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## General Committee

### Date

September 23, 2015

### Time

9:00 AM

### Location

Council Chamber, 2<sup>nd</sup> Floor, Civic Centre,  
300 City Centre Drive, Mississauga, ON L5B3C1

### Members

Mayor Bonnie Crombie

Councillor Jim Tovey	Ward 1
Councillor Karen Ras	Ward 2
Councillor Chris Fonseca	Ward 3
Councillor John Kovac	Ward 4 (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

### Contact

Sacha Smith, Legislative Coordinator, Legislative Services

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### Find it online

<http://www.mississauga.ca/portal/cityhall/generalcommittee>

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

- A. The security of the property of the municipality or local board – Enersource Update
- B. Labour relations or employee negotiations - Regional Emergency Communications Centre

PRESENTATIONS - NilDEPUTATIONS

- A. Peter Gregg, CEO, Enersource with respect to an Enersource update.
- B. Dyane McCullough, Fire Program Specialist – Field Advisory Services , Office of the Fire Marshal and Emergency Management (OFMEM) presenting the findings of their review of the Fire Prevention and Life Safety unit with the City of Mississauga.
- C. Item 1 Tim Beckett, Fire Chief

MATTERS TO BE CONSIDERED

- 1. Ontario Fire Marshal and Emergency Management (OFMEM) Review of Fire Prevention and Public Fire Safety Education
- 2. Parking Prohibition – Palgrave Road (Ward 7)
- 3. Request for Traffic Control Signals at Grand Park Drive and Webb Drive (Ward 7)

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5. Temporary Road Closures – Camilla Road between North Service Road and Pathfinder Drive, and Sherobee Road immediately east of Hurontario Street and Proposed Exemption to Noise Control By-law 360-79 – south/west Corner of the Intersection of Hurontario Street and Queensway East (Ward 7)
6. University of Toronto Mississauga (UTM) Payment in Lieu of Taxes and Grant
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COUNCILLORS' ENQUIRIESOTHER BUSINESS/ANNOUNCEMENTSADJOURNMENT

**CALL TO ORDER****APPROVAL OF THE AGENDA****DECLARATIONS OF CONFLICT OF INTEREST****CLOSED SESSION**

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- C. Item 1 Tim Beckett, Fire Chief

**MATTERS TO BE CONSIDERED**

1. Ontario Fire Marshal and Emergency Management (OFMEM) Review of Fire Prevention and Public Fire Safety Education

Corporate Report dated September 1, 2015 from the Commissioner of Community Services with respect to the Ontario Fire Marshal and Emergency Management review of Fire Prevention and Public Fire Safety Education.

**RECOMMENDATION**

That the report dated September 1, 2015 from the Commissioner of Community Services regarding the Review of Fire Prevention and Public Fire Safety Education be received for information.

2. Parking Prohibition – Palgrave Road (Ward 7)

Corporate Report dated August 31, 2015 from the Commissioner of Transportation and Works with respect to a parking prohibition for Palgrave Road.

RECOMMENDATION

That a by-law be enacted to amend By-law 555-2000, as amended, to implement a parking prohibition on both sides of Palgrave Road between Central Parkway West and the north limit of the roadway from 2:00 a.m. to 6:00 a.m .

3. Request for Traffic Control Signals at Grand Park Drive and Webb Drive (Ward 7)

Corporate Report dated August 26, 2015 from the Commissioner of Transportation and Works with respect to a request for traffic control signals at Grand Park Drive and Webb Drive.

RECOMMENDATION

That a traffic control signal be installed at the intersection of Grand Park Drive and Webb Drive as warrants have been satisfied.

4. Temporary Road Closure and Proposed Exemption to Noise Control By-law 360-79 - Torbram Road between Kimbel Street and the northerly limits (Ward 5)

Corporate Report dated September 1, 2015 from the Commissioner of Transportation and Works with respect to a temporary road closure and proposed exemption to Noise Control By-law 360-79 for Torbram Road between Kimbel Street and the northerly limits.

RECOMMENDATION

1. That a By-law be enacted to allow a temporary closure of Torbram Road between Kimbel Street and the northerly limits commencing at 7:00 a.m. on Thursday, October 1, 2015, and ending at 7:00 p.m. on Monday, December 28, 2015.
2. That Dufferin Construction Company be granted an exemption from Noise By-law No. 360-79, as amended, to allow for extended 24-hour construction work associated with the construction of railway track diversions and at-grade crossing surface commencing at 7:00 p.m. on Thursday, October 1, 2015 and ending at 7:00 a.m. on Monday, December 28, 2015.

5. Temporary Road Closures – Camilla Road between North Service Road and Pathfinder Drive, and Sherobee Road immediately east of Hurontario Street and Proposed Exemption to Noise Control By-law 360-79 – south/west Corner of the Intersection of Hurontario Street and Queensway East (Ward 7)

Corporate Report dated September 3, 2015 from the Commissioner of Transportation and Works with respect to temporary road closures of Camilla Road between North Service Road and Pathfinder Drive and Sherobee Road immediately east of Hurontario Street and proposed exemption to Noise Control By-law 360-79 at the south/west corner of Hurontario Street and Queensway East.

RECOMMENDATION

1. That a By-law be enacted to allow a temporary closure of Camilla Road between North Service Road and Pathfinder Drive commencing at 7:00 a.m. on Thursday, October 1, 2015, and ending at 7:00 p.m. on Monday, November 2, 2015.
  2. That a By-law be enacted to allow a temporary closure of Sherobee Road immediately east of Hurontario Street commencing at 7:00 a.m. on Friday, November 13, 2015, and ending at 7:00 p.m. on Wednesday, December 23, 2015.
  3. That Drainstar Contracting be granted an exemption from Noise By-law No. 360-79, as amended, to allow for extended 24-hour construction work associated with the watermain connection works at the south/west corner of the intersection of Hurontario Street and Queensway East commencing at 7:00 p.m. on Thursday, October 1, 2015 and ending at 7:00 a.m. on Monday, November 2, 2015.
6. University of Toronto Mississauga (UTM) Payment in Lieu of Taxes and Grant

Corporate Report dated August 31, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the University of Toronto Mississauga Payment in Lieu of Taxes and Grant.

RECOMMENDATION

That the report of the Commissioner of Corporate Services and Chief Financial Officer dated August 31, 2015 be received for information.

7. Financial Report as at June 30, 2015

Corporate Report dated August 28, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the financial report as at June 30, 2015.

RECOMMENDATION

1. That the "Financial Report as at June 30, 2015" report dated August 28, 2015, from the Commissioner of Corporate Services and Chief Financial Officer, including appendices 1-1 to 3-1, be approved.
2. That the Treasurer be authorized to fund and close the capital projects as identified in this report.
3. That Council approve the multi-year funded Bridge and Structure Rehabilitation Project (PN11-154) at a gross cost of \$9.585 million for tendering purposes and that the increased funding of \$2.105 million be included in the 2016 Budget.
4. That a Reserve Fund be established for Debt Management Reserve Fund-Tax Capital (account 37100).
5. That a Reserve Fund be established for Debt Management Reserve Fund-Stormwater Capital (account 37200).
6. That the necessary by-laws be enacted.

8. Development Charges By-law 0161-2014 – One Year Extension for the Speculative Building Located at 3600 Ridgeway Drive BP 12-2767 (Ward 8)

Corporate Report dated August 21, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the Development Charges By-law 0161-2014.

RECOMMENDATION

That Council approve the extension and accept an amended letter of credit in the amount of \$352,678.50 for building permit 12-2767 to be held until October 2, 2016 or until the building has been fully occupied, whichever date is earlier, for the speculative building located at 3600 Ridgeway Drive.

**ADVISORY COMMITTEE REPORTS****Environmental Action Committee Report 5-2015 September 8, 2015****RECOMMENDATIONS****EAC-0026-2015**

1. That the Corporate Report dated August 17, 2015 from the Commissioner of Community Services entitled, "Clean Air Summit and the 2015-2018 Clean Air Council Inter-governmental Declaration on Clean Air and Climate Change", be received;
2. That the Environmental Action Committee recommends that Council authorize the Mayor or her designate to sign the Clean Air Council's 2015-2018 Inter-governmental Declaration on Clean Air and Climate Change on behalf of the City of Mississauga.

(EAC-0026-2015)

**EAC-0027-2015**

That the memorandum dated August 26, 2015 from Jessika Corkum-Gorrill, Acting Environmental Specialist regarding an Earth Market Mississauga Update, be received.

(EAC-0027-2015)

**EAC-0028-2015**

That the report from Evergreen entitled, "Evergreen and the City of Mississauga Partnership – 10 Years of Accomplishment", be received.

(EAC-0028-2015)

**EAC-0029-2015**

That the email dated July 15, 2015 from Carolyn Bailey, Acting Executive Director, Ecosource regarding the Peel Food Charter, be received.

(EAC-0029-2015)

**EAC-0030-2015**

That the EAC Inquiries chart updated for the September 8, 2015 meeting of the Environmental Action Committee be received.

(EAC-0030-2015)

**EAC-0031-2015**

That the invitation to attend the City of Mississauga National Forest Week Celebration, in partnership with Credit Valley Conservation Authority, be received.

(EAC-0031-2015)

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**Towing Industry Advisory Committee Report 4-2015 September 14, 2015**RECOMMENDATIONS

TIAC-0016-2015

That the deputation by Elliott Silverstein, Manager, Government Relations, CAA South Central with respect to the Two-Tier Licensing System and Amendments to the Tow Truck Licensing By-law 521-04, as amended for the training of Tow Truck Drivers be received and referred to staff for further review.

(TIAC-0016-2015)

TIAC-0017-2015

That Michelle Forget, 3D Flatbed with respect to the Two Tier Licensing System be received and referred to staff for further review.

(TIAC-0017-2015)

TIAC-0018-2015

1. That the report from the Commissioner of Transportation and Works dated August 26, 2015 and entitled "Amendments to the Tow Truck Licensing By-law 521-04, as amended for the Training of Tow Truck Drivers" be received for information.
2. That staff incorporate comments received from the Towing Industry Advisory Committee and prepare a report to be considered by General Committee on the recommended changes to the requirements for the training of tow truck drivers.

(TIAC-0018-2015)

TIAC-0019-2015

That the matter regarding the corporate report dated August 26, 2015 from the Commissioner of Transportation and Works with respect to Amendments to the Tow Truck Licensing By-law 521-04, as amended, Vehicle Tow Digital Photographs be received and that the matter be reviewed in one year.

(TIAC-0019-2015)

TIAC-0020-2015

That the action list of the Towing Industry Advisory Committee meeting held on September 14, 2015 provided to the Committee to update on the status of initiatives raised at prior meetings be received.

(TIAC-0020-2015)

TIAC-0021-2015

That the regular start time of the Towing Industry Advisory Committee meetings be changed to 9:30 am.

(TIAC-0021-2015)

#### **Mississauga Accessibility Advisory Committee Report 4-2015 September 14, 2015**

##### RECOMMENDATIONS

AAC-0026-2015

That the photographs provided by Carol-Ann Chafe, Citizen Member and Chair, with respect to winter snow clearing on City sidewalks and at bus stops, be forwarded to Bruno DiMichele, Works Operations Coordinator for information.

(AAC-0026-2015)

AAC-0027-2015

1. That the email dated July 11, 2015 from Mashkoor Sherwani, Citizen Member with respect to hiring practices for persons with developmental and intellectual disabilities, be received;
2. That the Accessibility Advisory Committee (AAC) and appropriate Subcommittees of the AAC engage staff from Human Resources and Community Stakeholder groups to open a dialogue in identifying barriers and opportunities for persons with disabilities to participate in the City's hiring process;
3. That the Accessibility Advisory Committee requests that Council support the establishment of job creation process for persons with disabilities through a report from Human Resources and in consultation with Accessibility Advisory Committee Members.

(AAC-0027-2015)

AAC-0028-2015

That the presentation by Meghan Johnston, Marketing Coordinator and Ashley Travassos, Communications Advisor providing an update on the City of Mississauga Accessibility Video, be received.

(AAC-0028-2015)

## AAC-0029-2015

1. That the email dated August 27, 2015 from Carol-Ann Chafe, Citizen Member and Chair with respect to providing feedback on the Pan Am and Parapan Am Games, be received;
2. That the Corporate Policies and Procedures Subcommittee of the Accessibility Advisory Committee hold a meeting in October to provide feedback to pertinent City of Mississauga staff associated with the Pan Am and Parapan Am Games hosted in Mississauga.

(AAC-0029-2015)

## AAC-0030-2015

1. That the memorandum dated September 3, 2015 from Diana Simpson, Accessibility Coordinator with respect to Recommendation AAC-0024-2015 regarding the Committee of Adjustment, be received;
2. That the Planning and Building Department, Committee of Adjustment Planner or Policy Planning Section be requested to seek input from the Accessibility Coordinator and provide application specific information on the requested relief, as required, where Committee of Adjustment applications are seeking a reduction in parking spaces for persons with disabilities on a specific site, and that Recommendation AAC-0024-2015 regarding this same matter, be rescinded.

(AAC-0030-2015)

## AAC-0031-2015

That the letter dated May 22, 2015 from Regional Chair, Frank Dale to The Honorable Ted McMeekin, Minister of Municipal Affairs and Housing with respect to the Region of Peel Resolution regarding telephone and video conference participation by appointed members of municipal advisory committees, be received.

(AAC-0031-2015)

## AAC-0032-2015

That the letter dated July 10, 2015 from Sonya Pacheco, Legislative Coordinator, City of Brampton with respect to the City of Brampton's Resolution regarding telephone and video conference participation by appointed members of municipal Accessibility Advisory Committees, be received.

(AAC-0032-2015)

## AAC-0033-2015

That the Pending Work Plan Items chart, updated for the September 14, 2015 Accessibility Advisory Committee meeting, be received.

(AAC-0033-2015)

## AAC-0034-2015

1. That the PowerPoint presentation regarding Fallingbrook Park and Garnetwood Park washrooms to the Facility Accessibility Design Subcommittee on May 25, 2015, be received;
2. That subject to the comments on the presentation, the Facility Accessibility Design Subcommittee is satisfied with the design of Fallingbrook Park and Garnetwood park washrooms, as presented;
3. That staff consult with Diana Simpson, Accessibility Coordinator with any further questions with respect to the design and accessibility of the washroom structures;
4. That the Members of FADS conduct a site visit upon completion of the project.

(AAC-0034-2015)

## AAC-0035-2015

1. That the City of Mississauga 2015 Facility Accessibility Design Standards (Draft) document be received;
2. That subject to the comments provided on the document, the Facility Accessibility Design Subcommittee is satisfied with the 2015 Facility Accessibility Design Standards (Draft) document;
3. That the document be entitled, "City of Mississauga 2015 Facility Accessibility Design Standards";
4. That the final document be presented to the Accessibility Advisory Committee for receipt upon its completion.

(AAC-0035-2015)

**Heritage Advisory Committee Report 7-2015 September 15, 2015**RECOMMENDATIONS

## HAC-0048-2015

1. That the request to alter the property at 1155 Willow Lane (Ward 11), as described in the report from the Commissioner of Community Services, dated August 20, 2015, be approved, and that the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.
2. That any changes to windows and doors are "like for like" and comply with the 2014 Meadowvale Village Heritage Conservation District Plan.

(HAC-0048-2015)

## HAC-0049-2015

1. That the proposal for replacement of horizontal wood siding and accent trim detailing with matching materials to the original in material type, profile, detailing, finish, colour, texture and dimensions, be approved for the property at 42 John Street (Ward 1).
2. That original material be restored and reused where possible.
3. That original wood trim covered with aluminium be uncovered, assessed and restored with like materials to the original.
4. That the owner satisfy the requirements of other required City Permits such as obtaining a Building Permit and consult a building envelope specialist with experience in heritage buildings as may be required to achieve that approval.
5. That if any changes to the proposal result from other department's requirements, a new heritage permit may be required and the owner is to contact Heritage Planning for review and approval of the revised proposal prior to undertaking any work prior to the release of a Building Permit.

(HAC-0049-2015)

## HAC-0050-2015

1. That the proposal for installation of EIFS stucco finish on the front façade of the 1980s facility at the subject property, excluding any part of the historic Hornby-Scarlett house, as depicted in the attachments of this report, be approved for the property at 6435-6487 Dixie Road (Ward 5).
2. That protective hoarding and tarps are installed during the construction period for the protection of the historic Hornby-Scarlett house without any alteration to the historic house, and that the sidewalk and any impacted elements are restored after the work is completed.
3. That should any heritage attribute of the property be damaged, the necessary submittals for a Heritage Permit addressing the required restoration work be submitted for review and approval, including but not limited to, a Heritage Impact Assessment and Conservation Plan.

(HAC-0050-2015)

## HAC-0051-2015

That the property at 1570 Stavebank Road (Ward 1), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0051-2015)

HAC-0052-2015

That the property at 1422 Mississauga Road (Ward 2), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0052-2015)

HAC-0053-2015

That the property at 7153 Lancaster Avenue (Ward 5), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0054-2015)

HAC-0054-2015

That the property at 3119 Churchill Avenue (Ward 5), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0055-2015)

HAC-0055-2015

That the Memorandum dated August 19, 2015 from Cecilia Nin Hernandez, Heritage Coordinator, entitled *New Construction on Listed Property at 4208 Mississauga Road*, be received for information.

(HAC-0055-2015)

HAC-0056-2015

That the Memorandum dated August 19, 2015 from Paula Wubbenhorst, Senior Heritage Coordinator, entitled *Heritage Property Tax Relief*, be received for information.

(HAC-0056-2015)

HAC-0057-2015

That the Memorandum dated August 19, 2015 from Cecilia Nin Hernandez, Heritage Coordinator, Culture Division, entitled *Committee of Adjustment Applications within the Old Port Credit Village Heritage Conservation District Plan regarding 42 Front Street South and 43 John Street South*, and the deputations from Mr. Peter Nolet, Owner of 42 Front Street South, and Mr. Jim Levac, Associate, Glen Schnarr & Associates Inc., be received for information.

(HAC-0057-2015)

### **Museums of Mississauga Advisory Committee Report 3-2015 September 15, 2015**

#### RECOMMENDATIONS

MOMAC-0014-2015

That the Update from the Community Vision Task Group dated July 27, 2015, be received.

(MOMAC-14-2015)

MOMAC-0015-2015

That the Update from the Engagement and Outreach Task Group dated September 1, 2015, be received.

(MOMAC-15-2015)

MOMAC-0016-2015

That the Memorandum dated September 9, 2015 entitled *Update on the Museums of Mississauga* from Stuart Keeler, Manager and Chief Curator, Museums of Mississauga, be received.

(MOMAC-16-2015)

COUNCILLORS' ENQUIRIES

OTHER BUSINESS/ANNOUNCEMENTS

ADJOURNMENT

# City of Mississauga Corporate Report



<p>Date: September 1, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Paul A. Mitcham, P. Eng., MBA Commissioner of Community Services</p>	<p style="text-align: center;"><b>General Committee</b> <b>SEP 23 2015</b></p> <p>Originator's files: File names</p> <hr/> <p>Meeting date: Sep. 23, 2015</p>
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## Subject

Ontario Fire Marshal and Emergency Management (OFMEM) Review of Fire Prevention and Public Fire Safety Education

## Recommendation

That the report dated September 1, 2015 from the Commissioner of Community Services regarding the Review of Fire Prevention and Public Fire Safety Education be received for information.

