



AGENDA

GENERAL COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

www.mississauga.ca

WEDNESDAY, FEBRUARY 4, 2015 – 9:00 AM
COUNCIL CHAMBER – 2nd FLOOR – CIVIC CENTRE
300 CITY CENTRE DRIVE, MISSISSAUGA, ONTARIO, L5B 3C1

Members

Mayor Bonnie Crombie	
Councillor Jim Tovey	Ward 1
Councillor Karen Ras	Ward 2
Councillor Chris Fonseca	Ward 3 (Chair)
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
Councillor Nando Iannicca	Ward 7
Councillor Matt Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10
Councillor George Carlson	Ward 11

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INDEX – GENERAL COMMITTEE – FEBRUARY 4, 2015

CALL TO ORDER

APPROVAL OF THE AGENDA

DECLARATIONS OF CONFLICT OF INTEREST

PRESENTATIONS - Nil

DEPUTATIONS

- A. Item 4 Jessica McEachren, Acting Forestry Manager and Ian Hanou, Plan-It-Geo
- B. Item 5 Geoff Wright, Director, Works Operations and Maintenance and Al Sousa, Manager, Traffic Engineering and Operations

MATTERS TO BE CONSIDERED

- 1. Recommended Grant Allocations for the 2015 Arts and Culture Grant Program
- 2. Recommended Grant Allocations for the 2015 Cultural Festivals and Celebrations (CFC) Grant Program
- 3. Recommended Community Grant Allocations for the 2015 Recreation and Sport Grant Program and 2015 Environment Grant Program
- 4. 2014 Urban Forest Canopy Update
- 5. 2015 Pan Am/Parapan Am Games Transportation Delivery Progress Report
- 6. Lower Driveway Boulevard Parking – Beacon Lane (Ward 6)
- 7. Parking Prohibition – Windsor Way (Ward 8)
- 8. Traffic By-law Amendments for Bicycle Lanes – Various Locations (Wards 5 and 7)
- 9. Notice Agreement between the City of Mississauga and Vasyl Dovhoshyia – 484 Avonwood Drive Site Plan Application SP-13/093 (Ward 1)
- 10. Assumption of Municipal Services (Ward 10)

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11. City Initiated Lifting of the “H” Holding Provision on the Surplus Lands at 3600 Thomas Street (Ward 10)
12. Authority to Apply for a Minor Variance Application – Malton Village Park (P-270) 39 Beverley St. (Ward 5)
13. Delegation of Regional Tax Ratio Setting Authority for 2015
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Mississauga Cycling Advisory Committee Report 1-2015 – January 14, 2015

Traffic Safety Council Report 1-2015 – January 28, 2015

COUNCILLORS’ ENQUIRIES

OTHER BUSINESS/ANNOUNCEMENTS

CLOSED SESSION

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

- A. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 2333 North Sheridan Way (Ward 2) – Execution of Tolling Agreement

ADJOURNMENT

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- A. Item 4 Jessica McEachren, Acting Forestry Manager and Ian Hanou, Plan-It-Geo
- B. Item 5 Geoff Wright, Director, Works Operations and Maintenance and Al Sousa, Manager, Traffic Engineering and Operations

MATTERS TO BE CONSIDERED

1. Recommended Grant Allocations for the 2015 Arts and Culture Grant Program

Corporate Report dated January 12, 2015 from the Commissioner of Community Services with respect to recommended grant allocations for the 2015 Arts and Culture Grant Program.

RECOMMENDATION

That the 2015 Arts and Culture grant allocations as outlined in the corporate report "Recommended Grant Allocations for the 2015 Arts and Culture Grant Program", dated January 12, 2015, from the Commissioner of Community Services, be approved.

2. Recommended Grant Allocations for the 2015 Cultural Festivals and Celebrations (CFC) Grant Program

Corporate Report dated January 12, 2015 from the Commissioner of Community Services with respect to recommended grant allocations for the 2015 Cultural Festivals and Celebrations (CFC) Grant Program.

RECOMMENDATION

- 1. That the 2015 grant allocations for the Cultural Festivals and Celebrations Grant Program, as outlined in the corporate report "Recommended Grant Allocations for the 2015 Cultural Festivals and Celebrations Grant Program", dated January 12, 2015 from the Commissioner of Community Services, be approved.

(2.)

2. That a one-time transfer of \$62,664 be approved from the Reserve for the Arts (Account 305195) to the 2015 Culture grants operating budget (Account 21132) to fund the budget variance for 2015 approved Cultural Festivals and Celebrations grants.

3. Recommended Community Grant Allocations for the 2015 Recreation and Sport Grant Program and 2015 Environment Grant Program

Corporate Report dated January 23, 2015 from the Commissioner of Community Services with respect to recommended community grant allocations for the 2015 Recreation and Sport Grant Program and 2015 Environment Grant Program.

RECOMMENDATION

That the 2015 Recreation and Sport grant allocations as outlined in the report "Recommended Community Grant Allocations for the 2015 Recreation and Sport Grant Program and 2015 Environment Grant Program" dated January 23, 2015 from the Commissioner of Community Services, be approved.

4. 2014 Urban Forest Canopy Update

Corporate Report dated January 8, 2015 from the Commissioner of Community Services to provide an update on the 2014 Urban Forest Canopy.

RECOMMENDATION

That the report dated January 8, 2015 from Commissioner of Community Services entitled "2014 Urban Forest Canopy Update " be received for information.

5. 2015 Pan Am/ Parapan Am Games Transportation Delivery Progress Report

Corporate Report dated January 15, 2015 from the Commissioner of Transportation and Works with respect to 2015 Pan Am/ Parapan Am Games Transportation Delivery Progress report.

RECOMMENDATION

1. That the Corporate Report dated January 15, 2015 from the Commissioner of Transportation and Works entitled "Pan Am / Parapan Am Games - Transportation Delivery Progress Report" be received for information.
2. That the City of Mississauga's participation in the Ministry of Transportation Ontario (MTO) Off-Peak Deliveries (OPD) Pilot during the Games be endorsed.

6. Lower Driveway Boulevard Parking – Beacon Lane (Ward 6)

Corporate Report dated January 8, 2015 from the Commissioner of Transportation and Works with respect to Lower Driveway Boulevard Parking Beacon Lane.

RECOMMENDATION

That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at anytime, on both sides of Beacon Lane between Perivale Road and the east limit of the roadway .

7. Parking Prohibition – Windsor Way (Ward 8)

Corporate Report dated January 8, 2015 from the Commissioner of Transportation and Works with respect to Parking Prohibition Windsor Way.

RECOMMENDATION

That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement a parking prohibition from 8:00 a.m. to 5:00 p.m., Monday to Friday, on the north side of Windsor Way and on the south side of Windsor Way between Haydock Park Drive (west intersection) and a point 110 metres (361 feet) easterly thereof.

8. Traffic By-law Amendments for Bicycle Lanes – Various Locations (Wards 5 and 7)

Corporate Report dated January 20, 2015 from the Commissioner of Transportation and Works with respect to Traffic By-law Amendments for Bicycle Lanes – Various Locations.

RECOMMENDATION

That a by-law be enacted to amend Traffic By-law 555-2000, as amended, to modify Schedule 3 (No Parking), Schedule 15 (Lane Designation), Schedule 24 (Prohibited Entry) and Schedule 34 (Bicycle Lanes) as identified in Appendix 1 of the report titled “Bicycle Lanes – Various Locations” dated January 20, 2015 from the Commissioner of Transportation and Works.

9. Notice Agreement between the City of Mississauga and Vasyl Dovhoshyia – 484 Avonwood Drive Site Plan Application SP-13/093 (Ward 1)

Corporate Report dated January 19, 2015 from the Commissioner of Transportation and Works with respect to a Notice Agreement with Vasyl Dovhoshyia, 484 Avonwood Drive, Site Plan Application SP-13/093.

(9.)

RECOMMENDATION

That a by-law be enacted to authorize the Commissioner of Transportation and Works and the City Clerk to execute and affix the Corporate Seal to the Notice Agreement between Vasyl Dovhoshyia and The Corporation of the City of Mississauga to the satisfaction of the City Solicitor as outlined in the Corporate Report dated January 19, 2015 from the Commissioner of the Transportation and Works Department.

10. Assumption of Municipal Services (Ward 10)

Corporate Report dated January 15, 2015 from the Commissioner of Transportation and Works with respect to the assumption of Municipal Works.

RECOMMENDATION

That the City of Mississauga assume the municipal works as constructed by the developer under the terms of the Servicing Agreement for 43M-1756, Jacan Investments (Canada) Inc., (lands located north of Switzer Gate, south of Battleford Road, west of Tenth Line West and east of Warbler Lane, in Z-56, known as 6316 Tenth Line Subdivision), and that the Letter of Credit in the amount of \$89,312.83 be returned to the developer and that a by-law be enacted to assume the road allowances within the Registered Plan as public highway and part of the municipal system of the City of Mississauga.

11. City Initiated Lifting of the "H" Holding Provision on the Surplus Lands at 3600 Thomas Street (Ward 10)

Corporate Report dated January 13, 2015 from the Commissioner of Community Services with respect to City initiated lifting of the "H" holding provision on the surplus lands at 3600 Thomas Street.

RECOMMENDATION

That the Planning and Building Department be directed to commence a City initiated lifting of the "H" holding provision on the surplus lands located at 3600 Thomas Street.

12. Authority to Apply for a Minor Variance Application – Malton Village Park (P-270) 39 Beverley St. (Ward 5)

Corporate Report dated January 13, 2015 from the Commissioner of Community Services with respect to authority to apply for a Minor Variance Application Malton Village Park (P-270), 39 Beverley St.

(12.)

RECOMMENDATION

That the Community Services Department be authorized to apply for a minor variance application to allow an open air shelter to be installed as part of the park development at 39 Beverley Street (Malton Village Park, P-270).

13. Delegation of Regional Tax Ratio Setting Authority for 2015

Corporate Report dated January 14, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the delegation of regional tax ratio setting authority for 2015.

RECOMMENDATION

1. That Council consent to the enactment of a Regional by-law delegating tax ratio setting from the Region of Peel to Mississauga, Brampton and Caledon, in accordance with section 310 of *The Municipal Act, 2001, S.O. 2001, c. 25* for the 2015 property tax year.
2. That Council consent to the apportionment methodology in place in the 2014 taxation year updated for 2015 assessments.

14. 2014 Obsolete Corporate Policies and Procedures

Corporate Report dated January 5, 2015 from the City Manager and Chief Administrative Officer with respect to 2014 Obsolete Corporate Policies and Procedures.

RECOMMENDATION

That the following Corporate Policies and Procedures be declared obsolete and rescinded from the Corporate Policy and Procedure Manual:

1. 01-01-08 – Temporary Help Agencies
2. 03-06-04 – Returns for Credit
3. 08-03-02 – Pricing Recreation Programs
4. 08-04-01 – Issuance of Bingo Licence Tickets
5. 10-06-03 – Widening of Regional Roads
6. 10-06-04 – Minimum Road Allowances

15. Appointing City Employees as Municipal Law Enforcement Officers for the Purpose of Enforcing Municipal By-laws

Corporate Report dated January 16, 2015 from the City Solicitor with respect to appointing City employees as Municipal Law Enforcement Officers for the purpose of enforcing municipal by-laws.

RECOMMENDATION

1. That a by-law be enacted to appoint City Employees as Municipal Law Enforcement Officers for the purpose of enforcing municipal by-laws.
2. That By-law 0299-2004, as amended be repealed.

ADVISORY COMMITTEE REPORTS

Mississauga Cycling Advisory Committee Report 1-2015 – January 14, 2015
(Recommendation MCAC-0001-2015 to MCAC-0005-2015)

Traffic Safety Council Report 1-2015 – January 28, 2015
(Recommendation TSC-0001-2015 to TSC-0041-2015)

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- A. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 2333 North Sheridan Way (Ward 2) – Execution of Tolling Agreement

ADJOURNMENT



Corporate Report

Clerk's Files

Originator's
Files

General Committee

FEB 04 2015

DATE: January 12, 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **Recommended Grant Allocations for the 2015 Arts and Culture Grant Program**

RECOMMENDATION: That the 2015 Arts and Culture grant allocations as outlined in the corporate report "Recommended Grant Allocations for the 2015 Arts and Culture Grant Program", dated January 12, 2015, from the Commissioner of Community Services, be approved.

REPORT HIGHLIGHTS:

- Total funding of \$1,876,185 was requested through the 2015 Arts and Culture grant program against a budget of \$1,607,100.
- 25 eligible grant applications were reviewed by Finance staff and a team of independent assessors.
- Total allocation of \$1,604,660 is recommended by the grants assessment panel.
- The assessment panel recommends 5 grant recipients be placed on concerned status.

BACKGROUND: In 2007, City Council directed the Culture Division to assume direct responsibility for the distribution of municipal grants to arts, heritage and cultural organizations. This approach was consistent with the recommendations of the Arts Review Task Force.

The Arts and Culture grant program supports emerging and established not-for-profit professional and community based arts, culture, and heritage organizations in Mississauga. To be considered eligible for grant funding the primary mandate of the applicant organizations must be “to provide and support arts, culture or heritage activity on a year-round basis, and deliver quality programming or services.” Further, applicant organizations must be based and active in Mississauga, and provide year-round arts and culture programs and/or services which are open to the public and publicized city-wide. The stated goals of the grant program are:

- To help eligible organizations develop exemplary programs and services for art, culture and heritage; and
- To advance knowledge, understanding and the appreciation of arts, culture, and heritage for the citizens of Mississauga.

The grant program involves a series of steps beginning with the dissemination of information through to the development of recommendations by an independent assessment panel for Council’s approval. The grant process employed by the Culture Division is consistent with the arms-length practice by arts granting bodies throughout North America, including the provincial and federal government. This process allows staff to offer a higher level of support to organizations that would not otherwise be possible without perceptions of conflict.

Support to Grant Applicants

2015 grant program guidelines and applications were posted on the Culture Division’s website in August 2014. As in previous years, information about the grant program was disseminated through a number of channels to ensure broad community awareness, including the City website, direct electronic communication with existing grant clients and other stakeholders, Mississauga Arts Council e-newsletter, and a media release distributed to all local media, on Facebook and Twitter.

Two information sessions were held on August 27, 2014 and September 3, 2014 to provide information and advice to potential applicants. Sessions were open to the general public, and all organizations which previously submitted an application were notified of the sessions. A total of twenty two (22) organizations attended the sessions.

Grant applications must be complete and comprehensive. Therefore it is the practice of Culture Division to invite any returning or prospective grant applicant to a pre-application consultation. This added service provides an opportunity for staff to answer questions and to provide advice on grant submission and content. This service is emphasized during the information sessions. A total of 9 applicants utilized this opportunity.

Receipt and Review of Applications

Twenty Six (26) grant applications were received by the October 10, 2014 deadline. One application (1) was deemed ineligible as it was missing significant portions of the required application information under the grant guidelines. The remaining 25 grant applications were advanced to the formal assessment stage. The table below illustrates the eligible applications by type (operating, project or capital) versus organizational status (established, new and emerging):

Eligible Arts and Culture Grant Applicants			
Grant Type	Organizational Status		Totals
	New & Emerging	Established	
Operating	0	21	21
Project	1	2	3
Capital	0	1	1
Number of Applications	1	24	25

The formal assessment of eligible applications includes three steps. The first step involves a review of the applications for completeness and clarity. If questions or the need for clarification arises, applicants are contacted by staff. This step is designed to ensure all applications can be fairly assessed. Following this, the financial information submitted by each applicant is forwarded for review and comment by the City's Finance Division. City Finance provides comments on the following financial questions for each grant applicant: does the organization have adequate financial liquidity; is the organization carrying a sufficient surplus; is the organization carrying an unacceptable deficit; are the organizations finances consistent year over year; does the organization have a sustainable funding base (including funding from multiple sources); and are there significant variances between the organizations budgeted finances and actuals. When the financial review is completed, grant packages are provided to the assessment panel members who review the applications in preparation for the assessment process.

The Assessment Panel

The assessment panel is comprised of three assessors, one returning from the previous year. The role of each assessor is to review the grant applications independently and to attend a series of group sessions to review the applications and recommend grant allocations. Every effort is made to recruit assessors who do not have a formal relationship with specific applicants. Where a relationship does exist, assessors are required to state this conflict and recuse themselves from the discussion.

Recruiting potential grant assessors begins with annual promotion of this opportunity on the City's website, and direct email blasts, a media release to various outlets, posts on volunteer. Additionally, the Mississauga Arts Council provides information via their e-newsletters. Staff review and consider all applicants to fill the vacant positions for the committee. In instances where the candidate pool does not provide qualified candidates, staff will pursue additional assessors.

Appendix 1 provides a list of the members of the 2015 Arts and Culture grant assessment panel. The City is fortunate to have such a high quality, knowledgeable group of volunteers. Members were fully engaged and dedicated to the evaluation process. Staff offers its sincere thanks to the assessors for their time and commitment. Ms. Patricia Ryan was a returning assessor from the 2014 Arts and Culture Grant assessment committee.

Staff do not take part in the evaluation process, or in the funding allocation discussion. Staff's role is to facilitate the assessment panel review process, provide clarity where required and ensure adherence to the principles of good decision-making. All recommendations for funding within this report reflect the decisions of the assessment panel.

The assessment panel reviewed and scored each eligible application against the published criteria for the Arts and Culture grant program (Appendix 2). Funding recommendations were based on the merit of the service or project provided, the impact the service or project has on the local community, the capacity of the organization, and the organization's need for funding. This included taking into account the organization's accumulated surplus and cash flow requirements. Funding award recommendations were based on the total value of the 2015 grant program budget of \$1,607,100.

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COMMENTS:

Municipal funding is an important aspect of Mississauga's cultural development. Not only does such funding assist with the delivery of valuable arts and cultural services and programs to the citizens of Mississauga, but it sustains the core operations of arts and cultural organizations. Funding also facilitates new opportunities for Mississauga's local arts and cultural practitioners, and attracts and retains the creative class which is important for Mississauga's economic and social development.

2015 Arts and Culture Grant Program Recommendations

Appendix 3 provides a summary of the recommended grant allocations, based on the 2015 budget. The total amount requested by arts and culture organizations was \$1,876,185. The 2015 budget provides \$1,607,100. This gap between requested funding and the current budget was \$269,085.

Over the years the grant program has become increasingly more competitive, requiring the assessment process to apply an increased level of rigor to ensure recommended awards adequately reflect the level of community and intrinsic cultural value offered. It is also a process designed to identify organizations that might benefit from additional support from staff (concerned status), and to acknowledge those which have made strides to address their organizational challenges.

Concerned Status

The City's art and cultural organizations are at the front lines of service and program delivery. As the City evolves and changes, organizations must be equipped to adapt to new realities, and respond to new needs and demands. It is vitally important for the City's art and cultural organizations to access skills, training and resources to manage change.

The City has adopted the phrase "concerned status" as a means to signal to Council where particular arts and cultural organizations may benefit from more support. An organization placed on "concerned status" receives additional advice and coaching from the Culture Division.

For the 2015 grant process, the assessment panel recommends removing the following organizations from "concerned status":

- Cow Over Moon Children's Theatre; and
- Mississauga Children's Choir.

These organizations are congratulated for their hard work, due diligence and openness to change. Through a strong desire to improve their status, they addressed various factors including, but not limited to, financial stability, good governance, reporting, strategic planning, and partnerships.

Notwithstanding the above, the assessment panel recommends five organizations be placed, on “concerned status” for 2015.

Mississauga Big Band Jazz Ensemble

Mississauga Big Band Jazz Ensemble requested an operating grant of \$5,839 and a capital grant of \$1,088. Assessors recommended the group receive an operating grant of \$4,652 and a capital grant of \$1,088 (an increase of \$390 over last year’s grant) and be placed on “concerned status”. The assessors were impressed with the organization’s long history and commitment to the local community but felt they would benefit from working more closely with Culture Division staff to diversify and expand their audience and membership demographics.

Mississauga Chinese Arts Organization

Mississauga Chinese Arts Organization requested an operating grant of \$25,000. Assessors recommend the group receive an operating grant of \$11,000 (the same amount they received in 2014) and be placed on “concerned status”. The assessors recognized the group for its diverse audience and strong membership. However, due to concerns regarding the financial stability and lack of diverse funding sources of this organization, the assessors felt they would benefit from working more closely with Culture Division staff in 2015.

Sawitri Theatre Group

Sawitri Theatre Group requested an operating grant of \$19,000. Assessors recommend the group receive an operating grant of \$14,000 (the same amount they received in 2014) and be placed on “concerned status”. The assessors felt this organization should be commended for their unique productions and their strong partnerships. However, due to the absence of planning to mitigate previous problems that have occurred with the organization, the assessors felt the organization would benefit from working more closely with Culture Division staff in 2015.

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Streetsville Historical Society

Streetsville Historical Society requested an operating grant of \$2,000. Assessors recommend the group receive an operating grant of \$2,000 (the same amount they received in 2014) and be placed on “concerned status”. The assessors recognized the long history of this organization and the work they do to support the Museums of Mississauga. However, the assessors felt the group would benefit from a closer working relationship with the Culture Division in 2015 in order to develop a financial sustainability plan.

Youth Troopers for Global Awareness

Youth Troopers for Global Awareness requested an operating grant of \$107,338. Assessors recommend the organization receive an operating grant of \$42,500 (an increase in funding of \$15,350 from the previous year) and be placed on “concerned status”. The assessors were impressed with the organizations unique operation and commitment to supporting artists. However, they felt the organization would benefit from working more closely with Culture Division staff to diversify their funding sources and establish a long term sustainability plan.

New Community Grants Portal Implementation

2015 saw the launch of the Community Grants Portal for all Culture and Recreation division grants. The purpose of this project was to develop and implement an online grants management system to better support applicants, jury members and staff in all aspects of the grant application process. The initiative improved the grants application process by making the application process easier to complete, more accessible, easier to review by assessment panel members, and more efficient to administrate (generating costs savings of \$3,100). The Community Grants Portal has been a good example of effectively using technology to improve services and create cost efficiencies.

**FINANCIAL
IMPACT:**

This report recommends a total Arts and Culture grant allocation of \$1,604,660 from the 2015 Budget of \$1,607,100 within the Culture Division.

CONCLUSION:

Through the provision of grants, municipalities support the growth and development of culture within their communities. Through its arts, culture, and heritage granting programs, the City of Mississauga is building professionalism, accountability, and sustainability within the local cultural community.

ATTACHMENTS: Appendix 1: 2015 Arts and Culture Grant Assessment Committee
Appendix 2: Criteria for Arts and Culture Grant Programs
Appendix 3: Recommended Grant Allocations - 2015 Arts and
Culture Grant Program



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

Prepared By: Andrew Douglas, Grants Officer, Culture Division

Appendix 1

2015 Arts and Culture Grants Assessment Committee		
Grant Program	Assessor	Summary of Qualifications
Arts and Culture	Patricia Ryan	Event Coordinator, Mississauga Waterfront Festival Social Service Worker, Salvation Army
	Khaled Iwamura	Editor, Insauga Director, Mississauga Waterfront Festival Marketing Diploma, Sheridan College
	Jerry Smith	Coordinator, Arts Administration Program, Humber College Past President, Ontario Theatre Alliance and Association of Cultural Executives Freelance Consultant

Criteria for the 2015 Arts and Culture Grant Programs

All eligible applications will be evaluated in a comparative context, using **FOUR** areas of measure:

- 1. Organizational Effectiveness**
- 2. Program Merit**
- 3. Community Impact and**
- 4. Need for Funding**

The following outlines the criteria against which the answers for Established Organizations will be evaluated for each area of measure. For New and Emerging Organizations, only relevant criteria will be used in assessing the applications.

1. Organizational Effectiveness

- Evidence of a clear mandate.
- A clear history of past successes / achievements that directly support the mandate.
- Proof of competent administration, focussed and active board and an effective administrative and governance structure ensuring financial stability and accountability and evidence of effective short and long term planning.
- Effective asset management abilities.


2. Program Merit

Program Merit will be assessed within the specific context of the organization's own stated priorities and values, and within the general context and standards of community-based and professional practices in the respective fields of arts, culture and heritage.

