangement is secured by eligible securities as collateral and fully indemnified by CIBC Mellon.

⁷Excluding the DCA Portfolio that earned \$329,327 yielding 1.632% on average daily investment balances of \$20,174,110.

⁸Income, net of costs, was \$34.6 million yielding 3.50%.

⁹Benchmark return calculated using the average monthly yields on a comparable portfolio, comprised of the following benchmark yields (and weights): 91 GOC T-Bill, 0.96% (14%); DEX Index of Canadian Government Bonds, 2.33% (43%); DEX Index of High Grade Corporate Bonds, 2.09% (43%).

The ONE Fund:

Section 420(1) of the Municipal Act, 2001, also permits a municipality to enter into an agreement with other municipalities for the joint investment of funds. By Council resolution, the City is a minor participant in the "ONE Money Market Fund". The ONE-Fund investment pools are jointly owned and operated by the Municipal Finance Officers Association and the Association of Municipalities of Ontario. The investment guidelines of the Local Authority Service Limited and the CHUMS Financing Corporation comply with the City's policy.

In 2013, the City's average monthly investment in the ONE Money Market Fund was \$6.4 million, with a return of 0.95%.

Investments Management:

The Investment Unit is responsible for day-to-day operating cash management, City cash flow forecasting and monitoring, investment portfolio management, the coordination of the annual credit rating review and, when necessary, the management of cash proceeds from both temporary borrowing and long term debenture issuance.

The Investment unit, comprised of two full-time staff, continues to demonstrate strong value to the City, with costs at 2.3 basis points running well below those of an externally managed public fund. For example, management fees for the ONE Fund are 19 basis points (0.19%) for the money market fund, and 40 basis points (0.40%) for the bond fund (significantly higher than the 2.3 basis points (0.023%) cost incurred by the City for 2013).

Calculated against average daily balances, this difference between the City's investment management costs, and the ONE Funds', represented an overall net saving to the City of \$3.4 million in 2013. Moreover, these operating cost-savings are supplemented by above average returns by in-house investment management staff.

2014 Investments Outlook:

Most forecasts see no Overnight Rate increase by the Bank of Canada before the Summer of 2015, and only a modest upward drift in medium and long-term interest rates, as inflation and GDP growth rates slowly creep higher towards the end of 2014. Notwithstanding a modest yield curve steepening of perhaps 50

basis points, the City Funds portfolio will not experience the full benefit of any increase in rollover yields before 2015/16.

The Investments unit will continue to strengthen the credit quality of the investment portfolio. While yields may diminish in the short term through lower risk, the strategy will serve to protect investment capital, as well as revenues, in the medium term. Notwithstanding the lower return on higher credit quality, portfolio returns for 2014 and 2015 are expected to drift lower due to a combination of other factors.

Lower reserves and reserve fund balances, which are longer term balances and yield higher returns, are falling. Higher operating revenues, which are short-term balances yielding lower returns, are rising. Finally, a continued low, stable interest rate environment offers minimal opportunity for capital gains; and typically results in lower rollover yields on reinvestment.

Nevertheless, the lion's share of earnings will ultimately be determined by investment balances and capital gains, both of which are not expected to change dramatically. Therefore, the 2014 forecast return for the City Funds portfolio is in the \$29 - \$32 million range, with an effective yield return of between 3.30% and 3.80%.

FINANCIAL IMPACT: The City earned \$34.6 million in net investment income during 2013, of which, \$14.5 million was allocated to the 2013 Operating Budget, and \$20.1 million was allocated to Reserve Funds.

CONCLUSION: In compliance with Provincial Regulation 438/97, amended to 373/11, all investment transactions during 2013 were made in accordance with the existing Investment Policy.

As at December 31, 2013, the City held \$923 million¹⁰ in various securities, and cash. A total of \$34.8 million (\$34.6 net) in investment portfolio income was generated during 2013, translating into an investment yield of 3.52% (3.50% net) to the City. Proceeds were distributed between the Operating Budget (\$14.5 million) and Reserve Funds (\$20.1 million).

¹⁰ Book value of consolidated City and DCA Funds.

For 2014 and beyond, Investments is assuming a relatively stable interest rate environment. The City Funds Portfolio is not expected to experience the magnitude of capital gains achieved in recent past years. New investment rates are still much lower than those of securities rolling out of the portfolio. Annual investment income is forecast to be in the \$29 to \$32 million range over the next several years.

ATTACHMENTS:

Appendix 1: Total Investment Portfolio (as at December 31, 2013)



Gary Kent

Commissioner of Corporate Services and Chief Financial Officer

Prepared By: Mark Waugh, Investment Portfolio Manager

| ISSUER/GUARANTOR OF SECURITIES | INVESTMENT POLICY LIMITS | | | CONSOLIDATED | | CITY FUNDS | | DCA FUNDS | |
|-------------------------------------|--------------------------|----------------|--------------|-------------------|--------------------|-------------------|--------------------|-------------------|--------------------|
| | (%) | (\$000) | (%) | PAR VALUE (\$000) | BOOK VALUE (\$000) | PAR VALUE (\$000) | BOOK VALUE (\$000) | PAR VALUE (\$000) | BOOK VALUE (\$000) |
| SCHEDULE I | | | | | | | | | |
| BANK OF MONTREAL | 20% | 199,147 | 15.6% | 155,000 | 158,872 | 150,000 | 153,629 | 5,000 | 5,243 |
| CIBC | 20% | 199,147 | 0.2% | 2,000 | 1,998 | 2,000 | 1,998 | | |
| ROYAL BANK | 20% | 199,147 | 4.1% | 41,000 | 41,251 | 30,000 | 30,014 | 11,000 | 11,237 |
| TORONTO DOMINION BANK | 20% | 199,147 | | | | | | | |
| BANK OF NOVA SCOTIA | 20% | 199,147 | | | | | | | |
| NATIONAL BANK | 20% | 199,147 | | | | | | | |
| MANULIFE BANK | 20% | 199,147 | | | | | | | |
| | 70% | 697,016 | 19.9% | 198,000 | 202,121 | 182,000 | 185,641 | 16,000 | 16,480 |
| SCHEDULE II | | | | | | | | | |
| HSBC BANK CANADA | 10% | 99,574 | | | | | | | |
| SCHEDULE III (each) | 5% | 49,787 | | | | | | | |
| TRUST, CREDIT UNIONS (each) | 2% | 19,915 | | | | | | | |
| NON-SCHEDULE I INSTITUTIONS | 40% | 398,295 | | | | | | | |
| TOTAL FINANCIAL INSTITUTIONS | 70% | 697,016 | 19.9% | 198,000 | 202,121 | 182,000 | 185,641 | 16,000 | 16,480 |
| GOVERNMENT OF CANADA | NONE | 995,737 | 2.3% | 23,293 | 24,455 | 11,480 | 12,168 | 11,813 | 12,287 |
| PROVINCE OF ONTARIO | NONE | 995,737 | 50.1% | 498,450 | 405,460 | 498,450 | 405,460 | | |
| ALBERTA | 10% | 99,574 | | | | | | | |
| BRITISH COLUMBIA | 10% | 99,574 | 0.8% | 8,000 | 10,258 | 8,000 | 10,258 | | |
| MANITOBA | 10% | 99,574 | 0.6% | 6,200 | 7,987 | 6,200 | 7,987 | | |
| NOVA SCOTIA | 10% | 99,574 | 0.8% | 8,000 | 10,900 | 8,000 | 10,900 | | |
| NEW BRUNSWICK | 10% | 99,574 | 4.3% | 42,879 | 41,419 | 42,879 | 41,419 | | |
| QUEBEC | 10% | 99,574 | | | | | | | |
| SASKATCHEWAN | 10% | 99,574 | 0.1% | 1,000 | 1,164 | 1,000 | 1,164 | | |
| NEWFOUNDLAND | 10% | 99,574 | 2.2% | 22,000 | 25,422 | 22,000 | 25,422 | | |
| PEI | 10% | 99,574 | 0.5% | 4,500 | 6,250 | 4,500 | 6,250 | | |
| TOTAL OTHER PROVINCES | NONE | 995,737 | 9.3% | 92,579 | 103,400 | 92,579 | 103,400 | | |
| TOTAL CANADA & PROVINCES | 30% min | 283,491 | 61.7% | 614,322 | 533,315 | 602,509 | 521,028 | 11,813 | 12,287 |
| PEEL REGION | 10% | 99,574 | 1.4% | 13,800 | 13,937 | 13,800 | 13,937 | | |
| HALTON REGION | 10% | 99,574 | 0.3% | 3,000 | 2,998 | 3,000 | 2,998 | | |
| TORONTO | 10% | 99,574 | 3.0% | 29,700 | 30,547 | 26,100 | 26,912 | 3,600 | 3,635 |
| OTHER ONTARIO MUNICIPALITIES | 20% | 199,147 | 4.0% | 39,482 | 40,551 | 39,482 | 40,551 | | |
| NON ONTARIO MUNICIPALITIES | 5% | 49,787 | 1.1% | 10,882 | 11,538 | 10,882 | 11,538 | | |
| B.C. MUNICIPAL FINANCE | 5% | 49,787 | 0.8% | 7,500 | 8,392 | 7,500 | 8,392 | | |
| TOTAL MUNICIPALITIES | 20% | 188,994 | 10.5% | 104,364 | 107,963 | 100,764 | 104,328 | 3,600 | 3,635 |
| ASSET-BACKED SECURITIES | | | | | | | | | |
| GLOUCESTER CC TRUST | 5% | 49,787 | | | | | | | |
| BROADWAY CC TRUST | 5% | 49,787 | | | | | | | |
| SCORE CC TRUST | 5% | 49,787 | 0.8% | 8,100 | 8,134 | 5,000 | 5,020 | 3,100 | 3,114 |
| TOTAL ASSET-BACKED | 20% | 199,147 | 0.8% | 8,100 | 8,134 | 5,000 | 5,020 | 3,100 | 3,114 |
| CORPORATE | 5% | 49,787 | 0.5% | 5,000 | 5,168 | 5,000 | 5,168 | | |
| ONE MONEY MARKET FUND | 10% | 99,574 | 0.6% | 6,387 | 6,387 | 6,387 | 6,387 | | |
| ONE BOND FUND | 10% | 99,574 | | | | | | | |
| ONE EQUITY FUND | 5% | 49,787 | | | | | | | |
| TOTAL 'ONE' FUNDS | 20% | 199,147 | 0.6% | 6,387 | 6,387 | 6,387 | 6,387 | | |
| TOTAL INVESTMENTS | | | 94.0% | 936,173 | 863,088 | 901,660 | 827,572 | 34,513 | 35,516 |
| CASH BALANCE | | | 6.0% | 59,564 | 59,564 | 43,309 | 43,309 | 16,255 | 16,255 |
| TOTAL PORTFOLIO | | 995,737 | 100% | 995,737 | 922,652 | 944,969 | 870,881 | 50,768 | 51,771 |



Corporate Report

Clerk's Files

Originator's
Files

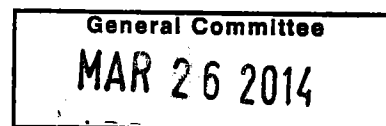
12.

DATE: February 26, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: **Living Arts Centre - Operating Loan Extension**



- RECOMMENDATION:** That a by-law be submitted to Council for enactment:
- a) Amending By-law No. 177-97, to provide for an extension of the operating loan facility to the earlier of
 - March 31, 2015; or
 - The effective date of new agreements between the City and the Living Arts Centre that include provisions for an operating loan facility.
 - b) Authorizing the City Manager or designate and the City Clerk or designate to execute such agreements, documents and instruments as may be required to effect an extension of the Operating Loan Agreement dated September 30, 1997 with the Living Arts Centre, as amended.

BACKGROUND: The City currently provides a \$1 million operating loan facility to the Living Arts Centre (LAC) to help with cash shortfalls during the year. This loan facility is provided for in the Operating Loan Agreement between the City and LAC dated September 30, 1997, as amended. The current Operating Loan Agreement will expire on March 31, 2014.

The last time the LAC drew upon the City's loan agreement was in 2005 for a total of \$650,000. This advance was eventually paid back to the City in 2006. There have not been any requests for a loan advance since 2005.

COMMENTS:

Although, as stated above, the LAC has not required a cash advance or loan since 2005, both City staff and LAC are of the view that this operating loan facility should be extended to provide continuing support for LAC operations and its cash flow requirements. The City and LAC will continue to review this arrangement annually to determine if this operating loan facility is necessary for the future.

The LAC has requested that the \$1 million operating loan facility be extended until March 31, 2015.

The City and LAC are currently negotiating new agreements to replace the Relationship Agreement, as amended, and the Lease Agreement, as amended, originally entered into in 1997. It is likely that the new agreements will include provisions to continue the operating loan facility. If this is the case, the Operating Loan Agreement will not be required once the new agreements have been executed. As a result, City staff are requesting that Council approve of the extension of the Operating Loan Agreement and the operating loan facility to the earlier of:

- March 31, 2015; or
- The effective date of new agreements between the City and LAC that include provisions for an operating loan facility.

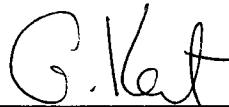
LAC management indicated that they wish to provide Council with an updated three year operating plan during the fall of 2014, in conjunction with their 2015 Budget presentation.

FINANCIAL IMPACT: There was no operating loan (i.e. cash advances) outstanding with the City as of March 1, 2014. The LAC has not drawn on the operating loan facility since 2005.

CONCLUSION:

It is recommended that the Operating Loan Agreement and the operating loan facility provided by the City to the Living Arts Centre for \$1 million be extended to the earlier of:

- March 31, 2015; or
- The effective date of new agreements between the City and LAC that include provisions for an operating loan facility.



Gary Kent

Commissioner of Corporate Services and Chief Financial Officer

Prepared By: Mark Beauparlant, Manager, Corporate Financial Services



Corporate Report

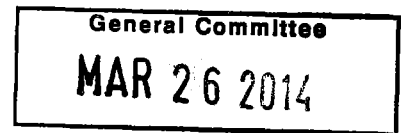
Clerk's Files

Originator's
Files

13.

DATE: March 10, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: **Update on eRecreation Online Guide, Licensing Partnership with the City of Surrey and Single Source Recommendation for Yellow Pencil Inc.**
File Ref: FA.49.466-13

- RECOMMENDATION:**
1. That the report of the Commissioner of Corporate Services and Chief Financial Officer dated March 10, 2014 and entitled Update on eRecreation online guide, Licensing Partnership with the City of Surrey and Single Source recommendation for Yellow Pencil Inc. be received for information.
 2. That the Purchasing Agent be authorized to execute the necessary contracts and agreements with Yellow Pencil Inc. on a single source basis to procure consulting services related to the implementation of the eRecreation online guide, in the amount not to exceed \$178,440, excluding HST, to be funded from PN 13562, in a form satisfactory to the City Solicitor.

**REPORT
HIGHLIGHTS:**

- The development of an online recreation tool was approved in the 2013 Recreation Service Area Business Plan and Budget with a one-time Capital Budget of \$215,000 and forecasted print cost savings of \$75,000 per year starting in 2016.
- Three editions of the Active Mississauga Guide (the Guide) in its current form remain with the Fall 2015/Winter 2016 edition being the last in this printed format.
- The project team has engaged several key stakeholder groups including Residents, Customer Service staff and Recreation staff as part of the eRecreation concept and design stage of the project.
- Staff from the City of Mississauga established a licensing partnership and software sharing agreement with the City of Surrey that provides to the City of Mississauga a full copy of Surrey's online recreation solution at no cost.
- The procurement process was followed with the assistance of Legal to establish a Single Source recommendation for the consulting services of Yellow Pencil Inc. based on their vendor of record relationship with the City of Surrey for their online recreation system.
- The eRecreation Guide will provide enhanced functionality for searching and accessing program information online. Using eRecreation, customers will be empowered to choose from the full catalogue of available programs by the criteria that are important to them.
- Community Services is exploring the use of smaller printed publications that are resident and customer focussed as an alternative to the current print Guide.
- The eRecreation online guide will be delivered in late summer 2014 with plans for a soft launch to test and market this new and innovative online tool and to ensure an appropriate transition period for the Recreation Guide.

BACKGROUND:

Since 1979, the City of Mississauga has produced a program catalogue now called the Active Mississauga Guide (the Guide). It is a complete listing of recreation, arts and general interest programs offered citywide and a source for information on municipal services.

The Guide has been a significant part of the promotional program supporting the Recreation Division's \$43.6 million in annual sales. However, the Guide in its current form is costly to print bi-annually and time-consuming to produce. Promotion of online registration options, increasing computer literacy, access to technology and changing consumer expectations have resulted in a greater number of customers choosing digital sources (website, social media, email) for information and to register. The program information in print form also becomes out of date as program changes and additions are introduced. Electronic access to program information ensures timely and cost effective access to current information for customers.