## Report Highlights

- A review of the Fire Prevention and Public Fire Safety Education in the City of Mississauga was completed by the OFMEM in January of 2015.
- There were 28 recommendations of which 12 require immediate action as they have legislative implications.
- The *Fire Prevention and Protection Act* (FPPA) outlines the municipalities overriding responsibilities as it pertains to Fire Protection Services and identifies public education as a mandatory component of a municipal fire service.
- Fire Prevention and Life Safety (FP&LS) has implemented a number of initiatives to address identified gaps and will develop an action plan including a tracking system which will be used to provide regular reporting.
- A comprehensive risk assessment will be completed.
- A larger emphasis is being placed on public education programming.
- A proactive approach to fire safety inspections will be implemented.

## Background

In January 2015, the Ontario Fire Marshal and Emergency Management (OFMEM) conducted a comprehensive review of fire prevention and public fire safety in the City of Mississauga. The purpose of the review was to evaluate the City's compliance with legislative responsibilities under the *Fire Prevention and Protection Act* (FPPA) that pertain specifically to fire prevention. The review consisted of an evaluation of public fire safety education, fire safety inspections, fire investigations and enforcement activities as they relate to the Fire Code and the Ontario Building Code. In advance of the site visit, the OFMEM provided a written request asking for staff to provide a package containing various policies, procedures, by-laws and other documentation to assist the review. Through an analysis of existing documentation and processes, interviews and spot audits, the OFMEM put together a list of twenty-eight (28) recommendations. On May 20, 2015 a final draft of the report was received the City.

## Present Status

Currently twelve (12) of the twenty-eight (28) recommendations require Council to take immediate action. An action plan has been completed by staff to address both mandatory and discretionary recommendations. Many solutions have already been implemented or are underway.

MFES FP&LS staff have developed an implementation matrix that identifies action items and provides estimated timelines. A tracking system has also been developed to report on all of the legislative requirements in the review. A priority will be put on those recommendations that have legislative implications.

## Comments

The scope of the report considered the level of fire protection, education, inspection and investigation services expected to be provided by the City of Mississauga based on its needs and circumstances. The forty-five (45) page report breaks down the analysis between eight (8) sections of the overall FP&LS program area. In some cases, recommendations do appear more than once as they pertain to each key area.

The analysis was based on the extent to which the City of Mississauga complies with applicable legislation, guidelines and industry best practice.

In order to be compliant under the FPPA a municipality must:

- complete a municipal risk assessment annually
- have a carbon monoxide and smoke alarm program
- distribute public education safety material
- conduct fire safety inspections upon request or complaint

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While the minimum obligation for a municipal fire service is the provision of community public education, Clause 2(1)(b) stipulates that a municipality must also consider its community needs and circumstances. A comprehensive risk assessment is required to assist in identifying the community risk so as to better understand fire protection requirements.

The following is a summary of some of the key observations and recommendations contained in the report where immediate action will be required:

**Comprehensive Risk Assessment**

Section 2(1)b of the FPPA stipulates that a municipality should identify its fire risks through a comprehensive fire risk assessment. A comprehensive risk assessment will be the basis for identifying current fire service resource capabilities and gaps. MFES has completed a draft simplified risk assessment that can provide general guidance for program however does not currently have a comprehensive risk assessment. Work on the development is underway. Resources have already been identified with the goal to complete a preliminary report prior to the end of 2016.

**Public Education**

Public Education is mandatory under Section 2(1) of the FPPA. MFES currently has two positions dedicated to public education. The report suggested that the current resourcing in this area was not appropriate to provide a suitable public education programming for a municipality the size of Mississauga. Additionally, the report identified a need for the creation of operating guidelines and or policies that provide direction to staff for the development and implementation of all public education programs. The 2014 Future Directions Fire Master Plan also highlighted the need for a review of the existing public education program and enhanced programming to address higher risk areas. To address these recommendations, MFES has requested additional resourcing as part of the 2016-2018 Business Plan and Budget submission.

**Inspections and Enforcement**

MFES has recently implemented an enforcement program that meets the requirements in the OFMEM report. This includes compliance with the vulnerable occupancy directive, new prosecution procedures and the establishment and revision of associated policies and guidelines.

MFES fire safety inspection program is under revision focussing on a proactive model. The program will be driven by the outcome of the comprehensive risk assessment.

**By-laws/Agreements and Policies**

The Establishing and Regulating By-law determines the type and extent of fire protection services necessary to meet the specific needs and circumstances of a community. The report requires the City to ensure that the existing Establishing and Regulating (E&R) by-law meets the requirements of the *Municipal Act*. To the end, a new by-law has been drafted to reflect both changes in MFES organizational structure as well as defining current service delivery. It is anticipated that this

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report will go to Council prior to year end.

A review of policies and operating guidelines indicated that many are outdated or require revision to meet industry standards. The report requires the City to ensure that the update, revision and implementation of policies and operating guidelines meet legislative requirements.

To immediately address this issue, MFES has begun a review of all policies and procedures in all operating areas within MFES including FP&LS. An action plan is currently being developed that will address the development, revision and updating of all related documents.

### **Records Management and Tracking**

Fire safety inspection and fire investigation files are not kept to the OFMEM standard. The City must audit all of the FP&LS records to ensure they comply with municipal by-laws and requirements under the Fire Code.

MFES is currently working with the Clerk's Office to ensure the files are managed according to City by-laws and applicable legislation.

### **Financial Impact**

Two public education officers have been requested in the 2016 operating budget. The operating impact of these two positions is approximately \$200,000. MFES will continue to assess the implications of this report and will update both future operating and capital budgets where required.

### **Conclusion**

The review was undertaken to assist the City of Mississauga in meeting legislative requirements under the FPPA. MFES has begun to address many of the key issues and is well underway to completing all recommendations with legislative implications. MFES will continue to provide regular updates to Council.

### **Attachments**

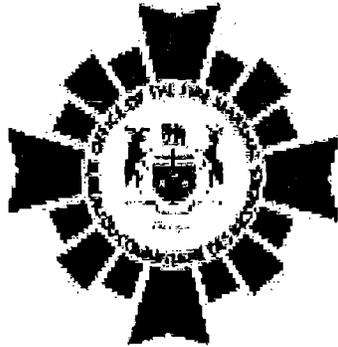
Appendix 1: OFMEM Review of Fire Protection Services



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

Prepared by: Tracey Martino, Executive Officer, MFES



**Office of the Fire  
Marshal and Emergency  
Management**

**Review of Fire Protection Services  
(Fire Prevention and Public Fire  
Safety Education)**

**in the  
City of Mississauga**

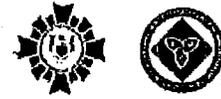
**May 20, 2015  
2105-2015 (Mississauga)**

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## 1.0 Executive Summary

- 1 The Office of the Fire Marshal and Emergency Management's municipal review process evaluates components of the delivery of fire protection services<sup>1</sup> by municipalities. The purpose is to assess municipal compliance with legislative responsibilities as per Part II of the *Fire Protection and Prevention Act, 1997 (FPPA)*, specifically those pertaining to fire prevention<sup>2</sup> as stated in Clauses 2.(1)(a) and 2.(1)(b) of the Act. As an extension of that purpose, issues may be identified regarding compliance with other supporting legislation (such as the *Municipal Act, 2001* and the *Occupational Health and Safety Act, 1990*).
- 2 The *FPPA* places responsibility on municipal council to determine the level of fire protection services provided. The aforementioned clauses outline the municipality's legislated requirements, including public fire safety education and fire prevention programs.
- 3 This review has determined that the City of Mississauga is not compliant with some legislative requirements within the *FPPA* as outlined in this report.
- 4 This report provides 28 recommendations to improve the City of Mississauga's ability to achieve compliance with legislation and to provide direction to optimize the municipal fire protection delivery model. The recommendations are embedded within the report where applicable, and also listed at the end of the report.
- 5 It is the responsibility of the Municipal Council of the City of Mississauga to ensure legislative compliance by setting priorities and developing an implementation plan, which is approved and monitored by council. This plan will be submitted to the OFMEM for review and follow up, within a timeframe agreed upon by council and the OFMEM.

## 2.0 Review Background

- 6 On December 5<sup>th</sup>, 2014, correspondence from the OFMEM to the mayor and council outlined the scope of the review. From January 19<sup>th</sup> to January 23<sup>rd</sup>, 2015, the review team gathered in the City of Mississauga to initiate the process of data collection. The review evaluated public fire safety education, fire safety inspections, fire investigations, as well as *Fire Code* and *Ontario Building Code* enforcement activities.

<sup>1</sup> "Fire protection services", as defined in the *Fire Protection and Prevention Act, 1997* refers to fire suppression, fire prevention, fire safety education, mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels, rescue and emergency services, communications and training.

<sup>2</sup> For the purposes of this report "fire prevention" refers to public fire safety education, fire investigations, plans examination by fire prevention staff, fire safety inspections and *Fire Code* enforcement.



- 19
- 7 Effective February 9, 2015, a new organizational structure for Mississauga Fire and Emergency Services (MFES) has been implemented, with a staff complement of 709. Within this structure, primary responsibility for the activities and programs within the scope of this review is assigned to the Fire Prevention and Life Safety (FPLS) Division. This division includes 42 staff:

- an assistant chief (1)
- administrative assistants (4)
- a training officer (1)
- a plans examination officer (1)
- plans examiners (5)
- plans examiners (1- vacant)
- public education officers (2)
- a division chief (1- vacant)
- code enforcement captains (4)
- code enforcement acting captains (4)
- code enforcement inspectors (18)

- 8 The organization also includes the fire chief, five staff who provide administration within the office of the fire chief, and staff in the following divisions:
- Operations Division (637 staff)
  - Professional Development and Accreditation Division (10 staff)
  - Capital Assets Division (14 staff)

### 3.0 Legislative Authority

- 9 This review was conducted under the authority of the *FPPA*, which states:

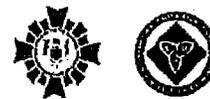
***Part III Fire Marshal - Powers of the Fire Marshal***

***9. (1) The Fire Marshal has the power***

- (a) to monitor, review and advise municipalities respecting the provision of fire protection services and to make recommendations to municipal councils for improving the efficiency and effectiveness of those services.***

### 4.0 Scope

- 10 As outlined in the December 5<sup>th</sup>, 2014 letter, this review evaluated the following:
- the level of fire protection services
  - municipal risk assessment



- fire inspection practices and protocols (training, frequency, enforcement options, use of non-traditional staff)
- public education programs
- fire investigations
- pre-incident plans
- Interactions between municipal services

## 5.0 Review Methodology

- 11 The Fire Marshal's review team uses a methodology based on principles established by the Ontario Ministry of Community Safety and Correctional Services (MCSCS), the OFMEM, and other established public oversight and regulatory processes<sup>3</sup>. Review team members are assigned tasks and collect information on specific issues pertaining to the provision of fire protection services.
- 12 As benchmarks, the review team then applies legislation, industry standards and best practices to analyze the information collected. Recommendations in this review are based on the information and evidence gathered.

## 6.0 Fire Protection and Prevention Act, 1997 - Fire Protection Services

- 13 The *Fire Protection and Prevention Act, 1997* establishes responsibility for fire protection services. For example, in Part II - Responsibility for Fire Protection Services, the legislation outlines municipal responsibilities as follows:

### *Municipal responsibilities*

#### *2. (1) Every municipality shall,*

- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and*
- (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances*

<sup>3</sup> See the *Ontario Major Case Management Manual*, Ministry of Community Safety and Correctional Services, March 2, 2012. The Ministry of Labour, Section 21 Guidance Notes (Occupational Health and Safety Act) and the processes used by the Ombudsman's office also guide the review process.



14 Furthermore, the fire chief's responsibilities, powers and ability to delegate are outlined:

***Fire chief, municipalities***

6. (3) *A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.*

***Powers of fire chief***

6. (5) *The fire chief may exercise all the powers assigned to him or her under this Act within the territorial limits of the municipality and within any other area in which the municipality has agreed to provide fire protection services, subject to any conditions specified in the agreement.*

***Delegation***

6. (6) *A fire chief may delegate his or her powers or duties under Sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation.*

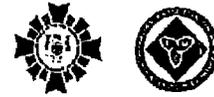
**6.1 Office of the Fire Marshal and Emergency Management's Three Lines of Defence**

15 As a principled approach to delivering effective and efficient fire protection services, the OFMEM advocates the "Three Lines of Defence" to prevent and mitigate fire loss, injury and death, and to promote firefighter safety. These are:

1. Public Fire Safety Education
2. Fire Safety Standards and Enforcement
3. Emergency Response.

16 The first two lines of defence focus on preventing fires. When fires occur, the third line of defence is available to respond and lessen the impact.

17 Establishing public fire safety education and fire prevention as priorities modernizes the delivery of fire protection services, by realigning the traditional approach in which emergency response was the predominant focus of the fire service.



## 6.2 Municipal Responsibilities – Fire Prevention and Public Fire Safety Education, Clause 2.(1)(a), *Fire Protection and Prevention Act, 1997*

- 18 Clause 2.(1)(a) of the *FPPA, 1997* outlines the minimum municipal responsibilities for the provision of fire protection services, specifically fire prevention and public fire safety education. Compliance with this clause includes the following components:
- annual completion of a municipal risk assessment
  - a carbon monoxide and smoke alarm program, including home fire escape planning
  - the distribution of public fire safety education materials, and
  - fire safety inspections upon request or complaint, and as directed by the Fire Marshal; and *Fire Code* enforcement.
- 19 To determine compliance with Clause 2.(1)(a), information and documentation in support of the above programs and activities was requested and analyzed.
- 20 In January 2014, the Ontario government enacted two regulations pursuant to the *FPPA* to protect Ontarians. These regulations<sup>4</sup> are further supported by three compulsory directives<sup>5</sup> issued under the provisions of the *FPPA* Clause 9.(1)(b)<sup>6</sup> to perform activities that enhance the requirements of Clauses 2.(1)(a) and 2.(1)(b). These regulations and directives now form part of the minimum requirements for the delivery of fire protection services.

## 6.3 Municipal Responsibilities – Other Fire Protection Services as Necessary, Clause 2. (1)(b), *Fire Protection and Prevention Act, 1997*

- 21 Building on the minimum acceptable model, a municipality is responsible for providing other fire protection services it determines necessary according to its needs and circumstances, as per Clause 2. (1)(b) of the *FPPA*.
- 22 A municipality should identify its fire risks through a comprehensive fire risk assessment, using the OFMEM's Fire Risk Sub-Model and Integrated Risk Management Web Tool<sup>7</sup>, as part of determining which fire protection services are

<sup>4</sup> Ontario Regulation 364/13 Mandatory Inspection – Fire Drill in Vulnerable Occupancy; O. Reg. 365/13 Mandatory Assessment of Complaints and Requests for Approval

<sup>5</sup> Directives are made through powers afforded to the Fire Marshal, as described in Section 9.(1)(b) of the *FPPA* to enhance fire protection services. The directives referred to here are: 2014-001 Registry of Vulnerable Occupancies, 2014-002 Vulnerable Occupancies – Fire Drill Scenarios, Fire Drill Observations, Fire Safety Inspections, 2014-003 Inspections of All Buildings.

<sup>6</sup> *FPPA*, 9.(1) states "The Fire Marshal has the power, (b) to issue directives to assistants to the Fire Marshal respecting matters relating this Act and the regulations."

<sup>7</sup> The OFMEM Fire Risk Sub-Model (June 2009) is a component of the Comprehensive Fire Safety Effectiveness Model, which is a tool that serves as a basis for the objective evaluation of fire protection services in a municipality. The Integrated Risk Management Web Tool is available online at [www.ofm.ca](http://www.ofm.ca). This tool calculates individual building fire risk, to assist municipalities in establishing priorities for fire prevention and public fire safety education.

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necessary. As the principal advisor on fire protection services, the fire chief is responsible for assessing community fire risk and making recommendations to council. In consideration of municipal needs and circumstances, council is responsible for determining and establishing fire protection services to address identified risks.

- 23 The review team evaluated the fire service's undertakings related to Clause 2.(1)(b) by considering:
- the municipality's fire risk assessment
  - the Establishing and Regulating By-law
  - fire-related by-laws; and
  - fire protection services provided.

## 7.0 Analysis

- 24 Analysis of the information gathered falls under the following topics: administration and governance, records management, fire risk, public fire safety education, fire safety inspections and enforcement, pre-incident planning, fire investigations, response data, training and personal protective equipment.

## 7.1 Administration and Governance

- 25 The administration and governance of a fire department is guided by the Establishing and Regulating By-law (E&R By-law), other fire-related by-laws, agreements, policies, operating guidelines, and the interaction of the fire service with other municipal services/departments, committees and staff.

### 7.1.1 Establishing and Regulating By-law

- 26 The E&R By-law is a municipal council document outlining policy for fire protection services to meet the community's needs and circumstances. The primary topics addressed in an E&R By-law include:
- core services provided by the department
  - Fire Marshal directives
  - industry best practices [e.g.: Section 21 Guidance Notes, National Fire Protection Association (NFPA) standards]
  - mission, goals and objectives of the department
  - general responsibilities of members
  - organizational structure
  - authority to proceed beyond established response areas



- authority to apply costs to property owner for fire investigations
- authority to carry out necessary department operations, and
- legislative requirements that may impact the delivery of fire protection services (e.g.: requirements monitored by the Ministry of Labour and the Ministry of the Environment and Climate Change).

27 An E&R By-law states the type and level of fire protection services that the municipality provides. In doing so, direction is set by municipal council to provide the necessary fiscal and human resources to the fire department.

28 The City of Mississauga's E&R By-law was under revision at the time of OFMEM's data collection process. OFMEM staff therefore analysed the draft by-law<sup>8</sup> and found the following gaps:

- The proposed E&R By-law is not consistent with other by-laws, policies and governing documents for MFES, as many of these documents also require review and revision.
- There are no statements which connect fire protection services to identified municipal risks.
- Mission, goals and objectives are not outlined or referred to as an appendix.
- The E&R By-law does not outline the mechanism for appointing a fire chief as required under the FPPA<sup>9</sup>.
- An explicit statement is not made which outlines the general expectation of the fire chief to enforce all municipal by-laws pertaining to fire prevention.
- Statements, which are cross-referenced to policies and/or the collective agreement, are not made regarding hiring, promotion, remuneration and working conditions.
- Core services are listed, but not clearly defined in the by-law, including fire prevention, enforcement and public fire safety education.
- The by-law includes a recovery of costs statement, but this does not include costs associated with investigations.
- Several minor inconsistencies were also noted, including: an improper legal reference, missing definitions, incorrect definitions for legislative terms, missing references to policies, standards, and other by-laws.

<sup>8</sup> The draft by-law attached as Appendix 1 to the Commissioner of Community Services' Corporate Report dated October 1, 2014 was reviewed.

<sup>9</sup> Subsection 6.(1) of the FPPA states: "If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the municipality." This is typically accomplished through an appointment by-law.

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**Recommendation #1**

The Municipal Council of the City of Mississauga should ensure their Establishing and Regulating By-law, including the organizational structure, is reviewed, updated and implemented.

**Recommendation #2**

The Municipal Council of the City of Mississauga shall confirm their Establishing and Regulating By-law meets the requirements of the *Municipal Act, 2001*.

**7.1.2. Organizational Structure**

- 29 Organizational structure establishes a format for effective fire department administration and operation. It sets the chain of command, which provides clear and concise direction to fire department members. Municipal council is responsible for determining the best structure for its fire department.
- 30 MFES implemented a new organizational structure for the department in February of 2015. This new version, as well as currently approved and available job descriptions for FPLS, were reviewed. Job descriptions need to be reviewed and updated to reflect proposed and current responsibilities and titles. The review of job descriptions should also formally delineate the specific job functions and responsibilities of each of the four administrative assistants in FPLS. The proposed organizational chart should also include the Commissioner of Community Services.
- 31 Currently there is no formal succession planning for the FPLS Division. In practice, promotion is usually based on seniority.
- 32 Advancement to the next classification is not consistent with the collective agreement. Evidence found that fire inspectors are required to write regular examinations for classification advancement<sup>10</sup>.