- Degree to which the organization's artistic, cultural or heritage programming reflects and fulfills its mandate and artistic objectives.
- Artistic merit of arts or cultural organization's research, acquisition or commissioning, creation, production, presentation or exhibition, and dissemination activity OR program merit of a heritage organization's research, presentation, and dissemination activity.
- Expertise in identifying, designing and delivering programs and/or services, and evaluating their impact upon targeted and broader communities.
- Evidence of ongoing self-assessment that has helped invigorate and enhance the quality and innovativeness of artistic, cultural or heritage activity of the organization.
- Distinctiveness of the organization's activities in the context of comparable activities in Mississauga, and its ability to initiate unique opportunities for: artists, heritage and cultural practitioners; other arts, culture and heritage organizations; and the public

3. Community Impact

- Ability to respond to changing needs of the community based on appropriate research, audience development and marketing strategies and to evaluate their impact upon the organization.
- Public access to the organization's work, including access by Mississauga's diverse communities.

- 
- level of engagement with other arts, culture and heritage organizations, artists and community groups, including diverse communities.
 - The collaborative process and the effectiveness of the work in expressing community interests and issues.

4. Need for Funding

- Ability to describe how grant funding will directly support the creation of programs / services to further organizational goals.
- Ability to create alternative strategies for accessing other funding resources.
- Demonstrated added value from and/or need for financial assistance from the City of Mississauga

**RECOMMENDED GRANT ALLOCATIONS
2015 ARTS AND CULTURE GRANT PROGRAM**

Appendix 3
1 of 4

	Name of Organization	Stated purpose of grant (on grant application)	2014 Grant Rec'd	2015 Amount Requested	Recommended 2015 Grant	1st payment March 2015	2nd payment August 2015	Additional Comments
OPERATING GRANTS								
1	Art Gallery of Mississauga	Expenses associated with operations, programming and expanding its profile.	\$325,000	\$330,000	\$325,000	\$243,750	\$81,250	
2	Chamber Music Society of Mississauga	Expenses associated with hiring a General Manager, operations, programming and marketing.	\$70,000	\$80,000	\$70,000	\$52,500	\$17,500	
3	Cow Over Moon Children's Theatre	Expenses associated with hiring an Artistic Director and expanding programing.	\$10,000	\$16,400	\$13,200	\$13,200	\$0	
4	Heritage Mississauga Foundation	Expenses associated with programming and operations.	\$215,000	\$229,000	\$225,000	\$168,750	\$56,250	
5	Living Arts Centre in Mississauga	Expenses associated with programming and community outreach.	\$100,000	\$200,000	\$110,000	\$82,500	\$27,500	
6	Mississauga Arts Council	Expenses associated with operations, staffing, programming, and outreach.	\$248,450	\$269,670	\$269,670	\$202,253	\$67,417	
7	Mississauga Big Band Jazz Ensemble	Expenses associated with staffing and updating the music collection.	\$5,350	\$5,839	\$4,652	\$4,652	\$0	Concerned Status: Quarterly meetings with Culture Division for organizational development and capacity building
8	Mississauga Children's Choir	Expenses associated with staffing, marketing, administration and outreach.	\$20,000	\$20,000	\$20,000	\$15,000	\$5,000	
9	Mississauga Chinese Arts Organization	Expenses associated with professional fees, rent, and programming.	\$11,000	\$25,000	\$11,000	\$11,000	\$0	Concerned Status: Quarterly meetings with Culture Division to review Financial and Statistical reports

**RECOMMENDED GRANT ALLOCATIONS
2015 ARTS AND CULTURE GRANT PROGRAM**

Appendix 3
2 of 4

	Name of Organization	Stated purpose of grant (on grant application)	2014 Grant Rec'd	2015 Amount Requested	Recommended 2015 Grant	1st payment March 2015	2nd payment August 2015	Additional Comments
10	Mississauga Choral Society	Expenses associated with staffing, programming and outreach.	\$70,000	\$75,000	\$70,000	\$52,500	\$17,500	
11	Mississauga Festival Choir	Expenses associated with staffing, and programming.	\$11,250	\$18,000	\$11,250	\$11,250	\$0	
12	Mississauga Festival Youth Choir	Expenses associated with profesional fees, marketing and programing.	\$14,500	\$18,000	\$14,500	\$14,500	\$0	
13	Mississauga Santa Claus Parade	Expenses associated with the marching bands.	\$10,000	\$20,000	\$10,000	\$10,000	\$0	
14	Mississauga Symphony Orchestra	Expenses associated with professional fees, rentals, and advertising.	\$110,000	\$135,000	\$120,000	\$90,000	\$30,000	
15	Sampradaya Dance Creations	Expenses associated with operating, training and performances staffing and expansion.	\$112,000	\$125,000	\$120,000	\$90,000	\$30,000	
16	Sawitri Theatre Group	Expenses associated with professional fees, marketing and administration.	\$14,000	\$19,000	\$14,000	\$14,000	\$0	Concerned Status: Quarterly meetings with Culture Division for organizational development and capacity building
17	Streetsville Historical Society	Expenses associated with cataloguing and operations.	\$2,000	\$2,000	\$2,000	\$2,000	\$0	Concerned Status: Quarterly meetings with Culture Division for organizational development and capacity building
18	Theatre Unlimited	Expenses associated with marketing and rentals.	\$14,000	\$16,500	\$16,500	\$16,500	\$0	
19	Visual Arts Mississauga	Expenses associated with staffing, marketing, operating, and programming.	\$115,000	\$120,000	\$120,000	\$90,000	\$30,000	

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**RECOMMENDED GRANT ALLOCATIONS
2015 ARTS AND CULTURE GRANT PROGRAM**

Appendix 3
3 of 4

	Name of Organization	Stated purpose of grant (on grant application)	2014 Grant Rec'd	2015 Amount Requested	Recommended 2015 Grant	1st payment March 2015	2nd payment August 2015	Additional Comments
20	Youth Troopers for Global Awareness	Expenses associated with programming and professional fees.	\$27,150	\$107,388	\$42,500	\$31,875	\$10,625	Concerned Status: Quarterly meetings with Culture Division for organizational development and capacity building
	SUB-TOTAL OPERATING			\$1,831,797	\$1,589,272	\$1,216,230	\$373,042	

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**RECOMMENDED GRANT ALLOCATIONS
2015 ARTS AND CULTURE GRANT PROGRAM**

Appendix 3
4 of 4

Name of Organization		Stated purpose of grant (on grant application)	2014 Grant Rec'd	2015 Amount Requested	Recommended 2015 Grant	1st payment March 2015	2nd payment August 2015	Additional Comments
PROJECT GRANTS								
22	Art Gallery of Mississauga	Expenses associated with the creation of the "Be A Sport" Pan Am Exhibition	N/A	\$5,000	\$5,000	\$5,000	\$0	
23	Hispanic Canadian Arts & Culture Association	Expenses associated with the creation of Dance workshops	N/A	\$5,000	\$5,000	\$5,000	\$0	
24	Mississauga Festival Choir	Expenses associated with the creation of the "Con Espiritu! With Spirit" Pan Am Concert	N/A	\$4,300	\$4,300	\$4,300	\$0	
SUB-TOTAL PROJECT				\$14,300	\$14,300	\$14,300	\$0	
CAPITAL GRANTS								
25	Mississauga Big Band Jazz Ensemble	Purchasing a new keyboard	N/A	\$1,088	\$1,088	\$1,088	\$0	
SUB-TOTAL CAPITAL				\$1,088	\$1,088	\$1,088	\$0	
TOTAL 2015 RECOMMENDATIONS				\$1,847,185	\$1,604,660	\$1,231,618	\$373,042	
(Total Arts & Culture grants awarded in 2014: \$1,541,075)								

NOT RECOMMENDED FOR FUNDING								
1	Vychodna Slovak Dancers	Expenses associated with profesional fees and advertising.	\$8,000	\$17,000	\$0	\$0	\$0	

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Corporate Report

Clerk's Files

Originator's
Files

DATE: January 12, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **Recommended Grant Allocations for the 2015 Cultural Festivals
and Celebrations (CFC) Grant Program**

- RECOMMENDATION:**
1. That the 2015 grant allocations for the Cultural Festivals and Celebrations Grant Program, as outlined in the corporate report "Recommended Grant Allocations for the 2015 Cultural Festivals and Celebrations Grant Program", dated January 12, 2015 from the Commissioner of Community Services, be approved.
 2. That a one-time transfer of \$62,664 be approved from the Reserve for the Arts (Account 305195) to the 2015 Culture grants operating budget (Account 21132) to fund the budget variance for 2015 approved Cultural Festivals and Celebrations grants.

**REPORT
HIGHLIGHTS:**

- 13 grant applications, to support city-wide cultural festivals and celebrations, were reviewed by a team of independent assessors.
- Total allocation of \$615,304 is recommended by the grants assessment panel against a budget of \$550,200.
- The assessment panel recommends two grant recipients be on concerned status.
- Staff recommends that the 2015 budget variance for the approved Community Festivals and Celebrations grant recipients be funded

by utilizing \$2,440 of unallocated funds from the 2015 Arts and Culture grant operating budget and \$62,664 from the Reserve for the Arts.

BACKGROUND:

The Culture Master Plan states, “festivals are an important expression of culture and community in Mississauga.” The report continues to say there is great potential for leveraging the strengths of festivals to support cultural development in the city. With this in mind, City Council established the Festivals Funding Review Committee (FFRC) in 2009 to seek recommendations for improving the City’s approach to funding community cultural festivals and celebrations. In 2010, a number of recommendations were endorsed. Most significant amongst the recommendations was a refocusing of the program’s purpose to support clean and safe festival environments. In order to ensure grant funds only go towards services such as fencing, hand washing stations, security, etc., a list of eligible services was developed (Appendix 1). These services may be provided by various City departments or by private businesses. This allows the basic needs of operating a festival to be met and frees the organization to focus on making their festival unique and attractive to residents and visitors.

To be eligible for grant funding a festival must be a community driven, volunteer supported, annual event, or a one-time major event, running a minimum of one full day, or a number of consecutive days, organized by a not-for-profit, democratically elected Board of Directors, or a non-incorporated group operating in a similar manner, and be based and active in Mississauga. The festival must be open to the public and publicized city-wide.

The Grant Process

The Cultural Festival and Celebration (CFC) grant program involves a series of steps beginning with the dissemination of information to prospective grant applicants through to the development of recommendations by an independent assessment panel for Council’s approval. The process employed by the Culture Division is consistent with the practice by granting bodies throughout North America, including the provincial and federal government. This process allows staff to offer a higher level of support to organizations that would not otherwise be possible without perceptions of conflict.

Support to Grant Applicants

Grant information sessions were held on August 28, 2014 and September 4, 2014. Information sessions were marketed to organizations previously submitting applications, as well as to the general public. The sessions were promoted through direct email, the City's website, Facebook and Twitter, as well as by the Mississauga Arts Council email newsletter, and a media release. The purpose of the information sessions was to provide general information and advice on the granting process, as well as to distribute the 2015 grant guidelines and application to prospective applicant organizations. In total, twenty two (22) people attended, representing twenty (20) events.

Grant applications must be complete and comprehensive to be considered for funding. Therefore it is the practice of the Culture Division to invite any returning or prospective grant applicants to a pre-application consultation. This provides an opportunity for staff to answer questions and to provide advice on draft grant submissions. This service is emphasized during the information sessions. A total of 5 applicants participated in this opportunity.

Receipt and Review of Applications

Fourteen (14) applications were received by the October 10, 2014 deadline. Upon receipt, staff reviewed the applications for completeness and clarity. Where questions arose, or the need for additional information was identified, applicants were contacted by staff. This step was designed to provide all prospective applications with every possible opportunity for success. One group was deemed ineligible due to an incomplete application. The remaining 13 grant applications were advanced to the formal assessment stage.

The Assessment Panel & Process

In support of the CFC process, an assessment panel is established comprising three assessors, including one returning from the previous year. Recruiting for potential grant assessors begins with annual promotion of this opportunity on the City's website, and direct email blasts, a media release to various outlets, posts on volunteer websites and posters and signs placed throughout the City. Additionally, the Mississauga Arts Council and Visual Arts Mississauga provide information via their email newsletters. Staff

review and consider all applicants to fill the vacant positions for the committee. Appendix 2 provides a list of the members of the 2015 grant assessment panel. The City is fortunate to have such a high quality, knowledgeable group of volunteers. Staff is sincerely grateful to the assessors for their time and commitment.

The formal assessment of eligible applications includes three steps. The first step involves a review of the applications for completeness and clarity. If questions or the need for clarification arises, applicants are contacted by staff. This step is designed to ensure all applications can be fairly assessed. Following this, the financial information submitted by each applicant is forwarded for review and comment by the City's Finance Division. City Finance provides comments on the following financial questions for each grant applicant: does the organization have adequate financial liquidity; is the organization carrying a sufficient surplus; is the organization carrying an unacceptable deficit; are the organizations finances consistent year over year; does the organization have a sustainable funding base (including funding from multiple sources); and are there significant variances between the organizations budgeted finances and actuals.

When the financial review is completed, grant packages are provided to the assessment panel members to independently review each application in detail. This is followed by group sessions at which time the assessors make a recommendation to "fund" or "not fund" each festival. This recommendation is based on the published criteria for the CFC program (Appendix 3). This includes considering the merit of the service or project provided, the impact the service or project has on the local community, the capacity of the organization, and the organization's need for funding. As well the assessors take into account the organization's accumulated surplus and cash flow requirements. Staff do not take part in the evaluation process, or in the discussion to "fund" or "not fund" a festival. Staff's role is to facilitate the assessment panel review process, provide clarity where required and ensure adherence to the principles of good decision-making.

COMMENTS:

Festivals and celebrations are an important aspect of Mississauga's cultural life and development. The administration of the grant program plays an important function in fostering dynamic, innovative and accessible festivals and celebrations. Granting provides the much needed financial capacity to deliver a broad calendar of festivals and celebrations, which aim to highlight the City's richness and diversity, and contribute to its overall quality of life. Specifically, the CFC program aims to:

- Encourage the long-term growth and sustainability of city-wide arts, heritage and cultural festivals/celebrations; and
- Support a variety of festivals/celebrations offering a range of activities reflecting the City's many cultural traditions and practices.

Appendix 4 provides a summary of the recommended grant allocations. Of the thirteen (13) applications reviewed, the assessors recommend 13 festivals receive funding.

Concerned Status

The City's festival organizations are at the front lines of arts and culture program delivery. As Mississauga evolves and changes, the festival organizations must be prepared to adapt and respond to the needs and demands of the community. It is vitally important, therefore, for festival organizations to access skills, training and resources for maintaining their relevance and sustainability.

The City has adopted the phrase "concerned status" as a means to signal to Council where particular festival organizations may benefit from more support. An organization placed on "concerned status" receives additional advice and coaching from the Culture Division.

For the 2015 grant process, the assessment panel recommends removing the following organizations from "concerned status":

- MuslimFest; and
- Paint the Town Red.

These organizations are congratulated for their hard work, due diligence and openness to change. Through a strong desire to improve their status, they addressed various factors including, but not limited to

financial stability, good governance, reporting, strategic planning, and partnerships.

Notwithstanding the above, the assessment panel recommends one (1) organization remain, and one (1) organization be placed, on “concerned status”.

Malton Community Festival

It is recommended the Malton Community Festival continue to be on “concerned status”. Assessors recognized the festival’s commitment to the community and the improvement in their application over the previous year. However due to the turnover in the festival’s board and a lack of a succession plan, the assessors felt they would benefit from continuing to work with the Culture Division.

Fiesta Ng Kalayaan

Fiesta Ng Kalayaan is recommended to be placed on “concerned status”. Assessors acknowledge the successful history of the festival, and the benefits of its unique arts and culture focus. However there were concerns with a lack of details surrounding their statistics and how they are engaging the broader community. For these reasons, assessors felt the festival would benefit from working more closely Culture Division staff in 2015.

New Community Grants Portal Implementation

2015 saw the launch of the Community Grants Portal for all Culture and Recreation division grants. The purpose of this project was to develop and implement an online grants management system to better support applicants, jury members and staff in all aspects of the grant application process. The initiative improved the grants application process by making the application process easier to complete, more accessible, easier to review by assessment panel members, and more efficient to administrate (generating costs savings of \$3,100). The Community Grants Portal has been a good example of effectively using technology to improve services and create cost efficiencies.

FINANCIAL IMPACT:

Grant amounts are based on an established percentage of the previous fiscal year’s total operating costs as recommended by the Festival Funding Review Committee (FFRC). The FFRC recommended grants be capped at 20% of the total costs until available budgets allows for an increase to 25%.

Below is a table showing the grant amount and recommended funding source:

	Grant	Funding
Grant Applications at 20%	615,304	
2015 Approved CFC Budget		550,200
Unallocated 2015 Arts and Culture Grant Funds		2,440
Reserve for the Arts		62,664
Total	615,304	615,304

It is important to note these amounts represent the maximum grant groups can receive. The FFRC recommendations stated that a festival can only receive funding towards items on the list of eligible services. Unspent funding is forfeited and returned to the Arts Reserve.

Staff will issue 75% of the grant to each festival upon Council's approval of this report. The remaining funds will be provided after the festival has occurred and provided proof of their use of the grant funds towards eligible expenses. This is to be provided to the Culture Division prior to the close of the City's 2015 budget year.

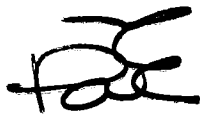
CONCLUSION:

Through the provision of grants, the City provides support for the growth and development of local culture. The festival and celebrations granting program aims to support local festivals, and foster greater professionalism, accountability, and sustainability among organizers. This has certainly proven to be true of the local Arts and Culture organizations.

Given the continued expectation and reliance on the City to support and provide festival funding, it will be imperative the festival organizations work towards increasing the standard of their grant applications. The integrity of the granting process depends on them to provide comprehensive, clear, and compelling applications. In the absence of quality applications, it is very difficult to effectively discern and assess the true value and benefit of the festivals, and the capacity of the organization to deliver the event. As a result of these concerns, the Culture Division will continue to review the grant process to determine how best to address these issues.

ATTACHMENTS:

- Appendix 1: List of Eligible Services
Appendix 2: 2015 Grant Assessment Panel Members
Appendix 3: Cultural Festivals and Celebrations (CFC) Grant
Program Criteria
Appendix 4: Recommended Grant Allocations - Cultural Festivals
and Celebrations (CFC) Grant Program



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

Prepared By: Andrew Douglas, Grants Officer, Culture Division

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LIST OF ELIGIBLE SERVICES

<u>INCLUDED:</u>	<u>EXCLUDED:</u>
<i>City of Mississauga Charges</i>	
GENERAL FEES AND CHARGES	
Administration fee	Accounting and audit fees
Rental cost of City facilities on day(s) of event	Administration fees
Utility costs charged back to the event	Artist fees
	Association membership fees
EQUIPMENT	Capital office equipment
Garbage cans: delivery and pickup	Catering
Picnic tables: delivery and pickup	Fundraising expenses
Garbage bags	Gifts and prizes
Choral risers: delivery and pickup	Honoraria
Crowd control barriers: delivery and pickup	Inflatables
Crowd control barriers: set-up and take-down	Insurance
Road closure signage (production, permit fee)	Marketing and Promotion
Shuttle bus rental	Merchandise
	Performer fees
LABOUR	Printing costs
Stage setup and take-down	Promotional materials
Technical support – hourly	Rental of office space
Stage support – hourly	Rides
Post-event grounds maintenance – hourly	Staff salaries
Electrician and mechanic – hourly	Travel costs
Indoor washroom custodial coverage – hourly	Volunteer meals
	Stage Manager
PERMITS	
Tent permit fee (Planning & Building Dept.)	
Vendor permit fees (Mobile Licensing)	
Sign permit fee (Sign Unit)	
<i>External Provider(s)</i>	
EQUIPMENT – RENTAL & SERVICES	
Tents	
Tables	
Chairs	
Fencing	
Port-o-lets	
Hand wash stations	
Walkie-talkies & communications equipment	
Generators	
Portable Stage	
Sound equipment	
Lighting – stage and grounds	
Dumpster(s)	
Garbage cans	
Power washing	
Shuttle buses	
Industrial garbage bin (dumpster)	
Golf cart rental	
LABOUR	
Duty police	
Emergency services personnel	
Private security	
Post-event grounds maintenance	
Waste disposal and stage setup and take-down	
Technical support - production Technical Staff	

2015 Grant Assessment Panel Members		
Grant Program	Assessor	Summary of Qualifications
Cultural Festivals & Celebrations	Camila Gargantini	Photographer, Cee Horse Studios Former Manager, Henry's School of Imaging B.F.A, York University
	Christina Collins	Theater and Film, Actor/Director Faculty Member, Humber College B.F.A, New York University
	Christopher Brown	Member, Celebration Square Canada Day Committee Vice-president, Forte the Toronto Men's Chorus

Grant Program Criteria 2015
Cultural Festivals and Celebrations (CFC)

All eligible applications will be evaluated in a comparative context, on the basis of the information contained in the application form and attachments, using the following criteria:

1. Organizational Effectiveness and Ability to Meet Goals

- Appropriate staff and/or volunteer structure
- For established organizations, a track record of accountability, planning, financial stability
- Realistic and tangible measures of success and financial goals
- Demonstrated added value from and/or need for financial assistance from the City of Mississauga

2. Merit of Community Cultural Festival or Celebration

- Vision and direction for the festival/celebration that reflects and fulfills the mandate of the organization or group
- Quality, diversity and innovativeness of program
- Proven track record in program delivery (if applicable)
- Support of Mississauga-based cultural practitioners (amateur and/or professional)

3. Community/Economic Impact and Involvement

- Extent to which event contributes to the social and cultural development of Mississauga
- Extent of audience appeal and access
- Appropriate audience development, outreach, and marketing strategies
- Demonstrated quantifiable economic benefits and increased economic activity in the city
- Extent of community support and volunteer opportunities
- Extent of established partnership initiatives and efforts to form new alliances

4. Demonstrated Need for Funding

- Ability to describe how grant funding will directly support the creation and/or expansion of Community Cultural Festivals and Celebrations grant program.
- Ability to create alternative strategies for accessing other funding resources.
- Demonstrated added value from and/or need for financial assistance from the City of Mississauga.

Recommended Grant Allocations
2015 CULTURAL FESTIVAL & CELEBRATIONS GRANT PROGRAM

	Name of Festival	2014 Grant Received	Total Operating Expenses	Recommended 2015 Grant	1st Payment (March 2015)	2nd Payment (upon receipt of invoices)	Additional Comments
CULTURAL FESTIVAL & CELEBRATIONS GRANTS (CFC)							
1	Bollywood Monster Mashup	\$22,220	\$307,571	\$61,514	\$46,136	\$15,378	
2	Carassauga Festival	\$121,309	\$573,567	\$114,714	\$86,036	\$28,678	
3	Fiesta Ng Kalayaan	\$9,618	\$73,097	\$14,619	\$10,964	\$3,655	CONCERNED STATUS: Quarterly meetings with Culture Division to review monthly financial and statistical reports.
4	Malton Community Festival	\$5,049	\$26,601	\$5,320	\$3,990	\$1,330	CONCERNED STATUS: Quarterly meetings with Culture Division to review monthly financial and statistical reports.
5	Mississauga Waterfront Festival	\$96,007	\$501,902	\$100,380	\$75,285	\$25,095	
6	Mosaic - South Asian Heritage Festival	\$0	\$262,214	\$52,443	\$39,332	\$13,111	
7	MuslimFest	\$35,510	\$174,673	\$34,935	\$26,201	\$8,734	
8	Paint the Town Red	\$52,135	\$320,255	\$64,051	\$48,038	\$16,013	
9	Port Credit Busker Fest	\$14,711	\$90,763	\$18,153	\$13,615	\$4,538	
10	Pride Week in Peel	\$0	\$7,607	\$1,581	\$1,186	\$395	
11	Southside Shuffle Blues and Jazz Festival	\$86,548	\$472,914	\$94,583	\$70,938	\$23,645	
12	Streetsville Canada Day	\$6,968	\$37,232	\$7,446	\$5,585	\$1,861	
13	Streetsville Founders' Bread & Honey Festival	\$40,357	\$227,828	\$45,565	\$34,174	\$11,391	
TOTALS:			\$3,076,224	\$615,304	\$461,480	\$153,824	
<i>(Total Community Cultural Festivals and Celebrations grants awarded in 2014: \$490,432)</i>							

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Corporate Report

Clerk's Files

Originator's
Files

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DATE: January 23, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **Recommended Community Grant Allocations for the 2015
Recreation and Sport Grant Program and 2015 Environment
Grant Program**

RECOMMENDATION: That the 2015 Recreation and Sport grant allocations as outlined in the report "Recommended Community Grant Allocations for the 2015 Recreation and Sport Grant Program and 2015 Environment Grant Program" dated January 23, 2015 from the Commissioner of Community Services, be approved.