Three editions of the Guide in its current form remain with the Fall 2015/Winter 2016 edition being the last in this printed format. The development of an online recreation tool was approved in the 2013 Recreation Service Area Business Plan and Budget with a Capital Budget of \$215,000 and forecasted print cost savings of \$75,000 per year starting in 2016.

COMMENTS:

The eRecreation project was initiated in May of 2013 with the establishment of a Project Steering Committee and Project Charter. Staff from the Recreation and Information Technology Divisions developed a plan to implement the eRecreation online tool based on an approved IT Business Case which shows a positive return on investment in 3 years based on print cost reductions.

The project team has engaged key stakeholder groups including Residents, Customer Service staff and Recreation staff as part of the eRecreation concept and design stage of the project. We are planning to engage additional groups/communities (ESL, Older Adults and Councillor Executive Assistants) once the site is ready for testing. Staff also undertook a benchmarking exercise to assess what other leading municipalities were doing to provide online access to recreation programming. Through the process staff identified that the City of

Surrey, British Columbia, had developed an online recreation guide similar to the requirements gathered for the project. Through a series of telephone meetings staff, including Procurement and Legal, established a software sharing arrangement by which the City of Surrey would provide to the City of Mississauga a full copy of their online solution at no cost.

The City of Surrey had developed their online guide through a competitive procurement process with a Canadian firm, Yellow Pencil Inc., being awarded the contract for the development of the online solution. While the City of Surrey solution provides a solid base for the eRecreation guide there are certain features and enhancements that need to be developed to fulfill our business requirements. Staff consulted with Procurement and Legal to determine if Yellow Pencil Inc. could be contracted to complete the work required to fully develop the eRecreation guide. To ensure that proper process and procedures were in place, Procurement provided the guidance and oversight to acquire an estimate of cost for development from Yellow Pencil Inc. based on a Statement of Work approved by the Project Steering Committee.

Staff concluded on the process of arranging an agreement with the City of Surrey for the use of their online recreation solution including a reciprocal agreement that promotes further sharing between the municipalities. This agreement has been processed with the assistance of Legal Services. A formal quote from Yellow Pencil Inc. has been received by Procurement based on the submitted Statement of Work as attached in Appendix 1 and has been reviewed by and endorsed by the Project Steering Committee.

The Project Steering Committee has advised that they wish to proceed based on the agreement with the City of Surrey and cost estimate provided by Yellow Pencil Inc. to build the eRecreation online guide as specified in the Statement of Work. The committee recognizes that there is significant benefit to the City of Mississauga by partnering with the City of Surrey and that the background and experience that Yellow Pencil Inc. has with the solution will mean quicker start-up and in-depth knowledge of the base system.

The eRecreation Guide will provide enhanced functionality for searching and accessing program information online. Using eRecreation, customers will be empowered to choose from the full catalogue of available programs by the criteria that are important to them. Search options will include: category, age, price, facility, and the date and time the program is offered. This is consistent with the citizen self-service approach endorsed in the Communication Master Plan.

Community Services is exploring use of smaller printed publications that are resident and customer focussed as an alternative to the print Guide to ensure residents continue to be aware of available programs and services, registration launches and promotional campaigns.

Where needed, online information has been improved as part of an overall refresh of Recreation online information. As well, the need for in person alternatives to support transition will be reviewed or enhanced as required.

The recommendations in this report are made in accordance with Schedule A of the Purchasing By-law items 1(b)(vii) which states that a single source procurement method may be applied when, "it is advantageous to the City to acquire the Goods and/or Services from a supplier pursuant to the procurement process conducted by another Public Body".

FINANCIAL IMPACT: The eRecreation online guide project was approved in the 2013 Recreation Service Area budget with \$215,000 allocated in PN 13562. The estimated cost for the completion of the Statement of Work by Yellow Pencil Inc. is \$148,700 adjusted to \$178,440 exclusive of taxes to include a 20% contingency. There are no ongoing costs associated with the work being undertaken by Yellow Pencil Inc. The Recreation Division is forecasting a \$75,000 reduction in their operating budget starting in 2016 based on reduced printing. The remaining budget in PN 13562 will be required to purchase web server and component licensing with a small ongoing license cost of \$1,500 per year.

CONCLUSION:

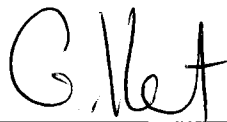
The development of an eRecreation guide will improve access to Recreation Program Information in a more efficient and cost effective manner. The licensing partnership with the City of Surrey is a great example of Public Sector partnerships where mutual benefits can be achieved. The eRecreation Project is following Project Management best practices involving key stakeholders and the user community. The project will benefit through the use of Yellow Pencil Inc., the vendor of record from the City of Surrey, as this will advance Mississauga's eRecreation project with the knowledge and experience they bring to the table. The process has included benchmarking and best practices research and has been led by the Recreation and Information Technology divisions with the support of Procurement and Legal Services to ensure proper processes and due diligence are followed.

This report proposes to enter into an agreement with Yellow Pencil Inc. in the estimated amount of \$178,440 exclusive of taxes on a single source basis to procure consulting services related to the implementation of the eRecreation Online guide project.

The eRecreation online guide will be delivered in late summer 2014 with plans for a soft launch to test and market this new and innovative online tool and to ensure an appropriate transition period for the Recreation Guide.

ATTACHMENTS:

Appendix 1: eRecreation Guide – Statement of Work



Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

*Prepared By: Shawn Slack MBA, Director Information Technology
and Chief Information Officer*

1.0 INTRODUCTION

This Statement of Work ("SOW") is made and entered by and between the Vendor and the Corporation of the City of Mississauga ("COM"). This work being is performed under the **eRECREATION GUIDE PROJECT** Contract for the City of Mississauga's Recreation Division.

2.0 PROJECT SCOPE

In order to deliver the eRecreation Guide Web application, a combination of software development and Professional Services are required. The following sections identify activities and tasks required to be executed in order to meet both the business objectives and requirements of the City of Mississauga.

2.1 Requirements Analysis

The Vendor is responsible for the creation of a detailed and complete Functional Requirements document that includes a full set of system capabilities to be implemented, along with CLASS data requirements, system interface requirements, and non-functional or operation requirements (i.e. infrastructure) to support the eRecreation Guide web application.

2.2 Data Mapping and Database Design

The Vendor will review the functional requirements and the City's CLASS database and identify which data elements are required for the eRecreation Guide. Data required for the eRecreation Guide must pulled from CLASS to the eRecreation Guide database through a database view or an automated process or script. The Vendor will work with the City to develop a data update interface that populates data incrementally from CLASS to the eRecreation Guide database. The eRecreation database must be configured, tuned and optimized to ensure the web application is fast and efficient.

2.3 Application and System Architecture

The eRecreation Guide web application must be supported by systems and platforms that are already supported by the City. The Vendor will deliver consulting services to design the application and systems architecture for the eRecreation Guide web application. The Vendor will provide a system architecture diagrams including but not limited to database, servers, workstations, firewall, network, internet, Active Directory set-up, and software requirements and configurations that would be required to support the web application; provide documentation and consulting services to enable City staff to manage and configure the servers, applications, database, and interfaces. The Vendor will validate the installation of and configuration of the eRecreation environment

2.4 Functional Design

The Vendor is responsible for transforming the City's Functional Requirements into specifications for development and implementation within the City's IT Infrastructure. The Vendor will design the eRecreation Guide web application to meet or exceed all functional, technical and performance requirements.

2.5 Development

The Vendor is responsible for the development of the eRecreation Guide web application. The web application must be able to meet the scope and requirements specified in this Statement of Work, including the Exhibits, Schedules and Appendices.

2.6 Solution Testing and Quality Assurance

The Vendor is responsible for conducting all testing, including unit testing, integration, functional, performance and user acceptance testing (UAT). The Vendor will prepare test plans and provide testing procedures and tracking tools to log issues. The Vendor is responsible for resolving all issues reported during the testing and analyse test results including recommending changes to improve performance.

2.7 Application Installation

The Vendor is responsible for configuring the servers, database and installing the web application on the City's infrastructure, including the development, test and production environments. The Vendor will provide documentation that describes both the installation and configuration settings and procedures.

2.8 Training and Documentation

In order for the City to maintain the eRecreation Guide web application, the Vendor shall provide administrative and general user training, including but not limited to System Administration, Content Contributor, IT Support (Server, Database, and Application administrators) and end-user training.



Corporate Report

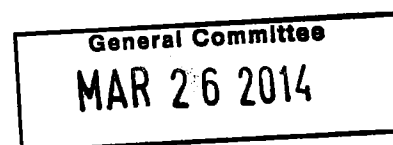
Clerk's Files

Originator's
Files

PO.11.BRI

DATE: March 6, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: **Proposed Surplus Land Declaration – City Owned Land located on the southeast corner of Britannia Road East and Dixie Road adjacent to 5977 Dixie Road (Ward 5)**

- RECOMMENDATION:**
1. That the City owned land located on the southeast corner of Britannia Road East and Dixie Road, adjacent to 5977 Dixie Road, containing an area of approximately 172.8 square metres (1,860.00 square feet) and legally described as Part of Lot 5, Concession 4, East of Hurontario Street, City of Mississauga (formerly Township of Toronto), Regional Municipality of Peel, designated as Part 1 on Reference Plan43R-8174, be declared surplus to the City's requirements.
 2. That Realty Services staff be authorized to proceed to dispose of the subject lands to the Region of Peel at nominal value for incorporation into the Region's Dixie Road road allowance, once the subject lands are declared surplus.
 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 for a two week period, where the expiry of the two week period will be at least one week prior to the execution of an agreement for the sale of the subject lands under delegated authority.

BACKGROUND:

A request was received from the Region of Peel to acquire the subject property from the City to complete the required land assembly for the existing daylight triangle located on the southeast corner of Dixie Road and Britannia Road. The small property is 172.8 square metres (1,860.00 square feet) in size and the Region has indicated that it will incorporate it into the Dixie Rd road allowance. A portion of the subject land is currently being encroached upon by the abutting property owner located at 5977 Dixie Road for parking. The Region is aware that it will be necessary to enter into an encroachment agreement with the owner of 5977 Dixie Road.

COMMENTS:

Realty Services has completed its circulation and received confirmation from all City departments that they have no objection to the subject land being declared surplus for the purpose of transferring the property to the Region of Peel. The Region's request was also circulated to external utility companies, and it was subsequently determined that easement protection is not required as the land will be incorporated by the Region into its Dixie Road road allowance. Prior to completion of this proposed transaction under Delegated Authority, public notice will have been given by the posting of a notice of 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 the said land. This notice satisfies the requirements of the City Notice By-law 0215-2008 as amended by By-law 0376-2008.

FINANCIAL IMPACT:

The sale of the subject land to the Region of Peel will mitigate the risk of property ownership on a portion of this busy intersection and supports the requirements of the Region.

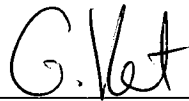
CONCLUSION:

It is appropriate to declare the subject land surplus and offer it for sale at nominal value to the Region as it will be incorporated into the road allowance for Dixie Road. The subject land does not require any easement protection as a result of the disposition.

ATTACHMENTS:

Appendix 1: Location of the proposed land to be declared surplus - southeast corner of Dixie Road and Britannia Road

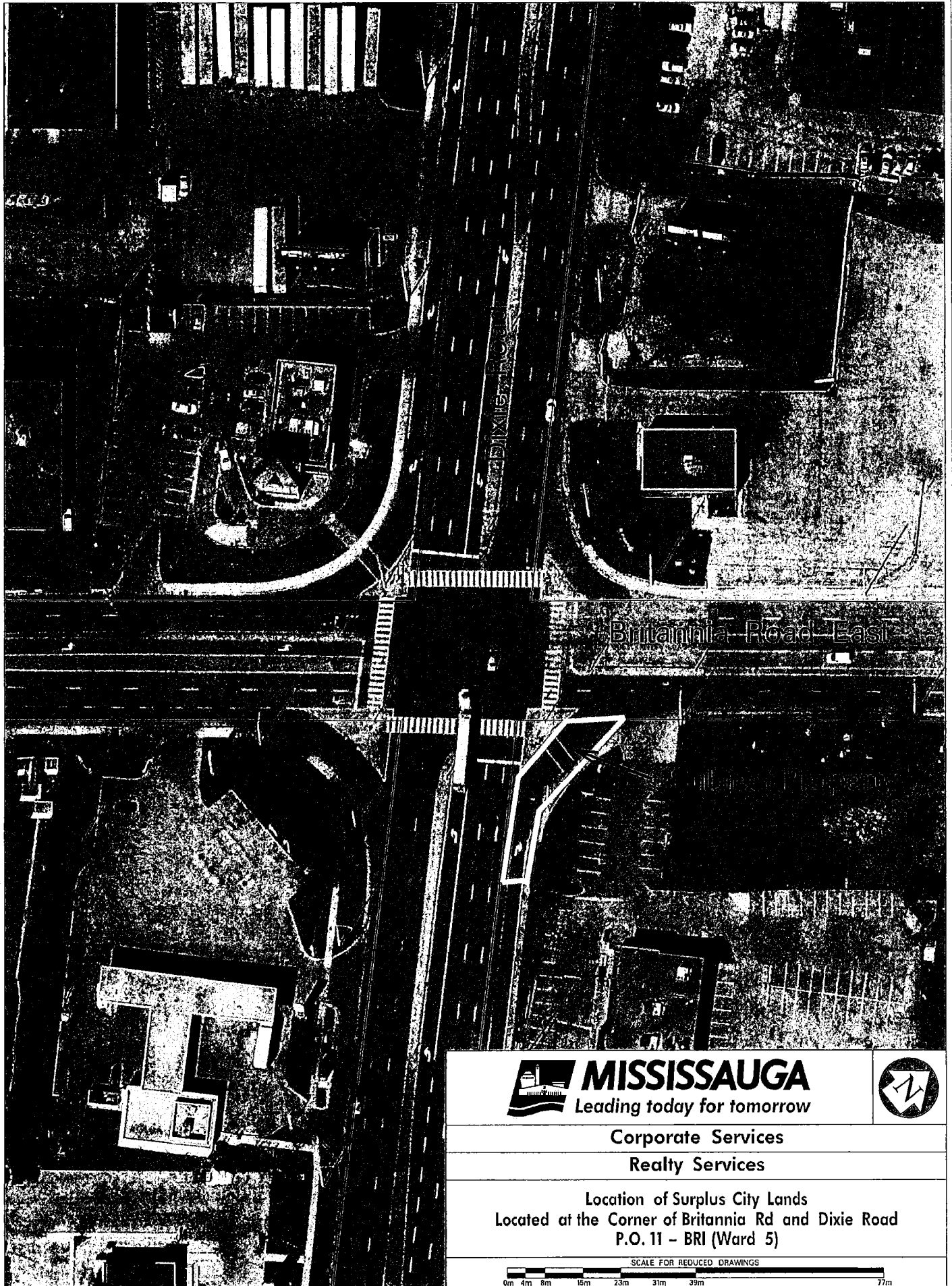
Appendix 2: Copy of Reference Plan 43R-8174.