**Recommendation #1**

The Municipal Council of the City of Mississauga should ensure their Establishing and Regulating By-law, including the organizational structure, is reviewed, updated and implemented.

<sup>10</sup> Policy 7-1: MFES Promotional Policy does not discuss examinations for classification advancement purposes, but rather for promotional competitions only. Classification advancement under the collective agreement does not require examination.



**Recommendation #3**

The Municipal Council of the City of Mississauga should ensure all present job descriptions are updated to reflect current responsibilities and the new organizational structure.

**Recommendation #4**

The Municipal Council of the City of Mississauga should ensure that classification advancement practices are consistent with policy and the collective agreement.

**7.1.3. Other Fire-Related By-laws**

33 Council is responsible for developing and passing by-laws that may impact fire protection services within the municipality. These may include by-laws to authorize:

- Appointment of the fire chief and assistant fire chief positions
- records retention
- participation in the mutual aid system
- communications agreements
- jointly managed and operated services (such as a fire department)
- the sale or purchase of fire protection
- fire hydrants
- fire access routes
- open air burning
- fees-for-service
- cost recovery for demolition during fires and investigations
- the safe handling, storage and sale of fireworks; and
- anything requiring council authorization.

34 The review team evaluated all available by-laws pertaining to the fire service<sup>11</sup>. The following discrepancies and/or deficiencies were identified:

- A variety of missing, unclear and inconsistent definitions and use of terms were found in the by-laws.
- By-laws do not adequately or correctly reference other documents when needed.
- The City of Mississauga's open air burning by-law is not consistent with the typical limitations on approval for time of day burning, as discussed in "Fire

<sup>11</sup> These by-laws included: Appointment of City Employees as Municipal Law Enforcement Officers By-law 269-04, Building By-law 251-13, Business Licensing By-law 1-06, By-law 77-99: A by-law to require the installation and maintenance of Carbon Monoxide Detectors in all residential occupancies containing fuel-burn appliances, General Fees and Charges By-law 249-13, Fire and Emergency Services Fees and Charges By-law 248-12, Fire Route By-law 1036-81, Outside Fireworks Vendors Licensing By-law 340-02, Municipal Address By-law 30-11, By-law 49-03: A by-law to regulate the selling of open air fires and to repeal By-law 60-96, Records Retention By-law 637/96, Residential Rental Accommodation Licensing By-law 172-10, Second Unit Licensing By-law 204-13, Site Plan Control By-law 0293-2006, Special Events Temporary Road Closure By-law 51-06, Security Box By-law 289-97



Marshal Communiqué 2005-09: Open Air Fires and Burning Practices: Considerations and Options for Municipalities<sup>12</sup>.

- The carbon monoxide by-law should be repealed, given the changes brought forward through the *Hawkins-Gignac Act* and Ontario Regulation 194/14.
- The preamble to the Security Box By-law incorrectly refers to the *Fire Departments Act*, which has been repealed.

**Recommendation #5**

The Municipal Council of the City of Mississauga should ensure fire-related by-laws are developed, implemented and enforced based on the municipality's requirements. These by-laws should be regularly reviewed, and revised as required.

**Recommendation #6**

The Municipal Council of the City of Mississauga shall ensure that existing by-laws that have legislative requirements or appointments, are reviewed, amended or repealed as required.

**7.1.4. Fire Protection Agreements**

- 35 A fire protection agreement is a municipal contract with other municipalities, agencies, individuals or companies which clearly defines responsibilities, terms and conditions for providing/receiving fire protection services.
- 36 The municipality does not have any agreements which address fire prevention services other than initial fire investigations in automatic aid agreements, when deemed necessary by the fire chief. Staff identified that there has not been any need for the initiation of investigations through automatic aid agreements. Fire service personnel are not well versed in their responsibilities under those agreements.

**Recommendation #7**

The Municipal Council of the City of Mississauga should ensure that personnel are adequately trained to meet their responsibilities and perform assigned duties. All FPLS operating guidelines should specify training requirements.

<sup>12</sup> The communiqué and its attachment discuss typical limitations relating to the time of day burning takes place, specifically from 2 hours before sunset until 2 hours after sunrise.



### 7.1.5. Municipal Services Interaction

- 37 Seamless and efficient interaction between municipal services ensures optimal customer service, and reduces municipal liability and risk. The review team assessed the interaction between the fire department and other municipal services, including how the municipality addresses the complementary application of the *Ontario Building Code* and the *Fire Code* to ensure fire and life safety in buildings.
- 38 In Mississauga, the most significant relationships for MFES are with the Building Department, the By-law Department, Legal Services and the Planning Department. Interviews reported that working relationships function well overall. However, there is a need for operating guidelines for interactions between MFES and other municipal departments.
- 39 There is considerable interaction between the Building Department and the FPLS Division. For the building permit process, plans examiners review all fire-related aspects to applications; and fire prevention inspectors conduct fire safety site inspections. The review team found the following areas in need of enhanced and formalized process:
  - inclusion of plans examiners at building permit meetings with applicants
  - a mechanism for fire prevention inspectors to make field approvals to plans when site inspections are conducted, and
  - opportunities for finding efficiencies and enhancing collaboration between the Building Department and FPLS plans examiners.
- 40 The review team found that process between the By-law Department and the FPLS Division impedes addressing fire and life safety issues. Specifically, with respect to unlicensed second unit apartments<sup>13</sup>, the following steps occur prior to a fire safety inspection: a complaint/notification is received about the unit, an inspection is conducted by the By-law Department, and a "notice of violation" is issued (which includes the requirement for a licensing application). It is only once a licensing application is received that the requirement for a fire safety inspection is prompted. The process should emphasize fire and life safety over municipal licensing requirements.
- 41 The transfer of information within MFES, in particular between suppression and fire prevention, could be improved. Clear channels of communication between MFES divisions would also enhance department interactions with other municipal services.

<sup>13</sup> These residential units are addressed in the 'Second Unit Licensing By-law 204-13'.

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**Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**Recommendation #9**

The Municipal Council of the City of Mississauga should ensure fire and life safety concerns are adequately assessed, and that a complete fire safety inspection is promptly conducted when required.

**7.1.6 Policies and Operating Guidelines**

- 42 Policies and operating guidelines ensure that personnel perform services in a specific and routine manner, promoting operational continuity and consistency. These documents outline the performance and behaviour of staff.
- 43 A policy is a principle or rule to guide decisions and achieve rational outcomes. A guideline is a statement to determine a course of action. The creation, implementation, regular review and revision of policies and guidelines may enhance safety and training, ensure consistent levels of performance, reduce municipal liability, and may demonstrate due diligence.
- 44 The review team requested all policies and operating guidelines pertaining to the scope of the review. All documents provided were assessed for currency, content and relevance to fire prevention and public fire safety education.
- 45 In the MFES Policy and Procedure Manual, Chapter 4: Fire Prevention Policy contains direction and procedures on a range of topics<sup>14</sup>. However, this document has not been regularly reviewed or revised, with last revision dates on specific topics ranging from 1983-2014. Policies and procedures are not routinely followed; and staff lack training and awareness on topics pertaining to their job functions.
- 46 Some of the issues identified in the Fire Prevention Policy documents include: outdated by-law references and fees, applicable forms are not appended, outdated job position titles, outdated enforcement options (such as a "notice of violation"), procedures for

<sup>14</sup> The following policies are contained within this chapter: 4-1 Fee Schedule, 4-2 Building Code – Orders to Comply, 4-3: Building Code: Stop Work Orders, 4-4: Building Code – Orders to Remedy Unsafe Buildings, 4-5: Building Code – Order Prohibiting Occupancy/Unsafe Building, 4-6: Fire Code, 4-7: Fire Route By-law 1036-81, 4-8: Legal Procedures, 4-9: File Searches, 4-10: Flammable and Combustible Liquid Tank Inspections, 4-11: Propane Storage Tank Inspections, 4-12: Fire Alarm Verification, 4-13: Plans Review, 4-14: Fire Prevention WHMIS, 4-15: Home Safe Home, 4-16: Tactical Familiarization and Review, 4-17: Respiratory Protection, 4-18: Reporting Absent for Duty (Prevention Staff).



practices no longer performed by fire departments (such as flammable and combustible tank inspections), and procedures which do not reflect the practices of the FPLS Division.

- 47 The Fire Prevention Policy documents also do not properly reference or maintain consistency with industry standards and legislation, specifically: Section 21 Guidance Notes, NFPA Standards, CAN/ULC standards<sup>15</sup>, OFMEM Technical Guidelines, Fire Marshal Directives and other relevant legislation.
- 48 A review of all other policies and operating guidelines<sup>16</sup> pertaining to the scope of the review found that all documents are outdated and require revision to meet Industry standards and mitigate municipal liability. Existing documents are not adhered to, which further supports the need for revision, implementation and training on policies and operating guidelines.

#### **Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

#### **Recommendation #10**

The Municipal Council of the City of Mississauga should ensure that all fire service personnel responsible for fire prevention activities receive initial and ongoing training on policies and operating guidelines.

## **7.2 Records Management**

- 49 Fire department records are municipal records, and therefore subject to the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act, 1990*. Under the *Municipal Act*, municipalities are required to have a records retention schedule and records management system<sup>17</sup>. As part of this system, fire department records should be located centrally within the fire department and secured.

<sup>15</sup> ULC Standards is a not-for-profit organization, accredited by the Standards Council of Canada as a standards development organization.

<sup>16</sup> The documents reviewed include: Policy 2-1 Fire Investigations; Policy 2-13: In-Company Inspections; Policy 1-6 Fire Protection equipment, Notice Forms and Building Security; Policy 1-07 Employee Safety Guidelines; Policy 1-22 Records, Reports, City Policy, Etc; Policy 1-38: Employee Performance Appraisals; Policy 2-12: Protective Clothing; Policy 2-12a: Cleaning and Maintenance of Protective Clothing; Policy 2-13: In-Company Inspections; Policy 2-31: Investment of Overcrowding Complaints; Policy 3-29: Lock Out / Tag Out Procedures; Policy 3-43 Immediate Threat to Life; Policy 3-62: Clandestine Drug Labs; Policy 7-1: MFES Promotional Policy; Policy 8-03: In-Service Training and Training Records; Policy 8-8 Training Information and Management System; (Communications) SOG 5-7: To establish a procedure for notification of fire prevention and suppression units about the shutdown or disabling of any private water mains and private hydrants as well as building fire protection systems; (Communications) SOG 6-14: Caution Note Entry and Fire Alarm Follow Up; (Communications) SOG 5-22: Fire drills in nursing homes and hospitals using 911; (Communications) SOG 5-33: Notifying senior officers and fire prevention officers;

<sup>17</sup> Please refer to Sections 254 and 255 of the *Municipal Act, S.O. 2001*.



- 50 Fire department records are contained in written documents, computer systems, staff notebooks and other formats. Records are imperative to establish due diligence and outline actions taken. They are essential in legal proceedings. Appropriate information assists in planning for future needs, and is useful for designing and evaluating programs (e.g.: public fire safety education and fire safety inspections).
- 51 The FPLS Division currently collects and stores information electronically (MAX system), in hard copy files, and in personal staff files and notebooks. Suppression crews also maintain some fire prevention records at the fire stations in hard copy files and staff notebooks. Data is also stored in the Computer Aided Dispatch (CAD) system and in files at the communications centre.
- 52 Fire safety inspection and fire investigation files are not kept to standard, as outlined in OFMEM's "Technical Guideline 01-2012: Fire Safety Inspections and Enforcement" (OFMEM TG 01-2012)<sup>18</sup>. A fire department policy and operating guideline does not exist for the retention of fire prevention files. Fire prevention staff do not follow a consistent approach to file contents and management, including the use of the electronic MAX system, staff notes, and documentation on compliance status and resolution. Staff purge and archive files, a practice which is inconsistent with Records Retention By-law 537/96. An audit of FPLS records may assist with confirming compliance with Records Retention By-law 537/96.
- 53 Interviews and documents revealed that the transfer of fire prevention file information between suppression crews and fire prevention staff is inadequate and inconsistent:
- Suppression is not well informed about the status of violations in their response area.
  - "Construction and Occupancy" updates completed by suppression crews for entry into fire prevention files are backlogged at FPLS administration due to the volume of updates.
  - Fire occurrences and multiple false alarms are not consistently forwarded by suppression crews to FPLS for inspection or follow-up.
  - The practice for recording and tracking "complaints" does not include "Notices to Building Owners", post-fire/post-occurrence inspections or follow-up from "in-company inspections"<sup>19</sup>.
  - Communication between fire prevention and fire suppression regarding issues arising from "Notices to Building Owner" is not documented or consistent.

<sup>18</sup> Technical Guideline 01-2012: Fire Safety Inspections and Enforcement" (OFMEM TG 01-2012) can be found online here: <http://www.mcscs.us.gov/on.ca/enq/ish/firemarsha/legislation/technicalguidelinesandreports/TG-2012-01.html>

<sup>19</sup> Notices to Building Owners and In-company Inspections are fire prevention activities which are completed by suppression crews. Further discussion of these activities is included in Section 7.6: Fire Safety Inspections and Enforcement in this report.



<sup>54</sup> Procedures and requirements for records management within the fire department or FPLS are not outlined in an operating guideline.

**Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**Recommendation #11**

The Municipal Council of the City of Mississauga shall ensure that Fire Prevention and Life Safety Division records management system and records retention practices meet the requirements of the *Municipal Act*.

**Recommendation #12**

The Municipal Council of the City of Mississauga shall ensure an audit is conducted of all Fire Prevention and Life Safety Division records to confirm compliance with the municipal by-laws, legislative requirements and the *Fire Code*.

**Recommendation #13**

The Municipal Council of the City of Mississauga should designate appropriate resources to ensure the Fire Prevention and Life Safety Division manages its records in a consistent and efficient manner.

### 7.3 Municipal Fire Risk

<sup>55</sup> Recommendations and decisions about the delivery of fire protection services should be based on municipal fire risk. As this report previously mentions, compliance with clause 2(1) (a) of the *FPPA* includes a fire risk assessment. OFMEM recommends using the Fire Risk Sub-Model and the Integrated Risk Management Web Tool (IRM) to complete a comprehensive fire risk assessment. The Fire Risk Sub-Model assesses fire risk using eight factors<sup>20</sup>. High and extreme risks (major and catastrophic consequences in the sub-model) should be further examined to determine the best mitigation strategies

<sup>20</sup> These factors are: property stock, building height and area, building age and construction, building exposures, demographics profile, geography/topography/road infrastructure, past fire loss statistics and fuel load.

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using the Three Lines of Defence<sup>21</sup>. The IRM is intended for use by municipal and fire service decision-makers to determine individual building fire risk.

- 56 The review did not find evidence of any current and validated mechanism to measure fire risk within the municipality. The most recent risk assessment document was completed in 2009. A draft assessment for 2015 was reviewed. However, the 2015 document does not set priorities for fire prevention programs and activities.
- 57 The review team concluded that the City of Mississauga does not have a current risk assessment that reflects the municipality's unique circumstances, nor does it make use of the OFMEM tools discussed above.

**Recommendation #14**

The Municipal Council of the City of Mississauga shall ensure the completion and annual update of a comprehensive fire risk assessment.

**7.4 Public Fire Safety Education**

- 58 Public fire safety education is designed to increase knowledge and to develop or change attitudes and behaviours. It encompasses a wide spectrum of programs, activities and media campaigns presented to diverse audiences.
- 59 A municipality's public fire safety education program should be based on needs and circumstances, as determined by its risk assessment, as well as the results of fire investigations (i.e. the cause, origin and circumstances of fires) and other emergency response data. Public fire safety education programs should have goals and objectives and be continuously evaluated.
- 60 The review team evaluated the MFES program against 2009 municipal fire risks, as well as NFPA 1035, which establishes professional qualifications for public fire safety education officers<sup>22</sup>. The team also assessed planning for public fire safety education, allocation of resources, and staff training. After a five year period of not having dedicated positions for public education, two public educators were re-instated in Mississauga in 2014. This recent re-instatement helps to better understand the context for the review team's analysis.

<sup>21</sup> An example of high risk occupancy is a non-sprinklered nursing home. An industrial occupancy such as a chemical manufacturing or processing plant in a community where urban encroachment has resulted in a subdivision next to the plant would be an example of an extreme risk occupancy.

<sup>22</sup> NFPA 1035: Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist (2010 Edition).



- 61 Numerous factors relating to administration, planning and development, implementation and program evaluation have hindered the development of public fire safety education programs and activities.
- 62 MFES does not have operating guidelines or policies which provide direction for the development and implementation of public fire safety education programs. Missing policies and operating guidelines may contribute to the following program deficiencies:
  - a non-existent annual public fire safety education plan
  - public fire safety education activities which are not based on emergency response and fire investigation data
  - no clear program objectives
  - tracking methods which do not capture objectives, learning outcomes, key messages or materials presented
  - no consistent form of program documentation or activity reporting, and
  - no formal program evaluation.
- 63 Resources are not sufficiently allocated for public fire safety education programs. Suppression staff deliver program activities with little or no formal training. There is inadequate communication between suppression, fire prevention, training, and public fire safety education staff. Opportunities which enhance collaboration may assist in improving program development and delivery.

**Recommendation #7**

The Municipal Council of the City of Mississauga should ensure that personnel are adequately trained to meet their responsibilities and perform assigned duties. All FPLS operating guidelines should specify training requirements.

**Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**Recommendation #15**

The Municipal Council of the City of Mississauga shall ensure the development and implementation of public fire safety education programs based on the comprehensive fire risk assessment.

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### 7.4.1 Smoke Alarm, Carbon Monoxide and Home Fire Escape Planning Programs

64 MFES has a robust program which meets legislative requirements in terms of program activities for smoke alarm, carbon monoxide and home fire escape planning programs. This is principally achieved through the "Home Safe Home" program, delivered by suppression crews from May to November each year. This program has clear goals and objectives outlined in policy documents. However, two issues in this program were identified:

- Maintenance of technical knowledge and ongoing training in public fire safety education has not been routinely emphasized for suppression staff.
- Combined with education, enforcement is vital to gaining public compliance with the law. The Home Safe Home program does not include enforcement by way of tickets or charges when non-compliance has been found<sup>23</sup>.
- In general, FPLA staff also do not regularly apply tickets or charges as enforcement options.

#### Recommendation #16

The Municipal Council of the City of Mississauga shall ensure consistent application of the enforcement options available under the *FPPA* and the *Provincial Offences Act*.

### 7.5 Fire Safety Inspections and Enforcement

65 A comprehensive inspection program includes request, complaint, vulnerable occupancy, post-fire, and multiple false alarm follow-up inspections, as well as routine inspections of high and extreme risk occupancies in a municipality. Buildings which are maintained according to the requirements of the *Fire Code* are deemed compliant. Compliance may reduce the impact of fire events and provide a greater degree of protection for occupants and responding firefighters.

66 Building owners are responsible for complying with the *Fire Code*. Fire services have a vested interest in ensuring buildings are maintained according to the *Ontario Building Code* and the *Fire Code*, for the safety of their personnel and the public, to meet legislative requirements, and to reduce municipal liability.

67 As of January 2014, municipalities are required to ensure that all complaints and requests for fire safety inspections are assessed, and conducted if required.