**REPORT
HIGHLIGHTS:**

- Total funding of \$822,407 was requested for 2015 through the Recreation and Sport Grant program against a budget of \$740,500.
- Community Services recommends a grant allocation of \$748,833 to fifteen (15) groups for the 2015 Recreation and Sport grants program/funding agreements inclusive of \$8,333 from the Community and Neighbourhood Development budget.
- Community Services recommends a grant allocation of \$75,000 to one (1) group for the 2015 Environment Grant Program against a budget of \$75,000. The City of Mississauga is currently committed to one (1) multi-year funding agreement through the Environment Grant program with EcoSource through 2018. The committed annual budget to this agreement is \$75,000.

- The City of Mississauga is currently committed to seven (7) multi-year funding agreements through the Recreation and Sport Grant program with Nexus Youth Services, Volunteer Mississauga Brampton Caledon, Square One Older Adult Centre, Mississauga Sports Council, St. John Ambulance, The Riverwood Conservancy and Safe City Mississauga through 2018. The committed annual budget to these seven (7) agreements is \$683,942.

BACKGROUND:

In July of 2013, City Council approved Corporate Policy and Procedure (08-01-03) Community Grant Administration (the "Policy"). The Policy identified the following grant programs to be administered under one umbrella policy: Arts and Culture, Cultural Festivals and Celebrations (CFC), Recreation and Sport, Environment and Parks and Forestry. Community Services Divisions that offer a grant program were asked to streamline the process such that due dates, criteria, types of funding, and eligibility requirements were implemented and standardized where possible.

Coordination between all staff groups occurred and the details unique to each Division's grant program are captured in the annual guidelines prepared specifically for each grant program, in the application form, and the criteria.

The Policy specifies for all Community Grants the following:

- Community grants are available only to Mississauga-based, non-profit community groups governed by a volunteer Board of Directors.
- Groups may not apply for grants from more than one Community Service's division within the same grant year.
- Corporate Financial Services staff will review financial information provided with the application to determine completeness, appropriateness and to advise of any financial concerns.
- Concerns about the on-going viability of an organization may result in being placed on "Concerned Status" and have conditions attached to the release of grant funds.

Community grant funding, exists for groups for the purpose of providing municipally-related programs, services or projects specifically to the residents of Mississauga.

There are three streams of available grant funding:

- Multi-year funding, by invitation only
- Operating funding, up to \$10,000 and
- Project funding, up to \$5,000.

Multi-Year Agreements

On February 5, 2014, City Council adopted the recommendations in the Corporate Report entitled “Recommended Community Grant Allocations for the 2014 Recreation and Sport Grant Program and 2014 Environment Grant Program” (Bylaw 0053-2014) which authorized the Commissioner of Community Services to enter into multi-year funding agreements with eight (8) of our key partner agencies. These partner agencies include Nexus Youth Services, Volunteer Mississauga Brampton Caledon (VMBC), Square One Older Adult Centre, Mississauga Sports Council, St John Ambulance, The Riverwood Conservancy, Safe City Mississauga and EcoSource as part of the Environment Division’s grant program. These funding agreements will run until 2018. Each of these agencies were either established as a Resolution by Council or endorsed as a group having a direct impact on our Strategic plans.

Organizations entering into a multi-year funding agreement acknowledge that subsequent year funding is subject to budget approval by Council. The on-going nature of these agreements will allow for sustainable planning and will help organizations leverage other multi-year funding.

Support to Grant Applicants

2015 Recreation and Sport grant program guidelines and applications were posted on the Community Group website: mississauga.ca/communitygroups/grants in August 2014. As in previous years, information about the grant program was disseminated through a number of channels to ensure broad community awareness,

including the above mentioned City website, local newspaper, direct electronic communication with existing grant clients and other stakeholders.

Information sessions were offered in September 2014 to provide advice to potential applicants. Sessions were available to the general public by appointment, and all organizations which previously submitted an application were notified of the sessions. This was a new practice for Recreation and Sport grants that was adopted to be similar to the Arts and Culture Grants process.

Assessment

The assessment of eligible applications included three steps.

1. Review of the applications for completeness and clarity. If questions or the need for clarification occurred, applicants were contacted by staff. This step is designed to ensure all applications can be fairly assessed.
2. Financial information submitted by each applicant was forwarded for review and comment by the City's Finance Division.
3. Grant packages were provided to the assessment panel members who reviewed the applications in preparation for the assessment process.

COMMENTS:

New Community Grants Portal Implementation

2015 saw the launch of the Community Grants Portal for all Culture and Recreation division grants. The purpose of this project was to develop and implement an online grants management system to better support applicants, jury members and staff in all aspects of the grant application process. The initiative improved the grants application process by making the application process easier to complete, more accessible, easier to review by assessment panel members, and more efficient to administrate (generating costs savings of \$3,100). The Community Grants Portal has been a good example of effectively using technology to improve services and create cost efficiencies.

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2015 Recreation and Sport Grant Program

Staff from the Recreation Division (Sport and Community Development, and Sponsorship & Corporate Development Units), and Finance Department comprised the evaluation team and implemented the process for funding allocation recommendations.

Receipt and Review of Recreation and Sport Grant Applications

- Seventeen (17) single-year operating and project grant applications were received by the October 10, 2014 deadline.
- Eleven (11) grant applications were for Operating funding and six (6) grant applications for Project funding.
- Six (6) new groups applied for funding in 2015
- Nine (9) applications did not meet the minimum score threshold required for funding.

Appendix 2 provides a summary of the recommended Recreation and Sport grant allocations, based on the 2015 budget. The total amount requested by Recreation and Sport groups was \$822,407 and the 2015 budget provides \$740,500 resulting in a difference of \$81,907.

2015 Environment Grant Program

Further to Council's approval of the 2014 budget which provided funding available to distribute through the new Environment Grant Program to EcoSource for community gardens, the City entered into a multi-year agreement with EcoSource through 2018. The total amount requested by Environment was \$75,000 and the 2015 budget provides \$75,000.

All of these agencies provide much needed services and programs that complement Community Services and/or help build and strengthen neighbourhoods.

These agreements allow the City to streamline the process and ensure performance measurements and outcomes are personalized to each group.

Appeals Process

An applicant may submit an appeal to community.group@mississauga.ca for the Assessment Committee in the case where it can be demonstrated that the information in the application was misunderstood in the assessment process. An appeal must be submitted in writing by the date provided in the letter/notice of recommendation. Groups are advised of the recommendation as soon as possible following the assessments, but no later than early January of the funding year.

FINANCIAL IMPACT: In keeping with the Policy, all 2015 Community Grants have been reviewed by the Finance Division.

This report recommends a total Recreation and Sport Grant Program, community grant allocation of \$748,833 inclusive of budgeted funding available of \$740,500 and a one-time allocation from the Recreation Division, Community and Neighbourhood Development Unit's budget of \$8,333.

This report recommends a total Environment Grant Program, community grant allocation of \$75,000.

Groups receiving grants of less than \$20,000 will receive their allocation for the total amount awarded approximately one month following final approval, unless other specific conditions are recommended and approved by Council. For grants of \$20,000 or more, seventy-five percent (75%) of the total award will be provided approximately one month following final approval. Twenty-five per cent (25%) will be held back until the group has provided audited financial statements to verify that the monies expended in the previous year were spent according to Council's intent.

CONCLUSION:

Through the provision of grants, municipalities support the growth and development of neighbourhoods within their communities. Through its recreation and sport granting programs, and environmental granting program, the City of Mississauga is building professionalism, accountability, and sustainability within the local neighbourhood and community.

ATTACHMENTS:

Appendix 1: Assessment Criteria, Recreation and Sport,
2015 Community Grant Program

Appendix 2: Recommended Grant Allocations - Recreation and
Sport, 2015 Community Grant Program



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

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

City of Mississauga
Community Grant Program 2015 – Sport and Recreation
Assessment Criteria Review

Review is guided by the City of Mississauga's policies, strategic framework and assessment criteria. All eligible applications will be reviewed in a comparative context, using **five** areas of measure:

1. Program/Project Merit - Most compelling need and how this addresses the need
2. Accessibility - Most convenient for all or the target demographic
3. Effectiveness - Greatest potential for community or sector impact
4. Accountability - Most capable of identifying/designing and evaluating
5. Rationale/Strategic Align - Best use of funds and applicant is the best group to do the work

The following outlines the criteria against which the answers will be reviewed for each area of measure to ensure fairness and accountability.

1. Program/Project Merit - Rationale

Program/project merit will be assessed within the specific context of the applicant's own stated priorities and values, and within the general context and standards of community-based and professional practices in the respective fields of community sport and recreation programs.

- What is the issue (problem) to be addressed by the proposed program/project?
- How will this program/project address/solve or meet the needs of the issue?
- Is this an evidence based program proven to be effective given the problem/issue?
- Are there opportunities for resident/community support for program and services?

2. Accessibility

Accessibility is achieved when the programs or services encourage the participation of all residents and/or user fees are appropriate; and the services or programs are convenient to access as they shall be based in and active in Mississauga.

To be categorized as providing an acceptable level of accessibility, the group must demonstrate, at a minimum:

- adheres to the Ontario Human Rights Code; and
- programs and/or services offered are open to the general public and publicized city-wide; and
- fees established are appropriate for the services provided, and are in accordance with community standards for the type of service; and
- programs and services are designed to benefit the community, as a whole; and
- Operates year round; however a project is expected to have a start and completion date;

3. Effectiveness

Effectiveness is achieved when the impacts or outcomes of a service or program is consistent with the group's mandate, can be identified and measured and has the greatest opportunity for success in the community.

To be categorized as providing an acceptable level of effectiveness, the group must demonstrate, at a minimum:

- that the group operates with a specific mandate to provide and support recreation & sport, which may include a mission statement which is clearly stated; and
- that the programs and services developed are consistent with the group's objectives or mission statement; and
- that the mission statement, programs and services are reviewed and revised to ensure their continuing relevance to the community; and
- that the group operates programs on a self-sufficient basis, where possible; and
- the strength of the evaluation plan for the funding (measurements provided)
- that data on clients served is maintained, and used to plan services and programs; and
- evaluating services and programs with input from participants; and
- responding to community needs through modification of programs or services as required

4. Accountability

Accountability is achieved when the group exhibits sound management and financial practices, responds to the changing needs of the community and maintains a reputable standing with all levels of government (compliance).

To be categorized as providing an acceptable level of accountability, the group must demonstrate, at a minimum:

- operates on a non-profit basis
- follows democratic practices (election, full disclosure of finances, etc.) answerable to a general membership, participants and the community it serves
- has an independent and elected board of directors, serving in a volunteer capacity
- financial need is justified in terms of the group's impact on the community and ability to generate financial support from the community
- full disclosure of all anticipated revenue sources and how those funds will be expended is provided
- full disclosure of all assets and reserve funds, and their purpose, is provided
- group operates with the benefit of a business plan or budget

- group actively pursues fundraising activities or alternate sources of revenue
- financial statements/information is provided when and as required
- sound financial planning, monitoring, and controls

5. Rationale/Strategic Alignment – term of council priorities, recreation division goals

Rationale for the project/program funding should be based on an alignment with council priorities and recreation division goals and/or identified need in the community/City accompanied by an evidenced based solution. Strategic Alignment merit will be assessed within the specific context of the City of Mississauga and the Recreation Division's own stated priorities and values, and within the general context and standards of community-based and professional practices in the respective fields of community sports and recreation programs.

- Meets one or more of the strategic pillars and corporate direction
- Supports the City of Mississauga terms of council priorities
- Supports the Recreation Division priorities for Sports and Recreation

	Name of Organization	Stated purpose of grant (on grant application)	2014 Grant Rec'd	2015 Amount Requested	Recommended 2015 Grant (A+B)	Rent withheld by City (A)	Grant Award (B)	First Payment - 75% (minus rent) or <20K	Second payment - 25%
MULTI-YEAR GRANTS									
1	Safe City Mississauga	Operations	\$ 318,075	\$ 318,075	\$ 318,075	\$ 17,854	\$ 300,221	\$ 225,166	\$ 75,055
2	Mississauga Sports Council	Operations	\$ 85,000	\$ 85,000	\$ 85,000	\$ 13,205	\$ 71,795	\$ 53,846	\$ 17,949
3	The Riverwood Conservancy	Operations	\$ 131,859	\$ 131,859	\$ 131,859	\$ 9,040	\$ 122,819	\$ 92,114	\$ 30,705
4	Volunteer MBC	Operations	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ 26,250	\$ 8,750
5	St John Ambulance	Operations	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ 5,625	\$ 1,875
6	Square One Older Adult Centre	Operations	\$ 66,393	\$ 66,393	\$ 66,393	\$ 11,744	\$ 54,649	\$ 40,987	\$ 13,662
7	Nexus Youth Services	Operations	\$ 40,115	\$ 40,115	\$ 40,115	\$ 40,115	\$ -	\$ -	\$ -
SUB-TOTAL MULTI-YEAR			\$ 683,942	\$ 683,942	\$ 683,942	\$ 91,958	\$ 591,984	\$ 443,988	\$ 147,996
TOTAL RECOMMENDED FUNDING									
OPERATING/PROJECT									
8	Global 180 Student Communication Inc	Expenses associated with <i>operations</i> and programs	\$ 6,200	\$ 9,695	\$ 8,555		\$ 8,555	\$ 8,555	N/A
9	Community Living Mississauga	Expenses associated with <i>operations</i> and programs	\$ 10,500	\$ 10,500	\$ 10,500		\$ 10,500	\$ 10,500	N/A
10	Applewood Centre for Adult Learning	Expenses associated with <i>operations</i> and programs	\$ 6,500	\$ 10,000	\$ 6,500		\$ 6,500	\$ 6,500	N/A
11	Erin Mills Youth Centre	Expenses associated with <i>operations</i> and programs	\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000	N/A
12	Mississauga Friendship Association	Expenses associated with <i>operations</i> and programs	\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000	N/A
13	Dixie Bloor Neighbourhood Centre	Expenses associated with <i>operations</i> and programs	\$ -	\$ 9,336	\$ 9,336		\$ 9,336	\$ 9,336	N/A
14	Cruisers Sports for Physically Disabled	Expenses associated with a <i>project</i>	\$ -	\$ 5,000	\$ 5,000		\$ 5,000	\$ 5,000	N/A
15	Multicultural Inter-Agency Group of Peel	Expenses associated with <i>operations</i> and programs	\$ 5,000	\$ 10,000	\$ 5,000		\$ 5,000	\$ 5,000	N/A
SUB-TOTAL OPERATING/PROJECT			\$ 48,200	\$ 74,531	\$ 64,891	\$ -	\$ 64,891	\$ 64,891	
TOTAL 2015 RECOMMENDATIONS			\$ 732,142	\$ 758,473	\$ 748,833	\$ 91,958	\$ 656,875	\$ 508,879	\$ 147,996

Name of Organization		Stated purpose of grant (on grant application)	2014 Grant Rec'd	2015 Amount Requested	Recommended 2015 Grant (A+B)	Rent withheld by City (A)	Grant Award (B)	First Payment - 75% (minus rent) or <20K	Second payment - 25%	
NOT FUNDED										
OPERATING/PROJECT										
1	Big Brothers/ Big Sisters of Peel	Expenses associated with <i>operations</i> and programs	\$ 10,000	\$ 10,000	\$0.00		\$0.00	\$0.00	N/A	
2	Citizens for the Advancement of Community Development	Expenses associated with a <i>project</i>	\$ 3,500	\$ 5,000	\$0.00		\$0.00	\$0.00	N/A	
3	Free For All Foundation	Expenses associated with a <i>project</i>		\$ 5,000			\$0.00	\$0.00	N/A	
4	Free For All Foundation	Expenses associated with a <i>project</i>		\$ 5,000	\$0.00		\$0.00	\$0.00	N/A	
5	Cruisers Sports for Physically Disabled	Expenses associated with <i>operations</i> and programs		\$ 10,000	\$0.00		\$0.00	\$0.00	N/A	
6	Many FEATHERS Co-operative, Incorporated	Expenses associated with <i>operations</i> and programs		\$ 8,934	\$0.00		\$0.00	\$0.00	N/A	
7	North Mississauga Soccer Club	Expenses associated with a <i>project</i>		\$ 5,000	\$0.00		\$0.00	\$0.00	N/A	
8	Mississauga Aquatic Club (MSSAC)	Expenses associated with <i>operations</i> and programs		\$ 10,000	\$0.00		\$0.00	\$0.00	N/A	
9	Mississauga Aquatic Club (MSSAC)	Expenses associated with a <i>project</i>		\$ 5,000	\$0.00		\$0.00	\$0.00	N/A	
TOTAL REQUESTS NOT FUNDED			\$ 13,500	\$ 63,934	\$0.00	\$ -	\$ -	\$ -	\$ -	
					\$ -					



Corporate Report

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Files

General Committee

FEB 04 2015

DATE: January 8, 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **2014 Urban Forest Canopy Update**

RECOMMENDATION: That the report dated January 8, 2015 from the Commissioner of Community Services entitled "2014 Urban Forest Canopy Update" be received for information.

**REPORT
HIGHLIGHTS:**

- The 2014 Urban Forest Canopy assessment identified that the City's canopy cover is 19%, an increase from the 2011 estimate of 15%
- There are 6788 ha of plantable space available for potential tree planting on both public (69%) and private lands (31%)
- 30% of the City's Urban Forest is made up of natural areas and woodlands
- The canopy will continue to change due to impacts such as EAB, intensification and extreme weather events

BACKGROUND:

The City of Mississauga's Urban Forest, located on public and private lands is comprised of trees, shrubs and understory plants as well as the soils that sustain them. The City's Urban Forest provides numerous benefits by making environments cleaner, safer and more livable. These benefits contribute directly to public health and even reduce costs associated with heating and cooling.

In 2011, the Peel Region Urban Forest Strategy was undertaken by the Toronto and Region Conservation Authority, in partnership with the Region of Peel, Credit Valley Conservation Authority and the municipalities of Mississauga, Brampton and Caledon.

The purpose of the strategy was to assess the distribution, structure and function of the Urban Forest and to provide management recommendations for enhancing the sustainability of both the forest and community as a whole.

The strategy included an assessment of the Urban Forest which used 2007 aerial imagery information, identifying the City's Urban Forest at 15%.

In 2014, the City completed its Natural Heritage and Urban Forest Strategy (NH&UFS) and Urban Forest Management Plan (UFMP). The development and implementation of the UFMP is timely due to the challenges facing the City's Urban Forest including development, environmental threats such as invasive pests and pathogens and climate change.

One of the 30 actions of the UFMP was to monitor the status of the Urban Forest through canopy cover analysis every four years.

The City retained Plan-it Geo in the spring of 2014, to conduct an analysis using aerial imagery collected during the summer of 2014.

PRESENT STATUS:

Mississauga's Urban Forest Canopy (2014)

The study used two types of analyses (point based sampling and remote sensing analysis) to ensure a reasonably accurate assessment (allowing for a 1% +/- standard error).

Using Geographic Information Systems (GIS), aerial imagery and software programs the Urban Forest canopy in Mississauga has been identified as 19% (5614 ha)

Land cover mapping indicates that the canopy has experienced a 4% gain city-wide from 2007 to 2014 (1226 ha of new canopy)

AB

As part of the 2014 project, a canopy projection until 2024 was completed using a Canopy Calculator Tool. The tool uses numerous factors including historic trends, and the average number of trees removed and planted each year.

Assuming annual mortality rates (industry standards) of 3% for newly planted trees and 7% for existing trees it is projected that by growing out just newly planted trees, the canopy in Mississauga would increase over the next 10 years (2024) by 3% (670 ha) bringing the total city canopy cover to 22%.

Ecosystem Services Analysis

Urban trees provide direct and indirect economic and environmental benefits which are called ecosystem services. Examples of these services are; removing air pollutants, storing and sequestering carbon, mitigating storm water or conserving energy through shade.

Current ecosystem services provided by Mississauga's Urban Forest include:

- Storing approximately 14 million tonnes of carbon; valued at \$310 million;
- Sequestering approximately 570 000 thousand tonnes of carbon dioxide; valued at \$123 million and
- Removing 454 tonnes of air pollution annually; valued at \$3.6 million

Potential Planting Area

The study evaluated space within the city which is either suitable or non-suitable for tree planting. Unsuitable areas include sports fields, roads, parking lots, or even the airport. Suitable areas include existing non-tree canopy areas such as maintained grass and open space in parks and front and back yards of private homes.

The evaluation revealed that there are approximately 6788 ha within the City that is suitable for tree planting (approximately 23%), 31% of which is located on privately owned land.

COMMENTS:**Future Canopy Cover and Urban Forest Planning**

Canopy cover in Mississauga is influenced both positively and negatively through natural processes such as tree age and health, extreme weather events, pests and diseases and manmade processes such as development.

The City is committed to maintaining and growing the existing tree canopy. This is achieved through initiatives like the One Million Tree Mississauga campaign that has planted more than 150 000 trees to date.

This study assessed benefits and values of current and future canopy cover within the City of Mississauga. This information will allow Forestry staff to develop tools to manage and maintain the City's Urban Forest.

The Study also provides recommendations on how to best use the data and tools produced. Some examples of recommendations are:

- Prioritize tree planting based on plantable spaces identified;
- Initiate programs to engage and educate homeowners to plant, grow and care for trees on their properties;
- Develop an invasive species management plan to monitor and manage the health and quality of the Urban Forest

STRATEGIC PLAN:

The Green Pillar within the Strategic Plan identifies the need to conserve, enhance and connect natural environments in the City of Mississauga.

CONCLUSION:

The Urban Forest in Mississauga is a dynamic system with the tree canopy constantly changing based on natural growth and loss of trees.

Proactive management of the urban forest has produced a positive impact on the size of the urban forest

Two key management actions are:

- City tree planting programs in conjunction with tree planting completed by community groups and partner organizations;
- regular maintenance of the City owned trees .

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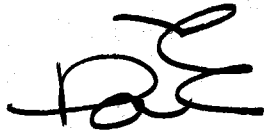
Proactive maintenance programs will help ensure new and existing trees survive storms, changes in climate and pest/disease impacts.

It should be noted that the full impact of Emerald Ash Borer (EAB) until 2022 has not been considered through this study. The study did consider 2013 and 2014 EAB works, Asian-Long Horned Beetle removal work as well as the ice storm mitigation work.

The UFMP identified a canopy goal of 15-20%. Based on the 2014 assessment, but also on the unknown effects of large causes such as EAB or even climate change, it is recommended that the goal remains towards the 20% goal.

Managing urban trees and woodlands requires an understanding of where existing trees are, their condition and where new trees can be planted to maximize benefits while working within urban settings.

The work done through this project provides a baseline of the City's Urban Forest in 2015 which will help assist with the long term vision of the urban forest management within the City.



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

Prepared By: Gavin Longmuir, Manager, Forestry



Corporate Report

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MG.23.REP

DATE: January 15, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **2015 Pan Am / Parapan Am Games
Transportation Delivery Progress Report**

- RECOMMENDATION:**
1. That the Corporate Report dated January 15, 2015 from the Commissioner of Transportation and Works entitled "Pan Am / Parapan Am Games - Transportation Delivery Progress Report" be received for information.
 2. That the City of Mississauga's participation in the Ministry of Transportation Ontario (MTO) Off-Peak Deliveries (OPD) Pilot during the Games be endorsed.

**REPORT
HIGHLIGHTS:**

- The Pan Am / Parapan Am Games (Games) bring a number of transportation challenges given the number of participants and the wide footprint of the venues across the Toronto and Greater Golden Horseshoe region.
- The Ministry of Transportation Ontario (MTO) together with the Toronto 2015 Organizing Committee (TO2015), host municipalities and agencies have developed an integrated transportation plan for the Games that will focus on providing safe and reliable transportation for athletes, officials and media; creating a safe, accessible and positive travel experience for

spectators and volunteers; and keeping the region moving for residents, commuters and businesses.

- The MTO is proposing new temporary High Occupancy Vehicle (HOV) lanes on select provincial highways during the Games. The temporary HOV lanes will be open to Games vehicles, vehicles with three or more occupants, emergency vehicles, electric vehicles with green license plates, public transit and taxis, and will operate from 5:00 a.m. to midnight.
- City staff continue to work with the MTO on local transportation plan details leading to the Mississauga Sports Centre (Hershey Centre) including the provision of temporary traffic measures, the supplemental addition of transit shuttle service for the Games, and wayfinding signage.
- At the venue level, City staff continue to work with TO2015 on Local Area Plan details for the Mississauga Sport Centre including venue traffic control, wayfinding signage and venue access and parking control (including accessible and cycle parking).
- Both the Province and the City, in conjunction with TO2015, will be active in educating and communicating the need to reduce demand on transportation and the available options available to road users during the Games. In an effort to reduce transportation demand at peak hours during the Games, City staff are recommending limited participation in the MTO's Off-Peak Deliveries (OPD) Pilot, subject to Council's endorsement.
- Both the City of Mississauga and the Region of Peel will participate and work together with the MTO and its partners to coordinate, monitor and respond to traffic incidents across the Games region through a Unified Transportation Coordination Centre (UTCC) during the Games.
- Ontario's transportation costs for the Games are estimated to be \$61 million. Mississauga's transportation delivery costs are estimated at \$500,000. Municipal funding arrangements are to be negotiated through a Municipal Service Agreement.
- The City of Mississauga is well positioned to manage and operate its respective road network to support the Games as well as managing transportation issues related to spectator travel.