Gary Kent

Commissioner of Corporate Services and Chief Financial Officer

Prepared By: Kevin Bolger, Project Leader, Realty Services



MISSISSAUGA
Leading today for tomorrow



Corporate Services

Realty Services

Location of Surplus City Lands
Located at the Corner of Britannia Rd and Dixie Road
P.O. 11 - BRI (Ward 5)

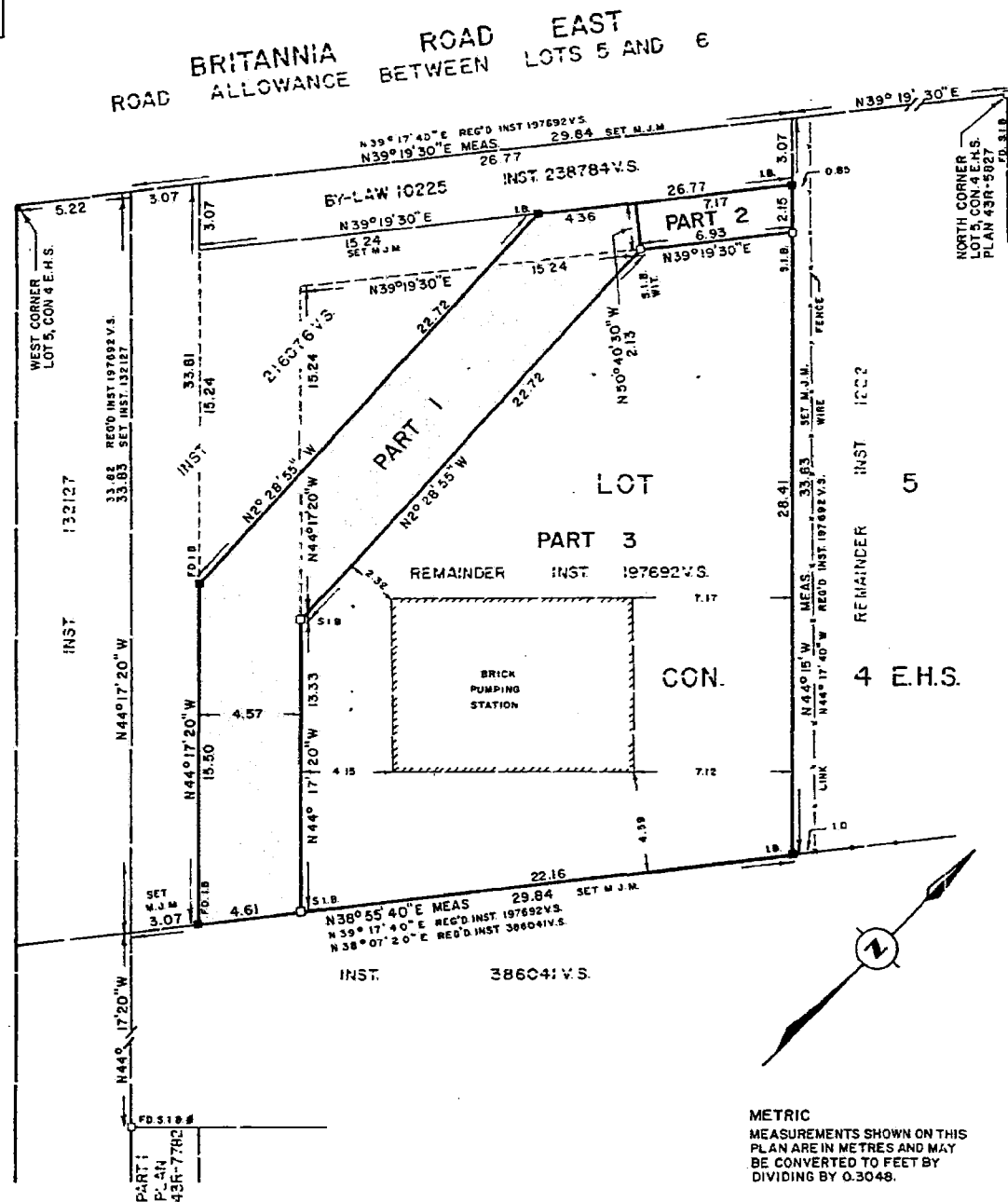
SCALE FOR REDUCED DRAWINGS

0m 4m 8m 16m 23m 31m 39m 77m

BROAD ALLOWANCE BETWEEN CONCESSIONS 3 AND 4 E.H.S.

DIXIE
ROAD

| ITEM | MATERIAL |
|-------------|-------------|
| DESCRIPTION | |
| MATERIAL | CROMOFLEX |
| THICKNESS | 0.003 INCH |
| TYPE | PELICAN "T" |



METRIC
MEASUREMENTS SHOWN ON THIS
PLAN ARE IN METRES AND MAY
BE CONVERTED TO FEET BY
DIVIDING BY 0.3048.

I REQUIRE THIS PLAN TO BE
DEPOSITED UNDER THE
REGISTRY ACT.

JULY 30, 1980

Robert J. Kingstrom

ROBERT J. KINGSTON O.L.S.

PLAN 43R-8174

RECEIVED AND DEPOSITED

July 30, 1980

Elmer

LAND REGISTRAR FOR
THE REGISTRY DIVISION OF
PEEL (NO.43)

SCHEDULE

| PART | LOT | CON. | INST. NO. | GRANTEE | AREA |
|------|-----|----------|-------------|--|----------------------|
| 1 | 5 | 4 E.H.S. | 197692 V.S. | THE CORPORATION OF THE TOWN OF MISSISSAUGA | 172.8 m ² |
| 2 | | | | | 15.0 m ² |
| 3 | | | | | 511.8 m ² |

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT.

PLAN OF SURVEY OF
PART OF LOT 5
CONCESSION 4 EAST OF HURONTARIO STREET
GEOGRAPHIC TOWNSHIP OF TORONTO, COUNTY OF PEEL
NOW IN THE
CITY OF MISSISSAUGA
REGIONAL MUNICIPALITY OF PEEL

SCALE 1: 200



ROBERT J. KINGSTON O.L.S.
1980

BEARINGS HEREON ARE DERIVED FROM THE N44°17'20" W OF THE
NORTHEAST LIMIT OF DIXIE ROAD IN ACCORDANCE WITH PLAN
ATTACHED TO INST.132127 ASSUMED ASTRONOMIC.

☐ S.I.B. DENOTES 1"x1"x4' STANDARD IRON BAR
☐ S.I.B.Ø DENOTES 1" DIAMETER BY 4' STANDARD IRON BAR

■ I.B. DENOTES 5/8" x 5/8" x 2' IRON BAR

FD. DENOTES FOUND

M.J.M. DENOTES A PLAN OF SURVEY BY M.J. MAUGHAN O.L.S. ATTACHED TO INST. 216076 VS.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.

2. THE SURVEY WAS COMPLETED ON THE 18TH DAY OF JULY 1980.

JULY 21, 1980

DATE _____

ROBERT J. KINGSTON
ONTARIO LAND SURVEYOR
3502 WISNER ROAD
MISSISSAUGA, ONTARIO
L4Y 3K5
277-3948

800165

501 BRITANNIA & CO. INC.



Corporate Report

Clerk's Files

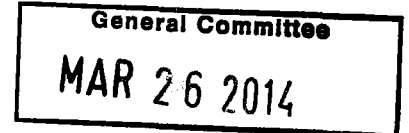
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PO.11.ONE

15.

DATE: March 7, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: **Surplus Land Declaration and Sale of Lands to the abutting owners of 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court (Ward 8)**

- RECOMMENDATION:**
1. That the following City-owned parcels of land be declared surplus to the City's requirements and that utility providers be granted all easements necessary to protect the continued existence of their infrastructure located on or under the said parcels to be declared surplus:
 - a) containing an area of approximately 99 square metres (1,065 square feet) and located at the rear of 1879 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - b) containing an area of approximately 96 square metres (1,033 square feet) and located at the rear of 1873 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - c) containing an area of approximately 102 square metres (1,097 square feet) and located at the rear of 1869 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-

1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;

- d) containing an area of approximately 107 square metres (1,151 square feet) and located at the rear of 1863 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - e) containing an area of approximately 148 square metres (1,593 square feet) and located at the rear of 1859 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
 - f) containing an area of approximately 46 square metres (495 square feet) and located at the rear of 1853 O'Neil Court. The lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached.
2. 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 for a two week period, where the expiry of the two week period will be at least one week prior to the execution of an agreement for the sale of the subject lands.
3. That Council enact by-laws authorizing the Commissioner of Community Services and the City Clerk to execute and affix the Corporate Seal to Agreements of Purchase and Sale, and all documents ancillary thereto, between the City of Mississauga (the "City"), as Vendor and the following:
- a) David Eldon Sharpe, as Purchaser, for approximately 99 square metres (1,065 square feet) of land located at the rear of 1879 O'Neil Court, on terms detailed herein. The purchase price is approximately \$14,377.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached ;

- b) Masood Hamid and Gulnaz Mehboob, as Purchaser, for approximately 96 square metres (1,033 square feet) of land located at the rear of 1873 O'Neil Court, on terms detailed herein. The purchase price is approximately \$13,945. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- c) Vijay Sachdeva and Meeta Sachdeva, as Purchaser, for approximately 102 square metres (1,097 square feet) of land located at the rear of 1869 O'Neil Court, on terms detailed herein. The purchase price is approximately \$14,810.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- d) Mari Jane Brereton and William Frank Brereton, as Purchaser, for approximately 107 square metres (1,151 square feet) of land located at the rear of 1863 O'Neil Court, on terms detailed herein. The purchase price is approximately \$15,539.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- e) Cynthia Ann Brown, as Purchaser, for approximately 148 square metres (1,593 square feet) of land located at the rear of 1859 O'Neil Court, on terms detailed herein. The purchase price is approximately \$19,258.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached;
- f) Sameera Hemati and Syed Ali Nazem, as Purchaser, for approximately 46 square metres (495 square feet) of land located at the rear of 1853 O'Neil Court, on terms detailed herein. The purchase price is approximately \$5,014.00. The subject lands are legally described as part of Block 33, Plan 43M-1169, in the City of Mississauga, Regional Municipality of Peel, in Ward 8, as shown on the sketch attached.

REPORT**HIGHLIGHTS:**

- Report requests authorization to declare surplus to the City's requirements, the City-owned parcels of land at the rear of 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court.
- Report also requests authorization to sell the City-owned parcels of land to the adjoining owners.

BACKGROUND:

At its meeting of December 11, 2013, City Council adopted the recommendations contained in an in camera report dated November 15, 2013 from the Commissioner of Community Services, authorizing staff with Community Services and Realty Services to meet with the property owners of 1883, 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court to present each with an Agreement of Purchase and Sale (the "APS") setting out the terms and conditions upon which the City is prepared to sell the lands and where an APS is signed, to thereafter proceed with declaring the lands surplus to municipal requirements. The report further authorized that if an APS is not signed, the offer shall automatically be rescinded and the City shall proceed to remove any encroachments.

COMMENTS:

Pursuant to the December 11, 2013 authorization, the registered owners of each of 1883, 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court were notified by letter dated December 19, 2013 of the one-time offer and contacted for the purpose of setting meetings to present the APS's. They were also informed that the APS must be signed and returned to the City by March 12, 2014.

The registered owners of 1883 O'Neil Court indicated they are not interested in purchasing the City-owned lands abutting their property and it was confirmed that there are no encroachments currently on the City-owned lands at the rear of 1883 O'Neil Court.

Commencing in early February and extending through to the third week in February 2014, meetings were convened with each of the registered owners of 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court at which time they were presented an APS and reminded of the March 12th deadline for receiving offers. Agreement has been reached with each registered owner to purchase the City-owned lands abutting their properties on the following terms:

| Purchaser/Address | Approximate Size of Lands * | Approximate Purchase Price * | Meeting Date to present APS |
|---|--|---|--|
| 1879 O'Neil Court David Eldon Sharpe | 99 m2 (1065 ft2) | \$14,377 | February 7, 2014 |
| 1873 O'Neil Court Masood Hamid & Gulnaz Mehboob | 96 m2 (1033 ft2) | \$13,945 | February 20, 2014 |
| 1869 O'Neil Court Vijay & Meeta Sachdeva | 102 m2 (1097 ft2) | \$14,810 | February 18, 2014 |
| 1863 O'Neil Court Mari Jane & William Frank Brereton | 107 m2 (1151 ft2) | \$15,539 | February 6, 2014 |
| 1859 O'Neil Court Cynthia Ann Brown | 86 m2 (926 ft2) | \$19,258 | February 7, 2014 |
| 1853 O'Neil Court Sameera Hemati & Syed Ali Nazem | 62 m2 (667 ft2) subject to restrictive covenant | \$5,014 | February 5, 2014 |
| Approximate Totals | 598 square metres (6,437 square feet) | \$82,943 | |

***to be finalized upon completion of Reference Plan**

The purchase price of the subject lands to each of the abutting owners at 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court will total approximately \$82,943 calculated on the basis of \$13.50 square feet and secondly, calculated on the basis of \$10.13 per square foot for the lands subject to the restrictive covenant, as determined by an in-house analysis of vacant residential land sales. Once the reference plan has been finalized, the purchase price may be adjusted by an increase or decrease.

A restrictive covenant will be registered against a portion of the lands to be sold to the property owner of 1859 O'Neil Court and against the entire parcel to be sold to the property owner of 1853 O'Neil Court. The Restrictive Covenant will not permit the installation of in-ground irrigation, buildings or structures on the affected lands. Realty Services has completed its circulation and received confirmation from all City departments that they have no objection to

the subject lands being declared surplus for the purpose of a potential sale to each of the abutting owner located 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court. The property is being circulated to external utility companies and the City will be granting an easement for any easement protection that may be required.

Prior to completion of this proposed transaction, public notice will have been given by the posting of a notice of 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 the said land. This notice satisfies the requirements of the City Notice By-law 0215-2008 as amended by By-law 0376-2008.

FINANCIAL IMPACT: The proposed sale will generate revenue in the approximate amount of \$82,943 (plus HST, if applicable). In addition, the purchasers will be responsible for reimbursing the City for its legal and survey costs in the total amount of approximately \$7,800 (plus HST). Pursuant to the General Fees and Charges By-Law 249-13, the legal fees will be approximately \$4,260 plus HST and the survey costs will be approximately \$3,540 plus HST. The revenue for the land sales is to be deposited into the Cash-in-Lieu of Parkland Dedication Reserve Fund (Account 32121).

CONCLUSION: It is reasonable to declare the lands surplus and sell to each of the owners of the abutting properties at 1879, 1873, 1869, 1863, 1859 and 1853 O'Neil Court to settle this long outstanding matter. The sale of the subject lands will be subject to any easement protection that may be required.

ATTACHMENTS:

- Appendix 1: Approximate location of the lands to be declared surplus and sold (Ward 8)
- Appendix 2(a): Sketch of lands to be declared surplus and sold - 1879 O'Neil Court
- Appendix 2(b): Sketch of lands to be declared surplus and sold - 1873 O'Neil Court

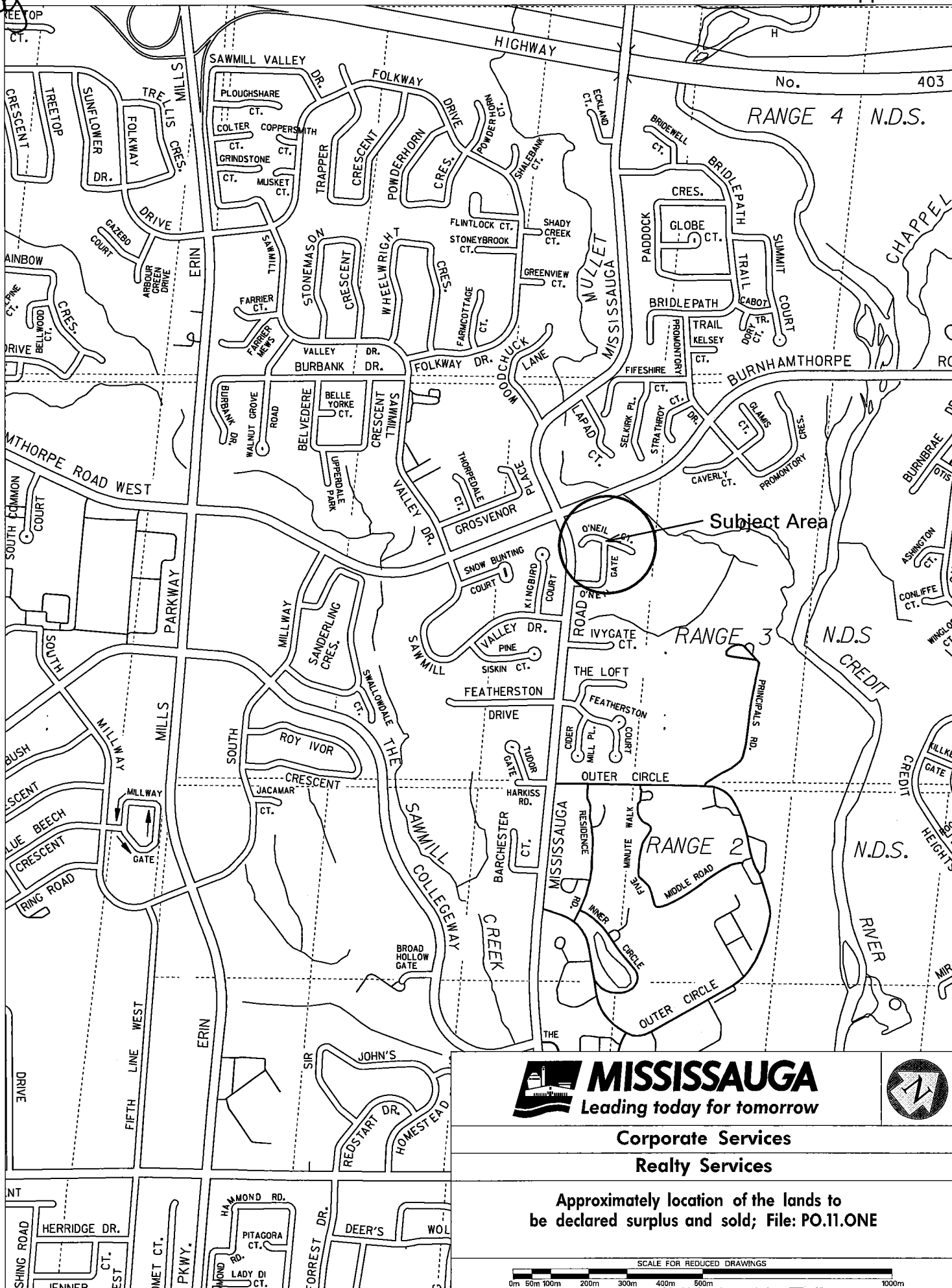
- Appendix 2(c): Sketch of lands to be declared surplus and sold -
1869 O'Neil Court
- Appendix 2(d): Sketch of lands to be declared surplus and sold -
1863 O'Neil Court
- Appendix 2(e): Sketch of lands to be declared surplus and sold -
1859 O'Neil Court
- Appendix 2(f): Sketch of lands to be declared surplus and sold -
1853 O'Neil Court
- Appendix 3: Copy of Plan 43M-1169