<sup>23</sup> The *Fire Code* requires that property owners install and maintain working smoke alarms on every story and outside all sleeping areas of all single family dwellings. As of October 15, 2014, a new regulation came into effect for the installation, maintenance and replacement of carbon monoxide alarms adjacent to every sleeping area and in service rooms in residential occupancies. Fire departments who find property owners, landlords or tenants not complying with both smoke alarm and carbon monoxide alarm requirements have the option of issuing a ticket under Part I of the *Provincial Offences Act*, or laying an information under Part III of the *Provincial Offences Act*, which can result in a fine.



Furthermore, in occupancies that house vulnerable persons, annual requirements are: a fire safety inspection, approval of a fire drill scenario and observation of a fire drill. Vulnerable occupancies must also be registered with the OFMEM<sup>24</sup>. There are additional requirements for vulnerable occupancies with compliance dates in 2016, 2017, 2019 and 2025<sup>25</sup>.

60 As well, a municipality should develop and implement a routine fire safety inspection program for all high and extreme risk buildings. A routine inspection program will assist a municipality in meeting its legislated requirements under the *FPPA*, S. 2.(1)(a).

60 MFES fire prevention staff are all required to be highly skilled in the interpretation of relevant legislation, standards and municipal by-laws. With the exception of public educators, FPLS staff are also required to act as building officials under the provisions of the *Building Code Act*<sup>26</sup>. Fire prevention inspectors and captains must also determine the origin and cause of fire.

70 Fire safety inspection priorities are not based on a current comprehensive fire risk assessment. The current workload relating to fire safety inspections falls into the following categories:

- Ontario Building Code
- Complaint and request
- By-law related
- Annual Inspection program (not clearly defined)

71 Ontario Building Code new construction inspections constitute the majority of the fire prevention workload. Risk-based fire prevention activities are therefore not the predominant work of the FPLS Division.

72 The "Fire Prevention Policy" for the City of Mississauga outlines procedures for conducting fire safety inspections for both the Ontario Building Code and Fire Code. However, the policy is out of date and not followed by fire prevention staff<sup>27</sup>. New industry information and related training is not consistently provided in the organization (e.g.: OFMEM TG 01-2012, changes to codes and standards).

<sup>24</sup> Please refer to "Fire Marshal Directive 2014-003: Inspections of All Buildings" and "Fire Marshal Directive 2014-002: Vulnerable Occupancies – Fire Drill Scenarios, Fire Drill Observations and Fire Safety Inspections" for more information.

<sup>25</sup> Please refer to O. Reg. 150/13 for more information.

<sup>26</sup> Please refer to the Human Resources Division, City of Mississauga job description for "Fire Prevention Inspector", "Plans Examination Officer" and "Plans Examiner".

<sup>27</sup> Specifically, the following policies within the Fire Prevention Policy are relevant to this workload: 4-2: Building Code – Order to Comply, 4-3: Building Code – Stop Work Orders, 4-4: Building Code – Orders to Remedy Unsafe Buildings, 4-5: Building Code – Order Prohibiting Occupancy/Unsafe Building, and 4-6: Fire Code.



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73 In addition, the following areas are not adequately addressed in policies or operating guidelines:

- protocol for setting inspection priorities based on risk
- establishing workload priorities for assigned *Fire Code* and *Ontario Building Code* inspections
- timelines for compliance on inspection orders
- post-fire and multiple false alarm follow-up inspections to verify compliance with the *Fire Code* and *FPPA*
- guidance on selecting appropriate enforcement options
- monitoring ongoing compliance following inspection orders and prosecutions
- communications between fire prevention inspectors and suppression crews regarding violations and compliance issues

74 MFES policy and practice is inconsistent with OFMEM TG 01-2012. Personnel have not been adequately trained on the guideline, and have not been given clear direction to carry out enforcement options according to the guideline. As well, legal procedures outlined in the "Fire Prevention Policy" documents are not consistent with current practices; and do not address all available enforcement options, as per the *FPPA*.

76 OFMEM TG 01-2012 explains how an inspector's notes form evidence for disclosure as required when remedying *Fire Code* contraventions and/or fire hazards. Accurate, detailed and complete notes give credibility to the inspector's testimony in court. In all circumstances, notes must be protected from revisions, amendments or deletions after they have been completed. It is important for courtroom proceedings that notes accurately reflect observations made at the time of the inspection. The first step to effective note-taking is to establish operating guidelines on note-taking and records retention. Note-taking methods are not adequately addressed in MFES policy<sup>28</sup> or practice.

**Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

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<sup>28</sup>Please refer to Policy 1-44: Note-taking.



**Recommendation #17**

The Municipal Council of the City of Mississauga, through the development and implementation of a formal inspection policy, should ensure that the fire safety inspection and enforcement activities of the Fire Prevention and Life Safety Division are risk-based and compliant with all relevant legislation and Fire Marshal directives.

**Recommendation #18**

The Municipal Council of the City of Mississauga should ensure the creation and implementation of a workload management system which sets priorities based on fire and life safety risks.

**7.5.1 Inspection Spot Audits and Review of Inspection Files**

- 76 As part of evaluating the MFES fire safety inspection program, OFMEM staff conducted spot audits and reviewed inspection files. Audits were conducted on 40 properties which could be classified as high or extreme risk, based on Municipal Property Assessment Corporation (MPAC) data. Property files for the inspection audits, as well as additional property files, were reviewed to evaluate the inspections performed by MFES.
- 77 In summary, fire safety inspection files were incomplete. Mississauga's fire safety inspection files did not include documentation such as inspector's notes, and inconsistently included items such as building audits, fire alarm verifications, photographs, building plans, occupancy permits, fire safety plans (where required), Notices to Building Owner and in-company inspection forms.
- 78 MFES has an inconsistent approach to conducting fire safety inspections and achieving compliance with the *Fire Code*, as a result of outdated policy, missing operating guidelines, an outdated and inadequate risk assessment, and a lack of enforcement based on OFMEM TG 01-2012.
- 79 Fire safety inspection audits revealed that buildings continue to have outstanding issues from previous fire department inspections. A formal system which tracks and highlights important property information, including the compliance status of *Fire Code* contraventions, is not in place. This may increase municipal liability. Liability may be mitigated through a file audit to assess accuracy, completeness, consistency with industry best practices and to affirm that all outstanding *Fire Code* contraventions and fire safety issues are remedied. The Chief Building Official should be involved in the file audit to confirm building classification at the time of construction.

**Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**Recommendation #12**

The Municipal Council of the City of Mississauga shall ensure an audit of all Fire Prevention and Life Safety Division records to confirm compliance with municipal by-laws, legislative requirements and the *Fire Code*.

**Recommendation #16**

The Municipal Council of the City of Mississauga shall ensure consistent application of the enforcement options available under the *FPPA* and the *Provincial Offences Act*.

**7.5.2 Complaint and Request Inspections**

- 80 Documentation and interviews revealed that complaints and requests for fire safety inspections are not consistently or adequately addressed by the fire department. Complaints and requests are received by FPLS in multiple ways. New administrative processes have begun to better capture complaints and requests as they are received, and assign workload priorities. However, at the time of the review team's site visit, these new processes did not include all types of complaint and request inspections.
- 81 The new administrative process is not yet formalized through an operating guideline and includes entering complaints, requests for inspections, and "Notices to Building Owner", into the electronic MAX system. "Notices to Building Owner" are given to an owner when suppression crews find a violation during a response. Under recent direction, these notices are now being logged as "complaints" on the electronic MAX system; and are assigned to fire prevention captains for follow-up. The quality of the information on these forms varies considerably and suppression staff completing the forms may not have any fire prevention training. Fire prevention inspectors do not consistently notify suppression captains once violations have been rectified.
- 82 When fire prevention inspectors conduct these types of inspections, the work performed is typically limited to the scope of the complaint or request. A full fire safety inspection is not routinely conducted.

**Recommendation #9**

The Municipal Council of the City of Mississauga should ensure fire and life safety concerns are adequately assessed, and that a complete fire safety inspection is promptly conducted when required.

**7.5.3. Routine Fire Safety Inspection Program**

- 83 Annual routine fire safety inspections of high and extreme risk occupancies form part of a comprehensive inspection program. Existing policy documents need to be updated and revised. The document "Determining fire prevention staffing levels and fire inspection cycles" (2009) prescribes a schedule for conducting routine inspections on specific building occupancy classifications in the municipality. Routine inspections are not conducted consistent with the recommendations in the above document, do not address identified risks in a current risk assessment, and are not emphasized as a priority within the FPLS Division. Routine fire safety inspections are not identified as a workload priority for fire prevention inspectors.
- 84 In MFES, suppression crews are involved in a number of fire prevention activities. Specific to fire safety inspections and enforcement, crews complete "in-company inspections" and "Notices to Building Owners".
- 85 In-company inspections form a large workload for suppression crews. Platoon chiefs develop a list of "high risk" buildings in their response area and assign specific properties for suppression crews to inspect from January to September each year. While this practice creatively involves suppression in prevention activities, and engages the crews with the community, in-company inspections are not full fire safety inspections.
- 86 Even though the program policy explicitly states that these inspections are not meant to be full fire safety inspections, they are inspections completed by MFES staff. The review team found that the public perception of in-company inspections is that fire service personnel are attending properties to assess fire safety and *Fire Code* compliance. Given the activities, public perception and routine completion of in-company inspections, they were evaluated as a component of a routine inspection program.
- 87 Existing program policy is outdated and not adhered to. Inspections are not consistently assigned following program priorities or formally identified risks.

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- 88 Suppression crews are not required by MFES to be qualified as fire inspectors, or have training to a specific standard on fire safety issues in the *Fire Code*. Some cursory internal training occurs, and most suppression personnel have had exposure through technical training to these topics. Suppression crews do not have the opportunity to be involved in more comprehensive fire safety inspections performed by FPLS staff. The creation of opportunities for the transformation of suppression staff to be better equipped to perform their fire prevention responsibilities would improve program delivery.
- 89 Information from in-company inspections is entered into outdated forms and forwarded to FPLS inconsistently. New FPLS inspection tracking and priority setting processes do not yet formally address the need for follow-up by FPLS staff on in-company inspections.
- 90 Inadequate policy, training and follow-up means that in-company inspections cannot be considered to be part of a routine fire safety inspection program. These deficiencies may place the municipality in a position of increased liability, since fire safety and *Fire Code* compliance issues are not adequately identified and addressed through this program.
- 91 An operating guideline which defines processes, procedures and adequately assigns resources to a routine inspection program, based on a comprehensive risk assessment, does not exist.

**Recommendation #7**  
The Municipal Council of the City of Mississauga should ensure that personnel are adequately trained to meet their responsibilities and perform assigned duties. All FPLS operating guidelines should specify training requirements.

**Recommendation #8**  
The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.



**Recommendation #18**  
 The Municipal Council of the City of Mississauga should ensure the creation and implementation of a workload management system which sets priorities based on fire and life safety risks.

**7.5.4. Vulnerable Occupancies**

92 Municipal compliance with 2014 requirements for vulnerable occupancies was assessed by:

- determining if fire safety inspections were completed according to requirements
- determining if vulnerable occupancies have been identified in the municipality by cross-referencing information from MPAC, the Retirement Homes Regulatory Authority (RHRA), the provincial long term care registry and the OFMEM Vulnerable Occupancy Registry.
- determining compliance with related Fire Marshal directives
- determining if the fire department practices are congruent with Fire Marshal Communiqués and OFMEM TG 01-2012
- reviewing operating guidelines and policies for vulnerable occupancies

93 The municipality has not achieved compliance with the vulnerable occupancy requirements. MFES allocated two staff members to deal specifically with vulnerable occupancies in the community. These inspectors have made significant effort to meet the requirements. However, the mandated OFMEM vulnerable occupancy inspection checklist was not used, fire drill scenario forms were not found in the files, the approval of these scenarios was often obtained post-drill, and there was no evidence of follow-up on failed drills or *Fire Code* violations. There are no policies or operating guidelines for vulnerable occupancies.

94 Thirty-eight properties have been highlighted as potential vulnerable occupancies; and had not been assessed as of January 2015.

**Recommendation #8**  
 The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

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#### Recommendation #17

The Municipal Council of the City of Mississauga, through the development and implementation of a formal inspection policy, should ensure that the fire safety inspection and enforcement activities of the Fire Prevention and Life Safety Division are risk-based and compliant with all relevant legislation and Fire Marshal directives.

#### 7.5.6. Fire Safety Plans

- <sup>95</sup> Under the *Fire Code*, an approved fire safety plan is required for specific buildings or premises<sup>29</sup>. Without an approved fire safety plan, a building owner is not compliant with the regulation.
- <sup>96</sup> At the time of the review team's site visit, the division chief for FPLS was approving fire safety plans. Fire safety plans require the approval of the chief fire official. At the time of the review team's site visit, the division chief had not been appointed as chief fire official by the current fire chief.
- <sup>97</sup> Other issues identified:
- Fire safety plans are not reviewed, tracked, filed or approved in a consistent manner.
  - Many fire safety plans deemed "acceptable" on file were found to be out of date, incomplete, or did not reflect current building features or hazards.
  - *Fire Code* requirements were inconsistently applied to fire safety plans.
  - Buildings which require approved fire safety plans do not have them.
  - Pre-planning efforts by suppression crews do not make sufficient use of fire safety plan information.
- <sup>98</sup> An operating guideline for the review and approval of fire safety plans does not exist. An audit of property files to ensure an approved fire safety plan exists for all required buildings would reduce municipal liability.

#### Recommendation #8

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

<sup>29</sup> 2.8.1.1.(1) and 2.8.1.1.(2) of the *Fire Code* [http://www.e-laws.gov.on.ca/html/regis/eng/lsh/o/laws\\_regs\\_070213\\_e.htm](http://www.e-laws.gov.on.ca/html/regis/eng/lsh/o/laws_regs_070213_e.htm)



**Recommendation #12**

The Municipal Council of the City of Mississauga shall conduct an audit of all Fire Prevention and Life Safety Division records to ensure compliance with the municipal by-laws, legislative requirements and the *Fire Code*.

**Recommendation #19**

The Municipal Council of the City of Mississauga shall ensure that all staff conducting *Fire Code* approvals are appointed as chief fire officials for that purpose, according to the provisions set out in the *Fire Code*.

**7.5.7 Assistants to the Fire Marshal**

99 Assistants to the Fire Marshal derive their authority to enforce legislation and *Fire Code* provisions from Subsection 11.(1) of the *FPPA*:

*11.(1) The following persons are assistants to the Fire Marshal and shall follow the Fire Marshal's directives in carrying out this Act,*

- (a) the fire chief of every fire department;*
- (b) the clerk of every municipality that does not have a fire department;*
- (c) any member of a fire prevention bureau established by a municipality; and*
- (d) every person designated by the Fire Marshal as an assistant to the Fire Marshal.*

Since the *FPPA* identifies specific persons as "assistants to the Fire Marshal", these designated people have a statutory role and shall follow the Fire Marshal's directives in carrying out their duties. There is also a need to ensure that assistants to the Fire Marshal are qualified to carry out their responsibilities<sup>30</sup>.

100 Assistants to the Fire Marshal are appointed as provincial offences officers with limited authority under the *Provincial Offences Act, 1990 (POA)*<sup>31</sup>. It is expected that a provincial offences officer will apply their legislated powers under the *POA* to the work they perform.

<sup>30</sup> Please refer to Fire Marshal's Communiqué 2009-13 for more information.

<sup>31</sup> This designation authorizes assistants to the Fire Marshal to commence proceedings under the *POA* for offences under the *FPPA* for *Fire Code* violations.  
[http://www.mcscs.us.gov.on.ca/english/FireMarshal/FireServiceResources/Communiqués/OEM\\_Com\\_2016-05.html](http://www.mcscs.us.gov.on.ca/english/FireMarshal/FireServiceResources/Communiqués/OEM_Com_2016-05.html)

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101 Action taken by an assistant to the Fire Marshal should be based on options found in legislation. The use of legislation to address contraventions/hazards formally assigns responsibility to the building owner or designate and, where applicable, allows for charges under the POA if required.

102 Data revealed that the municipality does not consistently enforce the Fire Code using recommended options available under the FPPA, the POA, and as described in OFMEM TG 01-2012. There are 74 designated assistants to the Fire Marshal in Mississauga. Enhanced training for assistants to the Fire Marshal may address inconsistent enforcement.

**Recommendation #7**

The Municipal Council of the City of Mississauga should ensure that personnel are adequately trained to meet their responsibilities and perform assigned duties. All FPLS operating guidelines should specify training requirements.

**7.6 Pre-Incident Planning**

103 Coroners' juries have made recommendations to the fire service about pre-incident planning. Pre-incident planning ("pre-planning") is the process of preparing a plan in advance for emergency operations at a given occupancy. Pre-planning considers a number of factors, including: firefighting strategies and tactics, other emergency activities, and building characteristics (i.e. size, occupants, number of stories, type of construction, building materials, fire protection systems, etc.). A pre-plan increases fire suppression effectiveness and enhances public and firefighter safety<sup>32</sup>. Pre-plans should exist for high and extreme risk properties identified in the comprehensive risk assessment. "NFPA 1620: Standard for pre-incident planning" (NFPA 1620) and current Ontario Fire College curriculum on pre-incident planning should be referred to when developing pre-plans.

104 The involvement of fire prevention and fire suppression staff in the pre-planning process improves emergency response and the quality of the pre-plans.

105 MFES conducts pre-planning through a process referred to as "tactical familiarization", which engages suppression crews in pre-planning activities from November to May each year. MFES performs "tactical surveys" targeting all high rise and high occupancy buildings, including: "long term care facilities, senior homes, hotels, motels, schools and

<sup>32</sup>Clinton H. Smoke. 2009. *Company Officer*. Third Edition. p. 314; *The Firefighter Handbook: Essentials of Firefighting and Emergency Response*. Second Edition. 2004. p. 950. Please also refer to NFPA 1620: Standard for Pre-Incident Planning



buildings with specific hazards which should be known prior to a response<sup>33</sup>. Program targets and results should be compared to all high and extreme risk properties identified in a current comprehensive risk assessment.

106 The tactical familiarization policy<sup>34</sup> does not outline program tracking and evaluation methods; and does not reference the Ontario Fire College curriculum on pre-incident planning or NFPA 1620. The following information was not contained in MFES pre-plans examined by the review team:

- occupancy type (current and previous, if applicable)
- owner contact information
- occupant contact information
- number of occupants in the building (day and night)
- number of non-ambulatory residents
- age of the building
- dimensions of the building
- target hazards
- building diagram
- exposures
- amount of water required to suppress a fully involved fire
- staging area, and
- roof and wall construction.

**Recommendation #20**  
 The Municipal Council of the City of Mississauga should ensure the revision and implementation of a policy and operating guideline for pre-incident plans for all high and extreme risks in the municipality, which meet industry standards and are satisfactory to the fire chief.

## 7.7 Fire Investigations and Response Data

### 7.7.1 Fire Investigations Data

107 Fire investigations are an important component of fire prevention. Investigations must be conducted at all fires and explosions. Information collected when conducting investigations is a valuable tool in developing an effective fire prevention program, as the information relates specifically to a community's needs and circumstances.

<sup>33</sup> These targets are described in Policy 4-16: Tactical Familiarization and "Determining fire prevention staffing levels and fire inspection cycles" (2009).  
<sup>34</sup> Policy 4-16: Tactical Familiarization and Review



100 FPLS has not set a required qualification standard for personnel who perform fire investigations. The industry standard for training in fire investigations is "NFPA 1033: Standard for Professional Qualifications for a Fire Investigator". FPLS staff who conduct investigations are not qualified through this standard.