BACKGROUND:

Toronto and the Greater Golden Horseshoe region will host the Pan Am / Parapan Am Games (Games) during July and August 2015. The Games are a celebration of sport and culture from nations across the Americas.

The Games will be the largest multi-sport event held in Canada with 33 venue locations involving 16 municipalities that will host training and/or competition venues. The Games will host approximately 10,000 athletes, coaches and team officials from 41 countries, involve more than 20,000 volunteers, and are expected to attract 1.2 million spectators.

During the Games, Mississauga's Hershey Centre will be transformed to the Mississauga Sports Centre and host the following events:

- Pan Am Games (July 10 to 26, 2015):
 - Judo
 - Karate
 - Taekwondo
 - Wrestling
- Parapan Am Games (August 7 to 15, 2015):
 - Goalball
 - Powerlifting
 - Wheelchair Rugby

The Toronto 2015 Organizing Committee (TO2015) is responsible for organizing the Games, including planning and delivering safe, secure and reliable transportation services for the Games family (including athletes, officials, dignitaries, etc.).

The Ministry of Transportation Ontario (MTO) is responsible to coordinate the planning and delivery of an integrated multi-modal transportation network together with a team of more than 30 partners, including host municipalities, police and transit, to keep the region moving during the Games.

The Games transportation plan focuses on:

- Getting the athletes, officials and media to the events safely and on time

- Creating a safe, accessible and positive travel experience for spectators and volunteers
- Keeping residents, commuters and businesses moving

The purpose of this report is to provide General Committee with a progress update on the Games transportation delivery elements that affect Mississauga.

COMMENTS:

The Games bring a number of transportation challenges given the number of athletes, officials, volunteers, workers, spectators and the wide footprint of the venues across the Toronto and Greater Golden Horseshoe region.

Transportation planning for the wider regional network is outlined in the document entitled “Strategic Framework for Transportation” that was released March 14, 2014 by the MTO. It provides a framework of policies and strategies to support effective Games transportation. The Strategic Framework is the result of a collaborative provincial-municipal effort. City staff from Transportation and Works, as well as staff from Peel Region, collaborated as members of the MTO led Pan / Parapan Am Transportation Team (PATT).

To achieve the Games transportation goals, PATT is focusing its efforts in the following areas:

- Games Route Network
- Spectator Transportation Services
- Transportation Demand Management
- Venue Traffic Measures
- Regional Coordination

Games Route Network

The Games Route Network (GRN) is a series of existing highways and roads that link Games sites such as the airport, competition and training venues, and the athlete’s accommodations. The Games family (athletes, coaches, officials and media) will rely on the GRN for reliable, timely and safe travel between the venues and accommodations.

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Within the proximity of Mississauga, the proposed GRN consists of the following roadways (refer to Appendix 1: Map – Games Route Network):

- Provincial Highways:
 - QEW
 - Hwy. 401
 - Hwy. 427
- Local Roads:
 - Hurontario Street
 - Britannia Road
 - Kennedy Road
 - Coopers Road
 - Rose Cherry Place

Along the GRN, the MTO is proposing temporary expansion of High Occupancy Vehicle (HOV) lanes on selective 400 series highways and the QEW. The MTO conducted traffic modelling along the provincial highways to assist in the operational design for the proposed temporary HOV lanes. The analysis favours the use of HOV lanes that are open to vehicles with three or more occupants, Games vehicles, accredited media, emergency vehicles, green vehicles, public transit and taxis. The temporary HOV lanes are proposed to be in effect from June 29, 2015 to August 18, 2015 and operate from 5:00 a.m. to midnight.

Approximately 235 km (146 miles) of temporary HOV lanes are proposed during the Games and the costs associated with pavement markings and signs are to be borne by the MTO.

The modelling analysis involved with the HOV lanes did not address the potential spillover onto the local municipal roadways and, as a result, it is not possible to determine the local impacts and identify steps that can be taken to mitigate.

With respect to the local GRN roads, Transportation and Works staff are currently underway with work plan details to address the following operational items during the Games:

- Restricting construction/maintenance activities and special events
- Implementing potential lane, parking and stopping restrictions
- Implementing traffic signal changes including potential left turn signal phases
- Installation of a traffic monitoring camera at the intersection of Matheson Boulevard and Rose Cherry Place

Spectator Transportation Services

A Games Transit Network (GTN) has been established to provide transit service during the Games. The GTN is organized around a core rapid transit network consisting of the TTC Subway and GO Transit. Game mobility hubs are proposed to link existing transit services to the venues. Where direct transit service is not available, supplemental transit services is to be established.

MiWay has been asked to operate additional transit shuttle service routes linking higher order transit services such as the GO Train Lakeshore Line at Port Credit and the Toronto Subway at Kipling Station to the Mississauga Sports Centre.

Scheduling and operational details for this supplemental service are being finalized, and funding arrangements are to be negotiated as part of the Municipal Service Agreement.

Ticketed spectators will be encouraged to use transit through their event-day tickets. On the day of an event, tickets for that event will function as transit day passes allowing ticket holders to travel to and from the relevant venue on conventional and higher order transit systems.

TO2015 staff and volunteers will also be encouraged to take transit through their Client Accreditation Cards during the Games. This transit accreditation will allow staff and volunteers to travel to and from the relevant venues on conventional and higher order transit systems.

MiWay has projected the lost revenue associated with free transit access and from fraudulent tickets and has identified such as an item to be considered as part of the Municipal Service Agreement.

Accessible Transportation for the Games is focused on the availability of accessible conventional transit services, supplemental transit services, and accessible parking spaces. Accessible services will include the following:

- Accessible, barrier-free routes and services to venues
- A “Call One” regional-wide contact centre for specialized transit bookings
- Pre-booked accessible parking at venues

Active Transportation involving walking and cycling will play an important role in moving spectators during the Games. To encourage walking and cycling, the following strategies are being promoted:

- Encourage active modes of travel through the communication and incentives
- Provide walking and cycling routes to the venues
- Provide secure bicycle parking at venues

Wayfinding Signage is an important component of the Games. Clear and consistent signs will guide spectators each step of the way. Along the GRN, all Games related wayfinding signs will a standard “look and feel”. The MTO is responsible for the design, fabrication, and delivery of all wayfinding signage. Sign installations will be arranged by the MTO along the provincial GRN highways, while local municipalities will be responsible to install such signs along the local roadways, transit terminals and stops. It is expected that wayfinding signage will be installed in the early Summer of 2015. Wayfinding signage installation costs incurred by Mississauga are to be considered as part of the Municipal Services Agreement.

A Trip Planner App is being developed by TO2015 to help spectators find the best route to venues. The trip planner will provide real-time information on traffic and travel options. The public will be able to use the trip planner to access Games activities and traffic information.

Transportation Demand Management

During the Games, Transportation Demand Management (TDM) measures will assist in changing typical travel patterns by encouraging the use of alternative travel modes, off-peak trip times and route selection. The TDM strategy will focus on influencing the travel behaviour of residents, businesses and Games spectators.

A 20% shift of trips during the peak hour is targeted to mitigate the impacts of the Games travel demand and the transportation measures employed. For the Mississauga Sports Centre venue, the following mode splits are targeted:

- 70% Auto
- 25% Transit
- 5% Active Transportation

Transit, carpooling, active transportation, time shifting all have a role to play. Both the Province and the City, in conjunction with TO2015, will be active in educating and communicating the need for change and the options available to road users during the Games. The TDM communication strategy includes the following:

- Raising awareness of the transportation impacts of the Games and the travel choices available
- Encouraging people to avoid the GRN and the immediate vicinity of venues at certain times, unless necessary
- Providing travel advice for spectators, regular users of the transportation network, businesses and freight operators
- Encouraging people to pre-plan their trips

MTO, Metrolinx and local Smart Commute Transportation Management Associations are currently developing workshops, information sessions and on-line portals to inform residents and businesses of the TDM efforts. In particular, the messaging will target the existing Smart Commute Network (including Mississauga and Pearson Airport areas), workplaces located close to the GRN, and businesses located within 5 km (3.1 miles) of the Mississauga Sports

Centre that are not part of the Smart Commute Network. City Staff are working closely with MTO and Metrolinx to shape the messaging and will work with Corporate Communications to establish a plan for sharing important information through existing communication avenues (i.e. twitter, facebook, etc.).

To help reduce transportation demand at peak hours during the Games, the MTO is running an Off-Peak Deliveries (OPD) Pilot and are encouraging all Game host municipalities to partner with the MTO to support such efforts. City staff have reviewed the potential benefits and impacts (i.e. noise related complaints) involved with the OPD Pilot and are recommending to participate on a limited basis, subject to Council endorsement.

Venue Traffic Measures

To support Games operations and to minimize disruption at the Mississauga Sports Centre and surrounding area, a Local Area Plan is being developed through TO2015 and the Venue Transportation Working Group (VTWG) with the assistance of City staff. The Local Area Plan considers the last mile that brings the Games family, volunteers, workers and spectators into the site and ensures that other nearby City venues such as Sportzone, Iceland and outdoor fields can continue to operate.

For the Mississauga Sports Centre venue, the following key elements are being incorporated into the Local Area Plan:

- Operations parking and loading zones
- Spectator parking (including accessible parking)
- Transit shuttles and stops (including staging)
- Bicycle, private coach and taxi area
- Wayfinding signage
- Traffic control
- Venue access and parking control

Local traffic control measures involving temporary lanes closures with police traffic control point checks are proposed on Rose Cherry Place. In addition, variable message signs are proposed to be managed by City staff along Matheson Boulevard to provide relevant venue

parking information. Traffic management at the intersection of Matheson Boulevard and Rose Cherry Place will involve traffic signal optimization and include a traffic monitoring camera.

Venue access and parking control will be controlled through permit control points by police and TO2015 staff and volunteers.

Regional Coordination

To meet the regional-wide transportation network needs during the Games, the MTO is setting up a Unified Transportation Coordination Centre (UTCC) to facilitate information exchange and coordination amongst the MTO and its municipal partners and agencies. The UTCC is to be housed in the MTO's new Central Region Traffic Operations Centre being built near the Highway 400 and Finch Avenue area in Toronto.

The primary function of the UTCC is to assemble network operators from various agencies involved to monitor the network, share information, and minimize the impacts of transportation incidents on Games and local travel.

Each operating agency will retain overall responsibility to manage their respective agency networks and respond to incidents within their mandate.

The City of Mississauga's participation with the UTCC will be remotely based during the Games, while Peel Region will have an on-site representative at the UTCC. Mississauga's 24/7 Works Dispatch and Transit Control Centres will be remotely linked and connected to the UTCC through the Peel Region on-site representative.

A Partner Operations Plan for the UTCC is currently being prepared by staff from the Region of Peel and the City of Mississauga that will outline the working relationship between the operating partners including procedural details.

Next Steps

City staff will continue to work with the MTO to test and refine the transportation plans developed and finalize local traffic management measures around the Mississauga Sports Centre.

Both the MTO and the City will begin reaching out to businesses and residents who will be directly impacted by the Games to let them know what to expect. In addition, public information campaigns about transportation measures and changes during the Games are to be developed for commuters. In particular, the following areas are to be developed:

- The addition of Games specific transit routes to the MiWay App
- Outreach to local business to encourage the 4Rs (reduce, re-mode, re-route, and re-time) to alleviate transportation demand.
- Social Media to promote messaging.
- Daily updates to Council during the Games (including transportation items as needed).

STRATEGIC PLAN: The City's participation in the Pan / Parapan Am Games advances the Strategic Goal of Celebrating Our Community under the Connect Pillar.

FINANCIAL IMPACT: Ontario's Games transportation delivery costs are currently estimated to be \$61 million.

Costs associated with the City's municipal transportation delivery are approaching an estimated \$500,000 and includes items such as transit shuttles, signage, traffic control, parking control, and accessibility improvements. The City's eligible costs have been submitted to TO2015 and the Province and are to be negotiated through a Municipal Service Agreement.

CONCLUSION: Transportation delivery for the Pan Am / Parapan Am Games is now focused on operational planning and requires a coordinated effort

within the Corporation and with TO2015, the Province and the various Games partners.

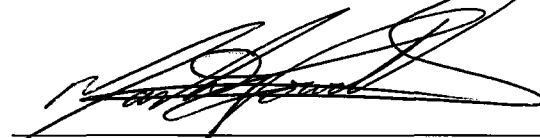
The City of Mississauga is well positioned to manage and operate its respective road network to support the Games as well as managing transportation issues related to spectator travel. Mississauga continues to work with the Ministry of Transportation Ontario (MTO) to deliver the Games Route Network (GRN), to coordinate and deliver the Games Transit Network (GTN) for spectator travel, to manage traffic and parking around the Mississauga Sports Centre venue, and to engage and inform the public on the Games and its impacts.

Municipal funding arrangements for eligible transportation delivery costs are to be considered as part of the Municipal Service Agreement to be negotiated with TO2015.

Transportation and Works staff will continue to provide transportation delivery updates on the Games as plans evolve.

ATTACHMENTS:

Appendix 1: Map: Games Route Network (GRN)



Martin Powell, P.Eng.

Commissioner of Transportation and Works

Prepared By: Al Sousa, P.Eng.

Manager, Traffic Engineering and Operations

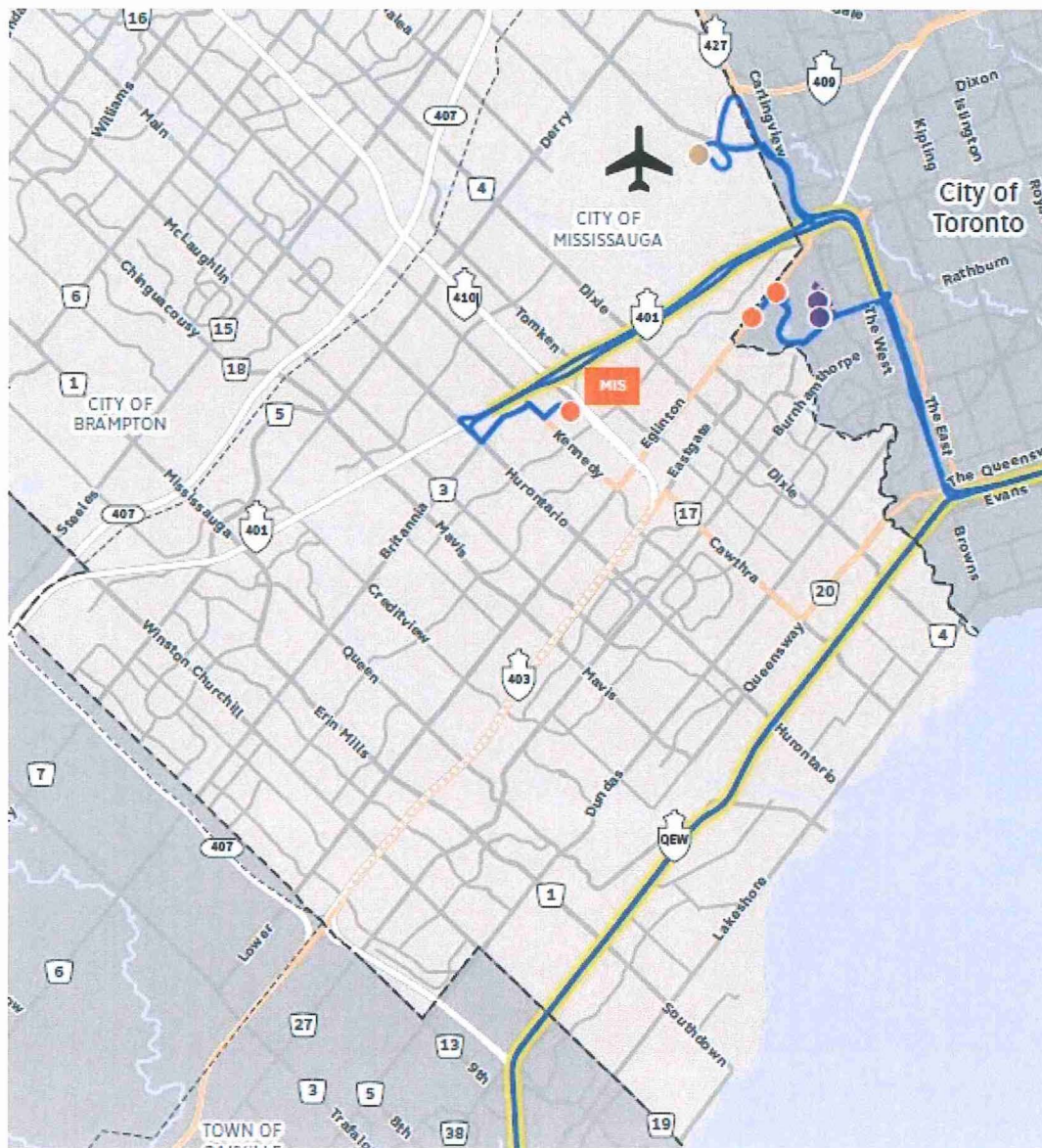
Games Route Network (GRN)

**iVIVA PAN AM
MISSISSAUGA!**

Toronto 2015 Pan Am/Parapan Am Games –
City of Mississauga Preferred GRN

Legend

- Regional Boundary
- - - Municipal Boundary
- Competition Venue
- Training Venue
- Existing HOV Lanes on the GRN
- Proposed Games Route Network - Core
- Proposed Games Route Network - Training
- Proposed Priority Lanes





Corporate Report

Clerk's Files

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Files

MG.23.REP
RT.10.Z-30

DATE: January 8, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **Lower Driveway Boulevard Parking
Beacon Lane (Ward 6)**

RECOMMENDATION: That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement lower driveway boulevard parking between the curb and sidewalk, at anytime, on both sides of Beacon Lane between Perivale Road and the east limit of the roadway .

BACKGROUND: The Transportation and Works Department received a completed petition from an area resident to implement lower driveway boulevard parking on both sides of Beacon Lane between Perivale Road and the east limit of the roadway. A sidewalk is present on both sides of the road and lower driveway boulevard parking between the curb and sidewalk is currently prohibited. Three-hour parking is permitted on Beacon Lane between Perivale Road and the east limit of the roadway.

COMMENTS: To determine the level of support for lower driveway boulevard parking between the curb and sidewalk, a parking questionnaire was distributed to the residents of Beacon Lane between Perivale Road and the east limit of the roadway.

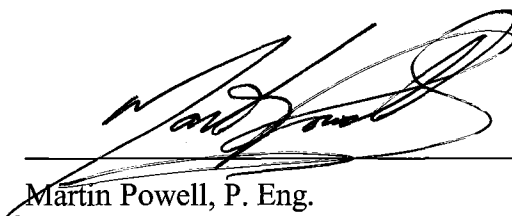
Sixty-one (61) questionnaires were delivered and 25 (41%) were returned; 18 (72%) supported the implementation of lower driveway boulevard parking and 7 (28%) were opposed. Since greater than 66% of the total respondents support lower driveway boulevard parking, the Transportation and Works Department recommends implementing lower driveway boulevard parking between the curb and sidewalk, at anytime, on both sides of Beacon Lane between Perivale Road and the east limit of the roadway.

The Ward Councillor supports the proposal for lower driveway boulevard parking. The existing three-hour on-street parking will be maintained.

FINANCIAL IMPACT: Costs for the sign installations can be accommodated in the 2015 Current Budget.

CONCLUSION: Based on the results of the questionnaire, the Transportation and Works Department supports lower driveway boulevard parking between the curb and sidewalk, at anytime, on both sides of Beacon Lane between Perivale Road and the east limit of the roadway.

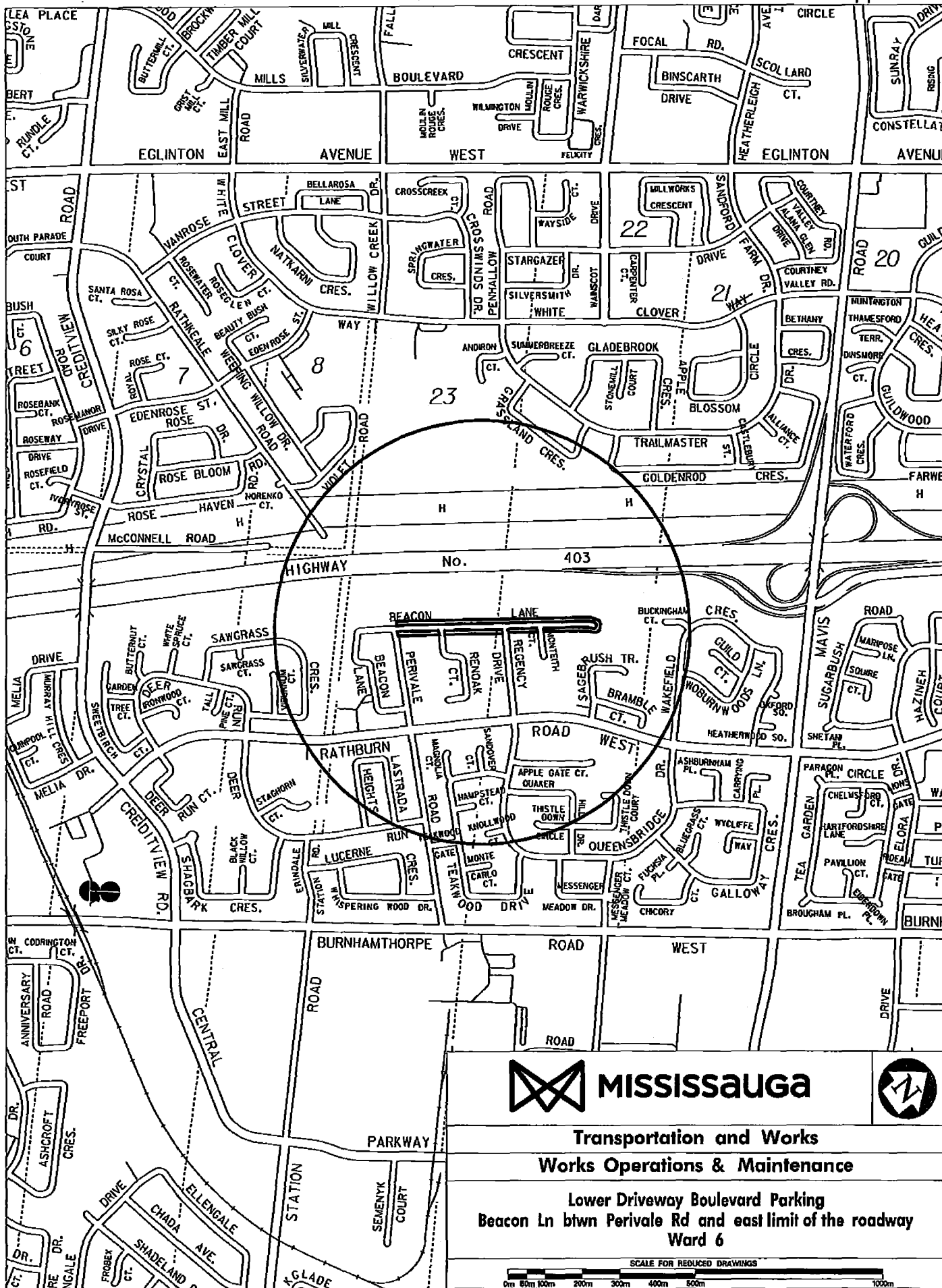
ATTACHMENTS: Appendix 1: Location Map: Lower Driveway Boulevard Parking - Beacon Lane between Perivale Road and east limit of the roadway (Ward 6)



Martin Powell, P. Eng.

Commissioner of Transportation and Works

Prepared By: Magda Kolat, Traffic Operations Technician





Corporate Report

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MG.23.REP
RT.10.Z-31

7

DATE: January 8, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **Parking Prohibition**
Windsor Way (Ward 8)

RECOMMENDATION: That a by-law be enacted to amend The Traffic By-law 555-00, as amended, to implement a parking prohibition from 8:00 a.m. to 5:00 p.m., Monday to Friday, on the north side of Windsor Way and on the south side of Windsor Way between Haydock Park Drive (west intersection) and a point 110 metres (361 feet) easterly thereof.