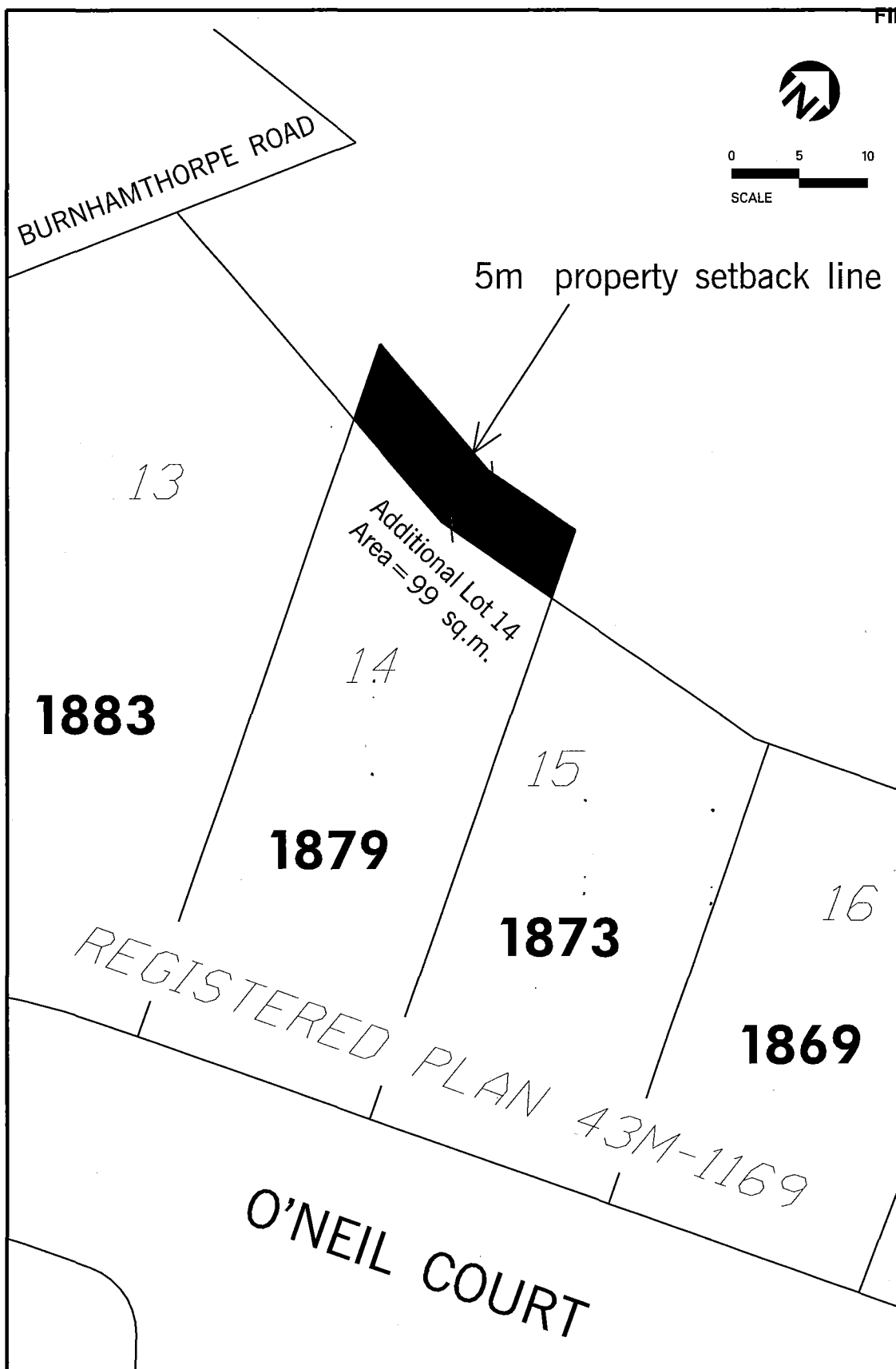
Gary Kent

Commissioner of Corporate Services and Chief Financial Officer

Prepared By: Susy Costa, Project Leader



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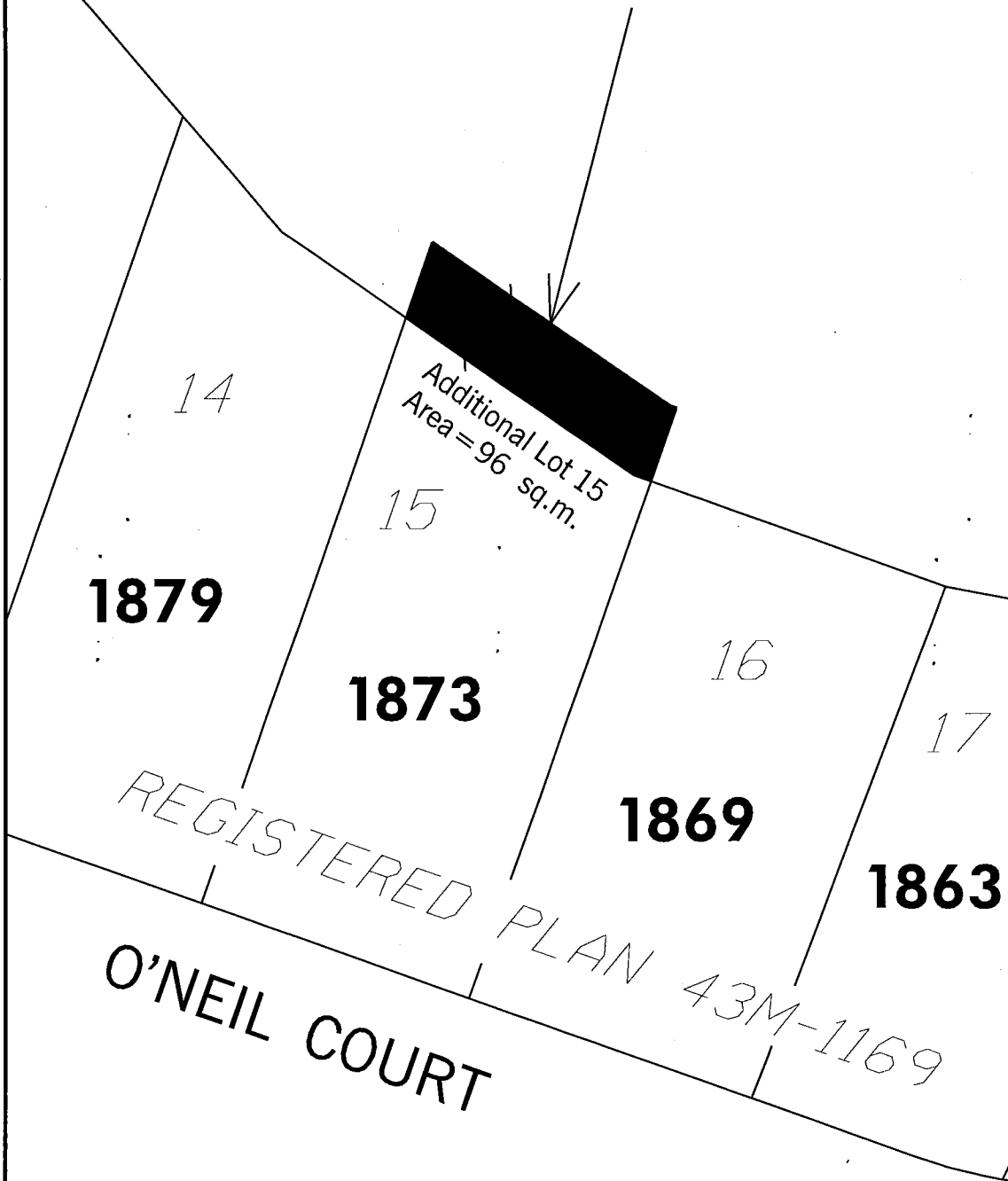
PROPOSED LAND TRANSFER
1879 O'NEIL COURT
CITY OF MISSISSAUGA
REGIONAL MUNICIPALITY OF PEEL

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0 5 10
SCALE

5m property setback line



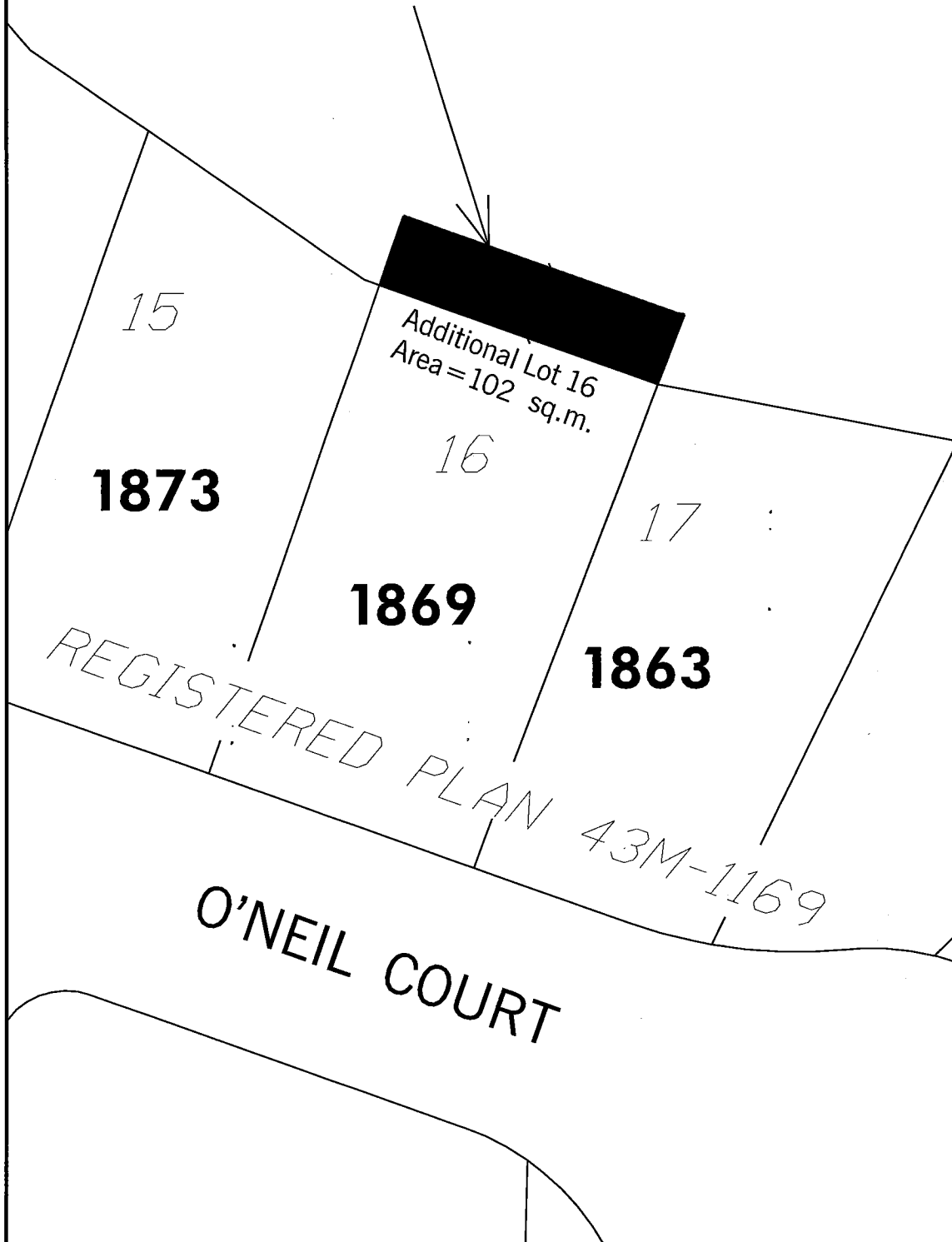
PROPOSED LAND TRANSFER
1873 O'NEIL COURT
CITY OF MISSISSAUGA
REGIONAL MUNICIPALITY OF PEEL

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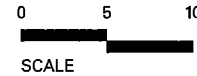
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5m property setback line