109 The review team evaluated fire investigation/fire scene assessment practices and guidelines. The following deficiencies were found:

- Supervisory staff do not review investigation reports. This is an essential component of the fire investigation process.
- Evidence is inconsistently documented in photographs and notes.
- Personal notebooks are not securely stored.
- Cameras are not generally issued to staff/crews to assist in fire investigations.

110 Current methods of investigation documentation contradict the rules of evidence<sup>35</sup> for legal proceedings:

- Evidence is not routinely collected and preserved.
- Staff are not consistently aware of their authority to seize evidence.
- A secured storage area for evidence has not been designated.
- Routine completion of firefighter statements does not take place.

111 Further, there are software and access challenges with the CAD system, resulting in a large number of "undetermined" causes of fires. Specifically, a suppression captain may initiate the CAD entry, and if fire prevention personnel are assigned to complete the investigation, they are unable to modify the original entry. Inaccurate fire cause information skews municipal fire data, which is necessary for the completion of a comprehensive municipal fire risk assessment.

112 A policy and operational guideline for fire investigations outside of regular business hours by NFPA 1033 qualified staff, including a protocol for formally assigning staff to this workload does not exist. Currently, investigators are contacted through a call-out list, which is not up to date. Personnel are not obligated to respond to a request for an investigation after regular business hours.

113 Post-fire follow-up inspections and enforcement are not routinely done.

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<sup>35</sup> Both the *Evidence Act, R.S.O. 1990* and the *Canada Evidence Act, 1985* describe rules for evidence in criminal, civil and other jurisdictional matters.

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114 Written delegation of authority for the purposes of conducting fire investigations was previously given to fire prevention inspectors, captains and the fire prevention training officer. These delegations of authority should be provided under the signature of the new fire chief.

115 Furthermore, while the document "Policy 2-1: Fire Investigations" complies with the requirements of the "Fire Marshal's Directive 2011-01: Office of the Fire Marshal Notification of Fires and Explosions"<sup>36</sup>, the procedure is not consistently followed.

Examples of MFES non-compliance with the directive include:

- Multiple fires resulting in injuries were not reported to OFMEM from 2009-2013.
- Scenes have been released prior to notification of OFMEM in serious injury fires, most recently in January 2015.

**Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**Recommendation #9**

The Municipal Council of the City of Mississauga shall ensure that all staff conducting fire investigations are delegated this authority by the fire chief, according to the provisions set out in the *FPPA*.

**Recommendation #21**

The Municipal Council of the City of Mississauga should ensure rules of evidence are followed in all fire investigation and *Fire Code* enforcement activities.

**Recommendation #22**

The Municipal Council of the City of Mississauga shall ensure that all staff conducting fire investigations are delegated this authority by the fire chief, according to the provisions set out in the *FPPA*.

<sup>36</sup> Fire Marshal's Directive 2011-01: OFMEM Notification of Fires and Explosions:  
<http://www.mscs.us.gov.on.ca/english/FireMarshal/Legislation/FireMarshalsDirectives/directive11-001.html>

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**Recommendation #23**  
The Municipal Council of Mississauga shall ensure compliance with "Fire Marshal Directive 2011-01: Office of the Fire Marshal Notification of Fires and Explosions".

**7.7.2. Multiple False Alarms Response Data**

116 Response data from 2009-2013 was reviewed and a significant pattern for the Standard Incident Report (SIR) code "Alarm System Equipment – Malfunction" was found. Of Mississauga's 71 822 total emergency responses during this time (excluding medical-resuscitator calls), 10 888 were for alarm system equipment malfunctions. This represents 15% of all fire-related responses in the city. The top five properties for multiple false alarm calls resulted in an average of 15 responses per year to each property, for a total of 403 false alarm responses over 5 years. The "Fire and Emergency Services Fees and Charges By-law 248-12" is not consistently applied.

117 There are no provisions in operating guidelines or policies for fire prevention staff to be made aware of multiple false alarm calls. Suppression staff and FPLS staff do not regularly communicate on these issues. For these reasons, fire prevention inspectors do not typically attend these properties to ensure that the owner is maintaining fire protection equipment as required by the *Fire Code*.

118 In circumstances where false alarms could be remedied by *Fire Code* enforcement, the result is unnecessary municipal expenditure on dispatching fire apparatus, and increased risk to residents and emergency responders should a simultaneous response occur while personnel are at a false alarm call.

**Recommendation #8**  
The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**7.8 Training and Personal Protective Equipment**

119 Training and access to the tools and equipment to safely perform job functions are required under the *Occupational Health and Safety Act (OHSA)*. Municipal council, as the employer, and any fire department personnel who perform supervisory work, have a legal responsibility to ensure that staff are trained, competent and provided with the equipment needed to safely conduct the tasks they are assigned.



### 7.8.1 Training

- 120 The Ministry of Labour, in collaboration with fire service stakeholders, develops the "Ontario Fire Service Section 21 Committee Guidance Notes"<sup>37</sup>. These documents should form an integral component of a fire service's training program. Section 21 Guidance Notes are not followed or referenced in any MFES document evaluated as part of this review.
- 121 In addition to formal external training opportunities, regular training opportunities should also exist in the workplace. Along with enhancing job performance, the ability to demonstrate competence through documented regular training and experience increases credibility in court proceedings. Training expectations for MFES staff in the FPLS Division are not clearly determined through policy or guidelines.
- 122 Documentation of training for prevention and public fire safety education staff is not consistent, accurate or complete. The documentation does not follow the criteria outlined in the "Section 21 Guidance Note 7-3: Documentation of Training Plus Daily Training Report". Evidence of past training is anecdotal and inconsistent. Requirements for documentation of training are not outlined in an operating guideline. The documentation practices of the MFES Training Division are not followed in the FPLS Division.
- 123 Internal communication in MFES regarding training needs, expectations and documentation requires improvement, including enhanced opportunities for regular interaction between divisions on the topic of training.
- 124 FPLS staff do not have clearly outlined training expectations. An annual training plan is not in place. Formal individual training and development plans do not exist. Staff report that requests for training are not fulfilled. Maintenance of knowledge and qualifications through formal training opportunities is critical to job performance and competency. This is not an identified priority in FPLS.
- 125 A process for staff to acknowledge receipt and understanding of important industry information, including Fire Marshal directives and communiqués does not exist. There is also no internal method of determining if the Fire Marshal's directives are being followed. A consistent, formalized approach to disseminating this information and tracking compliance is needed.

<sup>37</sup> The Section 21 Guidance Notes are maintained on the Ontario Association of Fire Chiefs' website: <http://www.oafc.on.ca/section-21-manual>. These guidance notes outline recommended equipment and procedures for fire service workers to prevent injury or illness, and to comply with the intent and provisions of the OHSA. Ministry of Labour Inspectors refer to guidelines, guidance notes, alerts, etc. when they carry out their enforcement duties under the OHSA. The notes are considered in determining if reasonable precautions for the protection of a worker are being taken under clause 26.(2)(h) of the OHSA.

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126 There has not been any clear direction provided to FPLS staff on the grandfathering process to NFPA qualifications standards through the Ontario Fire College.

127 Fire suppression crews receive cursory training in the fire prevention functions they perform, including "in-company inspections", fire investigation procedures and post-fire follow up activities. Maintenance of technical knowledge and ongoing training in fire prevention and public fire safety education has not been routinely emphasized for suppression staff.

128 At the time of the review team's site visit, the Fire Prevention and Life Safety Division had not yet engaged in any succession planning.

**Recommendation #8**

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**Recommendation #24**

The Municipal Council of the City of Mississauga should ensure the development and implementation of a professionalization process and policy for all staff that perform fire prevention and public fire safety education functions.

**Recommendation #25**

The Municipal Council of the City of Mississauga should ensure that a Fire Prevention and Life Safety Division annual training plan is developed and implemented.

**Recommendation #26**

The Municipal Council of the City of Mississauga should ensure the development and implementation of a succession plan for the Fire Prevention and Life Safety Division.

**7.8.2 Personal Protective Equipment**

129 The review team assessed MFES policies, operating guidelines and practices related to the issue, care, maintenance, inspection and replacement of personal protective



equipment used by FPLS staff. The review team assessed compliance with, and reference to, the applicable Section 21 Guidance Notes<sup>38</sup>. In summary, MFES policies, operating guidelines and practices do not properly reference or follow Section 21 Guidance Notes.

- 130 The fire prevention respiratory protection program policy does not follow or reference applicable NFPA standards, is outdated and is inconsistent with the protective clothing policy, which also needs to be updated<sup>39</sup>.
- 131 The job description for fire prevention inspectors includes conducting fire investigations and post-fire inspections. However, inspectors have not been issued personal protective equipment appropriate to this task.
- 132 Personal protective equipment, specifically bunker gear, is inappropriately stored in personal vehicles and in an open office work environment.
- 133 The review team found inadequate documentation of issued equipment, no tag-out procedures for defective equipment, and inadequate policies and procedures on equipment maintenance. Personal protective equipment inspection checklists are not routinely completed and documented. Equipment identified as in need of replacement is not consistently replaced. Equipment related policies and procedures are not followed by staff. Bunker gear is improperly stored in personal vehicles, office cubicles and other locations.

**Recommendation #8**  
 The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

**Recommendation #27**  
 The Municipal Council of the City of Mississauga should ensure proper issue, training, care, maintenance, inspection, storage and replacement of personal protective equipment.

<sup>38</sup> The following Section 21 Guidance Notes were used in the review of personal protective equipment: 4-1: Firefighter Protective Equipment Regulation, 4-2: Eye Protection, 4-6: Firefighter Helmets, 4-8: Care, Maintenance, Inspection and Replacement of Structural Firefighting Personal Protective Equipment, 4-9: Respiratory Protection Program, 4-13: Personal Protection During Fire Investigation Operations, 2-7: Reporting Exposures to Biological, Chemical or Physical Agents, and 6-23: Safety during salvage and overhaul.  
<sup>39</sup> Policy 4-17: Respiratory Protection, Policy 2-12: Protective Clothing



## **8.0 Office of the Fire Marshal and Emergency Management Conclusion: Fire Protection and Prevention Act - Municipal Responsibilities**

<sup>134</sup> The purpose of this review is to assist the City of Mississauga in meeting their legislative responsibilities as per Part II of the Fire Protection and Prevention Act, 1997 R.S.O. 1997, Chapter 4. This review has identified a number of recommendations to assist the municipality in meeting their responsibilities for the delivery of fire protection services (fire prevention components), as stated in Clauses 2(1) (a) and 2(1) (b) of the legislation. The recommendations are listed below.

<sup>135</sup> The Office of the Fire Marshal and Emergency Management will continue to monitor fire protection services in the City of Mississauga, and will provide further advice and assistance, in cooperation with municipal council and their fire department.

### **Recommendation #28**

The Municipal Council of the City of Mississauga shall develop a timeline and tracking system for the implementation and course of action for each legislative requirement and recommendation contained in this report, in collaboration with the OFMEM.



## 8.1 Recommendations

### Recommendation #1

The Municipal Council of the City of Mississauga should ensure their Establishing and Regulating By-law, including the organizational structure, is reviewed, updated and implemented.

### Recommendation #2

The Municipal Council of the City of Mississauga shall confirm their Establishing and Regulating By-law meets the requirements of the *Municipal Act, 2001*.

### Recommendation #3

The Municipal Council of the City of Mississauga should ensure all present job descriptions are updated to reflect current responsibilities and the new organizational structure.

### Recommendation #4

The Municipal Council of the City of Mississauga should ensure that classification advancement practices are consistent with policy and the collective agreement.

### Recommendation #5

The Municipal Council of the City of Mississauga should ensure fire-related by-laws are developed, implemented and enforced based on the municipality's requirements. These by-laws should be regularly reviewed, and revised as required.

### Recommendation #6

The Municipal Council of the City of Mississauga shall ensure that existing by-laws that have legislative requirements or appointments, are reviewed, amended or repealed as required.

### Recommendation #7

The Municipal Council of the City of Mississauga should ensure that personnel are adequately trained to meet their responsibilities and perform assigned duties. All FPLS operating guidelines should specify training requirements.

### Recommendation #8

The Municipal Council of the City of Mississauga shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices.

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**Recommendation #9**

The Municipal Council of the City of Mississauga should ensure fire and life safety concerns are adequately assessed, and that a complete fire safety inspection is promptly conducted when required.

**Recommendation #10**

The Municipal Council of the City of Mississauga should ensure that all fire service personnel responsible for fire prevention activities receive initial and ongoing training on policies and operating guidelines.

**Recommendation #11**

The Municipal Council of the City of Mississauga shall ensure that Fire Prevention and Life Safety Division records management system and records retention practices meet the requirements of the *Municipal Act*.

**Recommendation #12**

The Municipal Council of the City of Mississauga shall ensure an audit of all Fire Prevention and Life Safety Division records to confirm compliance with municipal by-laws, legislative requirements and the *Fire Code*.

**Recommendation #13**

The Municipal Council of the City of Mississauga should designate appropriate resources to ensure the Fire Prevention and Life Safety Division manages its records in a consistent and efficient manner.

**Recommendation #14**

The Municipal Council of the City of Mississauga shall ensure the completion and annual update of a comprehensive fire risk assessment.

**Recommendation #15**

The Municipal Council of the City of Mississauga shall ensure the development and implementation of public fire safety education programs based on the comprehensive fire risk assessment.

**Recommendation #16**

The Municipal Council of the City of Mississauga shall ensure consistent application of the enforcement options available under the *FPPA* and the *Provincial Offences Act*.



**Recommendation #17**

The Municipal Council of the City of Mississauga, through the development and implementation of a formal inspection policy, should ensure that the fire safety inspection and enforcement activities of the Fire Prevention and Life Safety Division are risk-based and compliant with all relevant legislation and Fire Marshal directives.

**Recommendation #18**

The Municipal Council of the City of Mississauga should ensure the creation and implementation of a workload management system which sets priorities based on fire and life safety risks.

**Recommendation #19**

The Municipal Council of the City of Mississauga shall ensure that all staff conducting *Fire Code* approvals are appointed as chief fire officials for that purpose, according to the provisions set out in the *Fire Code*.

**Recommendation #20**

The Municipal Council of the City of Mississauga should ensure the revision and implementation of a policy and operating guideline for pre-incident plans for all high and extreme risks in the municipality, which meet industry standards and are satisfactory to the fire chief.

**Recommendation #21**

The Municipal Council of the City of Mississauga should ensure rules of evidence are followed in all fire investigation and *Fire Code* enforcement activities.

**Recommendation #22**

The Municipal Council of the City of Mississauga shall ensure that all staff conducting fire investigations are delegated this authority by the fire chief, according to the provisions set out in the *FPPA*.

**Recommendation #23**

The Municipal Council of Mississauga shall ensure compliance with "Fire Marshal Directive 2011-01: Office of the Fire Marshal Notification of Fires and Explosions".

**Recommendation #24**

The Municipal Council of the City of Mississauga should ensure the development and implementation of a professionalization process and policy for all staff that perform fire prevention and public fire safety education functions.

**Recommendation #25**

The Municipal Council of the City of Mississauga should ensure that a Fire Prevention and Life Safety Division annual training plan is developed and implemented.

155



**Recommendation #26**

The Municipal Council of the City of Mississauga should ensure the development and implementation of a succession plan for the Fire Prevention and Life Safety Division.

**Recommendation #27**

The Municipal Council of the City of Mississauga should ensure proper issue, training, care, maintenance, inspection, storage and replacement of personal protective equipment.

**Recommendation #28**

The Municipal Council of the City of Mississauga shall develop a timeline and tracking system for the implementation and course of action for each legislative requirement and recommendation contained in this report, in collaboration with the OFMEM.

Signed in Sudbury, ON on

May 20, 2015

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Art Booth

Operations Manager

Office of the Fire Marshal and Emergency Management

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## 9.0 Appendices

### Appendix 1: Notification of OFMEM Review

December 5, 2014

Mayor Cromble and Members of Mississauga Council  
Civic Centre  
300 City Centre Drive  
Mississauga, ON L5B 3C1

**Re: Notification of the OFMEM Review of Fire Protection Services In the City of Mississauga pursuant to Section 9.(1) of the Fire Protection and Prevention Act, 1997.**

Dear Mayor Cromble and Members of the City of Mississauga Council:

Officials from the Office of the Fire Marshal and Emergency Management (OFMEM) will undertake a review of the City of Mississauga's fire protection services pursuant to our authority under section 9.(1) of the Fire Protection and Prevention Act, 1997 (FPPA).

Specifically, the review of fire protection services will include public education, inspections, investigations, and other enforcement activities which will provide the City of Mississauga with recommendations to assist in improving the efficiency and effectiveness of the delivery of fire protection services to its residents and in meeting its responsibility under the FPPA and other supporting legislation.

The scope of the review will address:

1. The level of fire protection services.
2. Risk assessment utilizing the OFMEM Fire Risk sub-model to identify high and extreme risks.
3. Fire inspection practices and protocols (training, frequency, enforcement options, utilization of non-traditional staff.)
4. Public education programs development and utilization.
5. Fire Investigations to assist in improving fire service delivery gaps.
6. Ensuring current pre-plans are in place and identifying any gaps.
7. Developing pre-plans for all high and extreme risk utilizing Integrated Risk management to enhance the health and safety for staff and residents/occupants.
8. Interaction between various city services (improving response to various issues.)

During the course of the review, should the OFMEM become aware of other issues which may impact on another ministry or regulatory authority, the OFMEM will notify, if necessary, both the City of Mississauga and that ministry or authority.

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The OFMEM will provide a report to council with recommendations in approximately 16 to 20 weeks. Your ongoing cooperation is appreciated so that the report may be completed in a timely manner.

Under a separate cover, we will communicate with Fire Chief Timothy Beckett requesting information prior to the review team's arrival of January 19<sup>th</sup>, 2015. During this week, team members will meet with senior fire officials to gather information used to prepare the report. If at any time during the review, there is a need to collect additional information, the team lead will contact Chief Beckett.

The OFMEM will be available throughout the review to respond to any questions or address any concerns. I will be the lead on this review and may be reached by e-mail at [Art.Booth@ontario.ca](mailto:Art.Booth@ontario.ca) or by telephone at (705) 564-4472.

Yours sincerely,

Art Booth  
Operations Manager  
Field and Advisory Services

c. J. Baker, City Manager  
T. Beckett, Fire Chief  
OFMEM Directors  
P. Yelle, Assistant Deputy Fire Marshal  
File

# City of Mississauga Corporate Report



<p>Date: August 31, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Martin Powell, P.Eng. Commissioner of Transportation and Works</p>	<p style="text-align: center;"><b>General Committee</b></p> <p style="text-align: center; font-size: 24px;"><b>SEP 23 2015</b></p> <p>Originator's files: MG.23.REP RT.10.Z-22</p>
	<p>Meeting date: September 23, 2015</p>

## Subject

Parking Prohibition Palgrave Road (Ward 7)

## Recommendation

That a by-law be enacted to amend By-law 555-2000, as amended, to implement a parking prohibition on both sides of Palgrave Road between Central Parkway West and the north limit of the roadway from 2:00 a.m. to 6:00 a.m.

## Background

The Transportation and Works Department is in receipt of a request through the local Ward Councillor from the residents of Palgrave Road to address a non-residential on-street parking concern on Palgrave Road north of Central Parkway West. Residents indicated that on-street parking on Palgrave Road is regularly used by non-residents for extended and/or overnight parking through the current Parking Consideration Program.

## Present Status

Presently three (3) hour parking is permitted on both sides of Palgrave Road north of Central Parkway West.