BACKGROUND: The Transportation and Works Department has received a completed petition from an area resident to implement a parking prohibition from 8:00 a.m. to 5:00 p.m., Monday to Friday, on the north side of Windsor Way and on the south side of Windsor Way between Haydock Park Drive (west intersection) and a point 110 meters (361 feet) easterly thereof due to motorists using the above mention street for parking when visiting Credit Valley Hospital.

Presently, parking is permitted for a maximum of three hours in the subject area except on the south side of Windsor Way between The Chase and approximately 110 metres (361 feet) westerly thereof.

COMMENTS:

To determine the level of support for a parking prohibition from 8:00 a.m. to 5:00 p.m., Monday to Friday, on the north side of Windsor Way and on the south side of Windsor Way between Haydock Park Drive (west intersection) and a point 110 metres (361 feet) easterly thereof, a parking questionnaire was distributed to the residents of Windsor Way.

Twenty-two (22) questionnaires were delivered and 12 (55%) were returned; 11 (92%) supported the implementation of a parking prohibition and 1 (8%) was opposed. Since greater than 66% of the total respondents support parking prohibition, the Transportation and Works Department recommends implementing parking prohibition from 8:00 a.m. to 5:00 p.m., Monday to Friday, on the north side of Windsor Way and on the south side of Windsor Way between Haydock Park Drive (west intersection) and a point 110 metres (361 feet) easterly thereof.

The Ward Councillor supports the proposal for the parking prohibition.

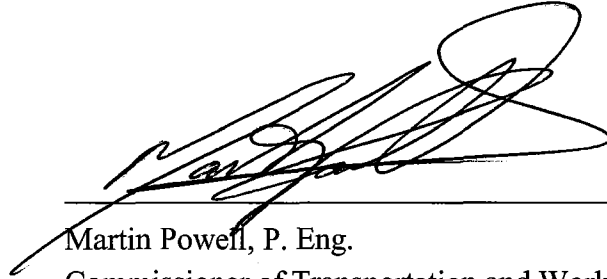
The existing parking prohibition on the south side of Windsor Way between The Chase and approximately 110 metres (361 feet) westerly thereof will be maintained.

FINANCIAL IMPACT: Costs for the sign installations can be accommodated in the 2015 Current Budget.

CONCLUSION:

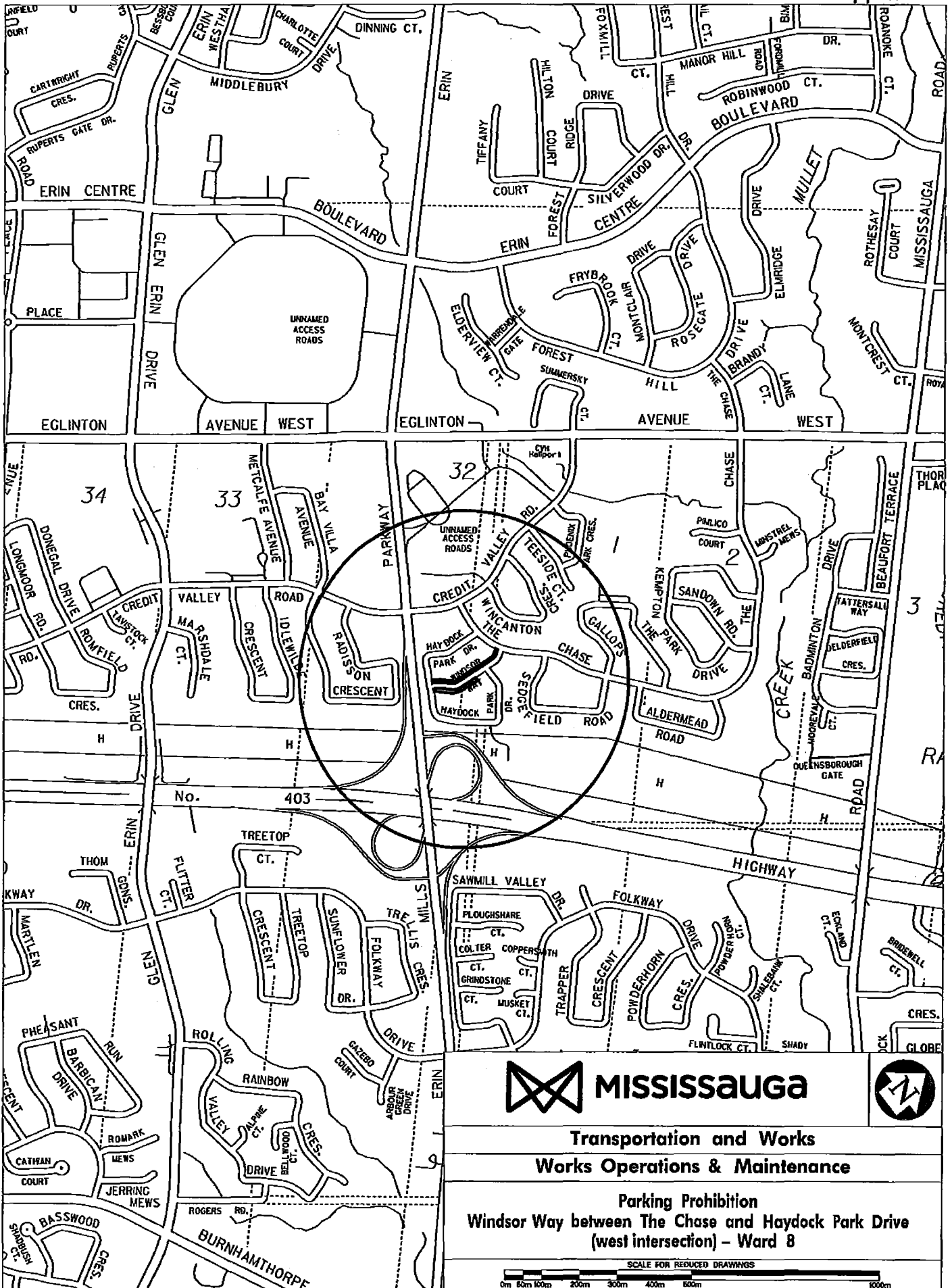
The Transportation and Works Department supports implementing a parking prohibition from 8:00 a.m. to 5:00 p.m., Monday to Friday, on the north side of Windsor Way and on the south side of Windsor Way between Haydock Park Drive (west intersection) and a point 110 metres (361 feet) easterly thereof.

ATTACHMENTS: Appendix 1: Location Map: Parking Prohibition – Windsor Way
between The Chase and Haydock Park Drive (west
intersection) (Ward 8)

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

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

Prepared By: Magda Kolat, Traffic Operations Technician





Corporate Report

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MG.23.REP

DATE: January 20, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **Traffic By-law Amendments for Bicycle Lanes – Various Locations (Wards 5 and 7)**

RECOMMENDATION: That a by-law be enacted to amend Traffic By-law 555-2000, as amended, to modify Schedule 3 (No Parking), Schedule 15 (Lane Designation), Schedule 24 (Prohibited Entry) and Schedule 34 (Bicycle Lanes) as identified in Appendix 1 of the report titled "Bicycle Lanes – Various Locations" dated January 20, 2015 from the Commissioner of Transportation and Works.

BACKGROUND: The Transportation and Works Department has recently constructed bicycle lanes in several locations. These locations are aligned with the criteria contained within the Cycling Master Plan and Implementation Strategy.

The bicycle lane projects that were completed in 2014 were:

- Bristol Road West between McLaughlin Road and Hurontario Street (Ward 5)
- Grand Park Drive between Burnhamthorpe Road West and Central Parkway West (Ward 7)

Traffic by-law amendments are now required for these locations.

COMMENTS:

Bicycle lanes are a part of the roadway that is designated for bicycle use only. Amendments are required to Schedule 3 (No Parking), Schedule 15 (Lane Designation), Schedule 24 (Prohibited Entry) and Schedule 34 (Bicycle Lanes) of Traffic By-law 555-2000 to reflect the newly constructed cycling facilities. There are no impacts to on-street parking as a result of these amendments.

In addition, housekeeping amendments are required to reflect the designation of right-turn only lanes on Bristol Road that were introduced in conjunction with the bicycle lanes on Bristol Road.

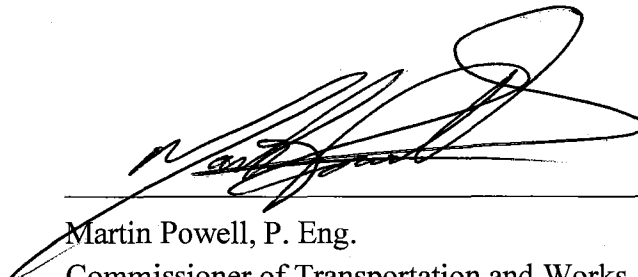
FINANCIAL IMPACT: Not applicable.

CONCLUSION:

The Transportation and Works Department recommends that Schedule 3 (No Parking), Schedule 15 (Lane Designation), Schedule 24 (Prohibited Entry) and Schedule 34 (Bicycle Lanes) of Traffic By-law 555-2000 be amended as indicated in Appendix 1.

ATTACHMENTS:

Appendix 1: Bicycle Lane By-law Amendments to Traffic By-law 555-2000



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

*Prepared By: Jacqueline Hunter, C.E.T., Active Transportation
Technologist*

That Schedule 3 of By-law No. 555-2000, as amended, be amended by DELETING the following:

SCHEDULE 3
NO PARKING

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Bristol Road West	South	McLaughlin Road to Swiftcurrent Trail	7:00 am – 9:00 am 2:00 pm – 6:00 pm Monday – Friday

That Schedule 15 of By-law No. 555-2000, as amended, be amended by DELETING the following:

SCHEDULE 15
LANE DESIGNATION

Column 1 Highway	Column 2 Location	Column 3 Lane	Column 4 Direction	Column 5 Time or Days	Column 6 Sign Number
Bristol Road East	Huntingtonfield Drive to a point 15 metres west of Huntingtonfield Drive	South Curb Lane	Eastbound Right turn only	Anytime	Rb-42
Bristol Road West	McLaughlin Road to a point 70 metres west of of McLaughlin Road	South Curb Lane	Eastbound Right turn only	Anytime	Rb-42

That Schedule 24 of By-law No. 555-2000, as amended, be amended by DELETING the following:

SCHEDULE 24
PROHIBITED ENTRY

Column 1 Highway	Column 2 From	Column 3 Times/Days
Elora Drive	Grand Park Drive	Anytime

That Schedule 34 of By-law No. 555-2000, as amended, be amended by DELETING the following:

SCHEDULE 34
BICYCLE LANES

Column 1 Roadway	Column 2 Between	Column 3 Lanes
Bristol Road West	McLaughlin Road and Swiftcurrent Trail	Northerly westbound

That Schedule 3 of By-law No. 555-2000, as amended, be amended by ADDING the following:

SCHEDULE 3
NO PARKING

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Grand Park Drive	Both	Burnhamthorpe Road West and Central Parkway West	Anytime

That Schedule 15 of By-law No. 555-2000, as amended, be amended by ADDING the following:

SCHEDULE 15
LANE DESIGNATION

Column 1 Highway	Column 2 Location	Column 3 Lane	Column 4 Direction	Column 5 Time or Days	Column 6 Sign Number
Bristol Road West	Bellows Avenue to a point 40 metres east of Bellows Avenue	North Curb Lane	Westbound Right turn only	Anytime	Rb-42
Bristol Road West	Huntingfield Drive to a point 15 metres west of Huntingfield Drive	South Curb Lane	Eastbound Right turn only	Anytime	Rb-42
Bristol Road West	McLaughlin Road to a point 70 metres west of McLaughlin Road	South Curb Lane	Eastbound Right turn only	Anytime	Rb-42
Bristol Road West	McLaughlin Road to a point 110 metres east of McLaughlin Road	North Curb Lane	Westbound Right turn only (bicycles excepted)	Anytime	Rb-42

That Schedule 24 of By-law No. 555-2000, as amended, be amended by ADDING the following:

SCHEDULE 24
PROHIBITED ENTRY

Column 1 Highway	Column 2 From	Column 3 Times/Days
Elora Drive	Grand Park Drive	Anytime (bicycles excepted)

That Schedule 34 of By-law No. 555-2000, as amended, be amended by ADDING the following:

SCHEDULE 34
BICYCLE LANES

Column 1 Roadway	Column 2 Between	Column 3 Lanes
Bristol Road West	McLaughlin Road and Swiftcurrent Trail	Northerly westbound & Southerly eastbound
Grand Park Drive	Burnhamthorpe Road West and Central Parkway West	Easterly northbound & Westerly southbound



Corporate Report

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MG.23.REP
SP-13/093

9

DATE: January 19, 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: Notice Agreement Between
the City of Mississauga and Vasyl Dovhoshyia
484 Avonwood Drive
Site Plan Application SP-13/093 (Ward 1)

General Committee

FEB 04 2015

RECOMMENDATION: That a by-law be enacted to authorize the Commissioner of Transportation and Works and the City Clerk to execute and affix the Corporate Seal to the Notice Agreement between Vasyl Dovhoshyia and The Corporation of the City of Mississauga to the satisfaction of the City Solicitor as outlined in the Corporate Report dated January 19, 2015 from the Commissioner of the Transportation and Works Department.

BACKGROUND: Vasyl Dovhoshyia is the owner of a parcel of land located at 484 Avonwood Drive, Mississauga, Ontario, L5G 1Y9, described as PIN 13472-0179 Lot 28, Plan 512, in the City of Mississauga (the 'Development Lands'). Vasyl Dovhoshyia has submitted a Site Plan Application to construct a second storey rear and side addition to the existing residential dwelling on the above-noted Development Lands.

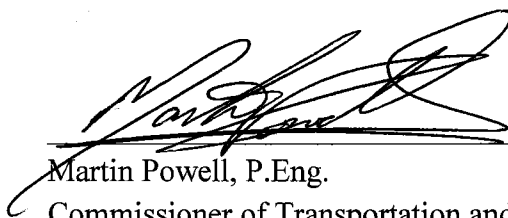
COMMENTS: The proposed development is located within the floodplain for Cooksville Creek; therefore an agreement will be required to advise the current and future owners of the Development Lands of the potential for flooding from Cooksville Creek, and to save the

City harmless from any acts, actions, damages or costs which may arise in the future as a result of the approval of the application and location of the Development Lands within the floodplain. This agreement will be registered on title.

FINANCIAL IMPACT: Not applicable.

CONCLUSION: The Notice Agreement between The Corporation of the City of Mississauga and Vasyi Dovhoshyia will advise the current and future owners of the potential for flooding from Cooksville Creek, and will save the City harmless. The Notice Agreement has been approved by Legal Services.

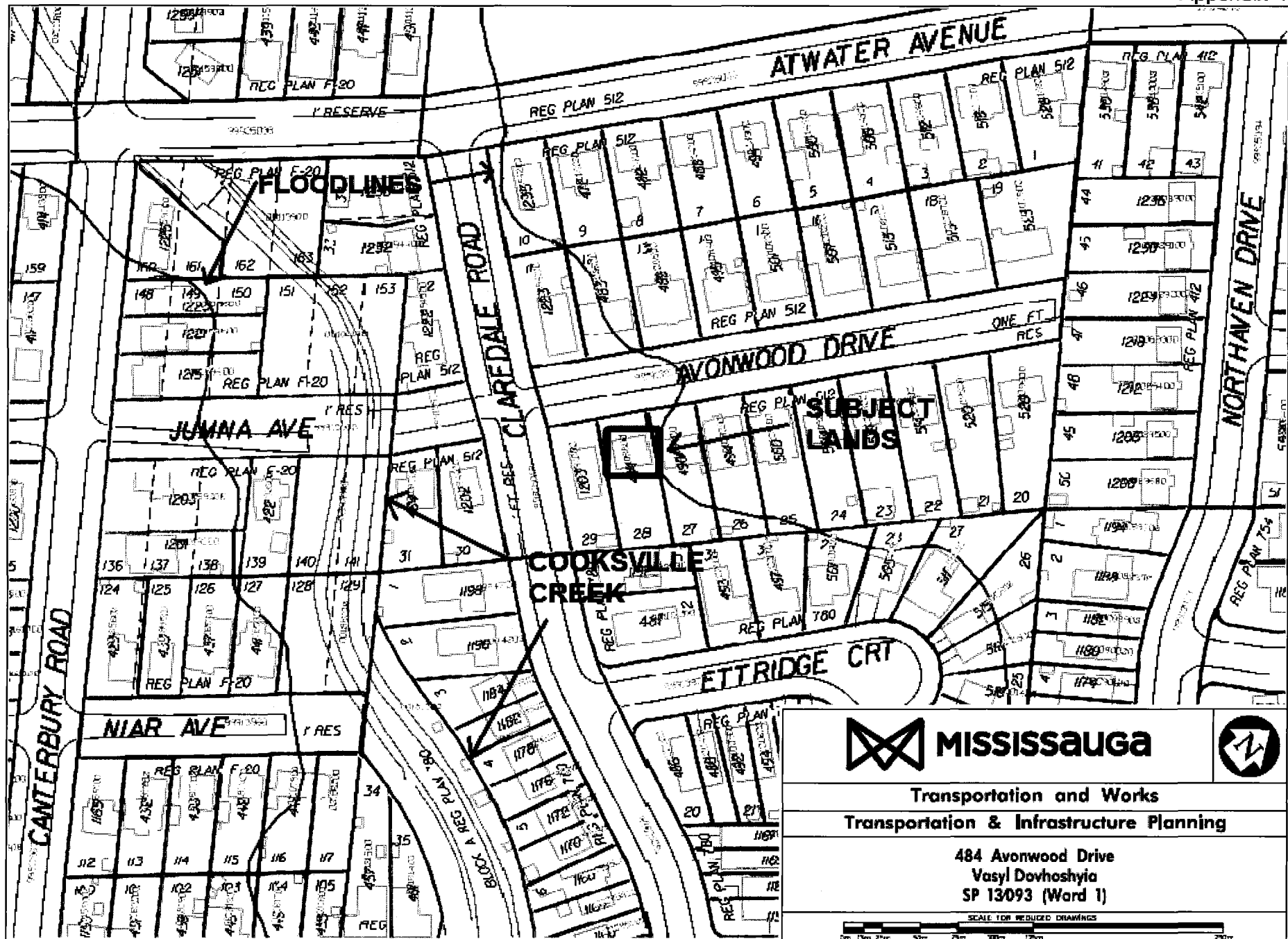
ATTACHMENTS: Appendix 1 – Site Location Map – 484 Avonwood Drive



Martin Powell, P.Eng.

Commissioner of Transportation and Works

*Prepared By: Giancarlo Tedesco, B.Tech., C.E.T.
Traffic Planning Technologist*



9b

Corporate Report

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DATE: January 15, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

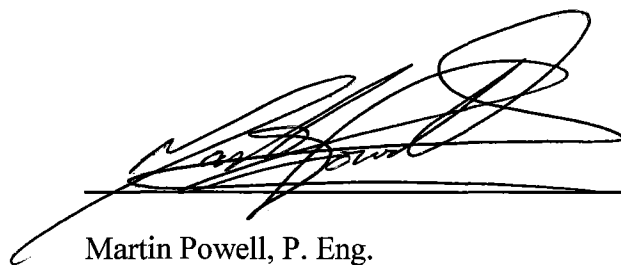
FROM: Martin Powell, P.Eng.
Commissioner of Transportation and Works

SUBJECT: Assumption of Municipal Works (Ward 10)

RECOMMENDATION: That the City of Mississauga assume the municipal works as constructed by the developer under the terms of the Servicing Agreement for 43M-1756, Jacan Investments (Canada) Inc., (lands located north of Switzer Gate, south of Battleford Road, west of Tenth Line West and east of Warbler Lane, in Z-56, known as 6316 Tenth Line Subdivision), and that the Letter of Credit in the amount of \$89,312.83 be returned to the developer and that a by-law be enacted to assume the road allowances within the Registered Plan as public highway and part of the municipal system of the City of Mississauga.

43M-1756 (Ward 10)

- BACKGROUND:** The developer identified on the attached Table of Assumptions (Appendix 1) has complied with all the requirements of the Servicing Agreement.
- FINANCIAL IMPACT:** With the assumption of 6316 Tenth Line Subdivision (43M-1756), the City will now be required to provide maintenance of 63 meters (207 feet) of storm sewer and 0.16 lane kilometers (525 feet) of roadway.
- CONCLUSION:** It is in order for the City to assume the municipal works within the sites identified on the attached Table of Assumptions (Appendix 1).
- ATTACHMENTS:**
- Appendix 1: Table of Assumptions
 - Appendix 2: Approximate location of 6316 Tenth Line Subdivision (43M-1756).

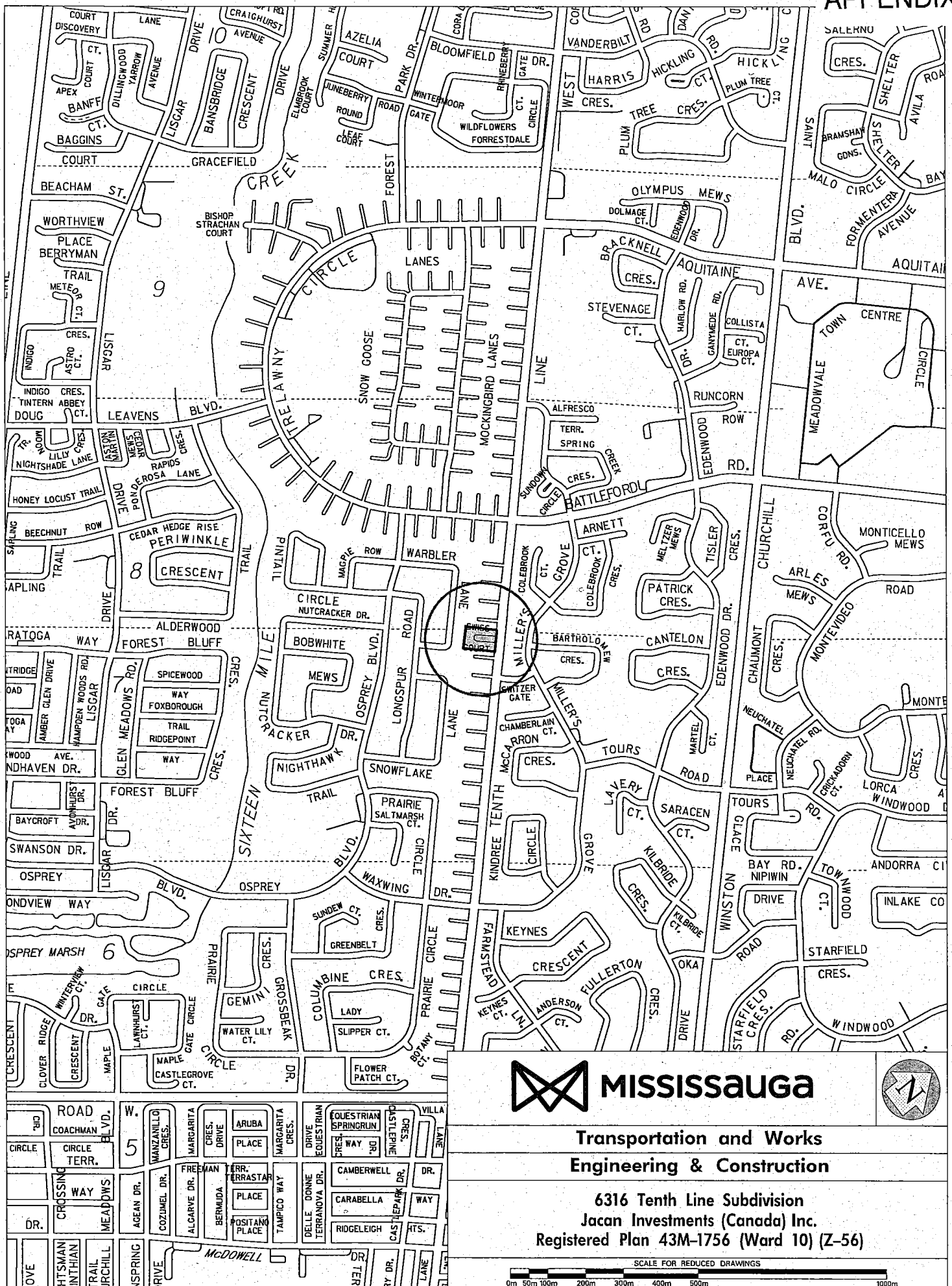


Martin Powell, P. Eng.
Commissioner of Transportation and Works

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

TABLE OF ASSUMPTIONS

PLAN/FILE REFERENCE #	LOCATION	DEVELOPER ADDRESS	SERVICING AGREEMENT DATE	SECURITIES TO BE RELEASED
43M-1756	North of Switzer Gate, south of Battleford Road west of Tenth Line West and east of Warbler Lane, (Z-56).	Jacan Investments (Canada) Inc./ LJM Developments 5400 Bimini Court Mississauga, ON L5M 6G9 Attn: Mr. Liaquat Mian, President	July 30, 2007	\$89,312.83 Cancel Insurance





Corporate Report

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PO.10.CRE

DATE: January 13, 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: City initiated lifting of the "H" holding provision on the surplus
lands at 3600 Thomas Street
(Ward 10)

General Committee

FEB 04 2015

RECOMMENDATION: That the Planning and Building Department be directed to commence a City initiated lifting of the "H" holding provision on the surplus lands located at 3600 Thomas Street.