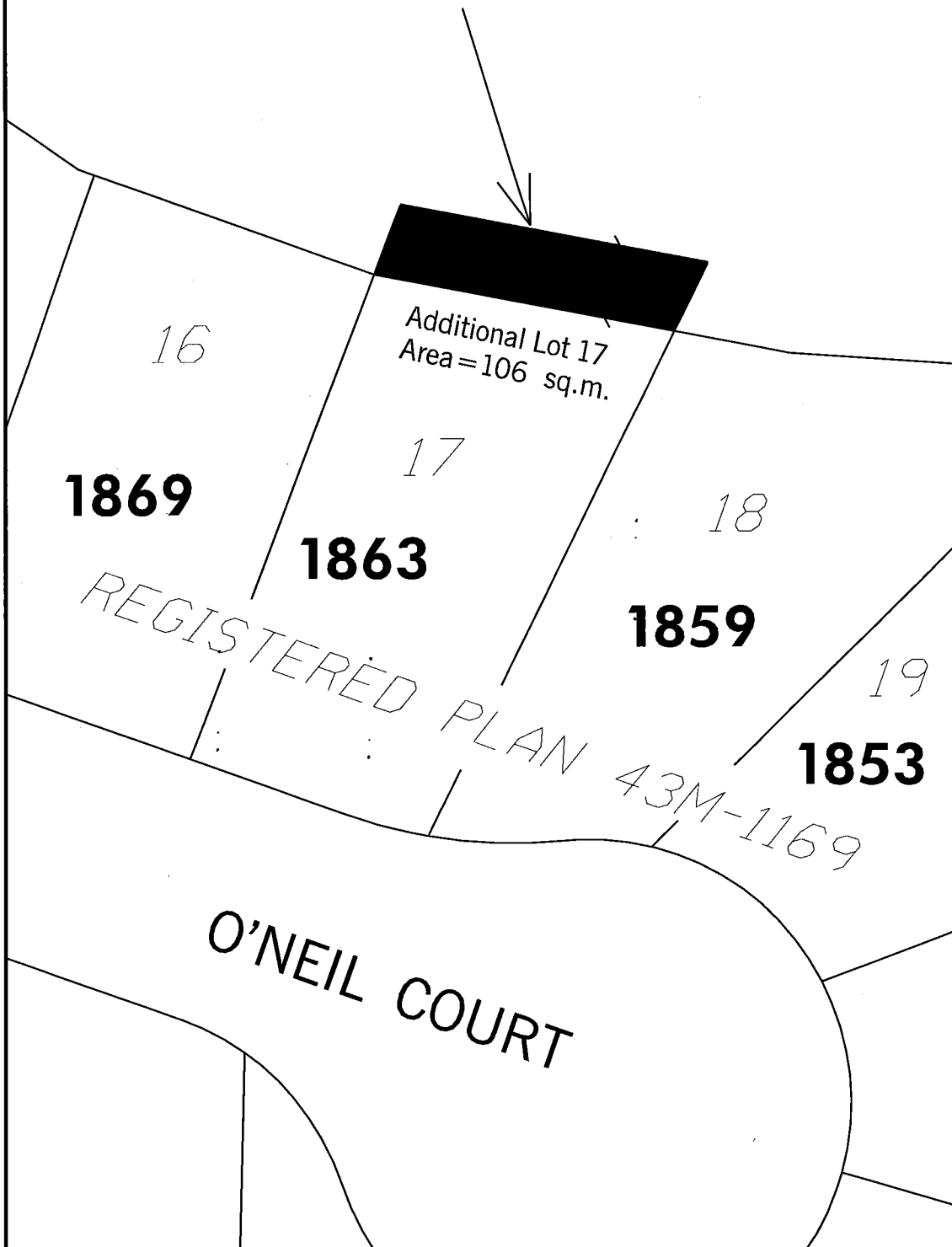


PROPOSED LAND TRANSFER
1869 O'NEIL COURT
CITY OF MISSISSAUGA
REGIONAL MUNICIPALITY OF PEEL

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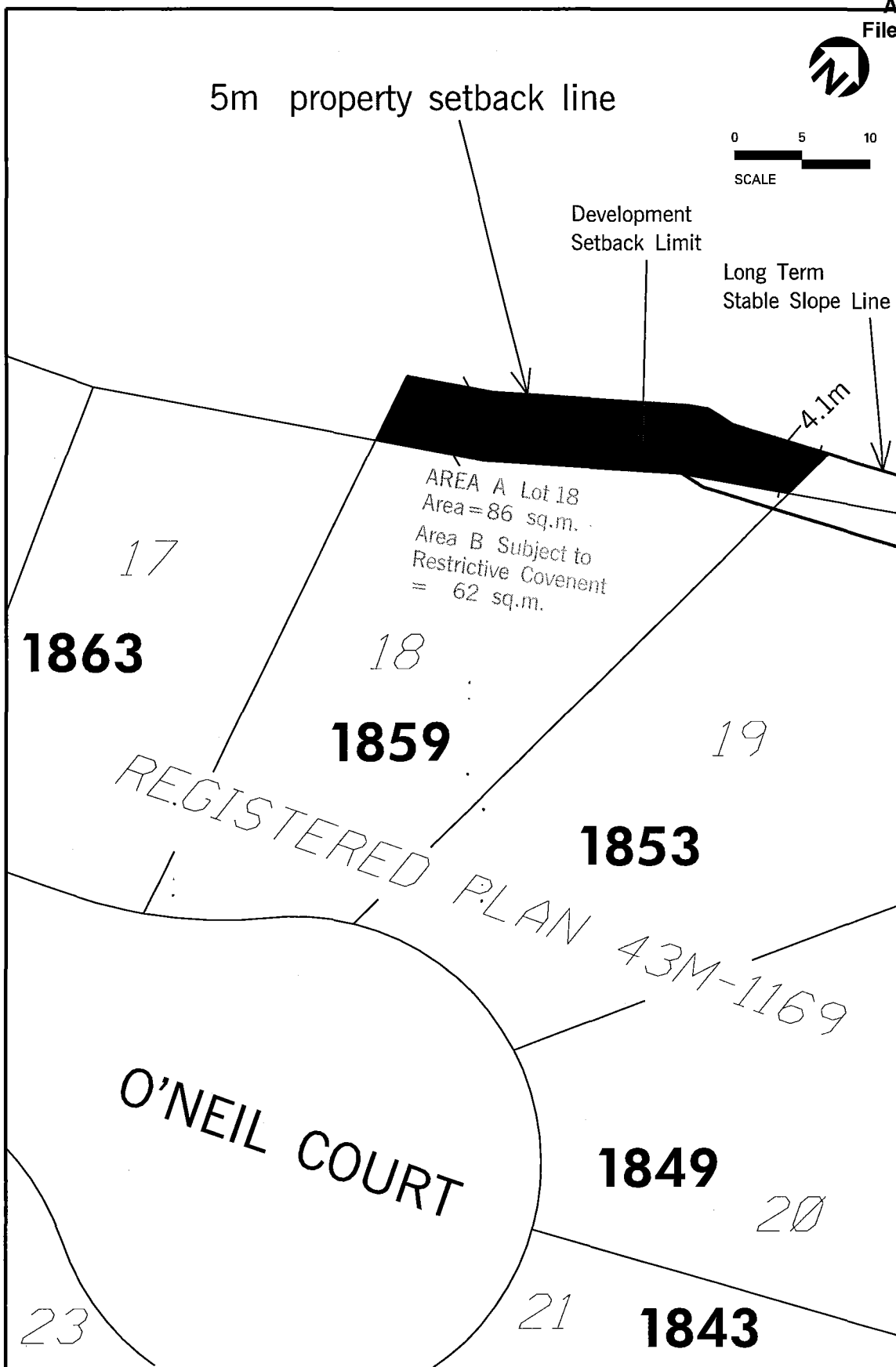


5m property setback line



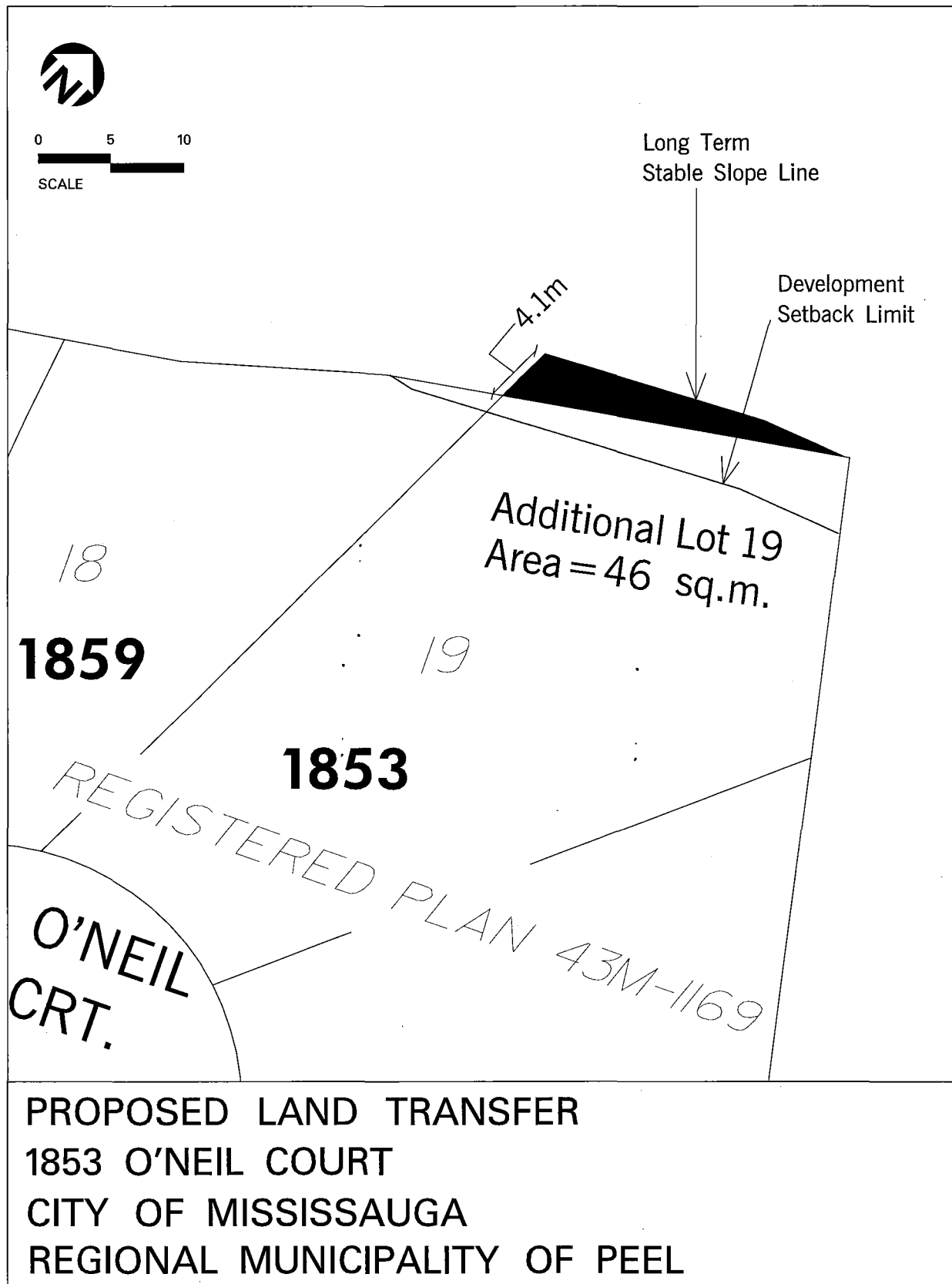
PROPOSED LAND TRANSFER
1863 O'NEIL COURT
CITY OF MISSISSAUGA
REGIONAL MUNICIPALITY OF PEEL

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PROPOSED LAND TRANSFER
1859 O'NEIL COURT
CITY OF MISSISSAUGA
REGIONAL MUNICIPALITY OF PEEL

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Corporate Report

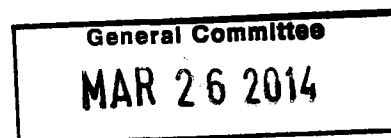
Clerk's Files

Originator's
Files

16.

DATE: March 3, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014



FROM: Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

SUBJECT: Corporate Policy and Procedure - Safety Footwear 01-07-04

RECOMMENDATION: That the revised Corporate Policy and Procedure "Safety Footwear", amended to reflect an increase to the Safety Footwear reimbursement for full-time, non-union, permanent employees and the introduction of an allowance for specialty safety footwear, be approved.

BACKGROUND: The City's Safety Footwear policy provides for reimbursement of the costs of safety footwear for eligible non-union employees to an annual maximum amount. The policy also identifies standards for the type of safety footwear for which reimbursement can be made; establishes conditions under which reimbursement can be made; and outlines responsibilities of staff to ensure the policy requirements are met. The policy has been revised to include the provision for specific job functions that require specialty safety footwear. This report recommends approval of a revised Safety Footwear policy, attached as Appendix 1. A chart comparing the current policy to the proposed policy is attached as Appendix 2.

COMMENTS: The current maximum reimbursement allowed under the policy is \$115.00 per calendar year for all job functions that require safety footwear. To ensure Corporate equity, it is necessary to increase the maximum reimbursement for non-union employees. Appendix 3 outlines current union and non-union safety footwear allowances. The last increase to this amount was in 2004. The proposed policy provides for a maximum reimbursement of \$150.00 per calendar year, effective retroactively to January 1, 2014.

The Policy also introduces a new level of reimbursement for employees in specific positions that require "speciality footwear" for positions identified by their director, including: Arborists, Electricians and other Skilled Tradespersons. Speciality safety footwear reimbursement is a more expensive safety boot and it is recommended that an annual amount of \$400.00 per calendar year be introduced, effective retroactively to January 1, 2014. The revision to add speciality footwear aligns with past practise to allow employees to both "double up their allowance" and be granted an additional pair of Safety Footwear when theirs becomes worn and unserviceable. Experience illustrates speciality safety footwear rarely lasts two years.

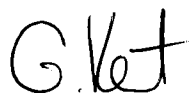
The proposed policy has also been amended to add the current practice where employees may request a one-time double safety footwear purchase. This practise was introduced a number of years ago to allow the employee to purchase a summer type, non-insulated safety or a winter type insulated footwear.

FINANCIAL IMPACT: Based on an expenditure of approximately \$37,000.00 for non-union Staff Safety Footwear Reimbursement in 2012, an increase of 30% (\$115.00 to \$150.00) would result in an increase in annual spending of approximately \$11,000.00. The introduction of the speciality boots will increase the cost to \$5,390.00. These additional costs would continue to be the responsibility of the particular divisions.

CONCLUSION: The Safety Footwear policy requires amendments to ensure equity between union and non-union employees with respect to the maximum reimbursements and introduces the provision for specialty footwear for positions identified by the employee's Director. Clarification of the requirements for reimbursement of safety footwear will ensure consistent administration of the policy.

ATTACHMENTS:

- Appendix 1: Draft Corporate Policy and Procedure, No. 01-07-04 – Safety Footwear
- Appendix 2: Comparison of Current and Proposed Policy
- Appendix 3: Current Safety Footwear Coverage



Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

Corporate Policy and Procedure



Policy No. Appendix 1

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Page 1 of 7

Effective Date **FINAL**
Draft Only
2014 02 05

2009 08 13

Supersedes 2004 02 11

TAB: HUMAN RESOURCES

SECTION: HEALTH AND SAFETY

SUBJECT: SAFETY FOOTWEAR

POLICY STATEMENT Employees who work in areas which may be hazardous to their feet and/or ankles must wear appropriate safety footwear and may be reimbursed for such footwear to the maximum amount established by this policy.

PURPOSE In accordance with the *Occupational Health and Safety Act* of Ontario, all employees whose work requires personal protective equipment in the form of safety footwear must wear appropriate footwear. The purpose of this policy is to reimburse eligible employees for all or part of the costs of safety footwear.

SCOPE This policy applies to all full-time, salaried and hourly, non-union, permanent employees.

Union employees should refer to the terms of their particular collective agreement.

ELIGIBILITY Employees will be directed by their supervisors where the use of safety footwear is deemed to be necessary. When an employee believes safety footwear may be required he/she may request authorization to purchase safety footwear. The supervisor will then liaise with the department's Health and Safety Specialist, who will jointly conduct a risk assessment to determine if safety footwear is required.

All authorized employees who require safety footwear are eligible for reimbursement of costs of one pair of safety footwear each year or one pair of safety footwear every two years, to the maximum amounts

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Corporate Policy and Procedure



Policy No. Appendix 1

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Effective Date **FINAL**
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2009 08 13

Supersedes 2004 02 11

established by this policy.

Exception

Newly hired permanent employees and those employees promoted from temporary to permanent status in the Parks or Forestry sections of the Parks and Forestry Division, Community Services Department, are permitted a one-time double safety footwear purchase of one summer type, non-insulated footwear and one winter type insulated footwear within their first year of permanent employment. Reimbursement for each pair of boots will be at the allowance in effect under this policy at the time of purchase.

STANDARDS

The corporate standard for safety footwear is a Canadian Standards Association "Green Patch" safety boot providing ankle support and sole protection. Safety footwear that the Manager, Health and Safety, Human Resources Division, Corporate Services Department (or his/her designate) deems equivalent to the Canadian Standards Association "Green Patch" standard is acceptable. A position's risk assessment may deem a higher standard is required. For example, safety footwear with resistance to electric shock is required where accidental contact with live electrical conductors may occur.

Exception to Standard

An employee requiring an accommodation supported by Employee Health Services may be permitted to wear an alternate type of safety footwear. The employee must provide required supportive medical evidence. The supervisor and/or manager will then liaise with the department's Health and Safety Specialist to determine an alternate type of safety footwear. The alternate type of safety footwear must meet all legislated requirements for health and safety.

REIMBURSEMENT

Annual Reimbursement

The maximum annual safety footwear reimbursement is:

- Effective January 1, 2014 - maximum reimbursement of \$150.00

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Two-Year Reimbursement

With Supervisor approval, the maximum annual reimbursement may be doubled, with the intention that the safety footwear purchased will last at least two years. The next reimbursement date may be no sooner than the second calendar year following reimbursement.

Exception for Specific Specialty Job Functions

The maximum annual safety footwear reimbursement for job functions that require specialty safety footwear is \$400.00. Only those job functions approved by the Manager, Health and Safety, or his/her designate, will be eligible.

Employees in job functions that require specialty safety footwear are also entitled to one pair of winter type insulated footwear once every two years, if required and approved by the manager/supervisor.

All other aspects of this policy apply to specialty safety footwear.

Costs Exceeding Maximum

The safety footwear reimbursement is meant to supplement the cost of safety footwear, and may not fully cover the costs of the safety footwear chosen by the employee. Any costs incurred in excess of the maximum reimbursement are the responsibility of the employee.

Unused Portion

Any unused portion of the maximum reimbursement cannot be carried over to future years.

Conditions

Reimbursement is conditional upon the following:

- current safety footwear must be deemed by the supervisor to be unserviceable; and
- the new safety footwear must meet the corporate standard, or must comply with an approved exception to that standard; and
- employees may be reimbursed for one pair of safety footwear under an annual reimbursement only once every calendar year, and under a two-year reimbursement only once every two calendar years, unless the safety footwear becomes unserviceable before the

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Corporate Policy and Procedure



| | |
|----------------|---|
| Policy No. | Appendix 1 |
| Page | 01-07-04 Page 4 of 7 |
| Effective Date | FINAL Draft Only 2014 02 05 2009 08 13 |
| Supersedes | 2004 02 11 |

next entitlement date and it can be shown that this was not due to abuse, neglect, etc.

RESPONSIBILITIES

Employee

The employee is responsible for:

- confirming with his or her supervisor that safety footwear is required and that associated costs will be reimbursed, before purchasing new or replacement safety footwear;
- purchasing safety footwear from any source, ensuring that it is CSA approved and of the "Green Patch" variety or the equivalent; and
- submitting the safety footwear, proof of compliance with corporate standard, and the receipt of payment to his or her supervisor according to the Reimbursement Timelines section of this policy.

Supervisor

The supervisor is responsible for:

- ensuring that the employee is eligible for reimbursement (i.e. that the employee is a full-time permanent employee);
- ensuring that the employee is entitled to reimbursement (i.e. reimbursement can be made only once each calendar year for annual reimbursements, and only once every two calendar years for two-year reimbursements, unless current safety footwear has become unserviceable through no abuse or neglect on the part of the employee - a log of payments to employees should be maintained, for monitoring and follow up purposes);
- ensuring that, where a two-year reimbursement is provided, it is supported by the Supervisor's approval (the rationale for approving a two-year reimbursement should be documented and retained on file for monitoring and follow up purposes);
- confirming that current safety footwear is unserviceable;
- confirming that the new safety footwear meets the corporate standard as outlined in this policy, or an approved exception to the standard;

Corporate Policy and Procedure



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- advising the employee of the amount to be reimbursed, or that replacement safety footwear will not be reimbursed;
- ensuring that the required expense claim form is complete, including the correct cost centre and expense code, and that the amount to be reimbursed does not exceed the maximum provided by this policy; and
- authorizing the claim form and submitting it to Accounts Payable for reimbursement according to the Reimbursement Timelines section of this policy. (Reimbursement may not be made through petty cash).

REIMBURSEMENT TIMELINES

Monthly Expense Claims Requests for reimbursement using Form E2325 must be submitted to Accounts Payable before the end of the following month in which the expense occurred, with the exception of yearend. (An example of the monthly timelines in chart form is provided below.) This will ensure the timeliness of expense reporting and budget monitoring by all departments.