## Comments

Based on the current Parking Consideration Program, any resident may apply and obtain up to 14 Temporary Parking Permits (Parking Considerations) a year, for up to 5 days each, on a residential street where there are no prohibitions in place. Essentially, a resident may request and receive a parking consideration on any street in the City.

In order to address this parking concern, the Transportation and Works Department recommends implementation of an overnight parking prohibition on both sides of Palgrave Road north of Central Parkway West between 2:00 a.m. and 6:00 a.m. Statutory three-hour parking would remain available outside of these restricted hours. Once implemented, this parking prohibition

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would not allow the issuance of a Temporary Parking Permit (Parking Consideration) to non-residents of Palgrave Road. Should residents of Palgrave Road require a temporary parking permit on their street a special consideration would be given for such requests depending on the circumstance.

As per city policy, residents who wish to change the existing parking regulations on a roadway must proceed with the petition process. However, the petition process has been omitted in this instance since the Ward Councillor's Office distributed a notification letter to the affected residents and received no strong opposition to this initiative.

The Ward Councillor supports this proposal for the parking prohibition.

## Financial Impact

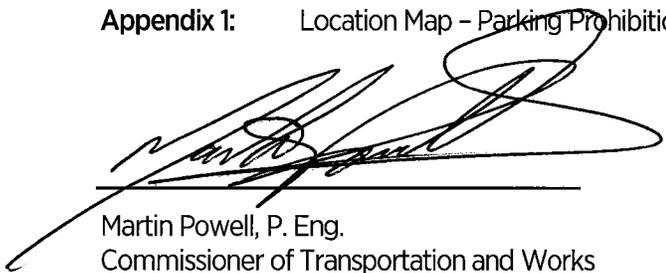
Costs for the signs installation can be accommodated in the 2015 Current Budget.

## Conclusion

The Transportation and Works Department recommends that a parking prohibition be implemented on both sides of Palgrave Road between Central Parkway West and the north limit of the roadway from 2:00 a.m. to 6:00 a.m.

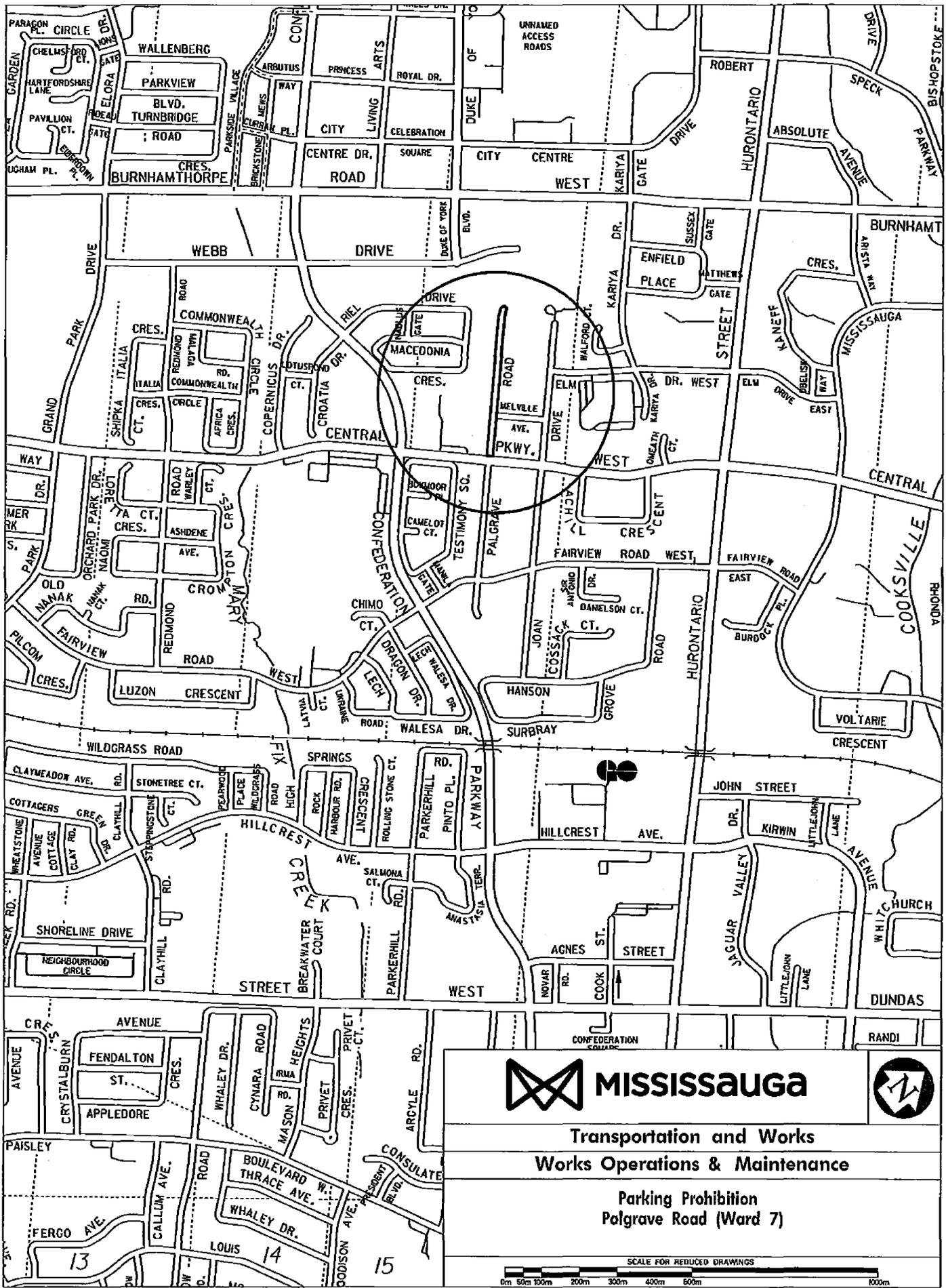
## Attachments

Appendix 1: Location Map - Parking Prohibition - Palgrave Road (Ward 7)



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

Prepared by: Ouliana Drobychevskaia, Traffic Operations Technologist

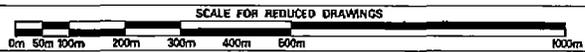


**MISSISSAUGA**



Transportation and Works  
Works Operations & Maintenance

Parking Prohibition  
Palgrave Road (Ward 7)



# City of Mississauga Corporate Report



<p>Date: August 26, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Martin Powell, P.Eng. Commissioner of Transportation and Works</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>General Committee</b></p> <p><b>SEP 23 2015</b></p> </div>	<p>Originator's files:</p> <p>MG.23.REP 17.111.15.198</p>
		<p>Meeting date:</p> <p>September 23, 2015</p>

## Subject

Request for Traffic Control Signals at Grand Park Drive and Webb Drive (Ward 7)

## Recommendation

That a traffic control signal be installed at the intersection of Grand Park Drive and Webb Drive as warrants have been satisfied.

## Background

The Transportation and Works Department has received several requests from residents for the installation of traffic control signals at the intersection of Grand Park Drive and Webb Drive.

## Comments

The Transportation and Works Department completed traffic signal warrant studies at the intersection of Grand Park Drive and Webb Drive to determine the need for traffic control signals.

The results from traffic studies conducted on Tuesday, May 5, 2015, and Saturday, May 9, 2015, indicated that traffic control signals are warranted at Grand Park Drive and Webb Drive. The warrant criteria, as outlined by the Ministry of Transportation Ontario (M.T.O.), is designed to determine whether traffic control signals would benefit the overall operation of an intersection, having regard for traffic and pedestrian volumes, traffic delay and collision history. Staff have reviewed eight (8) hour traffic signal warrant values as well as the new minimum four-hour vehicle volume warrant values as outlined by the M.T.O. for these studies and the warrants are as follows:

### Eight (8) Hour Traffic Signal Warrant Values:

<u>Date of Count</u>	<u>Minimum Vehicle Volume</u>	<u>Delay to Cross Street</u>
Tuesday, May 5, 2015	90%	65%
Saturday, May 9, 2015	98%	76%

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For the M.T.O. warrant to be satisfied under the eight (8) hour warrant criteria either the "Minimum Vehicle Volume" or the "Delay to Cross Street" values must be 100%. The warrant is also satisfied if both the values are at least 80%. Based on the above warrant values, traffic control signals are not justified at this point in time.

**Minimum Four (4) Hour Vehicle Volume Warrant Value:**

<u>Date of Count</u>	<u>Four (4) Hour Vehicle Volume Warrant</u>
Tuesday, May 5, 2015	90%
Saturday, May 9, 2015	100%

For the M.T.O. warrant to be satisfied under the four (4) hour warrant criteria the overall compliance needs to be 100%. Based on the minimum four (4) hour vehicle volume warrant for the turning movement count performed on Saturday, May 9, 2015, traffic control signals are justified at this point in time.

A review of the reportable motor vehicle collisions at the subject intersection for the past three years indicates that there have been eleven (11) collisions that would be considered susceptible to correction with the implementation of traffic control signals. The intersection is currently a four-leg intersection with stop controls for all approaches.

**Financial Impact**

The estimated cost of constructing traffic control signals at Grand Park Drive and Webb Drive is \$140,000.

The 2015 Traffic Signal Installation Program dated May 12, 2015 was approved by Council. It provided for the implementation of various new and rebuild traffic signal locations. The 2015 Program is able to accommodate this potential traffic signal location; however, funding is to be provided from the available capital funds associated with the 2012 Traffic Signal Installation Program (PN-12198).

In addition to the capital cost of constructing this signal, the estimated yearly cost of maintaining a traffic signal is \$4,000.

**Conclusion**

Based on the results from the eight-hour turning movement count performed, and three year reportable collision history, traffic signal warrants are satisfied at Grand Park Drive and Webb Drive.

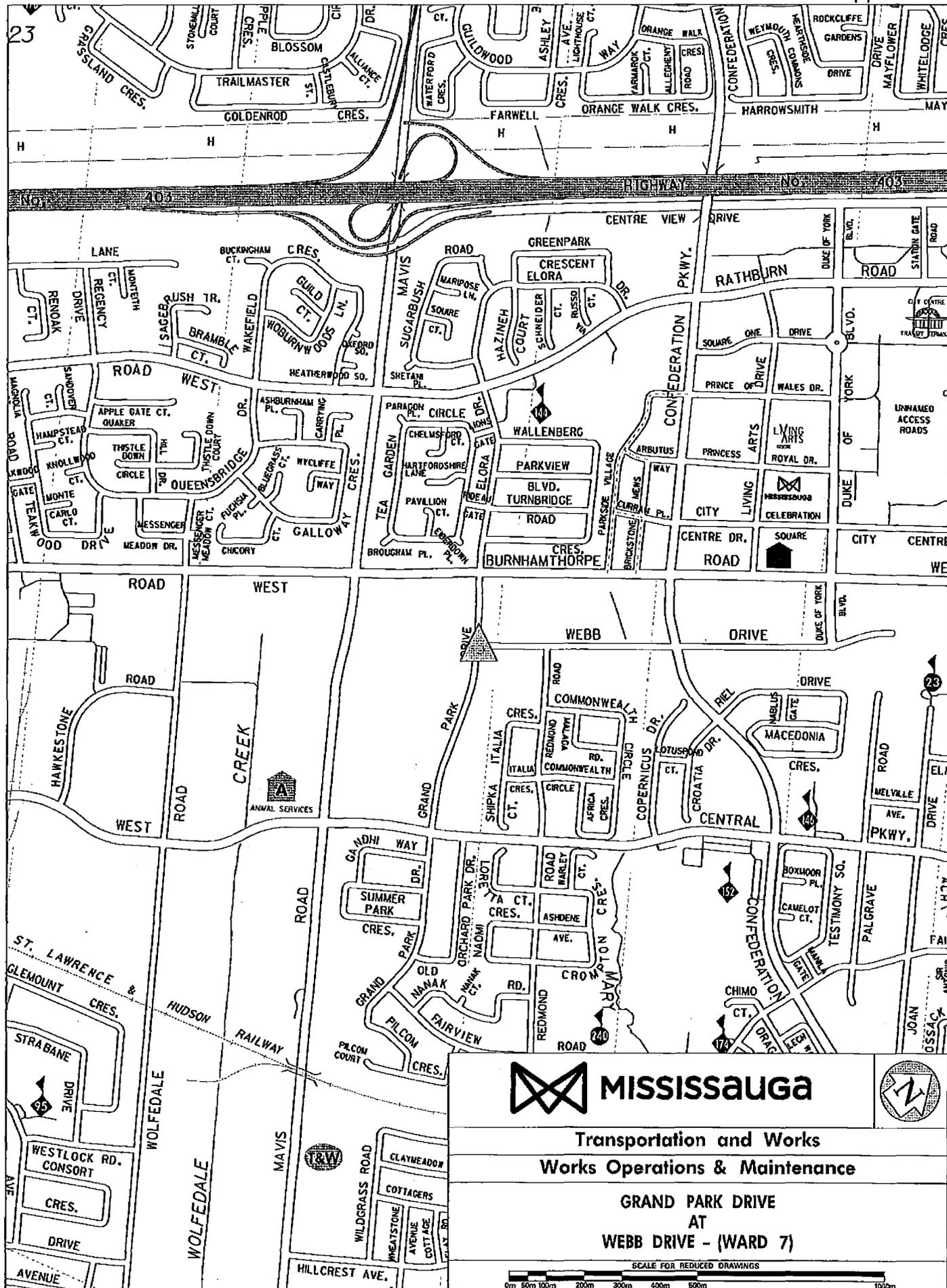
**Attachments**

Appendix 1: Location Map - Grand Park Drive and Webb Drive (Ward 7)



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

Prepared by: Zvonimir Miller, C.E.T., Traffic Signal Technologist



**MISSISSAUGA**



**Transportation and Works  
Works Operations & Maintenance**

**GRAND PARK DRIVE  
AT  
WEBB DRIVE - (WARD 7)**



# City of Mississauga Corporate Report



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<b>General Committee</b> <b>SEP 23 2015</b>	Originator's files: MG.23.REP RT.10.Z49
	Meeting date: September 23, 2015

Date: September 1, 2015

To: Chair and Members of General Committee

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

## Subject

Temporary Road Closure and Proposed Exemption to Noise Control By-law No. 360-79 - Torbram Road between Kimbel Street and the northerly limits (Ward 5)

## Recommendation

1. That a By-law be enacted to allow a temporary closure of Torbram Road between Kimbel Street and the northerly limits commencing at 7:00 a.m. on Thursday, October 1, 2015, and ending at 7:00 p.m. on Monday, December 28, 2015.
2. That Dufferin Construction Company be granted an exemption from Noise By-law No. 360-79, as amended, to allow for extended 24-hour construction work associated with the construction of railway track diversions and at-grade crossing surface commencing at 7:00 p.m. on Thursday, October 1, 2015 and ending at 7:00 a.m. on Monday, December 28, 2015.

## Background

Dufferin Construction Company (DCC) was retained by the City of Mississauga to complete the initial stage of the planned Torbram Road and Canadian National Railway (CNR) grade separation.

The project extends from Kimbel Street to just south of Highway 407 in the City of Brampton. The City of Mississauga is working in conjunction with the City of Brampton and CNR and is the proponent for this project.

A temporary road closure of Torbram Road between Kimbel Street and the northerly limits was previously allowed within the timeframe from June 22, 2015 to September 25, 2015, but never took place due to construction scheduling conflicts. As a result, the Transportation and Works Department is resubmitting the request for a temporary road closure commencing October 1, 2015 until December 28, 2015.

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## Comments

The required works involve construction of two railway track diversions, at-grade crossing surface and the installation of the temporary warning devices. Due to the complex nature of this project and involvement of various heavy vehicles, equipment and materials, a road closure is required.

This will also involve extensive coordination between specific subcontractors; and therefore, no precise road closure dates can be provided at this point in time. Instead approval for two consecutive road closures within the time frame is requested.

It should be noted that once the construction activities commence, the contractor will work continuously around the clock until completion of all required works. The work zone is well beyond established residential areas and quiet zones, thus no residents will be affected by the overnight construction activities.

Upon approval, DCC will supply and install the appropriate closure and detour signage, barricades and advance road closure information signs to notify the public of the closure. The proposed detour will direct motorists around the closed section of Torbram Road via Drew Road, Bramalea Road and Steeles Avenue.

The Transportation and Works Department will notify all emergency services, 311 Customer Service Centre, student transportation, and MiWay.

The area Ward Councillor has been made aware of the anticipated road closure and the proposed exemption from Noise Control By-law No. 360-79.

## Financial Impact

Not Applicable.

## Conclusion

In order to minimize impacts the construction work may have on City of Mississauga residents and to reduce the duration of the project, the Transportation and Works Department supports the following:

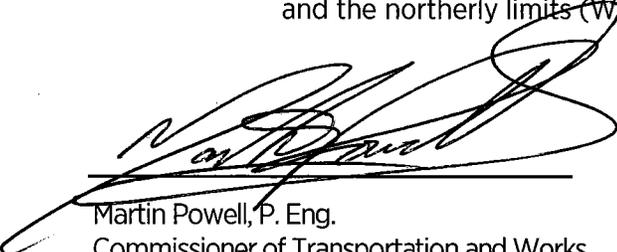
1. The temporary closure of Torbram Road between Kimbel Street and the northerly limits commencing at 7:00 a.m. on Thursday, October 1, 2015, and ending at 7:00 p.m. on Monday, December 28, 2015.
2. The Noise By-law exemption to allow for extended 24-hour construction work commencing at 7:00 p.m. on Thursday, October 1, 2015 and ending at 7:00 a.m. on

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Monday, December 28, 2015.