REPORT HIGHLIGHTS:

- The City purchased 3600 Thomas Street (0.77 ha (1.9 acres) in 2002 for the purpose of constructing Fire Station #122.
- Fire Station #122 has been in service since 2003.
- The vacant easterly portion of this property, with an area of approximately 0.35 ha (0.87 acres), is not required for Fire and Emergency Services' needs.
- On July 3, 2013, the easterly portion of the property was declared surplus and approved for disposal by Council.
- The property is zoned H-RA2-28.
- Prior to selling the property the holding provision is to be removed.

BACKGROUND:

In 1998, funds were identified in the Capital Budget for the future acquisition of a site for Fire Station #122. In 2001, the City purchased a 0.8 ha (1.9 acre) parcel located on the south west corner of Thomas Street and Tenth Line in order to construct Fire Station #122. The fire station construction was subsequently completed in April 2003 and has been in service since May 2003.

Fire Station #122 was constructed on the westerly portion of the City property municipally known as 3600 Thomas Street. It has since been determined that the vacant easterly portion of this property, approximately 0.35 ha (0.87 acres), is not required for any additional Fire and Emergency Services needs.

On July 3, 2013, Council approved the recommendation to declare the subject lands surplus and dispose of at fair market value by way of sale on the open market.

COMMENTS:

The subject lands are currently zoned H-RA2-28, with the “H” holding provision imposed to ensure that written confirmation is provided by the City of Mississauga indicating that the lands are not required for essential emergency services (Fire Station). No other use is permitted until such time as the ‘H’ is removed. The underlying zoning (RA2-28) permits an Apartment Dwelling, a Long Term Care Dwelling and a Retirement Dwelling as per the City’s Official Plan.

The Community Services Department has expressed their desire to sell the surplus lands at 3600 Thomas Street, but in order to do so must lift the holding provision. A City initiated lifting of the “H” holding provision by the Planning and Building Department will allow the lands to be more marketable for disposal.

STRATEGIC PLAN:

Mississauga’s Strategic Plan states that Mississauga will be responsible in developing connected neighbourhoods. As part of the “Completing our Neighbourhoods” strategic pillar for change, the objective is to develop compact, mixed-use neighbourhoods that will give residents the ability to engage safely in all aspects of their everyday lives, within walking distance and easy access.

FINANCIAL IMPACT: Revenue generated by the sale of the lands will be credited to the Capital Reserve Fund (Account 33121). The sale proceeds will be used to offset a funding transfer being requested from the Capital Reserve Fund to enable the purchase of other fire station lands.

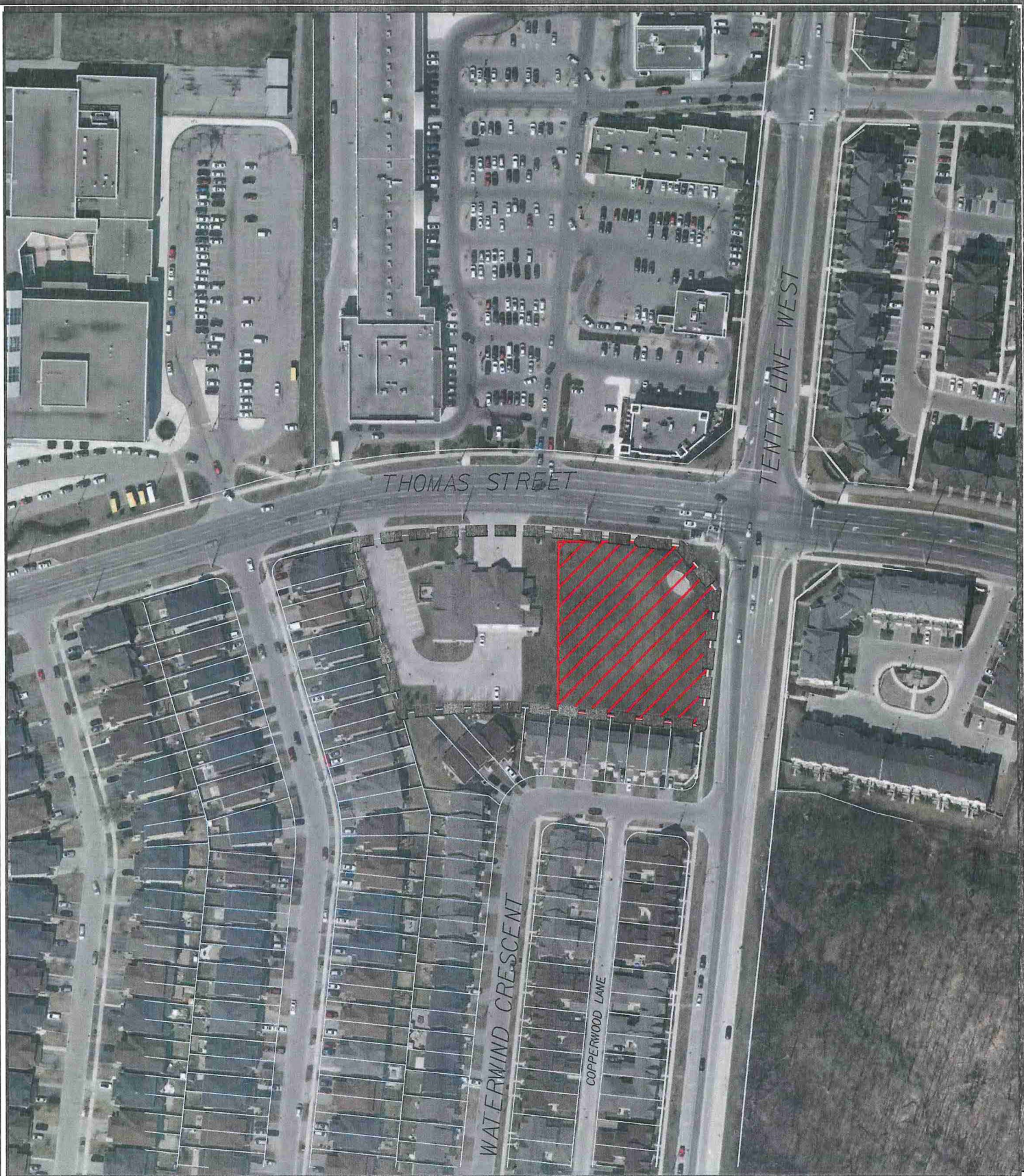
CONCLUSION: That the Planning and Building Department be directed to lift the "H" holding provision to allow the subject lands to be marketable for disposition on the open market.

ATTACHMENTS: Appendix 1: Location of the proposed lands subject to the lifting of the "H" holding provision (Ward 10)



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

Prepared By: Roger da Cunha, Planner, Park Planning



3600 Thomas Street



Lands subject to lifting of
the "H" holding provision 0.35 ha (0.87 acres)



Property Boundary 0.79 ha (1.96 acres)



APPENDIX 1

SCALE:
1:2000

DRAWN BY:
T.GONCALVES



MISSISSAUGA



Corporate Report

Clerk's Files

Originator's
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CD.10.270

12

DATE: January 13, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **Authority to Apply for a Minor Variance Application
Malton Village Park (P-270) 39 Beverley St.
(Ward 5)**

RECOMMENDATION: That the Community Services Department be authorized to apply for a minor variance application to allow an open air shelter to be installed as part of the park development at 39 Beverley Street (Malton Village Park, P-270).

BACKGROUND: Malton Village Park is located on the west side of Airport Road, north of Derry Road. (See Appendix 1). The parkland consists of the original 1.35 ha (3.35 ac) and 2.44 ha (6.05 ac) of land acquired in 2011. The newly acquired land was formerly Our Lady of Airways School.

A plan for the development of the additional parkland has been finalized. Amongst other park assets, an open air shelter is proposed.

The zoning under By-law 0225-2007 for the original park site is Open Space (OS1) and for the former school site is Residential (R3). The proposed open air shelter is not permitted in the R3 zone. Therefore a minor variance is required.

COMMENTS: Following the purchase of the former school site, the Community Services Department began the process to develop the newly acquired parkland. A placemaking exercise was held with the local community.

A shade structure was included in the community recommendations for the park programming. Baker Turner Landscape Architects prepared a park development plan which includes an open air shade shelter. It is approximately 28.5 m² (307 ft²) in area and 4.5 m (15 ft) high.

The proposed open air shelter does not comply with the regulations for a gazebo in an R3 zone which permits a maximum area of 10 m² (108 ft²) and a maximum height of 3 m (10 ft.). A variance to the zoning by-law is required to permit the open air shelter in the R3 zone. This proposed variance to the zoning by-law is considered minor in nature.

The desire is to obtain the variance prior to spring construction in 2015. A construction notification letter was sent to the neighbouring community in October 2014.

The zoning of Malton Village Park will be formally regularized as Open Space (OS1) for the entire site as part of a city wide zoning conformity exercise that the Planning and Building Department will bring forward to Council in 2015.

FINANCIAL IMPACT: The park development is currently funded under the Community Services Capital Budget PN14316.

CONCLUSION: The proposed park development for the expanded Malton Village Park includes an open air structure. The size of the open air shelter proposed in an R3 zone requires a variance to the Zoning By-law 0225-2007. Permission is sought to direct the Community Services Department to obtain a variance for the open air shelter.

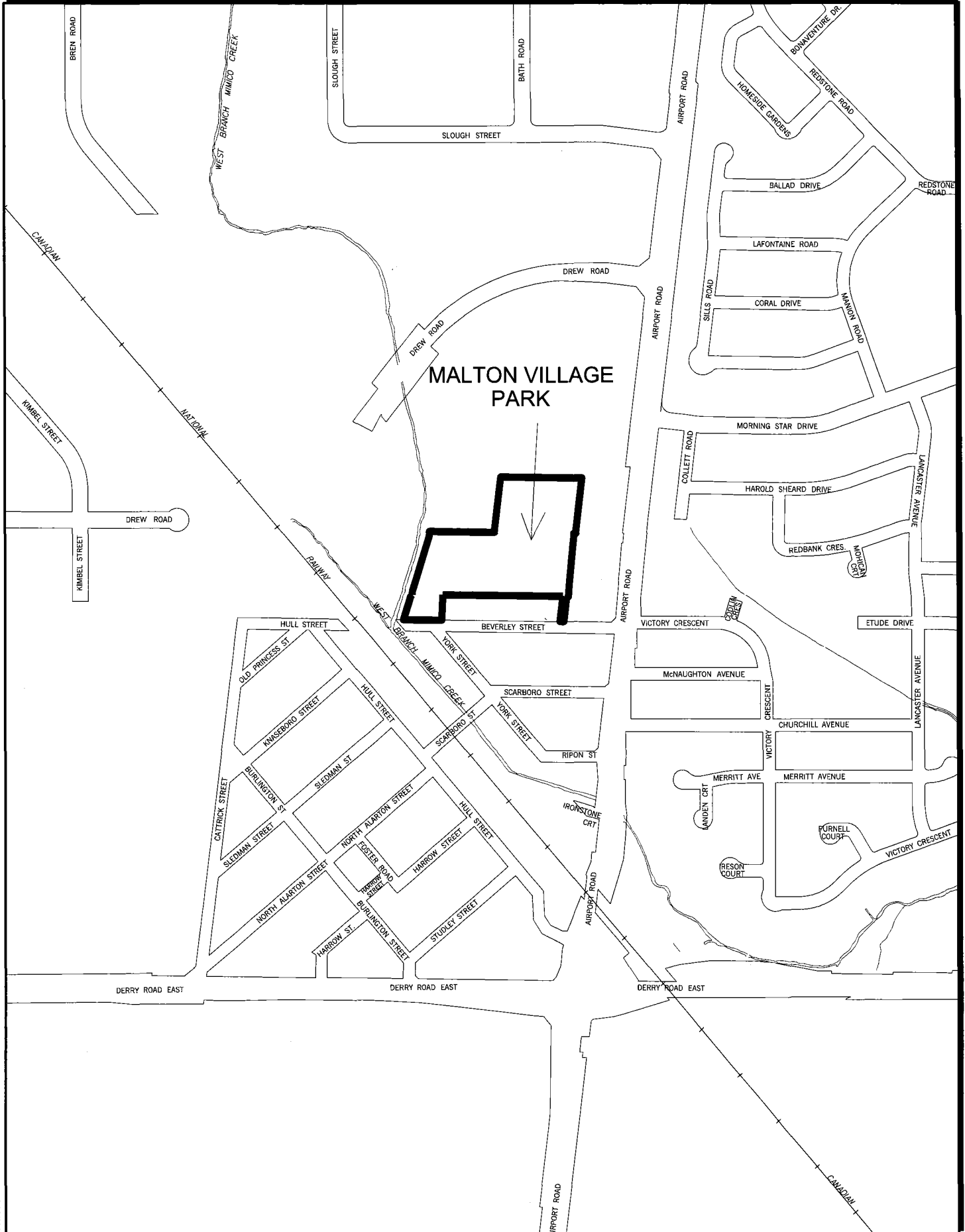
ATTACHMENTS: Appendix 1: General Context Map



Paul A. Mitcham, P.Eng. M.B.A.
Commissioner of Community Services

GENERAL CONTEXT MAP

APPENDIX 1





Corporate Report

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DATE: January 14, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: Delegation of Regional Tax Ratio Setting Authority for 2015

- RECOMMENDATION:**
1. That Council consent to the enactment of a Regional by-law delegating tax ratio setting from the Region of Peel to Mississauga, Brampton and Caledon, in accordance with section 310 of *The Municipal Act, 2001, S.O. 2001, c. 25* for the 2015 property tax year.
 2. That Council consent to the apportionment methodology in place in the 2014 taxation year updated for 2015 assessments.

BACKGROUND: Section 310 of *The Municipal Act, 2001, S.O. 2001, c. 25*, provides for the Council of an upper-tier municipality to delegate to the Council of each of its lower-tier municipalities, the authority to pass a by-law establishing the tax ratios for the year within the lower-tier municipality for both upper-tier and lower-tier tax levies. This by-law must also contain the method by which the upper-tier levy is apportioned between the lower-tier municipalities. All lower-tier municipalities must consent to delegation. The deadline for consent by the lower-tier municipalities and the passing of the Regional by-law is February 28, 2015.

COMMENTS: The Region of Peel has delegated tax ratio setting since the property tax legislation was reformed in 1998.

Staff are proposing to continue with delegation for the 2015 property tax year, utilizing the 2014 apportionment formula updated to 2015 assessments.

The apportionment formula used in 2014 and proposed for the 2015 taxation year is:

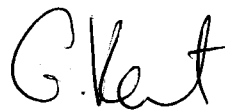
- Waste costs allocated based upon number of households in each municipality as determined by MPAC;
- Police costs split out, with Caledon paying for OPP service and Mississauga and Brampton paying for Peel Regional Police, based on weighted current value assessment;
- All other costs apportioned based on weighted current value assessment.

Delegation of tax ratio setting authority and the apportionment formula will be approved by Regional Council on January 22, 2015.

The Minister of Municipal Affairs and Housing must approve the delegation and the apportionment formula before it can take effect.

FINANCIAL IMPACT: Not applicable

CONCLUSION: The Area and Regional Treasurers are recommending that delegation of tax ratio setting from the Region of Peel to Mississauga, Brampton and Caledon be continued for the 2015 property tax year. The Regional levy apportionment plan would remain the same as in 2014 updated to 2015 assessments.



Gary Kent
Commissioner of Corporate Services and Chief Financial Officer

*Prepared By: Jeffrey J. Jackson, Director, Revenue and Materiel
Management*



Corporate Report

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14

DATE: January 5, 2015

General Committee

FEB 04 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

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

SUBJECT: **2014 Obsolete Corporate Policies and Procedures**

RECOMMENDATION: That the following Corporate Policies and Procedures be declared obsolete and rescinded from the Corporate Policy and Procedure Manual:

1. 01-01-08 – Temporary Help Agencies
2. 03-06-04 – Returns for Credit
3. 08-03-02 – Pricing Recreation Programs
4. 08-04-01 – Issuance of Bingo Licence Tickets
5. 10-06-03 – Widening of Regional Roads
6. 10-06-04 – Minimum Road Allowances

**REPORT
HIGHLIGHTS:**

- Corporate Policies and Procedures are reviewed on a three year cycle
- Staff responsible for reviewing policies may determine that the policy is no longer required and request that it be rescinded
- A rationale for declaring a policy obsolete is included for each policy,

BACKGROUND: An annual review is undertaken of all Corporate Policies and Procedures on a three (3) year cycle to ensure that the City's policies remain current.

COMMENTS:

The policies that are being recommended for obsolescence have been identified by departmental staff as no longer being required. A rationale for rescinding each policy is provided below:

1. Temporary Help Agencies - 01-01-08

The Temporary Help Agencies policy was approved almost 20 years ago. The policy provided direction on how temporary help agencies should be selected, and establishes procedures for using temporary help agencies. The recommendation to rescind the policy is being made by Human Resources because the process described in the policy is now covered by the Purchasing By-law and the "Guidelines for Using Temporary Agencies for Administrative and General Labour", making this policy redundant. The Purchasing By-law and the Guidelines provide more detailed and up to date direction on how to secure the services of temporary agencies. A recent procurement for administrative and general labour was completed in the Fall 2014 following the Purchasing By-law. The requirements of that process, and the associated guidelines, were the same as those in the policy, confirming the policy is redundant.

2. Returns for Credit - 03-06-04

One of the main functions of a Corporate Policy is to guide staff in decision making. However, the Returns for Credits policy strictly deals with how to return something; there is no decision making aspect to it. The policy is also out of date and is no longer referred to by staff, having been replaced by documented processes available on the Material Management website. Vendor contracts include language about the City's right to return goods that are substandard or otherwise don't comply with the contract, and the Procurement Card policy addresses returns for PCard purchases.

3. Pricing Recreation Programs - 08-03-02

The current policy was developed in 1993 and is based on a traditional benefits-based model in which historic fees were updated regularly. The existing policy outlines a process to assess whether a specific program or activity should receive

more or less subsidy. As detailed in the Recreation and Parks Pricing Study, approved at Budget Committee in November, 2011, much has changed in the intervening years. The objective of the study was to implement a new consolidated and consistent pricing structure for Recreation programs and services that allows for a simpler, easier to understand fee structure. The Principles and Assumptions outlined in the Council approved Pricing Study are referenced for pricing rationale, similar to a policy, and cover all of the bases (affordability, societal benefit, balance of user fees and property tax), rendering the policy redundant.

4. Issuance of Bingo Licence Tickets - 08-04-01

Regulations for gaming activities in Ontario are set by the Alcohol and Gaming Commission of Ontario (AGCO). The City By-Law 0293-74, "a By-law to provide for the licensing of lotteries", gives the City's Enforcement Division, Compliance and Licensing, the authority to approve bingo license applications. The AGCO and the City's own by-law make a Corporate Policy and Procedure unnecessary. Compliance and Licensing also provide a questionnaire on eCity that is used to vet applicants. The policy was created in 1983 and has not been revised for over a decade, as focus has been on maintaining the Licensing By-Law. Staff in Compliance and Licensing concur that the policy is not required.

5. Widening of Regional Roads -10-06-03 – The content of the policy restates what is already permitted under Sections 34 and 41 of the *Planning Act* and is considered standard practice. The policy, created in 1980, is deemed unnecessary by the Planning and Building Department.

6. Minimum Road Allowances - 10-06-04

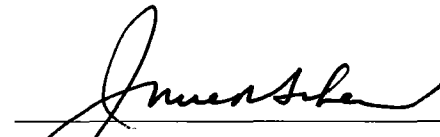
The policy is no longer useful and is not relied upon by staff, as many exceptions to the policy exist. Minimum road allowances are detailed in Transportation and Works' Development Requirements Manual, available on eCity.

FINANCIAL IMPACT: Not Applicable

CONCLUSION: For the reasons outlined in this report, the Corporate Policies and Procedures attached as Appendices 1 through 6 should be declared obsolete and removed from the Corporate Policies and Procedures manual.

ATTACHMENTS:

- Appendix 1: 01-01-08 – Temporary Help Agencies
- Appendix 2: 03-06-04 – Returns for Credit
- Appendix 3: 08-03-02 – Pricing Recreation Programs
- Appendix 4: 08-04-01 – Issuance of Bingo Licence Tickets
- Appendix 5: 10-06-03 – Widening of Regional Roads
- Appendix 6: 10-06-04 – Minimum Road Allowances



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

Prepared By: Pamela Shanks, Corporate Policy Analyst

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TAB: HUMAN RESOURCES
SECTION: RECRUITMENT
SUBJECT: TEMPORARY HELP AGENCIES

POLICY STATEMENT Temporary help agencies may be used when there is an immediate need to fill a vacancy, which cannot be met by the standard Corporate recruitment process.

PURPOSE This policy identifies how temporary help agencies are selected, and establishes procedures for using temporary help agencies.

AGENCY SELECTION The City awards blanket contracts to one or more temporary help agencies, for the purpose of filling temporary technical/professional secretarial, clerical or reception vacancies.

The blanket contracts are awarded following a competitive bid process conducted in accordance with the City's by-law governing acquisitions (By-law 613-91, as amended).

If there is a need for temporary help requiring specialized skills which are not provided for in any of the blanket contracts, a suitable addition to an existing contract will be negotiated; or another appropriate agency will be selected based on experience, qualifications, recommendations, and cost.

A Human Resources Division staff person is assigned responsibility for monitoring the blanket contracts and for co-ordinating proper payment. For the purposes of this policy, this staff person is referred to as the "designate".

USE OF AGENCY The departmental Human Resources representative, in conjunction with the department, determines when the use of temporary staff is appropriate. The departmental Human Resources representative directs the designate to obtain temporary help. The designate records all requests for temporary help.

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MONITORING

The immediate supervisor of an employee hired through a temporary help agency is responsible for reviewing and authorizing time sheets for temporary staff.

If a performance problem arises, the supervisor should contact the departmental Human Resources representative to discuss options for resolving the problem. The departmental Human Resources representative is responsible for providing feedback to the designate. The designate determines whether there is any shortfall in service delivery as provided by the contract, and notifies the vendor accordingly. In the event that the shortfall continues, the designate will notify Materiel Management to take remedial action. The designate is responsible for maintaining usage and performance data and recommending changes to the solicitation and contract forms prior to conducting the next acquisition.

PAYMENT

Invoices from temporary help agencies will be charged to the department using the service. Practices as established by Materiel Management and Accounts Payable for payment for goods and services apply.

REFERENCE:

GC-519-95 - 1995 07 12

LAST REVIEW DATE:

April, 2001

CONTACT:

For more information, contact the departmental Human Resources representative.

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TAB: CORPORATE ADMINISTRATION
SECTION: ACQUISITION / DISPOSAL OF GOODS AND SERVICES
SUBJECT: RETURNS FOR CREDIT OR REPLACEMENT

CORPORATE PROCEDURE

Employees are expected to follow this procedure when returning goods to an external vendor for credit or replacement.

PURPOSE

Returns and requests for credit from suppliers must be documented in order to maintain basic control over these processes and to ensure that the City pays only for items received and accepted. This procedure outlines general requirements of staff when dealing with returns. Detailed procedures in inputting to R/3 are available through the City's Intranet, in the 'Manuals' section under R/3 User Guide (3.1H), Returns for Credit (GR 102).

SCOPE

This procedure applies to all goods received from an external vendor which are deemed unacceptable and for which a replacement or refund is required, whether or not the goods received have been entered into R/3 (the City's financial system).

In the event that services are paid for and later found to be unsatisfactory, staff should maintain the principles outlined in this procedure, using a notice of non-performance or default rather than a return for credit form.

This procedure does not apply to returns to Central Stores. Staff should follow standard City practices regarding returns to Central Stores.