The employee is responsible for preparing the expense claim and ensuring it is dated and submitted to the approver in order for these timelines to be met. The approver must then submit the expense to Accounts Payable before the end of the following month in which the expense occurred.

Expenses that are not submitted within the timelines noted in this policy will require the following approvals:

- Expense reports submitted up to two months past the deadline must be approved by the appropriate director. The director must also address the policy requirements with the employee for future submissions.
- Expense reports submitted later than two calendar months past the

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Corporate Policy and Procedure



Policy No. Appendix I

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2009 08 13

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deadline must be approved by the appropriate director and commissioner.

The chart below provides an example:

| Expense incurred | Deadline to AP | Director Approval required - up to 2 months after deadline | Director & Commissioner Approval required - more than 2 months past deadline |
|------------------|----------------|--|--|
| March | April 30 | Expense submitted May 1 - June 30 | Expense submitted after June 30 |

Expense claim forms submitted to Accounts payable without the appropriate signatures will be returned to the approver.

Yearend (December)
Expense Claims

Both the employee and approver must ensure the December expense claim is submitted, approved, and sent to Accounts Payable by January 10th for expenses to be charged to the appropriate year's budget. Accounts Payable will communicate the specific yearend submission date on an annual basis.

Accounts Payable

Accounts Payable staff will return to the authorizer, without payment, any expense claim form that appears to be non-compliant with this policy, including any claim that is submitted with a receipt that includes insufficient information or does not adhere to the reimbursement timelines. Accounts Payable will notify the authorizer's division head if non-compliance is significant or continues.

REFERENCE:

GC-451-98 - 1998 06 24
GC-0802-1999 - 1999 11 24
GC-0556-2003 - 2003 10 08
BC-0003-2003 - 2004 02 11

Corporate Policy and Procedure



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SMT – 2009-08-13 – Revised expense submission timelines
2011-03-16 Housekeeping – revise Form 180a to E2421
2012 11 29 - Housekeeping – revise Form E2421 to 2325

LAST REVIEW DATE: December, 2013

CONTACT: For more information, contact Human Resources, Corporate Services
Department.

DRAFT

Comparison of Current and Proposed Policy – Safety Footwear

Appendix 2

2014 02 05

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| Current Policy – What Exists Today | Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, "No change – same as Current Policy" will appear. | Rationale – Why changes (deletions and/or additions) to the revised policy were made. |
|---|--|---|
| <p>POLICY STATEMENT Employees who work in areas which may be hazardous to their feet and/or ankles must wear appropriate safety footwear and may be reimbursed for such footwear to the maximum amount established by this policy.</p> | <p>POLICY STATEMENT No change.</p> | |
| <p>PURPOSE In accordance with the <i>Occupational Health and Safety Act</i> of Ontario, all employees whose work requires safety footwear must wear appropriate footwear. The purpose of this policy is to reimburse eligible employees for all or part of the costs of safety footwear.</p> | <p>PURPOSE In accordance with the <i>Occupational Health and Safety Act</i> of Ontario, all employees whose work requires personal protective equipment in the form of safety footwear must wear appropriate footwear. The purpose of this policy is to reimburse eligible employees for all or part of the costs of safety footwear.</p> | <p>Added reference to personal protective equipment to align with H&S language.</p> |
| <p>SCOPE</p> | <p>SCOPE This policy applies to all full-time, salaried and hourly, non-union, permanent employees. Union employees should refer to the terms of their particular collective agreement.</p> | <p>Section added for clarity and for consistency with other Corporate Policies.</p> |
| <p>ELIGIBILITY All full-time, salaried and hourly, non-union, permanent employees who require safety footwear are eligible for reimbursement of costs of one pair of safety footwear each year, or one pair of safety</p> | <p>ELIGIBILITY Employees will be directed by their supervisors where the use of safety footwear is deemed to be necessary. When an employee believes safety footwear may be required he/she may request</p> | <p>The order of the paragraphs has been reversed for ease of reading. Minor word-smithing revisions with no change to intent.</p> |

Comparison of Current and Proposed Policy – Safety Footwear

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| <p>footwear every two years, to the maximum amounts established by this policy. Part-time and temporary non-union employees are not eligible for reimbursement. Union employees are governed by their respective collective agreement.</p> <p>Employees will be directed by their supervisors where safety footwear is necessary. However, those who feel that safety footwear may be required should request authorization to purchase safety footwear. The supervisor will then liaise with the department's Health and Safety Specialist to determine if safety footwear is warranted.</p> | <p>authorization to purchase safety footwear. The supervisor will then liaise with the department's Health and Safety Specialist, who will jointly conduct a risk assessment to determine if safety footwear is required.</p> <p>All authorized employees who require safety footwear are eligible for reimbursement of costs of one pair of safety footwear each year or one pair of safety footwear every two years, to the maximum amounts established by this policy.</p> | |
| | <p>Exception Newly hired permanent employees and those employees promoted from temporary to permanent status in the Parks or Forestry sections of the Parks and Forestry Division, Community Services Department, are permitted a one-time double safety footwear purchase of one summer type, non-insulated footwear and one winter type insulated footwear within their first year of permanent employment. Reimbursement for each pair of boots will be at the allowance in effect under this policy at the time of purchase.</p> | <p>Administrative change - This exception was authorized by way of a memorandum from the previous HR Director with the intention to add it to the policy during the next full policy review.</p> |
| <p>STANDARDS The corporate standard for safety footwear is a Canadian Standards Association "Green Patch" safety boot providing ankle support and sole</p> | <p>STANDARDS The corporate standard for safety footwear is a Canadian Standards Association "Green Patch" safety boot providing ankle support and sole</p> | <p>Added clarification that safety footwear equivalent to the CSA guidelines is acceptable if approved by the Manager of</p> |

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Comparison of Current and Proposed Policy – Safety Footwear

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| <p>protection. The department's Health and Safety Specialist may approve an alternate standard, particularly where a higher standard is required by health and safety legislation. For example, safety footwear with resistance to electric shock is required where accidental contact with live electrical conductors can occur. Employees working under these conditions are required to meet the higher standard. Safety running shoes, jogging shoes, etc. are not acceptable.</p> | <p>protection. Safety footwear that the Manager, Health and Safety, Human Resources Division, Corporate Services Department (or his/her designate) deems equivalent to the Canadian Standards Association "Green Patch" standard is acceptable. A position's risk assessment may deem a higher standard is required. For example, safety footwear with resistance to electric shock is required where accidental contact with live electrical conductors may occur.</p> | <p>Health and Safety.</p> |
| <p>Note: The Health and Safety Specialist for the Corporate Services Department is shared by the Planning and Building Department, and the City Manager's Office.</p> | | <p>This information is considered outside of the scope of the policy and is not required information so is being removed.</p> |
| <p>Exception to Standard An employee who, due to medical reasons that are supported by a medical certificate, cannot wear the type of safety footwear specified may be permitted to wear an alternate type of safety footwear. The employee must provide his or her supervisor with a medical certificate. The supervisor and/or manager will then liaise with the department's Health and Safety Specialist to determine an alternate type of safety footwear. The alternate type of safety footwear must meet all legislated requirements for health and safety.</p> | <p>Exception to Standard An employee requiring an accommodation supported by Employee Health Services may be permitted to wear an alternate type of safety footwear. The employee must provide required supportive medical evidence. The supervisor and/or manager will then liaise with the department's Health and Safety Specialist to determine an alternate type of safety footwear. The alternate type of safety footwear must meet all legislated requirements for health and safety.</p> | <p>The language in this section has been updated to reflect the Integrated Accessibility Standards Regulation and current practices. There is no change to intent.</p> |

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| <p>REIMBURSEMENT Annual Reimbursement The maximum annual safety footwear reimbursement is:</p> <ul style="list-style-type: none"> • Effective April 1, 2003 – maximum reimbursement of \$110.00. • Effective April 1, 2004 - maximum reimbursement of \$115.00. | <p>REIMBURSEMENT Annual Reimbursement The maximum annual safety footwear reimbursement is:</p> <ul style="list-style-type: none"> • Effective January 1, 2014 - maximum reimbursement of \$150.00 | <p>Reflects the proposed increase to the annual allowance.</p> |
| <p>Two-Year Reimbursement If it is to the advantage of the City to purchase a better quality, more durable pair of safety footwear the maximum annual reimbursement may be doubled, with the intention that the safety footwear purchased will last at least two years.</p> <p>A two-year reimbursement will not be authorized unless it is clear that the more expensive safety footwear is required. The next reimbursement date may be no sooner than the second calendar year following reimbursement.</p> | <p>Two-Year Reimbursement With Supervisor approval, the maximum annual reimbursement may be doubled, with the intention that the safety footwear purchased will last at least two years. The next reimbursement date may be no sooner than the second calendar year following reimbursement.</p> | <p>Minor wording revisions for clarity. No change to intent.</p> |
| | <p>Exception for Specific Specialty Job Functions The maximum annual safety footwear reimbursement for job functions that require specialty safety footwear is \$400.00. Only those job functions approved by the Manager, Health and Safety, or his/her designate, will be eligible.</p> <p>Employees in job functions that require specialty safety footwear are also entitled to one pair of</p> | <p>New section to explain the requirement for select employees to purchase more expensive specialty footwear. The specific job functions have not been listed as they may change from time to time, requiring a policy update.</p> |

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Comparison of Current and Proposed Policy – Safety Footwear

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| | <p>winter type insulated footwear once every two years, if required and approved by the manager/supervisor.</p> <p>All other aspects of this policy apply to specialty safety footwear.</p> | |
| <p>Costs Exceeding Maximum The safety footwear reimbursement is meant to supplement the cost of safety footwear, and may not fully cover the costs of the safety footwear chosen by the employee. Any costs incurred in excess of the maximum reimbursement are the responsibility of the employee.</p> | <p>Costs Exceeding Maximum No change.</p> | |
| <p>Unused Portion Any unused portion of the maximum reimbursement cannot be carried over to future years.</p> | <p>Unused Portion No change.</p> | |
| <p>Conditions Reimbursement is conditional upon the following:</p> <ul style="list-style-type: none"> • current safety footwear must be deemed by the supervisor to be unserviceable; and • the new safety footwear must meet the corporate standard, or must comply with an approved exception to that standard; and • employees may be reimbursed for one pair of safety footwear under an annual reimbursement only once every calendar year, and under a two-year reimbursement only | <p>Conditions No change.</p> | |

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| <p>once every two calendar years, unless the safety footwear becomes unserviceable before the next entitlement date and it can be shown that this was not due to abuse, neglect, etc.</p> | | |
| <p>RESPONSIBILITIES Employee The employee is responsible for:</p> <ul style="list-style-type: none"> confirming with his or her supervisor that safety footwear is required and that associated costs will be reimbursed, before purchasing new or replacement safety footwear; purchasing safety footwear from any source, ensuring that it is CSA approved and of the “Green Patch” variety; submitting the safety footwear, proof of compliance with corporate standard, and the receipt of payment to his or her supervisor according to the Reimbursement Timelines section of this policy. | <p>RESPONSIBILITIES Employee The employee is responsible for:</p> <ul style="list-style-type: none"> confirming with his or her supervisor that safety footwear is required and that associated costs will be reimbursed, before purchasing new or replacement safety footwear; purchasing safety footwear from any source, ensuring that it is CSA approved and of the “Green Patch” variety or the equivalent; and submitting the safety footwear, proof of compliance with corporate standard, and the receipt of payment to his or her supervisor according to the Reimbursement Timelines section of this policy. | <p>Second bullet revised to include that safety footwear may be equivalent to the CSA “Green Patch” footwear. No other changes.</p> |
| <p>Supervisor The supervisor is responsible for:</p> <ul style="list-style-type: none"> ensuring that the employee is eligible for reimbursement (i.e. that the employee is a full-time permanent employee); ensuring that the employee is entitled to reimbursement (i.e. reimbursement can be made only once each calendar year for annual reimbursements, and only once every two | <p>Supervisor No change.</p> | |

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| <p>calendar years for two-year reimbursements, unless current safety footwear has become unserviceable through no abuse or neglect on the part of the employee - a log of payments to employees should be maintained, for monitoring and follow up purposes);</p> <ul style="list-style-type: none">• ensuring that, where a two-year reimbursement is provided, it is to the City's advantage to do so (the rationale for approving a two-year reimbursement should be documented and retained on file for monitoring and follow up purposes);• confirming that current safety footwear is unserviceable;• confirming that the new safety footwear meets the corporate standard as outlined in this policy, or an approved exception to the standard;• advising the employee of the amount to be reimbursed, or that replacement safety footwear will not be reimbursed;• ensuring that the required expense claim form is complete, including the correct cost centre and expense code, and that the amount to be reimbursed does not exceed the maximum provided by this policy; and• authorizing the claim form and submitting it to Accounts Payable for reimbursement according to the Reimbursement Timelines section of this policy. (Reimbursement may not be made through petty cash). | | |
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| <p>REIMBURSEMENT TIMELINES Monthly Expense Claims Requests for reimbursement using Form E2325 must be submitted to Accounts Payable before the end of the following month in which the expense occurred, with the exception of yearend. (An example of the monthly timelines in chart form is provided below.) This will ensure the timeliness of expense reporting and budget monitoring by all departments.</p> <p>The employee is responsible for preparing the expense claim and ensuring it is dated and submitted to the approver in order for these timelines to be met. The approver must then submit the expense to Accounts Payable before the end of the following month in which the expense occurred.</p> <p>Expenses that are not submitted within the timelines noted in this policy will require the following approvals:</p> <ul style="list-style-type: none"> • Expense reports submitted up to two months past the deadline must be approved by the appropriate director. The director must also address the policy requirements with the employee for future submissions. • Expense reports submitted later than two calendar months past the deadline must be | <p>REIMBURSEMENT TIMELINES Monthly Expense Claims No change.</p> | |
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approved by the appropriate director and commissioner.

The chart below provides an example:

| Expense incurred | Deadline to AP | Director Approval required - up to 2 months after deadline | Director & Commissioner Approval required – more than 2 months past deadline |
|------------------|----------------|--|--|
| Marc h | April 30 | Expense submitted May 1 – June 30 | Expense submitted after June 30 |

Expense claim forms submitted to Accounts payable without the appropriate signatures will be returned to the approver.

Yearend (December) Expense Claims

Both the employee and approver must ensure the December expense claim is submitted, approved, and sent to Accounts Payable by January 10th for expenses to be charged to the appropriate year's budget. Accounts Payable will communicate the specific yearend submission date on an annual basis.

Yearend (December) Expense Claims

No change.

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| Accounts Payable Accounts Payable staff will return to the authorizer, without payment, any expense claim form that appears to be non-compliant with this policy, including any claim that is submitted with a receipt that includes insufficient information or does not adhere to the reimbursement timelines. Accounts Payable will notify the authorizer's division head if non-compliance is significant or continues. | Accounts Payable No change. | |
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Safety Footwear Coverage

| Union / Section | Article / Policy # | Coverage per Year | Details |
|---|--------------------|-------------------|--|
| ATU Transit | 14.06 (f) | \$170 | Upon completion of the probationary period and on July 1, 2011 the Company will provide, an annual safety boot allowance of \$170 dollars towards the purchase of one pair of green patch safety boots/shoes, CSA approved. |
| IAMAW Facilities & Property Maintenance | 26.1 | \$150 | The Corporation will provide a safety boot allowance of one hundred and fifty (\$150) dollars each calendar year. Employees may roll their annual allowance to their next year's entitlement. The Corporate standard for safety footwear is a CSA "Green Patch" safety boot providing ankle support and sole protection unless otherwise approved by the Director of Facilities and Property Management. |
| CUPE 966 Library | 38.02 | \$150 | Effective April 1, 2010, the Library will provide a safety boot allowance of \$150 to employees where deemed appropriate by the Library according to the nature of the employee's job responsibilities. |
| CUPE 66 Works & Engineering | 19.02 (e) | \$125 | Effective April 1, 2012 each active CUPE employee will receive an annual safety boot allowance of \$125. * As part of Negotiations, this group decided to reduce their Safety Footwear Allowance to allow for an ODA update. |
| Non-Union | 01-07-04 | \$115 | Effective April 1, 2004 - maximum reimbursement of \$115.00. If it is to the advantage of the City to purchase a better quality, more durable pair of safety footwear the maximum annual reimbursement may be doubled, with the intention that the safety footwear purchased will last at least two years. A two-year reimbursement will not be authorized unless it is clear that the more expensive safety footwear is required. The next reimbursement date may be no sooner than the second calendar year following reimbursement. |
| Firefighters | N/A | N/A | Included in Uniform/Bunker Gear issued by the City |
| UFCW Call Centre | N/A | N/A | N/A |
| ATU Concession Attendants | N/A | N/A | N/A |



Corporate Report

Clerk's Files

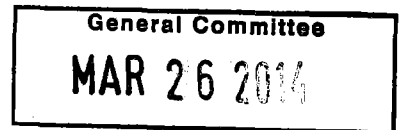
Originator's
Files

DATE: March 11, 2014

TO: Chair and Members of General Committee
Meeting Date: March 26, 2014

FROM: Mary Ellen Bench, BA, JD, CS
City Solicitor

SUBJECT: **Indemnification Bylaw**



- RECOMMENDATION:**
1. That a bylaw be enacted to repeal and replace Bylaw 146-86, being a bylaw to provide for the Indemnity and Defence of Members of Council, Officers and Employees of The Corporation of the City of Mississauga with respect to Liability arising out of Acts or Omissions done or made by them in their capacity as Members, Officers or Employees of the Municipality.
 2. That the Risk Manager be directed to obtain the appropriate conflict of interest coverage for successfully defended applications commenced under the *Municipal Conflict of Interest Act* similar to the coverage available under the Region of Peel's insurance program.