## Attachments

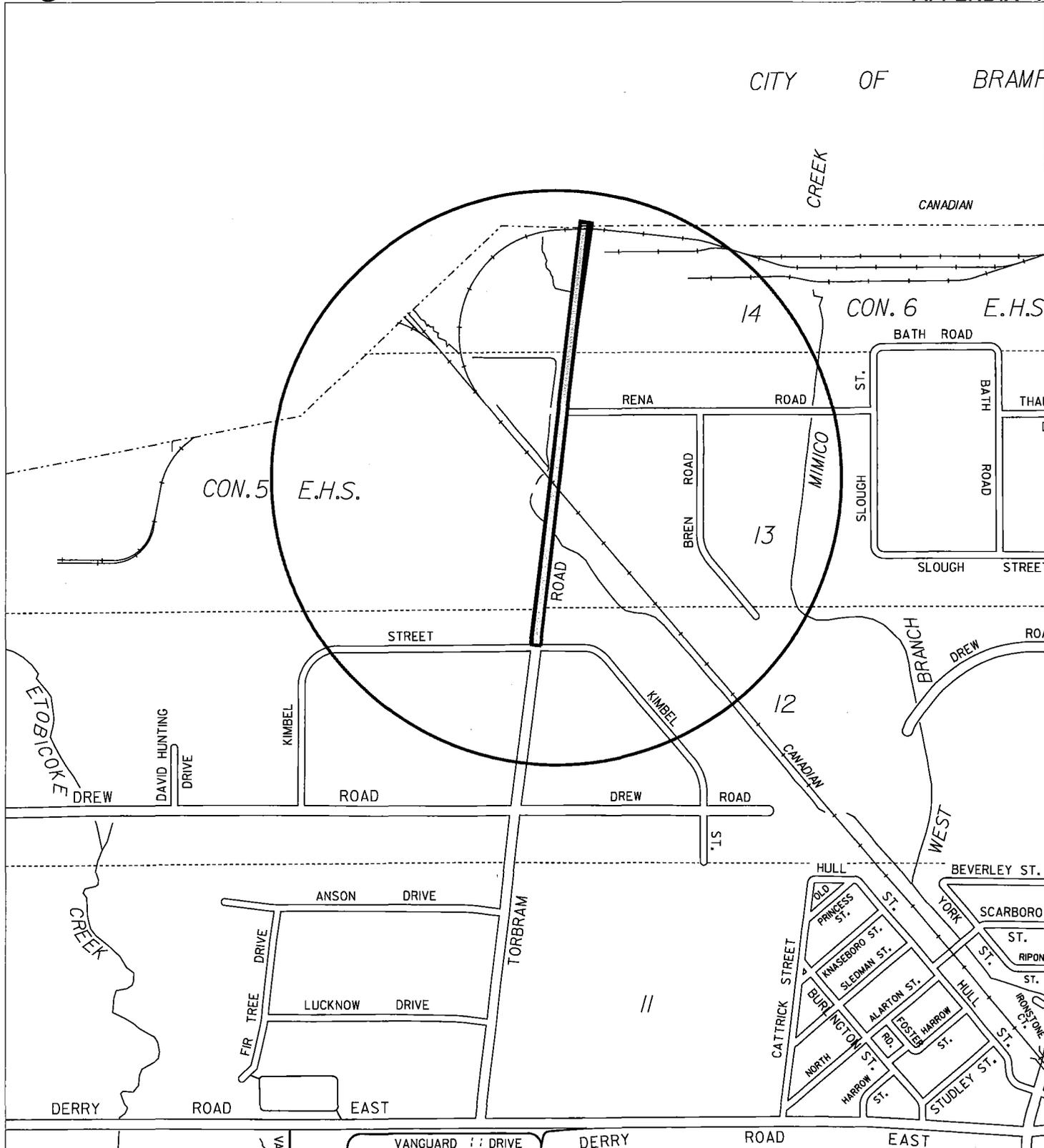
**Appendix 1:** Location Map - Temporary Road Closure - Torbram Road between Kimbel Street and the northerly limits (Ward 5)



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

Prepared by: Darek Koziol, Traffic Operations Technologist

CITY OF BRAMPTON



**MISSISSAUGA**



**Transportation and Works  
Works Operations & Maintenance**

**Location Map \* Temporary Road Closure  
Torbram Road between Kimbel Street and northerly limits  
Ward 5**



# City of Mississauga Corporate Report



<p style="text-align: center;"><b>General Committee</b></p> <p style="text-align: center; font-size: 24px;"><b>SEP 23 2015</b></p>	<p>Originator's files:</p> <p>MG.23.REP RT.10.Z14 RT.10.Z15</p>
<p>Date: September 3, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Martin Powell, P. Eng. Commissioner of Transportation and Works</p>	<p>Meeting date:</p> <p>September 23, 2015</p>

## Subject

Temporary Road Closures - Camilla Road between North Service Road and Pathfinder Drive, and Sherobee Road Immediately East of Hurontario Street and Proposed Exemption to Noise Control By-law No. 360-79 - South/West Corner of the Intersection of Hurontario Street and Queensway East (Ward 7)

## Recommendation

1. That a By-law be enacted to allow a temporary closure of Camilla Road between North Service Road and Pathfinder Drive commencing at 7:00 a.m. on Thursday, October 1, 2015, and ending at 7:00 p.m. on Monday, November 2, 2015.
2. That a By-law be enacted to allow a temporary closure of Sherobee Road immediately east of Hurontario Street commencing at 7:00 a.m. on Friday, November 13, 2015, and ending at 7:00 p.m. on Wednesday, December 23, 2015.
3. That Drainstar Contracting be granted an exemption from Noise By-law No. 360-79, as amended, to allow for extended 24-hour construction work associated with the watermain connection works at the south/west corner of the intersection of Hurontario Street and Queensway East commencing at 7:00 p.m. on Thursday, October 1, 2015 and ending at 7:00 a.m. on Monday, November 2, 2015.

## Background

In order to improve the existing sanitary sewer system capacity and to ensure the water system can accommodate planned future growth, Drainstar Contracting, on behalf of the Region of Peel, will install a new sanitary sewer along Queensway West, Hurontario Street and Sherobee Road between Mavis Road and Camilla Road. Furthermore, the existing watermain along Queensway West between Hurontario Street and Gordon Drive will be upgraded.

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## Comments

The required works involve installation of a sanitary sewer chamber on Camilla Road approximately 150 metres (492 feet) north of North Service Road and a tunneling shaft on Sherobee Road immediately east of Hurontario Street. In both cases the work requires the use of various heavy vehicles and equipment that will occupy most of the right-of-way and therefore, will require road closures.

Drainstar Contracting have also requested an exemption from Noise By-law No. 360-79, to allow for the necessary overnight watermain connection works at the south/west corner of the intersection of Hurontario Street and Queensway West. It is critical that the work is completed during the low water demand conditions and the water disruptions to Trillium Health Centre are minimized. The lowest water demands generally occur at night. Trillium Health Centre have been advised accordingly.

Drainstar Contracting have informed the Transportation and Works Department that the watermain overnight connections, under ideal conditions, could be completed within one night and are currently scheduled for Friday, October 9, 2015. However, as unforeseen circumstances can and often do arise and to allow for a maximum flexibility, an exemption from Noise Control By-law from October 1, 2015 to November 2, 2015 is requested.

Throughout the construction the contractor will be required to minimize idling of construction vehicles, maintain equipment in good working order and monitor and investigate any complaints regarding construction noise. In addition, Drainstar Contracting will notify all affected residents of the anticipated overnight construction.

Upon approval of the requested road closures, Drainstar Contracting will supply and install the appropriate closure and detour signage, barricades and advance road closure information signs to notify the public of the closure.

The Transportation and Works Department will notify all emergency services, 311 Customer Service Centre, Student Transportation, and MiWay.

The area Councillor has been made aware of the anticipated road closures and the proposed exemption from Noise Control By-law No. 360-79.

## Financial Impact

Not Applicable.

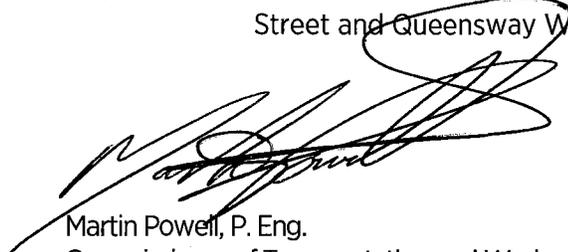
## Conclusion

In order to minimize impacts the construction work may have on City of Mississauga residents and to reduce the duration of the project, the Transportation and Works Department supports the following:

1. The temporary closure of Camilla Road between North Service Road and Pathfinder Drive commencing at 7:00 a.m. on Thursday, October 1, 2015, and ending at 7:00 p.m. on Monday, November 2, 2015.
2. The temporary closure of Sherobee Road immediately east of Hurontario Street commencing at 7:00 a.m. on Friday, November 13, 2015, and ending at 7:00 p.m. on Wednesday, December 23, 2015.
3. The Noise By-law exemption to allow for extended 24-hour construction work associated with the watermain connection works at the south/west corner of the intersection of Hurontario Street and Queensway East commencing at 7:00 p.m. on Thursday, October 1, 2015 and ending at 7:00 a.m. on Monday, November 2, 2015.

## Attachments

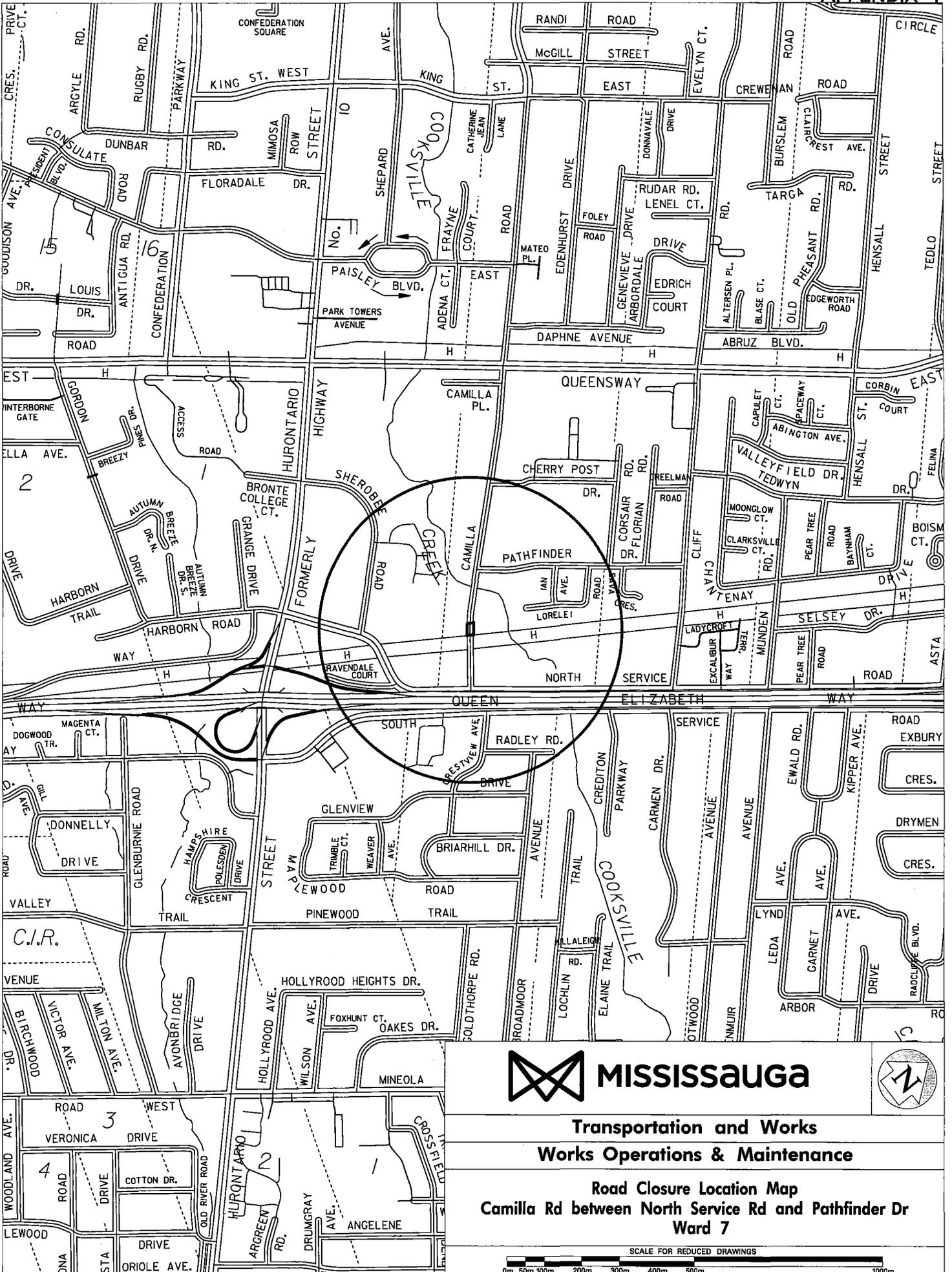
- Appendix 1:** Location Map - Temporary Road Closure - Camilla Road between North Service Road and Pathfinder Drive (Ward 7)
- Appendix 2:** Location Map - Temporary Road Closure - Sherobee Road immediately east of Hurontario Street (Ward 7)
- Appendix 3:** Location Map - The Noise By-law Exemption - south/east corner of Hurontario Street and Queensway West (Ward 7)



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

Prepared by: Darek Koziol, Traffic Operations Technologist

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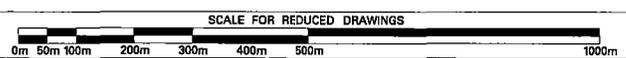


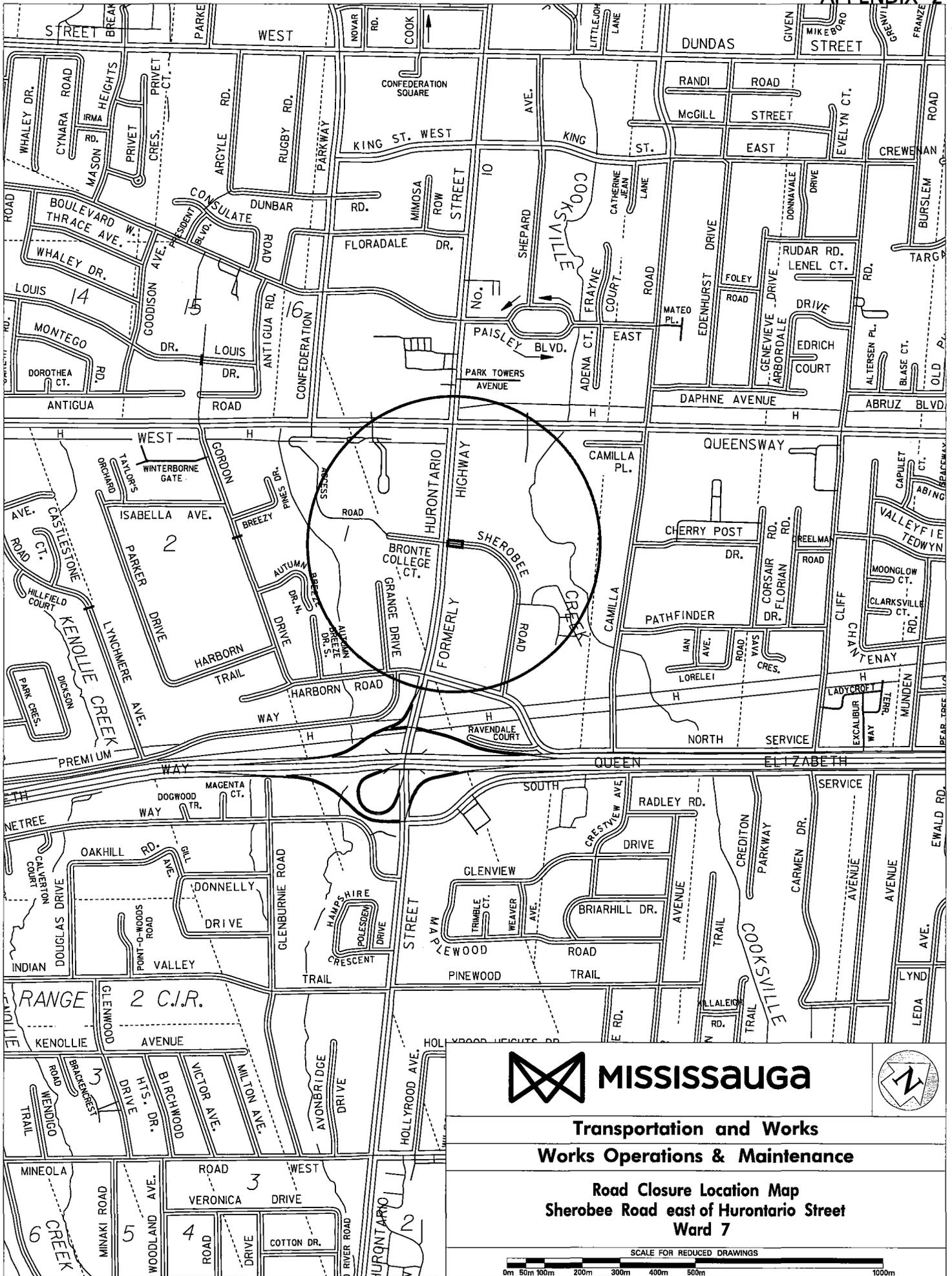
**MISSISSAUGA**



**Transportation and Works  
Works Operations & Maintenance**

**Road Closure Location Map  
Camilla Rd between North Service Rd and Pathfinder Dr  
Ward 7**



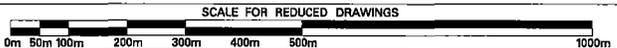


**MISSISSAUGA**

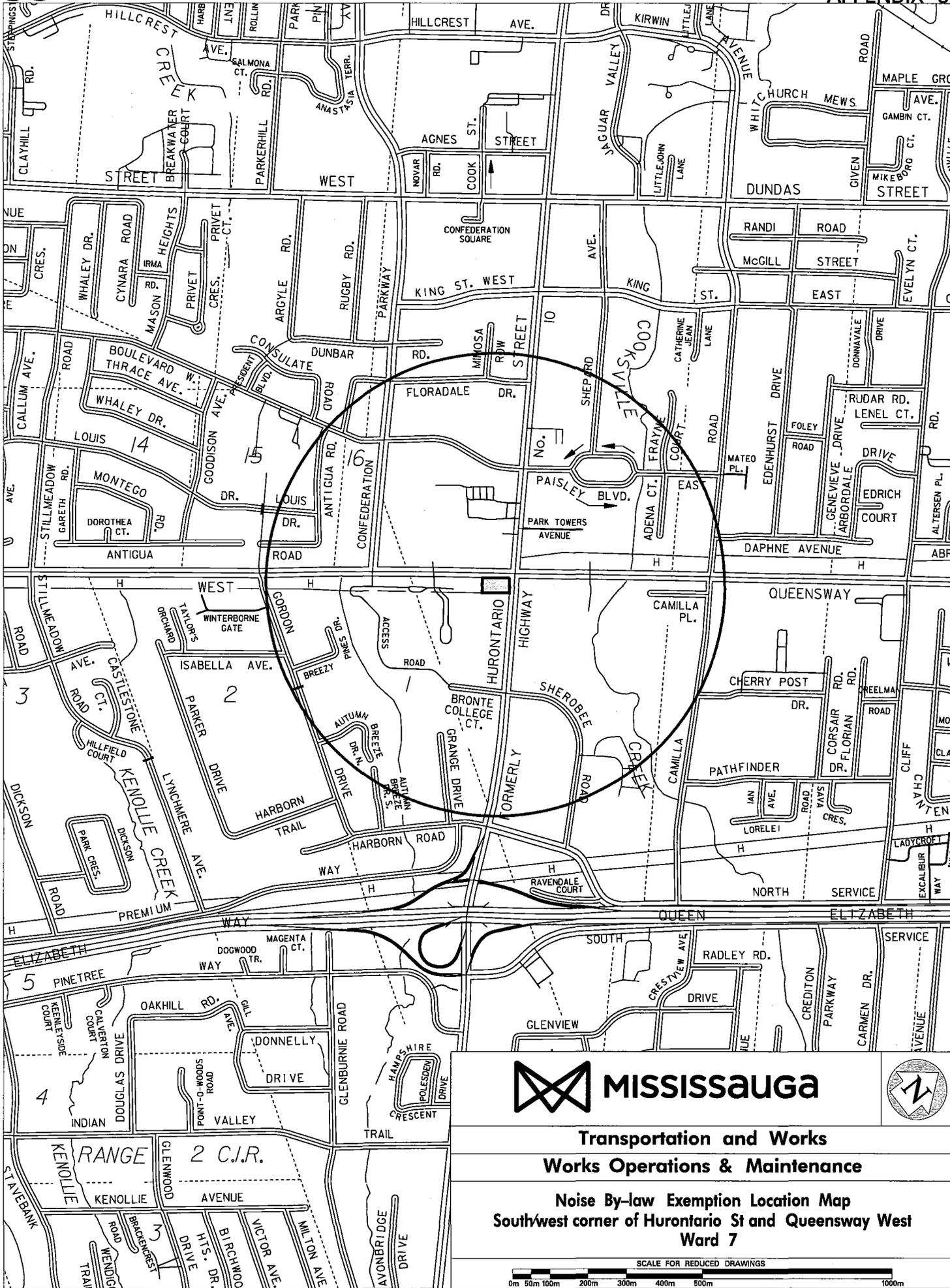


**Transportation and Works  
Works Operations & Maintenance**

**Road Closure Location Map  
Sherobee Road east of Hurontario Street  
Ward 7**



5e



**MISSISSAUGA**



**Transportation and Works  
Works Operations & Maintenance**

**Noise By-law Exemption Location Map  
Southwest corner of Hurontario St and Queensway West  
Ward 7**

SCALE FOR REDUCED DRAWINGS



# City of Mississauga Corporate Report



6.