RESPONSIBILITIES

Departments are responsible for executing and documenting all returns. A small supply of Return for Credit forms should be kept

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on hand for this purpose. The Contract Manager is responsible for determining whether a credit note or a refund is required.

Purchasing staff are available to assist when there are complications (such as re-stocking charges or penalties, or problems with the vendor). Purchasing should always be advised if there are recurring problems with the same vendor. Should open order quantities (back orders) require cancellation, Purchasing staff will effect the cancellation.

Accounts Payable staff are responsible for matching credit notes to return for credit forms; for following up to ensure that credit notes or refunds have been received; and for ensuring that credits are taken at the appropriate time.

Acquisition of Goods

All goods should be acquired using the City's standard requisition and purchase forms, and the terms and conditions contained therein.

Receipt of Goods

Receivers should inspect shipments of goods for damage at the time of receipt and refuse delivery of all goods which are not acceptable. The Receiver should indicate what is damaged on the receiving document and print his or her name on the form, then sign it and date it.

For example:

If the receiving document shows 4 cartons of #345 Paint and 1 is damaged, strike out the '4' and write '3'. Then over-write the form with 'One carton refused due to damage', print name on form, sign it and date it.

If defective goods were not refused at the time of delivery, but will be returned at a later date, they should be "quarantined" by setting them aside in a safe place and ensuring that the packing slip is affixed to one of the boxes. An 8½" by 11" label stating "Goods to Be Returned to Vendor - Do Not Remove" should be

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Return of Goods

attached to the goods in clear view.

Vendor authorization must be obtained before goods can be returned. Staff should ask for a return authorization number from the vendor, and must be sure to have the vendor representative print his or her name on the form and sign for the goods when they are returned. The delivery person must bring back a delivery slip with the vendor's name and signature on it, as proof of delivery.

When goods are being sent back to the vendor, affix a copy of the return form (with the return authorization number shown on it) to the outside of the return package. Keep a copy of the return slip, as proof that goods were sent back. The purchase order, packing slip and return slip should be retained in a pending file until the goods have been replaced or a credit has been received, then filed in a permanent file.

R/3 Data Entry

Accounts Payable will pay only for quantities accepted through the goods received (GR) process. Where the City is entitled to a credit, Accounts Payable will follow up and take the credit. Contract managers must arrange for R/3 data entry of the GR transaction immediately upon returning goods.

Staff responsible for R/3 data entry should create GR transactions only for the quantities being accepted. This will cause the payment for acceptable items to be released when the invoice is processed in Accounts Payable.

Back Orders

Refusals or returns will create "back-orders" or "open order quantities" against the purchase order. To cancel such back-orders, Contract Managers must send an e-mail to the Buyer quoting the original order number, plus the description of the item, and the quantity to be deleted.

Contract Managers must keep copies of any orders with open or

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un-deleted quantities, to use when processing subsequent receipts.

Invoice

Invoices should be sent directly to Accounts Payable. However, if departmental staff receive an invoice for quantities which have not been accepted, they should over-write the invoice in the same manner as the receiver, by striking out the quantity billed and indicating the quantity that was accepted. (Refer to "Receipt of Goods" above.) A copy should be retained in a pending file with the purchase order, the packing slip and the return for credit document, and the original sent to Accounts Payable with signature, date and explanation. (Only the value matching the GR transaction can be paid.) Once the goods have been replaced, or a credit received, the documents can be filed in a permanent file.

PROCEDURES

Following are specific procedures for returning goods for credit or replacement.

Procedure A

For Goods Not Purchased through R/3 System (i.e. Small Value Orders & Manual Purchase Orders (Form 458):

1. Contact the Vendor for a return authorization number or, use the Vendor contact's name and the date.
2. Complete Form 220R - Return For Credit (available from Central Stores) and have this authorized by Contract Manager.
3. Have the driver print his or her name on the form, and sign and date it when picking up the items (or, store clerk if returned in person).
4. Distribute copies as follows:
White - Vendor
White- Buyer
Pink & blue- Accounts Payable
Green- Department Copy
5. Attach green copy to small order documents and await refund

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or replacement.

Note: Vendors should provide credits or refunds directly to Accounts Payable. If a refund is sent to the department, photocopy the cheque, and follow Corporate Policies and Procedures for cash handling to deposit the funds under the appropriate cost centre. Forward the photocopy of the cheque to Accounts Payable, advising of the cost centre credited, along with any other relevant documentation. If a credit note is sent to the department, forward it to Accounts Payable.

6. For regular orders or contracts, when there is no R/3 document, Form 458 - Purchase Requisition must be used to request a change to the original order or contract. Use this form to request Purchasing to reduce or delete quantities of items or modify contractual requirements in any way.
7. The Buyer will cancel the unwanted quantity on the order and notify the vendor. Provided that Accounts Payable has received a hard copy of the Return for Credit form, the AP Clerk will notify the Vendor and request a cheque when no further purchases are anticipated. If necessary (for example, if there will be no further purchases from the vendor, or if the account is paid in full, or if the vendor is in receivership) AP will enter the credit against the order and/or request an invoice from Accounts Receivable to the Vendor.

Procedure B

R/3 System Order Returns - Goods Refused at Time of Delivery:

Note: A Return For Credit form need not be filled out if goods are refused at time of delivery.

1. Indicate what is damaged on the receiving document, print name on document, then sign it and date it. E.g. - If the receiving document shows 4 cartons of #345 Paint and 1 is damaged, strike out the '4' and write '3'. Then over-write the form with 'One carton refused due to damage', print name on form, sign it and date it.

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2. Create GR transactions in R/3 only for the quantities being accepted.
3. If back-orders are to be cancelled, send an e-mail to the Buyer quoting the original order number, plus the description of the item, and the quantity to be deleted. Keep copies of any orders with open or un-deleted quantities, to use when processing subsequent receipts.
4. If an invoice is received for quantities which have not been accepted, over-write the invoice by striking out the quantity billed and indicating the quantity that was accepted. (Refer to example in Step 1). Keep a copy and send the original to AP with signature, date and explanation.

Note: Only the value matching the GR transaction can be paid. AP will short pay the invoice for the approved amount.

Procedure C

R/3 System Order Returns - Items Deemed Defective After GR Has Been Created:

1. Contact the Vendor for a return authorization number or, use the Vendor contact's name and the date. Verify the contractual terms for the return or credit. *If there is a re-stocking charge, stop processing and notify the buyer by phone or e-mail. The buyer will investigate the terms, make appropriate adjustments and notify you if you need to perform any other transactions.*
2. Whether or not the invoice has been paid, reverse the 'GR' transaction for the defective quantity, by creating a #102 transaction. Enter the Vendor Authorization Number, or the invoice number if there is no authorization number, in the 'Delivery Note' field.
3. Complete Form 220R - Return For Credit. Cross-reference the GR 102 document number on the return form. Have the driver print his or her name on form, and sign and date the form when picking up the items (or, store clerk if returned in person).

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4. Distribute copies of Form 220R as follows: White - Vendor; White - Buyer; Pink & blue - Accounts Payable; Green – Department

5. Attach green copy to original order documents. Await replacement, or, if a credit is desired, send an e-mail to the Buyer to cancel the open order quantity.

Note: Vendors should provide credits or refunds directly to Accounts Payable. If a refund is sent to the department, photocopy the cheque, and follow Corporate Policies and Procedures for cash handling to deposit the funds under the appropriate cost centre. Forward the photocopy of the cheque to Accounts Payable, advising of the cost centre credited, along with any other relevant documentation. If a credit note is sent to the department, forward it to Accounts Payable.

6. The Buyer will cancel the unwanted quantity on the order and notify the vendor. Provided that Accounts Payable has received a hard copy of the Return for Credit form, the AP Clerk will notify the Vendor and request a cheque when no further purchases are anticipated. If necessary (for example, if there will be no further purchases from the vendor, or if the account is paid in full, or if the vendor is in receivership) AP will enter the credit against the order and/or request an invoice from Accounts Receivable to the Vendor.

REFERENCE: SMT - 1999 10 21

LAST REVIEW DATE: April, 2004

CONTACT: For more information, contact Materiel Management and Administration, Corporate Services Department.

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TAB: COMMUNITY SERVICES
SECTION: RECREATION
SUBJECT: PRICING RECREATION PROGRAMS

POLICY STATEMENT

The fee charged for participation in a recreation program or service is based on an evaluation of the benefits the program or service provides to the community.

Evaluating services or programs in terms of potential benefits to the community provides the means to justify the use of tax dollars to support the service or program, in whole or in part. The greater the community benefit, the greater the justification for the use of tax dollars to cover the costs of the program or service; the less the community benefit, the greater the justification for a fee structure which anticipates that user fees will cover the costs of the program or service.

This policy outlines the criteria used to evaluate recreation services and programs, and establishes guidelines for applying the results of the evaluation to establish appropriate fees.

DEFINITION

For the purposes of this policy, recreation programs and services are referred to as "services".

EXCEPTIONS

While the evaluation of benefits to the community forms the basis for the fee structure, consideration may also be given to adjusting the fee in accordance with current market rates for the service and/or adjusting the fees to encourage use of the service in non-prime times.

EVALUATION PROCESS

There are two components to the evaluation process:

1. Classification of service in terms of benefits to the

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community, which determines whether tax dollars should be used to support the service.

2. Measurement of the degree of benefit to the community, which determines how much support should be provided through tax dollars.

Classification of Services

The services provided can be classified as either public, merit, or private services.

Public services are those which benefit all members of the community, and receive full support from taxpayer dollars.

Merit services are those which benefit primarily the individuals who participate in the service, but all members of the community benefit to some degree. Merit services are partially funded by participants.

Private services are those which benefit individuals who participate and the community receives little or no benefit. Private services are fully funded by participants.

Criteria for Public or Merit Service Classification

To qualify as a public or merit service, the service must provide specific benefits and must be consistent with the recreation program operating principles of the Community Services Department, which are listed below.

Benefits which must be provided are:

- The service allows the participant to reduce stress levels created by today's busy and demanding world.
- The service will contribute to the participant's positive image and self-esteem.

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- The service allows the participant to have social contact with other individuals.
- The service is generally viewed by the community in a positive light and contributes to the overall community pride.
- The service contributes in some way to the general economy of the community.
- The service provides a positive image for the community and adds to the overall quality of life that businesses look for when relocating.

Operating principles of the department are:

- The department will strive to ensure that the broadest range of recreation opportunities are provided, to meet the individual and community needs of Mississauga's diverse and changing public. Examples of broad range recreation opportunities include physical, cultural, artistic and passive activities.
- The department will endeavour to provide services to all segments of the population, to ensure that delivery is fair, impartial and equitable.
- The department will recognize the uniqueness of each Recreation Planning Community, and will take these important differences into account when planning and delivering recreation programs.
- The department will strive to provide services based on the concept of user-pay. That is, all participants will pay a registration fee towards the direct operating costs of the service. The only exceptions are those activities specifically

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authorized and approved by Council.

- The department will encourage individuals and groups to be self-sufficient in their operations and will facilitate processes to encourage volunteer commitment.
- The department will strive to encourage citizen participation in the delivery of services, since community involvement enhances the effectiveness of recreation services and assists in the development of cohesive communities.
- The department endorses the Ministry of Tourism and Recreation's "Community Recreation" policy goal of co-ordinating the planning, development and implementation of recreation services with public and private agencies, to ensure that all resources are utilized in an effective and efficient manner.

In addition, the following factors are also considered:

- The service must be accessible to Mississauga residents.
- The service must meet the specific needs of the community. While some services meet the needs of all areas of the City, other services may address the specific needs of one or two communities or neighbourhoods.
- The cost of the service to the municipality must be realistic.

Measuring Extent of Community Benefit

The community value of a service is measured in terms of 16 benefit statements. Each service is assigned points from a low of zero to a high of four, according to how close the service meets each benefit statement. Once the points have been awarded, the total is converted to a percentage of the maximum points available to determine an appropriate level of tax-dollar support.

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The following chart outlines the level of tax-dollar support which should be provided to a service, based on the points awarded.

<u>Score (% of Maximum)</u>	<u>Service Classification</u>	<u>Level of Tax Dollar Support</u>
Under 10%	Private	All identified costs should be recovered, or the City may discontinue the service.
10% - 25%	Merit	All variable costs and any direct full-time staff costs including program and registration staff should be recovered.
26% - 50%	Merit	All variable costs including leadership costs, facility costs, materials and supplies, should be recovered.
51% - 74%	Merit	A portion of variable costs should be recovered.
75% - 100%	Public	May be fully supported by tax dollars.

Benefit Statements
and Scoring Criteria

The extent of community benefit is measured according to the benefit statements and scoring criteria listed below. (As additional programs are evaluated, the scoring criteria may be changed to better reflect the value of a benefit. Changes require the approval of the Commissioner of Community Services.)

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1. The service provides extensive aerobic benefits:
 - 4 - extensive aerobic benefit four or more times per week
 - 3 - extensive aerobic benefit two or three times per week
 - 2 - extensive aerobic benefit once per week
 - 1 - some aerobic benefit provided
 - 0 - no aerobic benefit provided
2. The service allows the child to participate in a positive creative environment stressing socialization with other children:
 - 4 - socialization skills are an inherent component of the planned activities conducted by qualified leaders
 - 3 - socialization skills are stressed in the planned activities conducted by qualified leaders
 - 2 - socialization occurs in the activities conducted by qualified leaders
 - 1 - there is limited opportunity of socializing with other children in activities conducted by qualified leaders
 - 0 - children do not participate
3. The service allows the child to participate in a stimulating environment allowing for child's creative development:
 - 4 - creativity is an inherent component of the planned activities conducted by qualified leaders
 - 3 - creativity is stressed in the planned activities conducted by qualified leaders
 - 2 - creativity occurs in the activities conducted by qualified leaders
 - 1 - there is limited opportunity for creative activities
 - 0 - children do not participate
4. The service provides a positive environment (qualified leaders to supervise activities and to ensure a safe, positive environment) for teens to spend a significant portion of their leisure time:
 - 4 - teen participation for at least a two-hour period four or

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- more times per week
 - 3 - as above, but two to three times per week
 - 2 - teen participation for a one-hour period, two to three times per week
 - 1 - teen participation for one or two hours, once a week
 - 0 - teens do not participate
5. The service has a formalized approach to teaching leadership skills:
- 4 - teaching of leadership skills is the main objective of the program
 - 3 - formalized leadership skills, as well as specific activity skills, are taught
 - 2 - an advanced skill level that will lead to eligibility for instructional or leadership training is taught
 - 1 - a specific skill is taught
 - 0 - no specific skill is taught
6. The service provides a variety of opportunities for people to take part in a voluntary leadership role:
- 4 - service is organized, operated and supervised primarily by volunteers; limited or no paid staff involved, except for clerical and administrative functions
 - 3 - service is organized and operated primarily by volunteers; supervisor/instructor is a paid position
 - 2 - volunteers are used extensively to assist full-time staff
 - 1 - service is primarily run by paid staff with a few volunteer leaders/administrators
 - 0 - no volunteer leadership opportunity available
7. The service is responding to a specific community need and has been developed in consultation with community representatives:
- 4 - need identified by local community; service planned and delivered by the community
 - 3 - need identified by local community; service planned and

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- delivered in co-operation with staff
- 2 - need identified by local community; service planned and delivered by staff
 - 1 - need identified by staff; service planned and delivered by staff
 - 0 - local community needs not identified; location chosen due to availability or to provide City-wide programs
8. The service promotes family participation:
- 4 - service is designed to allow all members of the family to participate; promotion is aimed at the family
 - 3 - all members of the family can take part at the same time; promotion does not specifically promote family participation
 - 2 - service is designed for one child and one parent, or couples
 - 1 - child participates, parent encouraged to be spectator
 - 0 - individual participation only, parent not encouraged to be spectator
9. The service fosters a climate that encourages ethnic and cultural harmony:
- 4 - service designed specifically to include different ethnic/cultural groups and to encourage interaction between them
 - 3 - service designed to include different cultural groups but does not specifically promote harmonious interaction between them
 - 2 - service attracts participants from different cultural and ethnic backgrounds to participate at the same time
 - 1 - participation traditionally consists of a limited cultural/ethnic mix, however, attempts are being made to expand cultural participation
 - 0 - limited cultural/ethnic diversity of participants and no specific effort is made to attract other cultures

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10. The service attracts and supports special-needs population:
 - 4 - segregated service, designed for special-needs population
 - 3 - integrated service, designed to provide support for a variety of special needs; aggressively advertised; special-needs participants readily participate
 - 2 - integrated service, with some provision made to accommodate special needs; some advertising exists; some special-needs participants
 - 1 - service will accommodate some form of special-needs participants, but no special provision made; no specific advertising; limited special-needs participants
 - 0 - service not conducive for special-needs participants; no participation by special-needs population
 11. Service attracts visitors to the City who in turn support local business:
 - 4 - service is a major tourist attraction
 - 3 - many participants are from out-of-town and will stay a minimum of 24 hours
 - 2 - many participants are from out-of-town and will stay a minimum of three hours and up to 24 hours
 - 1 - some participants are from out-of-town and will stay a minimum of three hours and up to 24 hours
 - 0 - participants are residents
 12. Service can accommodate all those who wish to participate:
 - 4 - unlimited capacity; all those wishing to participate will be accommodated at the time and location of their choice
 - 3 - large capacity; seldom are participants not able to participate at the time and location of their choice
 - 2 - some participants may not be accommodated at the time or location of their choice; most can be accommodated at another time or location
 - 1 - service fills quickly and some participants may not be accommodated at any time or location

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- 0 - service fills quickly and many participants cannot be accommodated at any time or location
13. Service is easy to access:
- 4 - access is by drop-in and service is available for at least four hours per day, five days a week (no registration or membership required)
 - 3 - as above, but service is available less than four hours per day
 - 2 - can access by drop-in but reservation system does exist due to limited number of places
 - 1 - registration system exists that provides flexibility to residents
 - 0 - must register in person prior to service
14. Service is close to most residents:
- 4 - can walk to available service in neighbourhood
 - 3 - can bike to available service in community
 - 2 - six to 10 locations in the City; short drive for most people
 - 1 - five or less locations within the City; 15-minute drive or more for most people
 - 0 - located outside the City
15. Costs to access service are not restrictive (service fees, equipment, materials, clothing, etc.):
- 4 - no cost for service
 - 3 - minimal cost, most people can afford to access, or financial assistance is available
 - 2 - cost will restrict a few people
 - 1 - cost a definite consideration for many people
 - 0 - cost a definite consideration for majority of people
16. Service has no restrictive barriers for people to access:
- 4 - all residents can access service
 - 3 - one of the following barriers exist - age, sex, skill level, physical barrier for special needs

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- 2 - two of the above barriers exist
- 1 - three of the above barriers exist
- 0 - four of the above barriers exist, or a barrier exists due to religious or ethnic affiliation

EVALUATION TEAM

Services are evaluated by:

- the person most responsible for the service (to provide background information)
- a Recreation and Parks manager not involved in the provision of the service
- a representative from Finance Division or other City department

The final scores for each service are forwarded to the manager most responsible for the service. It is the manager's responsibility to recommend the final price for the service to the appropriate director.

REFERENCE:

GC-520-93 - 1993 08 18

LAST REVIEW DATE:

April, 2003

CONTACT:

For more information, contact Recreation and Parks, Community Services Department.

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TAB: COMMUNITY SERVICES
SECTION: LOTTERY
SUBJECT: ISSUANCE AND RENEWAL OF BINGO LOTTERY
LICENCE

POLICY STATEMENT The City of Mississauga issues and renews bingo lottery licences.

APPLICANT'S RESPONSIBILITIES Any applicant for a bingo lottery licence shall comply with:

- the province of Ontario's Order-in-Council 274/70;
- the City of Mississauga's interpretation of the Ministry of Consumer & Commercial Relations of Ontario's directive entitled "Terms and Conditions under which the Bingo Lottery Licence is issued".

The applicant must:

- be based in the City of Mississauga and able to show that the funds to be derived from the bingo events are to be spent in a way that will benefit the community, or, if not based in Mississauga, able to show that it has been continuously licensed to operate bingos in Mississauga for at least four years prior to the date of application and will expend at least one-third of the funds to be raised in a way which directly benefits the City of Mississauga;
- be affiliated with the Community Services Department if an organization is devoted to the furtherance of recreation or sporting activities, or, if not affiliated, be able to show that it provides a service to and is a benefit to the community of the City of Mississauga;

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- have been in existence and active as a properly constituted organization for a period of at least two years prior to date of application and be able to satisfy the Licensing Officer of the City of Mississauga of its stability as an organization;
- satisfy the Licensing Officer of the City of Mississauga that it has an active membership sufficiently large to provide the necessary staff to manage the events applied for;
- if requested to do so by the Licensing Officer, file with the City of Mississauga an irrevocable letter of credit from a bank or other financial institution guaranteeing that sufficient funds will be paid to cover the costs of the prize structure for the events applied for;
- be prepared to submit a statement at the conclusion of the licence period showing how the funds raised through the bingo lottery have been disbursed;
- be prepared to hold the bingo event on such day of the week as designated by Council (this shall not apply to licensees of record that have operated a bingo in Mississauga on a specific night within the last four years prior to October 31, 1983); and
- not be permitted to operate more than an average of one bingo event per week (this shall not apply to licensees of record that have operated a bingo in Mississauga two nights a week for not less than four years prior to October 31, 1983).

PROVINCIAL LICENSEES

The City of Mississauga will recommend against the issuance of provincial bingo lottery licences except to provincial licensees of record that have operated a bingo in Mississauga for not less than four years prior to October 31, 1983 except where the applicant shall be a replacement of a licence currently operating in a provincially licensed location.

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OPENING OF NEW BINGO HALLS

The opening of a new hall may be supported on a short term basis, i.e. six month trial period, with a provision that the terms and conditions relating to administration and profit percentages are being met at the expiration of the six month test period.

The schedule of dates for each sponsor group's operation shall be on a rotating basis and meet the approval of sponsor groups and the Lottery Licensing Officer for the City of Mississauga.

Bingo Lottery Applications shall be brought before Council at a later date for approval, pending further investigation by staff into the eligibility of the applicant's organization.

There will be no restrictions on the hours of operation.

REFERENCE:

Resolution 673-83 - 1983 10 31
Resolution 303-87 - 1987 06 29

LAST REVIEW DATE:

April, 2001

CONTACT:

For more information, contact Lottery Licensing, Enforcement Division, Corporate Services Department.

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Policy No. Appendix 5
Page 10-06-03
1 of 1
Effective Date 1980 05 12
Supersedes

TAB: ROADS AND TRAFFIC
SECTION: ROAD CONSTRUCTION AND MAINTENANCE
SUBJECT: WIDENING OF REGIONAL ROADS

POLICY STATEMENT As permitted under Sections 34 and 41 of The *Planning Act*, the City of Mississauga requires road widenings on Regional roads in accordance with Regional standards at the time of site plan approval or rezoning.

REFERENCE GC-591-80 - 1980 05 12

LAST REVIEW DATE April, 2010

CONTACT For more information, contact Development and Design, Planning and Building Department.

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Policy No. **Appendix 6**
Page 10-06-04
1 of 1
Effective Date 1977 03 14
Supersedes 1976 04

TAB: ROADS AND TRAFFIC
SECTION: ROAD CONSTRUCTION AND MAINTENANCE
SUBJECT: MINIMUM ROAD ALLOWANCES

POLICY STATEMENT Plans of subdivision must be in compliance with the following:

- The minimum road allowance of local streets (as determined by the Transportation and Works Department and the Planning and Building Department) is 17 metres (56 ft.).
- The minimum pavement width for a residential street is 8 metres (26 ft.).
- Culs de sac shall not exceed 91 metres (300 ft) in length but may be considered on an individual basis having regard for, among other things, the number of vehicles per day, emergency access and pavement widths.

REFERENCE: Resolution 253 – 1977 03 14

LAST REVIEW DATE: April, 2010

CONTACT: For more information, contact Development, Engineering and Works, Transportation and Works Department.



Corporate Report

Clerk's Files

Originator's
Files

General Committee

FEB 04 2015

DATE: January 16, 2015

TO: Chair and Members of General Committee
Meeting Date: February 4, 2015

FROM: Mary Ellen Bench, B.A., J.D., C.S.
City Solicitor

SUBJECT: **Appointing City employees as Municipal Law Enforcement
Officers for the purpose of enforcing municipal by-laws**

- RECOMMENDATION:**
1. That a by-law be enacted to appoint City Employees as Municipal Law Enforcement Officers for the purpose of enforcing municipal by-laws.
 2. That By-law 0299-2004, as amended be repealed.