**REPORT
HIGHLIGHTS:**

- The *Municipal Act, 2001* authorizes a municipality to indemnify its members of Council, officers and employees for pecuniary loss or liability when acting in their capacity as members, officers and employees.
- The *Municipal Conflict of Interest Act* authorizes a municipality to indemnify current and former members of Council if they are subjected to an application under that Act and are subsequently found not to have committed a conflict of interest.

- The current indemnity bylaw has not been updated since it was enacted in 1986.
- Staff has conducted research including the review of the indemnification bylaws and policies of neighbouring municipalities, and recommends that Bylaw 146-86 be repealed and replaced to update the City's indemnity coverage for members of Council, officers and employees.
- The new Bylaw will provide for indemnification for legal proceedings commenced or threatened against a current or former Council member, and/or City officer and employees, in their capacity as such, with some defined exceptions. Volunteers working under the supervision of a City employee will also be covered under the Bylaw.
- Members of Council will be indemnified for legal proceedings initiated against them under the *Municipal Conflict of Interest Act* if they are found not to have contravened the Act.
- The City's current Municipal Insurance Program provides for a \$250,000 reimbursement for legal fees of members of Council for conflict of interest legal proceedings, but it is subject to a deductible of \$1,000,000. It is recommended that the Risk Manager obtain coverage for proceedings under the *Municipal Conflict of Interest Act* similar to those obtained at the Region of Peel, which does not include the \$1M deductible.

BACKGROUND:

The *Municipal Act, 2001* provides that a municipality may protect any current or former members of Council, salaried officer, employees and persons who provide services without remuneration against risks that may involve pecuniary loss or liability on the part of those employees. Further, this protection may be extended to members of Council who have been found not to have contravened the *Municipal Conflict of Interest Act* (the "MCLA") relating to the disclosure of a pecuniary interest in a matter to be considered at a meeting.

In 1986, City Council enacted and passed Bylaw 146-86 (the "1986 Indemnification Bylaw") which provides for the indemnification of members of Council and City officers and employees. The 1986 Indemnification Bylaw generally protects the members of council and employees from the costs associated with legal proceedings brought against them, arising out of an act or omission committed in their

capacity as such.

In consideration of updating the 1986 Indemnification Bylaw, City staff recently reviewed the indemnification bylaws and policies of neighbouring municipalities. The results of this review were compiled into a chart which is attached as Appendix 1. This review has helped inform City staff as to the type and extent of coverage provided by other municipalities and supports the proposed changes to the 1986 Indemnification Bylaw.

COMMENTS:

The proposed Indemnification Bylaw provides for the following:

Who is covered:

“Eligible Persons” under the bylaw are defined to include any member of Council, or any officer or employee of the City, or any volunteers working without remuneration under the supervision of an employee, including former members of Council, officers or employee of the City, and volunteers.

The only change in the new bylaw is the inclusion of volunteers as persons covered. Volunteers are not specifically included in the 1986 Indemnification Bylaw. City staff recommend including volunteers as “Eligible Persons” to the proposed Indemnification Bylaw considering that volunteers acting under the supervision of staff are carrying out a function on behalf of, or for the benefit, of the City, and they are already included under the City’s General Liability Insurance Program. The Regions of Peel and York are among some of the municipalities that currently provide coverage to volunteers.

What is covered:

Eligible Persons will be indemnified by the City for legal proceedings commenced or threatened against them, if the legal proceedings were initiated as a result of an act or omission that was done or made: a) in their capacity as a member of Council, officer, employee, or volunteer of the City; b) in good faith; and c) based on the reasonable belief that such act or omission was lawful and in the best interests of the City. The 1986 Indemnification bylaw did not include the requirements in (b) and (c) above, but defining coverage to include the requirement of

acting in good faith is consistent with current laws with respect to exercising public duty and authority, and is similarly reflected in other municipal indemnification bylaws. Nothing in this by-law affects coverage under a collective agreement.

Exclusions of Coverage:

(a) Complete Exclusions

Certain types of proceedings are excluded from coverage under the bylaw: i) charges under the *Controlled Drugs and Substance Act*, the *Highway Traffic Act*, and municipal parking and traffic laws; ii) proceedings under the *Municipal Elections Act*; iii) proceedings that are initiated by the City against the Eligible Person; iv) proceedings where the Eligible Person has initiated a third party claim against the City; v) a proceeding relating to a grievance under a collective agreement or to a disciplinary action taken by the City as an employer; vi) proceedings where coverage is already provided under a collective agreement.

The new bylaw provides clarity and reflects exclusions of coverage, which are found in the bylaws of other municipalities. In essence, no indemnification will be provided to individuals who are in litigation against the City for the same proceeding or where the indemnification is already covered in a collective agreement. The proposed by-law would not extend coverage to proceedings commenced under the *Controlled Drug and Substance Act*, traffic laws, or the *Municipal Elections Act*. In the case of the *Municipal Elections Act*, proceedings are commenced against an individual as an election candidate, rather than in the capacity of a member of council, and as such, such proceedings should be excluded. Again, this is consistent with other municipalities that were canvassed.

(b) Coverage with Exceptions

Certain types of proceedings will only give rise to coverage where the Eligible Person has been found not to have contravened the law in question. These include proceedings commenced under the *Criminal Code of Canada* and the *Municipal Conflict of Interest Act*.

Criminal Code Proceedings

Similar to the coverage provided under the 1986 Indemnification Bylaw, City staff recommend extending coverage where an Eligible Person has been found not to have committed an offence under the *Criminal Code*. There are certain offences under the *Criminal Code* that are related to a member of council in his/her capacity as such, such as sections 122 and 123 which relate to breach of trust by a public officer and municipal corruption.

Proceedings under the Municipal Conflict of Interest Act

The proposed Indemnification Bylaw will provide for coverage for legal proceedings under the *Municipal Conflict of Interest Act*, if the Eligible Person has been found not to have contravened the *MCIA*. The *MCIA* also authorizes a municipality to procure insurance to protect its members of council for such proceedings where the member is found not to be in contravention.

Currently, the City's Municipal Insurance Program provides for a \$250,000 reimbursement for legal fees of members of Council for conflict of interest legal proceedings. This amount of up to \$250,000 will only cover the insured's legal expenses that exceed \$1,000,000.

The City's current coverage can be contrasted with the coverage available through the Region of Peel's insurance program provider. The Region of Peel will provide a \$250,000 maximum involving an application initiated under the *MCIA* that has been successfully defended. This coverage commences immediately and does not require the insured to have first absorbed a predetermined amount. Given the significant differences between the City's and the Region of Peel's insurance policies for conflict of interest coverage, it is proposed that the Risk Manager obtains additional insurance to provide for coverage available to members of Council who has successfully defended a *MCIA* application that is in line with the current coverage acquired by the Region of Peel.

(c) City's Reserves Rights

Irrespective of the coverage available, the City reserves the right to not make any payment if:

- the Eligible Person is found to have initiated third party claims;
- took a step that was prejudicial to the City without the City Solicitor's prior consent;
- the Eligible Person has acted in bad faith, committed intentional wrongdoing, acted maliciously; or
- otherwise breaches the provisions of the Bylaw.

Further, if the City has paid any money that the Eligible Person is subsequently found not entitled to, the Bylaw requires the Eligible Person to reimburse the City for such payments.

Notwithstanding the exclusions provided for in the Bylaw, Council retains the right to decide, on a case by case basis, whether an exception should be made and indemnification be extended to an individual for an excluded proceeding.

Legal Representation:

The City may choose to represent the Eligible Person or request the Eligible Person to obtain his/her own legal counsel, and be reimbursed by the City. In the latter situation, an Eligible Person will be entitled to reimbursement of the reasonable legal expenses incurred as determined by the City Solicitor. In addition, the City reserves the right to appoint legal representation for the Eligible Person for the defence of the legal proceedings. This is unchanged from the current by-law.

Indemnification Agreement:

An Eligible Person must execute an Indemnification Agreement with the City outlining the detailed terms and conditions of the indemnification, in a form satisfactory to the City Solicitor, before the City indemnifies the Eligible Person.

Cap on Indemnification Amount:

Council retains the right to impose a reasonable cap to the amount that an Eligible Person is to be indemnified. The City Solicitor will seek

direction from Council if the City Solicitor believes that an Eligible Person will be indemnified by the City for \$250,000 or more with respect to the Legal Proceeding in question.

Procedure to seeking Indemnification:

As at present, all requests for indemnification shall be submitted to the City Solicitor, who will review for completeness of information and then submit the request to the City Manager for the latter's approval that the Eligible Person is indeed qualified for indemnification under the Bylaw. The requester shall make such a request as soon as s/he becomes aware of a claim or threat of a claim. Otherwise, the City reserves the right not to reimburse the requester for costs incurred prior to notification.

Appeals:

The City reserves the right to determine whether it will pay for the cost of any appeals of a legal proceeding initiated by the Eligible Person. In the case of appeals for proceedings under the *MCIA* and the *Criminal Code*, if the Eligible Person successfully overturned a decision made by the lower court against him/her, the City will indemnify the Eligible Person for both the lower court and the appeal proceedings. This is in line with the principle that the City will indemnify proceedings under the *MCIA* and the *Criminal Code* where the Eligible Person is found to not have contravened the legislation.

Existing Legal Proceedings:

The Bylaw does not cover legal proceedings that are subject to indemnification prior to its enactment. The indemnification of those legal proceedings will be determined based on the current 1986 Indemnification Bylaw.

The City's Insurance Program

The City's monetary exposure under the proposed Indemnification Bylaw will be limited to the amounts not already covered by the Eligible Person's personal insurance or the City's insurance policies. The City's Insurance Program provides coverage for all third party


claims filed against the City and all indemnified persons subject to a \$1,000,000 self-insured retention.

FINANCIAL IMPACT: The financial impact of the proposed Indemnification Bylaw will be determined on a case by case basis. An Eligible Person who is seeking coverage will be entitled to costs that are not otherwise offered by the City's insurance coverage.

Additional premiums will also be required in order to obtain appropriate levels of insurance for *Municipal Conflict of Interest Act* proceedings. The required funding to support the increase in the premium will be provided as part of the budget process.

CONCLUSION: City staff has reviewed the 1986 Indemnification Bylaw, which has never been updated or amended since enactment. In our review, it is determined that the bylaw should be updated with clearer provisions on the types of legal proceedings that will be indemnified and the conditions that an Eligible Person is required to fulfill in order to receive indemnification.

ATTACHMENTS: Appendix 1: Benchmark of Other Municipalities



Mary Ellen Bench, BA, JD, CS
City Solicitor

Prepared By: Robert Genoway, Legal Counsel

INDEMNIFICATION BY-LAW COMPARATIVE CHART

| MUNICIPALITY | City of Toronto Insurance Policy | Region of Peel By-law #38-2005 | City of Markham Draft Bylaw | City of Brampton By-law #134 | Region of York By-law #A-0263-1999-064 |
|--|---|--|---|---|--|
| WHO is Covered | <ul style="list-style-type: none"> Elected or appointed officials, officers, members of commissions, boards, units, committees and special purpose bodies | <ul style="list-style-type: none"> Members of Council Current and former employees volunteers | <ul style="list-style-type: none"> All employees which includes: <ul style="list-style-type: none"> salaried officers or person employed by the City members of council volunteers | <ul style="list-style-type: none"> Council Members Salaried Officers Current and former employees | <ul style="list-style-type: none"> Council Members Salaried Officers volunteers |
| WHAT ACTIONS are Covered | <ul style="list-style-type: none"> Errors and omissions done in the performance of official duties actions must have been in good faith | <ul style="list-style-type: none"> Any acts or omissions done or made in capacity as council or employee. Must be in good faith | <ul style="list-style-type: none"> Any acts or omissions done or made in capacity as councillor or employee. If done in good faith, believed lawful, had reasonable grounds for believing conduct was lawful and in best interests of City. | <ul style="list-style-type: none"> Any acts or omissions done or made in capacity as council or employee, includes statutory duties. (Note: Good faith, lawful belief or best interests of City not specified) | <ul style="list-style-type: none"> Any acts or omissions done or made in capacity as council or employee, includes statutory duties, board, or other agency. If done in good faith and within authority. |
| WHAT PROCEEDINGS are Covered or Not Covered | <p>Covered:</p> <ul style="list-style-type: none"> MCIA if NO contravention found <p>Not Covered</p> <ul style="list-style-type: none"> <i>Criminal Code, Highway Traffic Act</i> <p>NOTE: Members of Council can make an application to City Council for reimbursement of legal costs where the member was found NOT to have contravened the <i>Criminal Code</i>.</p> | <p>Not Covered:</p> <ul style="list-style-type: none"> <i>HTA, Criminal Code, Controlled Drugs and Substances Act</i> Municipal Conflict of Interest where contravention is found Municipal parking and traffic bylaws | <p>Covered:</p> <ul style="list-style-type: none"> Any civil or administrative legal proceeding commenced or threatened <p>Not Covered:</p> <ul style="list-style-type: none"> MCIA, Criminal Code, Provincial Offences Act, Highway Traffic Act, Controlled Drugs & Substances Act, Libel & Slander Act ect. collective agreements, employee vs. employee proceedings | <p>Covered:</p> <ul style="list-style-type: none"> Proceedings including criminal Appeals where successful <p>Not Covered:</p> <ul style="list-style-type: none"> If found guilty under the Criminal Code. If City already paid the costs, the employee must reimburse the City. | <p>Covered:</p> <ul style="list-style-type: none"> Includes all civil actions, provincial offences and administrative proceedings Region has the sole discretion of determining whether the costs of appeal are covered <p>Not Covered:</p> <ul style="list-style-type: none"> Where a contravention is found under: <ul style="list-style-type: none"> -MCIA, HTA, Criminal Code -parking/traffic by-laws, and. |
| WHAT COSTS are Covered Directly or Reimbursed | <ul style="list-style-type: none"> Damages or costs awarded against such Member or legal expenses incurred, settlement costs <p>Amount covered for COI:</p> <ul style="list-style-type: none"> Coverage is for a max of \$25,000 (under City insurance Policy) | <ul style="list-style-type: none"> Damages and Legal Costs Sums in connection with a settlement finances and monetary penalties <p>Amount covered:</p> <ul style="list-style-type: none"> Not specified | <ul style="list-style-type: none"> reasonable costs in the legal defence, settlement costs <p>Amount covered:</p> <ul style="list-style-type: none"> Any amount in excess of a personal or City insurance policy coverage | <ul style="list-style-type: none"> Legal fees, damages, fines, monetary penalties, awards, and settlement. <p>Amount covered:</p> <ul style="list-style-type: none"> The amount will be determined by the City Solicitor (discretionary) | <ul style="list-style-type: none"> Damages and legal costs awarded against the party all sums in connection with a settlement <p>Amount covered:</p> <ul style="list-style-type: none"> Not specified |

| MUNICIPALITY | City of Ottawa Indemnification Policy | Town of Aurora By-law #5359-11 | City of Hamilton By-law #01-008 | City of Oshawa By-law#154-2006 | City of London Bylaw A-5 |
|--|---|--|--|---|---|
| | *adopted by Council 2001* | | | **no general bylaw, case by case basis** | *Amended 2012* |
| WHO is Covered | <ul style="list-style-type: none"> Employees, Members of Council | <ul style="list-style-type: none"> All employees which includes: <ul style="list-style-type: none"> -salaried officers or person employed by the City, including former employees -members of council | <ul style="list-style-type: none"> All employees which include: <ul style="list-style-type: none"> • Council Members, Salaried Officers and Board Members • Volunteers, former employees | <ul style="list-style-type: none"> Sandra Kranc and Rick Stockman and their respective heirs, administrators, trustees, beneficiaries, representatives, successors and assigns | <ul style="list-style-type: none"> Member of Council Member's heirs and legal representatives |
| WHAT ACTIONS are Covered | <ul style="list-style-type: none"> Any action if: <ul style="list-style-type: none"> -act or omission done in good faith -act or omission was in their capacity as an employee or Member of Council | <ul style="list-style-type: none"> Any acts or omissions done or made in capacity as council or employee. <ul style="list-style-type: none"> • If done in good faith, reasonably believed lawful and in best interests of City. | <ul style="list-style-type: none"> Any acts or omissions done in scope of authority or course of employment/office if: <ul style="list-style-type: none"> • done in good faith and in best interests of City. • There was reasonable belief that the conduct was lawful | <ul style="list-style-type: none"> A claim brought with respect to the performance of an employee in their official duties. | <ul style="list-style-type: none"> If done in good faith, believed lawful and in best interests of City. |
| WHAT PROCEEDINGS are Covered or Not Covered | Not Covered: <ul style="list-style-type: none"> A charge under the Criminal Code or HTA, a contravention under the MCIA, charges under the MEA | Covered: <ul style="list-style-type: none"> Any civil or administrative action, motion, hearing, trial, tribunal matter Not Covered: <ul style="list-style-type: none"> Municipal Conflict of Interest Criminal Code, Provincial Offences Act, Highway Traffic Act, Controlled Drugs & Substances Act, Libel & Slander Act ect. employee vs. employee proceedings | Covered: <ul style="list-style-type: none"> Any civil, criminal or administrative action or proceeding including appeals Not Covered: <ul style="list-style-type: none"> Stemming from a collective agreement grievance or disciplinary action by City. | Not Specified | Covered: <ul style="list-style-type: none"> Any civil, criminal or administrative action or proceedings by a third party Not Covered: <ul style="list-style-type: none"> Persons who have been found to have contravened the MCIA, the MEA and ss. 122-125 of the Criminal Code. libel/slander |
| WHAT COSTS are Covered Directly or Reimbursed | <ul style="list-style-type: none"> Legal expenses for MCIA proceedings if: the expenses were necessarily incurred and no contravention is found Amount covered: <ul style="list-style-type: none"> The above is subject to a deductible of \$650,000 | <ul style="list-style-type: none"> Reasonable legal fees, damages, fines, monetary penalties, awards, and approved settlement. Amount covered: <ul style="list-style-type: none"> Any amount in excess of a personal or employee insurance policy | <ul style="list-style-type: none"> Defending an action, Damages/costs awarded against the employee Expenses incurred in relation to a proceeding settlement costs Amount covered: <ul style="list-style-type: none"> Any amount in excess of a City insurance policy coverage | <ul style="list-style-type: none"> All awards, claims, demands, damages including exemplary, punitive and non-compensatory damages, debts, duties, losses, costs, fees including legal fees Amount covered: <ul style="list-style-type: none"> Not specified | <ul style="list-style-type: none"> Costs of defending an action, Damages or costs awarded against the party reasonable expenses incurred Amount covered: <ul style="list-style-type: none"> Any amount in excess of a City insurance policy coverage |

| MUNICIPALITY | City of Windsor By-law #173-2010 | City of Vaughan By-law #91-2011 | City of Burlington By-law #26-2002 | City of Kitchener Chapter 15, Article 1 |
|--|--|---|--|--|
| WHO is Covered | <ul style="list-style-type: none"> A salaried officer or any person employed by a municipality <p>Former Employees?</p> <ul style="list-style-type: none"> Yes, same conditions as Vaughan. | <ul style="list-style-type: none"> Council Members Salaried Officers Employees Legal Representatives <p>Former Employees?</p> <ul style="list-style-type: none"> Yes, if the proceeding is based on events that took place in the course of that employment. | <ul style="list-style-type: none"> Members of Council including former members Employees including former | <ul style="list-style-type: none"> Council Members Public Library Board Committee of Adjustments |
| WHAT ACTIONS are Covered | <ul style="list-style-type: none"> Any act or omission arising from the execution and fulfillment of those duties Must act honestly and in good faith, had reasonable grounds for believing that the conduct was lawful | <ul style="list-style-type: none"> Any acts or omissions done or made in capacity as council or employee, includes statutory duties. If done in good faith, believed lawful and in best interests of City. | <ul style="list-style-type: none"> Liability resulting from Acts or omissions done or made by Member of Council or employees in their capacities as employees including acting in the performance of any statutory duties | <ul style="list-style-type: none"> Costs and expenses related to legal proceedings related to conflict of interest |
| WHAT PROCEEDINGS are Covered or Not Covered | <p>Covered:</p> <ul style="list-style-type: none"> Any civil, criminal or administrative action or proceeding including appeals <p>Not Covered:</p> <ul style="list-style-type: none"> A grievance related to a collective agreement MCIA, Municipal Elections Act actions by an employee against the City or another employee | <p>Covered:</p> <ul style="list-style-type: none"> All except those noted below. Criminal Code and Highway Traffic Act if acquitted or withdrawn and professional organizations. <p>Not Covered:</p> <ul style="list-style-type: none"> Any proceedings where the City's and the employee's interests conflict | <p>Covered:</p> <ul style="list-style-type: none"> All except those noted below. <p>Not Covered:</p> <ul style="list-style-type: none"> Municipal Conflict of Interest matters An action that occurred prior to June 20, 1978 | <p>Covered:</p> <ul style="list-style-type: none"> Proceedings under the MCIA where person was found not to have contravened the Act. <p>Not Covered:</p> <ul style="list-style-type: none"> Conflict of interest legal proceedings where party has been found to have contravened the MCIA. |
| WHAT COSTS are Covered Directly or Reimbursed | <ul style="list-style-type: none"> defending an action providing a retainer any disbursement incurred any damages or costs awarded against the employee paying sum in connection with settlement <p>Amount covered:</p> <ul style="list-style-type: none"> Any amount in excess of a City insurance policy coverage | <ul style="list-style-type: none"> Legal fees, damages, fines, monetary penalties, awards, approved settlement, and expenses. <p>Amount covered:</p> <ul style="list-style-type: none"> Any amount in excess of a City insurance policy coverage | <ul style="list-style-type: none"> Damages or costs awarded against the employee, legal costs, settlement costs <p>Amount covered:</p> <ul style="list-style-type: none"> As determined by the insurance policy | <ul style="list-style-type: none"> Costs or expenses incurred from a proceedings under the MCIA <p>Amount covered:</p> <ul style="list-style-type: none"> As determined by the insurance policy |

**MISSISSAUGA CELEBRATION SQUARE
EVENTS COMMITTEE**

February 24, 2014

REPORT 1-2014

General Committee

MAR 26 2014

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Celebration Square Events Committee presents its first report for 2014 and recommends:

MCSEC-0001-2014

That the verbal update from Andrew Whittemore, Acting Director, Culture with respect to South Asian Canada Day be received for information.

(MCSEC-0001-2014)

MCSEC-0002-2014

1. That the Mississauga Celebration Square Events Committee supports that the Square be lit with blue lights on April 2, 2014 to celebrate World Autism Awareness Day.
2. That staff be directed to investigate a process that outlines how lighting requests for the Square should be handled.

(MCSEC-0002-2014)

MCSEC-0003-2014

That the presentation by Greg Taylor, Square One General Manager and Elena Price, Marketing Director with respect to changes at Square One over the next two years, in particular the areas closest to the Mississauga Celebration Square, be received for information.

(MCSEC-0003-2014)

MCSEC-0004-2014

That the Corporate Report dated February 12, 2014 from the Commissioner of Community Services entitled "Mississauga Celebration Square Strategic Plan Project" be received for information.

(MCSEC-0004-2014)

MCSEC-0005-2014

That the Corporate Report dated February 13, 2014 from the Commissioner of Community Services entitled, "Tree Lighting 2013 and New Year's Eve 2014 Debrief" be received for information.

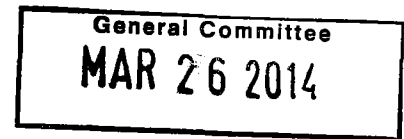
(MCSEC-0005-2014)

MCSEC-0006-2014

That the Mississauga Celebration Square Events Committee supports the City's involvement in partnership with the Region of Peel a record breaking CPR training event at the Mississauga Celebration Square.

(MCSEC-0006-2014)

REPORT 1 - 2014



TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Museums of Mississauga Advisory Committee presents its first report for 2014 and recommends:

MOMAC-0001-2014

That the Museums of Mississauga Advisory Committee (MOMAC) 2014 Priorities and Work Plan from J. Harvey, Chair, dated March 17, 2014, be approved.
(MOMAC-0001-2014)

MOMAC-0002-2014

That the Museums of Mississauga Report dated March 12, 2014 from Annemarie Hagan, Manager, Museums & Traditions, highlighting Collections and Exhibits activities, Museums Events, and an update on Capital Projects, for the period November 15, 2013 to March, 2014, be received.
(MOMAC-0002-2014)

MOMAC-0003-2014

That the Memorandum dated March 11, 2014 from Annemarie Hagan, Manager, Museums & Traditions, entitled "*Update on Plans for Museum Artifact Collection Storage and a New Museum Facility*," be received.
(MOMAC-0003-2014)

MOMAC-0004-2014

That the following Items for Information be received:

- (a) Mississauga News Article entitled "*Workers angered after museum hours reduced*" dated March 6, 2014;
 - (b) Mississauga News Article entitled "*Sticky situation: Maple Syrup fest gets under way*" dated March 9, 2014;
 - (c) Pictures of the Opening of Mississauga's 40th Anniversary Display dated January 2014 with Madam Mayor;
 - (d) Museums of Mississauga Background and Fact Sheet dated March 2014
- (MOMAC-0004-2014)

REPORT 1-2014

General Committee

MAR 26 2014

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Heritage Advisory Committee presents its first report for 2014 and recommends:

HAC-0001-2014

1. That the revised single application process to obtain heritage permits for heritage properties designated under Part IV, or located in heritage conservation districts designated under Part V of the *Ontario Heritage Act*, as amended (the "Act"), be approved, as set out in the Corporate Report dated February 20, 2014 from the Commissioner of Community Services, entitled "Meadowvale Village Heritage Conservation District Plan Review" ("the Corporate Report dated February 20, 2014");
2. That By-law 215-07, being a by-law to create a single application process to obtain Heritage permits for heritage properties designated under Part IV, or located in heritage conservation districts designated under Part V of the *Ontario Heritage Act*, be repealed;
3. That the boundary of the Meadowvale Village Heritage Conservation District be amended, as outlined in Appendix 1 attached to the Corporate Report dated February 20, 2014, and designated as a heritage conservation district in accordance with the Act (the "Meadowvale HCD");
4. That the Meadowvale Village Heritage Conservation District Plan 2014 (the "2014 Plan"), as outlined in Appendix 2 attached to the Corporate Report dated February 20, 2014, be approved;
5. That By-law 453-80 being a 1980 by-law to designate an area of the City as a heritage conservation district under Section 41. (1) of the *Ontario Heritage Act*, 1974, S.O. 1974, c.122, shall be deemed to be repealed on the date that Council's decision in respect of the Meadowvale Village HCD Plan 2014 is final, save and except where any appeal is filed against the decision of Council with respect to the Meadowvale Village HCD Plan 2014 in which event By-law 453-80 and the 1980 Meadowvale Village HCD Plan shall continue to remain in effect and apply in respect of those matters and those lands that are the subject of any appeal or appeals until their final disposition and, thereafter By-law 453-80 and the 1980 Meadowvale Village HCD Plan shall be deemed repealed upon the final disposition of such appeal or appeals and when the new by-law designating the 2014 Meadowvale Village HCD as a heritage conservation district and adopting the 2014 Plan is in force; and
6. That all necessary by-laws be enacted.

Ward 11

(HAC-0001-2014)

HAC-0002-2014

That the PowerPoint presentation dated March 18, 2014 and entitled "Meadowvale Village HCD Plan, 2014" by Laura Waldie, Heritage Coordinator, and Mark Warrack, Cultural Planner, presented to the Heritage Advisory Committee on March 18, 2014, be received.

Ward 11

(HAC-0002-2014)

HAC-0003-2014

That a by-law be enacted to authorize the Commissioner of Community Services and City Clerk to execute and affix the Corporate Seal to a Heritage Easement Agreement (the "Agreement") between The Corporation of the City of Mississauga and Jasrico Financial Inc., in a form satisfactory to Community Services and Legal Services, with regards to the building known as the Dowling House located at 2285 Britannia Road West in Mississauga, Ontario (the "Property"), for the purposes of ensuring the conservation of the cultural heritage value of the Dowling House, and that Legal Services be directed to register such Agreement on title of the Property.

Ward 11

(HAC-0003-2014)

HAC-0004-2014

That the property at 1232 Vesta Drive, which is listed on the City's Heritage Register as part of the Mineola West Neighbourhood Cultural Landscape, is not worthy of heritage designation, and consequently, that the owner's request to demolish the structure be approved and that the appropriate City officials be authorized and directed to take the necessary action to give effect thereto, as described in the Corporate Report dated February 20, 2014 from the Commissioner of Community Services.

Ward 1

(HAC-0004-2014)

HAC-0005-2014

That the property at 1243 Woodland Avenue, which is listed on the City's Heritage Register as part of the Mineola West Neighbourhood Cultural Landscape, is not worthy of heritage designation, and consequently, that the owner's request to demolish the structure be approved and that the appropriate City officials be authorized and directed to take the necessary action to give effect thereto, as described in the Corporate Report dated February 20, 2014 from the Commissioner of Community Services.

Ward 1

(HAC-0005-2014)

HAC-0006-2014

That the property at 7161 Lancaster Avenue, which is listed on the City's Heritage Register as part of the War Time Housing (Malton) Cultural Landscape, is not worthy of heritage designation, and consequently, that the owner's request to demolish the structure be approved and that the appropriate City officials be authorized and directed to take the necessary action to give effect thereto, as described in the Corporate Report dated February 20, 2014 from the Commissioner of Community Services.

Ward 5

(HAC-0006-2014)

HAC-0007-2014

That the Corporate Report dated February 21, 2014 from the Commissioner of Community Services, entitled "Heritage Advisory Committee and Related Staff Milestones: 2013 Year in Review," be received.

(HAC-0007-2014)

HAC-0008-2014

That the email message dated November 29, 2013 from Barbara Johnstone, Executive Assistant to Councillor Nando Iannicca, Ward 7, with respect to correspondence from Meryl Fisher, Ward 7 resident, entitled "Grand Duchess Olga Lived on Camilla Road," be received.

Ward 7

(HAC-0008-2014)

HAC-0009-2014

1. That the correspondence with respect to the 2014 Ontario Heritage Conference on May 23-25, 2014 at the NAV CENTRE in Cornwall, Ontario be received; and
2. That up to two Heritage Advisory Committee Citizen Members be authorized to attend the 2014 Ontario Heritage Conference on May 23-25, 2014 at the NAV CENTRE in Cornwall, Ontario and that funds be allocated in the Heritage Advisory Committee's 2014 budget (Account #28609) to cover approximately \$700 for registration fees, approximately \$1,000 for mileage costs, approximately \$1,200 for accommodations costs, and approximately \$360 for per diem allowances costs.

(HAC-0009-2014)

HAC-0010-2014

That the chart dated March 18, 2014 from Julie Lavertu, Legislative Coordinator, Heritage Advisory Committee, with respect to the status of outstanding issues from the Heritage Advisory Committee, be received.

(HAC-0010-2014)

HAC-0011-2014

That the correspondence dated November 22, 2013 from James P. Holmes, Chair, and Mike Byrne, Vice-Chair, Meadowvale Village Community Association, entitled "Meadowvale Village Heritage Conservation District Plan Review," be received.

Ward 11

(HAC-0011-2014)

HAC-0012-2014

That the Memorandum dated January 27, 2014 from Laura Waldie, Heritage Coordinator, entitled "Monthly Update Memorandum from Heritage Coordinators," be received.

Wards 1, 2, and 11

(HAC-0012-2014)

HAC-0013-2014

That the email message dated February 4, 2014 from Deanna Natalizio, Heritage Advisory Committee Citizen Member, advising Councillor George Carlson, Chair, Heritage Advisory Committee, of her resignation from the Heritage Advisory Committee, effective immediately, be received.

(HAC-0013-2014)

HAC-0014-2014

That the correspondence dated January 20, 2014 from Andrew Farr, Director, Water Division, Public Works Department, Region of Peel, entitled "Notice of Intention to Designate Heritage Property – Outdoor Firing Range. 1300 Lakeshore Road East and the Lakeview Waterfront Connection," be received.

Ward 1

(HAC-0014-2014)

HAC-0015-2014

That the correspondence dated January 20, 2014 from Mirjana Osojnicki, Senior Environmental Planner, AECOM Canada Ltd., entitled "Notice of Public Information Centre (PIC) #1, Municipal Class Environmental Assessment Study for Creditview Road from Bancroft Drive to Old Creditview Road," be received.

Ward 11

(HAC-0015-2014)

HAC-0016-2014

That the correspondence dated March 6, 2014 from Bert Duclos, Heritage Outreach Consultant, Ministry of Tourism, Culture and Sport, with respect to a letter of authority from Robert Mathew, Director, Central Production and Verification Services Branch, Ministry of Government Services, regarding the waiving of normal tariff fees at Land Registry Offices for Municipal Heritage Committee members and their assistants, be received.

(HAC-0016-2014)