BACKGROUND: The authority of municipal councils to appoint persons to enforce the by-laws of the municipality is found in the *Police Services Act*. Municipal law enforcement officers are peace officers for the purposes of enforcing municipal by-laws ("MLEOs").

In 2004, Council enacted By-law 0299-2004 to appoint certain City employees as MLEOs for the purpose of enforcing municipal by-laws, which repealed and replaced the Appointment By-law 43-82.

By-law 0299-2004 was periodically amended to update and replace particular staff position titles and to reflect new and repealed by-laws.

Given the number of changes required to amend By-law 0299-2004, Legal Services have drafted a new by-law with all the updated

positions and by-laws to simplify the process in updating the current requirements for the City's MLEO by-law.

COMMENTS:

Staff from all relevant divisions/sections (Building, Corporate Security, Enforcement, Fire & Emergency Services, Parks & Forestry, Transportation & Infrastructure Planning, and Works Operations & Maintenance) were consulted and agree with Legal Services that By-law 0299-2004 needs to be updated to reflect the new/additional by-laws that Council has passed since the last amendment to the current Bylaw and current staff position titles that have changed due to reorganization/job title change or a change in responsibilities, for the purpose of enforcing municipal by-laws.

FINANCIAL IMPACT: None.

CONCLUSION:

It is more efficient to repeal and replace By-law 0299-2004 with a new updated by-law appointing City employees as MLEOs and repealing By-law 0299-2004.

ATTACHMENTS:

Appendix 1: Draft By-law Appointing City employees as Municipal Law Enforcement Officers for the purpose of enforcing municipal by-laws



Mary Ellen Bench, B.A., J.D., C.S.
City Solicitor

Prepared By: Steven J. Dickson, Legal Counsel

A by-law to appoint City Employees as Municipal Law Enforcement Officers for the purpose of enforcing municipal by-laws, and to repeal By-law 0299-2004, as amended

WHEREAS section 15 of the *Police Services Act*, R.S.O. 1990, c.P-15 provides that a municipality may appoint persons to enforce the by-laws of the municipality and that Municipal Law Enforcement Officers are peace officers for the purpose of enforcing municipal by-laws;

AND WHEREAS the Council of The Corporation of the City of Mississauga wishes to appoint certain City employees as Municipal Law Enforcement Officers for the purpose of enforcing municipal by-laws;

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

1. In this By-law, the following terms shall have the corresponding meaning:

“By-law” means a by-law that is enacted by the Council of The Corporation of the City of Mississauga, and “By-laws” shall have the same meaning but in the plural form;

“City” means The Corporation of the City of Mississauga.

2. Notwithstanding all other sections of this By-law, those persons who are employed by the City to perform the duties of the following positions, or any successor positions, are hereby appointed as Municipal Law Enforcement Officers for the purpose of enforcing all By-laws:

- a) Director, Enforcement Division
- b) Manager, Animal Services
- c) Manager, Compliance and Licensing Enforcement
- d) Manager, Parking Enforcement
- e) Manager, Mobile Licensing Enforcement
- f) Supervisor, Animal Services
- g) Supervisor, Compliance and Licensing Enforcement
- h) Animal Services Officer
- i) Animal Services Shelter Officer
- j) Compliance and Licensing Enforcement Officer
- k) Parking Enforcement Officer
- l) Mobile Licensing Inspector
- m) Student, Enforcement Division

3. Those persons who are employed by the City to perform the duties of the following positions, or any successor positions, are hereby appointed as Municipal Law Enforcement Officers for the purpose of enforcing the Sign By-law 0054-2002, as amended or successors thereto:

- a) Director, Building Division
- b) Manager, Business and Customer Services
- c) Manager, Inspection Services
- d) Supervisor, Permit Administration
- e) Supervisor, Sign Unit
- f) Sign Inspectors

4. Those persons who are employed by the City to perform the duties of the following positions, or any successor positions, are hereby appointed as Municipal Law Enforcement Officers for the purpose of enforcing the Accessible Parking By-law 0001-

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2009, as amended or successors thereto; the Fire Route By-law 1036-1981, as amended or successors thereto; the Parks By-law 0186-2005, as amended or successors thereto; the Marina By-law 0187-2005, as amended or successors thereto; the Golf Course By-law 0188-2005, as amended or successors thereto; the Transit By-law 0425-2003, as amended or successors thereto; the Smoking By-law 0094-2014, as amended or successors thereto; and the Cemeteries By-law 0189-2005, as amended or successors thereto:

- a) Manager, Security and Operations
- b) Security Supervisors
- c) Security Mobile Officers
- d) Security Control Officers
- e) Security Officers
- f) Security Training Co-ordinator
- g) Security Area Manager
- h) Transit Enforcement Officers

5. Those persons who are employed by the City to perform the duties of the following positions, or any successor positions, are hereby appointed as Municipal Law Enforcement Officers for the purpose of enforcing the Tree By-law 0091-1975, as amended or successors thereto; the Tree Permit By-law 0474-2005, as amended or successors thereto; the Nuisance Weed and Tall Grass Control By-law 0267-2003, as amended or successors thereto; the Encroachment By-law 0057-2004, as amended or successors thereto; the Private Tree Protection By-law 0254-2012, as amended or successors thereto; and the Parks By-law 0186-2005, as amended or successors thereto:

- a) Manager, Forestry
- b) Supervisor Tree Preservation & Protection
- c) Supervisor Forestry Operations
- d) Supervisor Contract Administration
- e) Supervisor Inspections
- f) Supervisor Woodlands and Natural Areas
- g) Private Tree By-Law Inspector
- h) Forestry Inspector
- i) Encroachment Inspector
- j) Contract Administrator

6. Those persons who are employed by the City to perform the duties of the following positions, or any successor positions, in the Fire and Emergency Services Division are hereby appointed as Municipal Law Enforcement Officers for the purpose of enforcing the By-laws that are administered and enforced by the Fire and Emergency Services Division:

- a) Fire Chief
- b) Executive Officer
- c) Assistant Chief, Operations
- d) Assistant Chief, Fire Prevention and Life Safety
- e) Assistant Chief, Professional Development and Accreditation
- f) Assistant Chief, Capital Assets
- g) Division Chief, Fire Prevention and Life Safety
- h) Division Chief, Professional Development
- i) District Chief
- j) Acting District Chief
- k) Captain, Inspections
- l) Inspector
- m) Plans Examination Officer
- n) Public Education Officer
- o) Platoon Chief

7. Those persons who are employed by the City to perform the duties of the following positions, or any successor positions, in the Transportation and Works Department are hereby appointed as Municipal Law Enforcement Officers for the purpose of enforcing the Storm Sewer Use By-law 259-05, as amended or successors thereto:

- a) Commissioner, Transportation and Works
- b) Director, Works Operations and Maintenance
- c) Director, Transportation and Infrastructure Planning
- d) Manager, Maintenance and Operations
- e) Maintenance Project Manager
- f) Manager, Environmental Services
- g) Operations Coordinator
- h) Area Supervisors
- i) Supervisor Maintenance Standards and Permits
- j) Assistant Area Supervisors
- k) Maintenance Contract Co-ordinators
- l) Environmental Engineer
- m) Storm Drainage Coordinator
- n) Utility Cut Technician
- o) Maintenance Standard Technicians
- p) Environmental Services Specialist
- q) Environmental Technologist
- r) Storm Drainage Technician
- s) Water Resources Engineer
- t) Watercourse Management Coordinator
- u) Storm Drainage Programming Engineer
- v) Storm Drainage Technologist
- w) Manager, Development Construction

8. Those persons who are employed by the City to perform the duties of the following positions, or any successor positions, in the Transportation and Works Department are hereby appointed as Municipal Law Enforcement Officers for the purpose of enforcing the Erosion and Sediment Control By-law 512-91, as amended or successors thereto:

- a) Commissioner, Transportation and Works
- b) Director, Works Operations and Maintenance
- c) Director, Transportation and Infrastructure Planning
- d) Manager, Development Construction
- e) Manager, Environmental Services
- f) Operations Coordinator
- g) Development Area Supervisors
- h) Supervisor, Survey and Inspections
- i) Development Construction Technicians
- j) Inspectors
- k) Environmental Technologist
- l) Environmental Engineer
- m) Storm Drainage Programming Engineer
- n) Storm Drainage Co-ordinator
- o) Storm Drainage Technicians
- p) Environmental Services Specialist
- q) Storm Drainage Technologist
- r) Water Resources Engineer
- s) Watercourse Management Coordinator

9. Those persons who are employed by the City to perform the duties of the following positions, or any successor positions, in the Transportation and Works Department are hereby appointed as Municipal Law Enforcement officers for the purpose of enforcing the Road Occupancy, Lot Grading and Municipal Services Protection Deposit By-law 0251-2012, as amended or successors thereto:

- a) Commissioner, Transportation and Works
- b) Director, Works Operations and Maintenance
- c) Manager, Development Construction and Technical Services
- d) Development Area Supervisor
- e) Development Construction Technician

10. That By-law 0299-2004, as amended is hereby repealed.

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11. This By-law comes into force on the day it is passed.

ENACTED AND PASSED this day of , 2015.

APPROVED
AS TO FORM
City Solicitor
MISSISSAUGA

Date	2015		
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MAYOR

CLERK

**MISSISSAUGA CYCLING
ADVISORY COMMITTEE**

January 14, 2015

REPORT 1 - 2015

General Committee

FEB 04 2015

TO: MAYOR AND MEMBERS OF COUNCIL

The Mississauga Cycling Advisory Committee presents its first report for 2015 and recommends:

MCAC-0001-2015

That the deputation by Angelo Ambrico, Active Transportation Intern with respect to cycling collision analysis be received.

(MCAC-0001-2015)

MCAC-0002-2015

That the memorandum dated December 18, 2014 from Jacquelyn Hayward Gulati, Manager, Active Transportation regarding the 2014 Cycling Network Program: Year-End Report be received.

(MCAC-0002-2015)

MCAC-0003-2015

That the memorandum dated January 8, 2015 from Jacquelyn Hayward Gulati, Manager Active Transportation regarding the Proposed 2015 Cycling Network Program be received.

(MCAC-0003-2015)

MCAC-0004-2015

That the memorandum dated December 18, 2014 from Jacqueline Hunter, Active Transportation Technologist regarding the Summary: Bicycle Count Program be received.

(MCAC-0004-2015)

MCAC-0005-2015

That the 2015 Mississauga Cycling Advisory Committee Calendar of Events be received as amended.

(MCAC-0005-2015)

REPORT 1- 2015

General Committee

FEB 04 2015

TO: MAYOR AND MEMBERS OF COUNCIL

The Traffic Safety Council presents its first report for 2015 and recommends:

TSC-0001-2015

That the request for a crossing guard at the intersection of Kennedy Road and Grand Highland Way/Wilderness Trail, for students attending Barondale Public School and San Lorenzo Ruiz Catholic School be denied as the warrants are not met.

(TSC-0001-2015)

TSC-0002-2015

1. That the request for the a crossing guard at the intersection of Silken Laumann Way and Dendron Street for students attending Britannia Public School and St. Gregory Catholic School be denied as the warrants are not met.
2. That Transportation and Works be requested to replace the faded "No Parking" sign on Dendron Street near Silken Laumann Way.

(TSC-0002-2015)

TSC-0003-2015

1. That the two crossing guards at the intersection of Glen Erin Drive and The Collgeyway for students attending Brookmede Public School be removed following the 2014 Christmas break, as the warrants for the retention of the two crossing guards were not met, as warrants for a minimum number of students utilizing the crossing during the time of inspections conducted on September 24, 2014 and October 15, 2014 were not met.
2. That staff from Transportation and Works be requested to conduct a count to determine if a southbound left advance signal at the intersection of Glen Erin Drive and The Collegeway is warranted.

(TSC-0003-2015)

TSC-0004-2015

That the two crossing guards at the intersection of Glen Erin Drive and Thomas Street for students attending Castlebridge Public School be removed following the 2014 Christmas break as the warrants for the retention of the two crossing guards were not met, as warrants for a minimum number of students utilizing the crossing during the time of inspections conducted on September 30, and October 9, 2014 were not met.

(TSC-0004-2015)

TSC-0005-2015

1. That the request for a crossing guard at the intersection of Fairview Road and Confederation Parkway, for students attending Chris Hadfield Public School, be denied as the warrants are not met.

2. That the request for a crossing guard at the intersection of Fairview Road and Redmond Road, for students attending Chris Hadfield Public School, be denied as the warrants are not met.
3. That the request for a crossing guard at the intersection of Central Parkway and Redmond Road, for students attending Chris Hadfield Public School, be denied as the warrants are not met.
4. That the request for a crossing guard on Fairview Road at Luzon Crescent, in front of Chris Hadfield Public School, be denied as the warrants are not met.
5. That staff from Transportation and Works be requested to review the location of stop bars for north and south of Redmond Road at Central Parkway.
6. That Parking Enforcement be requested to enforce parking prohibitions on Fairview Road, in front of Chris Hadfield Public School between 3:15 p.m. to 3:35 p.m.

(TSC-0005-2015)

TSC-0006-2015

1. That the request for a crossing guard on Corliss Crescent, in front of Corliss Public School be denied as the warrants are not met.
2. That the Principal of Corliss Public School be requested to advise parents and students to utilize the sidewalk rather than crossing the driveway.

(TSC-0006-2015)

TSC-0007-2015

That the request for a crossing guard at the intersection of Loyalist Drive and The Collegeway for the students attending Garthwood Park Public School be denied as the warrants are not met.

(TSC-0007-2015)

TSC-0008-2015

1. That the crossing guards at the intersection of Burnhamthorpe Road and Loyalist Drive for the students attending Garthwood Park Public School and All Saints Catholic School, be removed at the March 2015 break as the warrants for the retention of the crossing guards are not met.
2. That the Principal of Garthwood Park Public School be requested to advise the students and the parents that the crossing guards at Burnhamthorpe Road and Loyalist Drive will be removed at the March 2015 break.
3. That the Principal of All Saints Catholic School be requested to advise the students and the parents that the crossing guards at Burnhamthorpe Road and Loyalist Drive will be removed at the March 2015 break.

(TSC-0008-2015)

TSC-0009-2015

1. That the request for a crossing guard at the intersection of Burnhamthorpe Road East and Havenwood Drive/Bough Beeches Blvd., for the students attending Glenhaven Senior Public School be denied as the warrants are not met.
2. That staff from Transportation and Works be requested to consider painting zebra lines for the crosswalk.

(TSC-0009-2015)

TSC-0010-2015

That the Site Inspection Report for the safety review conducted on September 11, 2014 in front of Homelands Senior Public School at 2420 Homelands Drive be received for information.

(TSC-0010-2015)

TSC-0011-2015

That the Site Inspection Report for the safety review conducted on September 26, 2014 at the intersection of Lisgar Drive and Beacham Street for the students attending Lisgar Middle School be received for information.

(TSC-0011-2015)

TSC-0012-2015

That the request for a crossing guard at the intersection of Gooderham Estate Boulevard. and Crawford Mill Avenue for students attending Meadowvale Village Public School be denied as the warrants are not met.

(TSC-0012-2015)

TSC-0013-2015

1. That the request for a crossing guard at the intersection of Thomas Street and Middlebury Drive for the students attending Middlebury Public School be denied as the warrants are not met.
2. That staff from Transportation and Works be requested to consider painting zebra lines at the intersection of Thomas Street and Middlebury Drive.

(TSC-0013-2015)

TSC-0014-2015

That the request for a crossing guard at the intersection of Erin Centre Boulevard and PlantationPlace/Russell View Drive for the students attending Middlebury Public School be denied as the warrants are not met.

(TSC-0014-2015)

TSC-0015-2015

1. That the request for a crossing guard at the intersection of Suburban Drive and Plainsman Road for students attending Ray Underhill Public School be denied as the warrants are not met.
2. That the request for a crossing guard at Ellesboro Drive at the walkway leading to Ray Underhill Public School be denied as the warrants are not met.
3. That Transportation and Works be requested to conduct a sidewalk survey on Ellesboro Drive, as there are no sidewalks on Ellesboro Drive.

(TSC-0015-2015)

TSC-0016-2015

That the Site Inspection Report for the safety review conducted on November 4, 2014 at the intersection Sunlight Street and Freshwater Drive for students attending Ruth Thompson Middle School be received for information.

(TSC-0016-2015)

TSC-0017-2015

1. That the request for a crossing guard at Folkway Drive near Wheelwright Crescent and Farmcottage Court for students attending Sawmill Valley Public School and St. Mark Catholic School, be denied as the warrants are not met.
2. That Transportation and Works be requested to review the signage on Folkway Drive near Wheelwright Crescent and Farmcottage Court for students attending Sawmill Valley Public School and St. Mark Catholic School.
3. That Transportation and Works be requested to replace a faded "No Stopping" sign on Folkway Drive near Wheelwright Crescent and Farmcottage Court.

(TSC-0017-2015)

TSC-0018-2015

That Transportation and Works be requested to extend the "No Stopping" zone on Perran Drive to east of the exit driveway of the bus loading area to allow a better radius for vehicles exiting Sheridan Park Public School.

(TSC-0018-2015)

TSC-0019-2015

1. That the request for a crossing guard at the intersection of Freshwater Drive and Escada Drive for students attending St. Bernard of Clairvaux Catholic School be denied as the warrants are not met.
2. That Parking Enforcement be requested to enforce the "No Stopping" prohibitions at 8:20 a.m. to 8:45 a.m., and 3:00 p.m. to 3:30 p.m. in front of St. Bernard of Clairvaux Catholic School.
3. That the Principal of St. Bernard of Clairvaux Catholic School be requested to provide information to students regarding bike safety.

4. That the Traffic Safety Committee's Site Inspection Subcommittee conduct a further inspection of Freshwater Drive and Escada Drive in the spring 2015.

(TSC-0019-2015)

TSC-0020-2015

1. That the request for a crossing guard at the intersection of Old Derry Road and Historic Trail, for students attending St. Julia Catholic School be denied as the warrants are not met.
2. That the Principal of St. Julia Catholic School be requested to advise parents and students to cross Historic Trail (east to west) further south of the intersection where there is an all way stop.

TSC-0020-2015)

TSC-0021-2015

1. That staff from Transportation and Works be request to install "No U Turn" signs in front of St. Margaret of Scotland Catholic School.
2. That Parking Enforcement be requested to continue providing enforcement of parking prohibitions in front of St. Margaret of Scotland School during the hours of 7:50 a.m. to 8:15 a.m., and 2:40 p.m. to 3:05 p.m.
3. That the Principal of St. Margaret of Scotland be requested to advise staff and volunteers at the Kiss & Ride area to encourage motorists to exit straight to Chokecherry Crescent and not make a left hand turn.

(TSC-0021-2015)

TSC-0022-2015

1. That the request for a crossing guard at the intersection of Fairview Road and Redmond Road for the students attending St. Philip Catholic School be denied as the warrants are not met. The all way stop at this intersection provides adequate gaps.
2. That the request for a crossing guard at Fairview Road West, in front of Chris Hadfield Public School for the students attending St. Philip Catholic School be denied as warrants are not met.

(TSC-0022-2015)

TSC-0023-2015

That the Dismissal Report for the months of September 2014 be received.

(TSC-0023-2015)

TSC-0024-2015

1. That Parking Enforcement attend at Plum Tree Public School during the dismissal period from 3:25 p.m. to 3:50 p.m. to enforce all parking prohibitions along Plum Tree Crescent.

2. That Parking Enforcement be requested to attend at Plum Tree Public School during the dismissal period from 3:30 to 3:50 to enforce all parking prohibitions along Tenth Line.
3. That Transportation and Works be requested to review the right of way in front of Plum Tree Public School to determine if the signage adjacent to Plum Tree School is adequate.

(TSC-0024-2015)

TSC-0025-2015

That the reports from the Manager of Parking Enforcement with respect to parking enforcement in school zones for the month September and October 2014 be received for information.

(TSC-0025-2015)

TSC-0026-2015

That the Site Inspection Report for the safety review conducted on November 26, 2014 at 225 Broadway Street in front of Guiding Light Academy-Lumen Veritatis be received for information.

(TSC-0026-2015)

TSC-0027-2015

That the request for a crossing guard at the intersection of Crystalburn Avenue and Paisley Boulevard West for the students attending Mary Fix Catholic School be denied as the warrants are not met.

(TSC-0027-2015)

TSC-0028-2015

That the request for a crossing guard at the intersection of Derry Road and Tenth Line West for the students attending Plum Tree Park Public School be denied as the warrants are not met.

(TSC-0028-2015)

TSC-0029-2015

That the request for a crossing guard at 530 Lolita Gardens, at the park path to Silver Creek Public School, be denied as the warrants are not met.

(TSC-0029-2015)

TSC-0030-2015

That the request for a crossing guard at the intersection of Old Derry Road, between Old Mill Lane and Willow Lane for students attending St. Julia Catholic School, be denied as the warrants are not met.

(TSC-0030-2015)

TSC-0031-2015

1. That the request for a crossing guard at the intersection of Central Parkway and Bud Gregory Boulevard for the students attending St. Pio of Pietrelcina Catholic School be denied as the warrants are not met.
2. That the Site Inspection Subcommittee schedule a site inspection at Central Parkway and Bud Gregory Boulevard, once the ramp to the 403 re-opens, for the students attending St. Pio of Pietrelcina Catholic School.
3. That Transportation and Works be requested to conduct a speed study on Central Parkway at Bud Gregory Boulevard, and report back to the Traffic Safety Council.

(TSC-0031-2015)

TSC-0032-2015

1. That the request for a crossing guard at the intersection of Pickwick Drive and Bollington Drive for the students attending St. Raymond Catholic School be denied as the warrants are not met.
2. That staff from Transportation and Works be requested to replace the faded "No Stopping" signs located on Bollington Drive.
3. That Parking Enforcement be requested to enforce parking prohibitions on Bollington Drive from 8:15 a.m. to 8:35 a.m. and 2:55 p.m. to 3:15 p.m., once the "No Stopping" signs located on Bollington Drive have been replaced.

(TSC-0032-2015)

TSC-0033-2015

That the email dated November 27, 2014 from Councillor Sue McFadden's office, requesting a site inspection to review on-street safety concerns and appropriate signage along Terragar Boulevard west of Kindree Public School to Rosehurst Drive, at school entry and dismissal times be received and referred to the Site Inspection Subcommittee of Traffic Safety Council for a report back to Traffic Safety Council.

(TSC-0033-2015)

TSC-0034-2015

That the email dated January 20, 2015 from the Vice Principal of St. Aloysius Gonzaga Secondary School requesting a site inspection and safety review at the 2 entrances to St. Aloysius Gonzaga Secondary School be received and referred to the Site Inspection Subcommittee of Traffic Safety Council for a report back to Traffic Safety Council.

(TSC-0034-2015)

TSC-0035-2015

That the email dated January 16, 2015 from Peter Massari requesting a site inspection at the intersection of Mississauga Valley Boulevard and Daralea Heights for the students attending Canadian Martyrs Catholic School and Briarwood Public School be received and

referred to the Site Inspection Subcommittee of Traffic Safety Council for a report back to Traffic Safety Council.

(TSC-0035-2015)

TSC-0036-2015

That the email dated January 16, 2015 from Alex Liya, Traffic Operations Technician, on behalf of Councillor Pat Saito's office, requesting a site inspection be conducted at the park path on Shelter Bay Road, directly east of Shelter Bay Public School be received and referred to the Site Inspection Subcommittee of Traffic Safety Council for a report back to Traffic Safety Council.

(TSC-0036-2015)

TSC-0037-2015

That notwithstanding recommendation TSC-0081-2013, that Transportation and Works be requested to cancel the work order for the construction of landing pads on Ellengale Drive in front of Ellengale Public School as requested in the email dated June 27, 2014 from David Marcotte, Maintenance Services, Peel District School Board.

(TSC-0037-2015)

TSC-0038-2015

That the article regarding Canada Walks awards 2014 WALKFriendly Community Designations be received for information.

(TSC-0038-2015)

TSC-0039-2015

That the current warrants for the establishment and retention of crossing guards as specified within Corporate Policy and Procedure 10-03-01, "Traffic Safety in School Zones", be maintained and utilized as it continues to serve for the protection of students, as per its original intent, as outlined in the email dated November 25, 2014 from Dan Suess on behalf of the Crossing Guard Criteria Review working group.

(TSC-0039-2015)

TSC-0040-2015

That the Action Items List from Transportation and Works for the month of December 2014 be received for information.

(TSC-0040-2015)

TSC-0041-2015

That the report from the Manager of Parking Enforcement with respect to parking enforcement in school zones for the month of December 2014 be received for information.

(TSC-0041-2015)