<p>Date: August 31, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Gary Kent, Commissioner of Corporate Services and Chief Financial Officer</p> <div data-bbox="630 390 1010 512" style="border: 1px solid black; padding: 5px; text-align: center;"><p>General Committee</p><p><b>SEP 23 2015</b></p></div>	<p>Originator's files:</p> <p>File names</p> <hr/> <p>Meeting date:</p> <p>September 23, 2015</p>
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## Subject

University of Toronto Mississauga (UTM) Payment in Lieu of Taxes and Grant

## Recommendation

That the report of the Commissioner of Corporate Services and Chief Financial Officer dated August 31, 2015 be received for information.

## Background

In 2014 Council approved a University of Toronto Mississauga (UTM) Special Purpose Levy in the amount of \$1 million to be included in the City's Budget for ten years. At their meeting of February 11, 2015, Council requested a staff report on foregoing the UTM Payment in Lieu of Taxes (PILT) in place of the \$1 million Special Purpose Levy.

## Comments

In accordance with section 323 of the *Municipal Act, 2001, S.O. 2001, c.25*, a local municipality in which there is situated a university, college or public hospital may levy an annual tax based on a prescribed rate for each full-time student enrolled in the university or college, or for each provincially rated bed in a public hospital as determined by the Province each year. The prescribed rate is \$75 per student or hospital bed. In 2015, the City billed \$ 1.2 million to the universities, colleges and hospitals located in Mississauga as outlined in Appendix 1. The PILT is shared between the City and Region of Peel.

The PILT paid by UTM in 2015 was \$954,075 of which the City retained \$401,580 and the Region received \$552,495. If the City chose not to bill the UTM PILT, the City would continue to be obligated to pay the Region of Peel their portion of the foregone PILT unless the Region also agreed to forego their share. Also, UTM would require an annual grant of \$45,925 in order to continue to receive a \$1 million total benefit.

6a

In addition to UTM, the Trillium Hospitals and Sheridan and Mohawk Colleges pay PILTs based on the same formula. Foregoing the PILT for UTM creates an inequity in the taxes paid by these institutions and a potential risk of the colleges and hospitals making similar requests of the City to forego their PILTs.

## Financial Impact

If the \$1 million special UTM levy was eliminated, foregoing the PILT would result in a City budget pressure of \$1 million due to lost PILT revenue of \$401,580, required payment to the Region of their share of the foregone PILT of \$552,495 and a grant to UTM of \$45,925. If the Region were to agree to forego their share of the PILT, the budget pressure would be reduced to \$447,505.

## Conclusion

The City currently provides an annual grant of \$1 million to UTM funded through a special levy. UTM pays an annual PILT of \$954,075 which is shared between the City and Region. Eliminating the special UTM levy and foregoing the annual PILT would result in a City budget pressure of \$1 million as City revenue would be reduced by \$401,580, UTM would require a grant of \$45,925 and the City would be obligated to pay the Region \$552,495, their share of the foregone PILT. The budget pressure would be \$447,505 if the Region were to agree to also forego their share of the PILT. Foregoing the PILT for UTM would create inequity in the taxes paid by the institutions and a potential risk of similar requests being made by the colleges and hospitals. Continuing the existing process of providing UTM with a grant of \$1 million, raised through a Special Purpose Levy, and levying an annual PILT is less complicated and provides greater transparency while financially achieving the same result.

## Attachments

Appendix 1: 2015 Payment in Lieu of Taxes for Universities, Colleges and Hospitals



Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Connie Mesih, Director, Revenue and Materiel Management

## APPENDIX 1

2015 PAYMENT IN LIEU OF TAXES  
UNIVERSITIES, COLLEGES AND HOSPITALS

Institution	Capacity	Rate	City Share	Region Share	Total PILT
UTM	12,721	\$75	\$401,580	\$552,495	\$954,075
Sheridan College	2,169	\$75	\$68,472	\$94,203	\$162,675
Mohawk College	11	\$75	\$347	\$478	\$825
Trillium Health Partners (Credit Valley)	434	\$75	\$13,701	\$18,849	\$32,550
Trillium Health Partners (Mississauga)	610	\$75	\$19,257	\$26,493	\$45,750
			\$503,356	\$692,519	\$1,195,875

# City of Mississauga Corporate Report



7.

Date: August 28, 2015	<b>General Committee</b> <b>SEP 23 2015</b>	Originator's files:
To: Chair and Members of General Committee		
From: Gary Kent Commissioner of Corporate Services and Chief Financial Officer		Meeting date: September 23, 2015

## Subject

Financial Report as at June 30, 2015

## Recommendations

1. That the "Financial Report as at June 30, 2015" report dated August 28, 2015, from the Commissioner of Corporate Services and Chief Financial Officer, including appendices 1-1 to 3-1, be approved.
2. That the Treasurer be authorized to fund and close the capital projects as identified in this report.
3. That Council approve the multi-year funded Bridge and Structure Rehabilitation Project (PN11-154) at a gross cost of \$9.585 million for tendering purposes and that the increased funding of \$2.105 million be included in the 2016 Budget.
4. That a Reserve Fund be established for Debt Management Reserve Fund-Tax Capital (account 37100).
5. That a Reserve Fund be established for Debt Management Reserve Fund-Stormwater Capital (account 37200).
6. That the necessary by-laws be enacted.

## Report Highlights

### • Operating Summary

As of June 30, 2015, the City is forecasting a year-end surplus of \$5.2 million. This represents 1.3% of the City's net budget of \$412.9 million.

The surplus consists of \$5.3 million gapping in labour, \$5.3 million savings in Other Operating expenses, a revenue shortfall of \$2.8 million, and a forecasted reduced draw of \$2.6 million from the Provincial Gas Tax Reserve Fund.

### • Capital Summary

Recommended adjustments to the capital program will result in a revised net capital program of \$952.8 million to 704 projects.

- o 71 projects are recommended for closure

7a

- \$4.9 million is being returned to various development and tax Reserve Funds. A total of \$2.3 million is being returned to excess capital debt reserve funds
- Reserves and Reserve Funds
  - The forecasted year-end operating and capital reserve and reserve fund total is \$521.4 million or a \$35.2 million decrease from the January 1, 2015 opening balance. This is mainly due to a net decrease from drawdowns and funds transferred to active projects from the reserve funds.

## Background

In accordance with the Budget Control and Reserve and Reserve Fund By-laws, the Finance Division provides Council with a review of the City's financial position a minimum of two times a year. This report covers information related to the Operating Program, and the status of Capital Work-in-Progress, Debt, and Reserves and Reserve Funds.

On February 11, 2015, Council approved an operating budget of \$412.9 million and capital budget of \$195.2 million for 2015.

## Comments

This report summarizes:

Part 1 - Operating Forecast

Part 2 - Capital Status

Part 3 - Debt

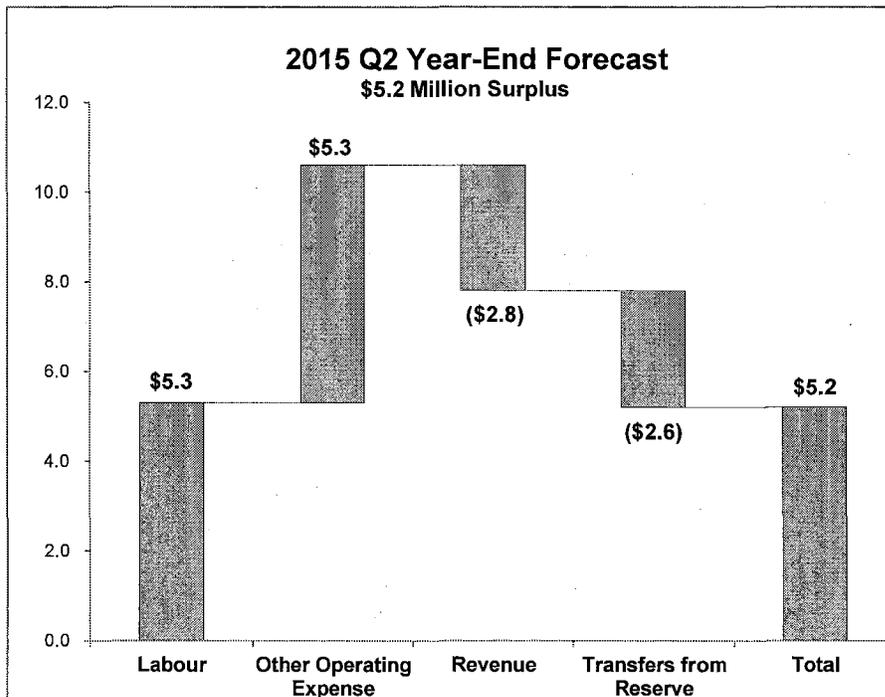
Part 4 - Reserves and Reserve Funds

### PART 1: OPERATING FORECAST

Based on actual results at June 30, 2015, staff forecast that the City will end the year with a surplus of \$5.2 million or 1.3% of the net budget. The following chart is the operating summary by service area. Details are provided in Appendix 1-1, Operating Forecast Details by Service Area.

Service Area (\$ Millions)	Net Budget	Year End Forecast	Forecasted Year End Variance
			\$ Surplus/(Deficit)
Fire and Emergency Services	97.4	97.4	0.0
Roads, Storm Drainage and Watercourses	71.6	70.3	1.3
MiWay	61.7	61.7	(0.0)
Parks and Forestry	31.2	30.6	0.6
Mississauga Library	25.0	24.4	0.6
Business Services	25.6	25.7	(0.1)
Facilities and Property Management	20.0	19.3	0.7
Recreation	21.9	21.8	0.2
Information Technology	20.6	20.8	(0.2)
Strategic Policy	12.5	13.1	(0.6)
Land Development Services	8.0	8.3	(0.3)
Arts and Culture	7.1	7.0	0.1
Mayor & Council	4.7	4.7	0.0
Regulatory Services	1.2	0.9	0.3
Legislative Services	(3.3)	(3.7)	0.4
Environmental Services	1.0	1.0	(0.0)
Financial Transactions	6.8	4.5	2.2
<b>City</b>	<b>412.9</b>	<b>407.7</b>	<b>5.2</b>

Note: Numbers may not add due to rounding.



**Year-End Operating Result Highlights** - The major areas of variance from budget are highlighted in the chart below with further details provided in Appendix 1-1 Operating Forecast Details by Service Area:

7c

Labour and Benefits	Surplus/(Deficit) \$ Millions
Labour gapping	5.0
Sunlife administration savings	0.8
Other adjustments	0.3
Capital labour recoveries from Survey & Inspections	(0.8)
<b>Total Surplus / (Deficit)</b>	<b>5.3</b>

Other Operating Expenses	Surplus/(Deficit) \$ Millions
MiWay diesel fuel savings	3.4
Debt Repayment surplus	1.8
Lower winter maintenance costs	1.5
Utility savings	0.5
Cleaning & litter pickup contractor costs	0.4
Professional services - external counsel	(0.2)
Street lighting hydro	(1.0)
Other adjustments	(1.1)
<b>Total Surplus / (Deficit)</b>	<b>5.3</b>

Revenue	Surplus/(Deficit) \$ Millions
Administrative Penalties System (APS) fees & external recoveries	0.6
Internal recoveries for special road projects	0.4
Development construction revenue	0.2
Collection agency recoveries	0.2
Building permit revenue	(0.6)
Reduced MiWay ridership and revenue	(3.6)
<b>Total Surplus / (Deficit)</b>	<b>(2.8)</b>

Transfers from Reserve	Surplus/(Deficit) \$ Millions
Forecasted reduced draw from Provincial Gas Tax Reserve Fund	(2.6)
<b>Total Surplus / (Deficit)</b>	<b>(2.6)</b>
<b>Grand Total</b>	<b>5.2</b>

Note: Numbers may not add due to rounding.

As part of the on-going budget process, staff track variances and may recommend adjustments to the 2016 Business Plan and Budget.

### Operating Budget Adjustments

According to the Budget Control Bylaw, all inter-program adjustments require Council authorization. There is no change to the City's net operating budget as a result of these adjustments as these adjustments reallocate budget funds from one program/account to another. Appendix 1-2, Operating Budget Adjustments by Service Area, details operating budget movements which require approval by Council.

### PART 2: CAPITAL STATUS

As required under the City's Budget Control Bylaw, a Capital works-in-progress review must be prepared at least twice a year for Council. Included in this review is the on-going monitoring, evaluation and identification of projects to be closed, funds being returned to reserves, and projects requiring additional funding.

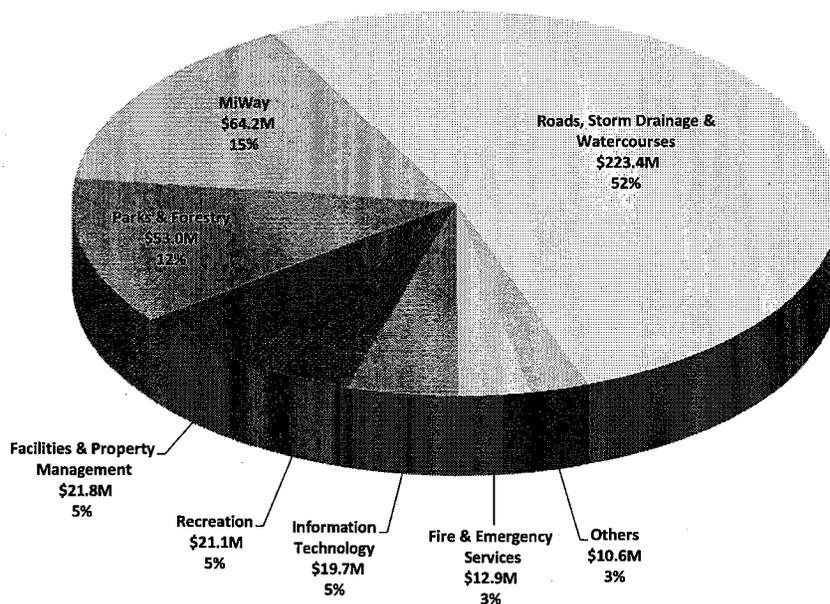
The City has an approved capital program with a total budget of \$960 million. Staff recommends returning approximately \$4.9 million to various reserves and reserve funds, and an additional \$2.3 million to excess debt reserve funds from closed or completed projects. This results in a revised net capital budget totalling \$952.8 million.

Of the \$952.8 million total,

- \$526.1 million or 55.2% has been spent
- \$426.7 million is to be incurred.

The following chart shows the distribution of the City's capital expenditures to be incurred, by service. See Appendix 2-1 for more details.

**Total Capital Works-in-Progress  
Net Future Expenditures to be incurred by Service Area  
\$426.7 Million**



Note: Others Include Land Development Services, Mississauga Library, Arts & Culture, Business Services, Legislative Services & Regulatory Services

7e

City staff continues to evaluate older projects and return unspent funds to reduce the amount of capital funds that are needed to be borrowed for future years' projects. The \$426.7 million of future expenditures earns interest revenue that is used to support both the capital and operating programs including contributions to the reserves and reserve funds.

Of the \$426.7 million still to be incurred, over 35% is accounted for by the following projects:

- \$49.8 million Transitway
- \$44.5 million Roadway Resurfacing projects
- \$24.8 million Torbram Grade Separation
- \$15.6 million Cooksville Creek Storm Water Facility
- \$13.6 million Downtown Storm Sewer Trunk Repair

The second quarter review has resulted in \$7.2 million being returned as a result of all budget adjustments, transfers and project closures. The majority of the funds are being returned to the Capital Tax reserve funds and Development Charges reserve funds.

The following are major project highlights:

#### **Roads, Storm Drainage and Watercourses**

- Parking Structure Design - Living Arts Centre and/or Downtown (PN10-199) is being closed and returning funding in the amount of \$0.7 million. The project is delayed pending refresh of the Downtown 21 Master Plan, Main Street Plan and Parking Master Plan which will determine potential parking structure locations in the downtown core.
- Cooksville Creek Erosion Control - Camilla Rd to N Service Rd (PN12-137) is being closed and returning funding in the amount of \$0.6 million. The project has been delayed in obtaining required easements. Project is being closed and will be re-budgeted based on ability of obtaining easement.
- Cooksville Creek Erosion Control - Rathburn Road East to Absolute Avenue (PN13-140) is complete and returning funding in the amount of \$0.6 million due to favorable contract pricing. Warranty period is ending fall 2016.
- Two new culverts will be replaced on Lakeshore Boulevard East over Serson and Applewood Creeks under the Bridge and Structure Rehabilitation Project (PN11-154). The Credit Valley Conservation Authority revised its flood line mapping and has resulted in a 30% increase of design water flow. This requires twinning of the culverts to accommodate the new flood line models. Council approval for an additional \$2.1 million is needed in order to award this tender, for a total project cost of approximately \$9.6 million. The additional funds will be included in the 2016 Budget.

#### **MiWay**

- Transit Radio Frequency Identification Devices (PN08-243) is being closed and returning funding in the amount of \$0.5 million. The equipment is now being integrated with IBUS equipment and will be funded from the Transit Information Systems (PN09-241).

## Parks & Forestry

- Lakefront Promenade Spray Pad Redevelopment project (PN12-318) has fully rehabilitated the existing spray pad and gathering space areas outside the concession building at Lakefront Promenade Park. This has created a vibrant children's play area with vistas to the lake. The project also included contributions from Toronto Fabricating to provide a unique and colourful seating around the facility.

The following appendices detail all capital project updates, changes, and funding adjustments:

**Appendix 2-2:** Projects Completed, Delayed or Cancelled and To Be Closed - 71 projects with an approved budget of \$43.9 million. The total 71 projects are being closed with \$5.7 million or 13% of the approved budget amount being returned to the reserves.

**Appendix 2-3:** Open Projects Requiring Funding Adjustments - 25 projects with an approved budget of \$50.1 million, are returning a net of \$1.5 million to reserves and reserve funds.

**Appendix 2-4:** Project Adjustments with No Net Capital Impact lists 6 projects that are being combined with no net financial impact.

## PART 3: DEBT

Since 2013, two debentures have been issued to fund various capital projects. Debt repayments are funded through the Capital Infrastructure & Debt Repayment Levy. For 2015, an additional debenture of \$40 million was issued in August, 2105. The following is the City's debt status as of June 30, 2015.

City of Mississauga Debt	\$ Millions
Principal Outstanding as at January 1, 2015	80.8
Principal Payments as at June 30, 2015	(10.0)
<b>Outstanding Debt</b>	<b>70.8</b>

## PART 4: RESERVES AND RESERVE FUNDS

The results and recommendations contained in this report have direct implications on both Operating and Capital reserve funds. Reserves and reserve funds are established by Council to assist with long term financial stability and financial planning. These funds are set aside to help offset future needs, obligations, pressures and costs.

They are drawn upon to finance specific purpose capital and operating expenditures as designated by Council. This minimizes tax rate fluctuations due to unanticipated expenditures and revenue shortfalls, and to fund ongoing projects and programs (i.e. insurance and employee benefits).

The year-end operating and capital reserves and reserve fund is \$521.4million, a \$35.2 million decrease from January 1, 2015 balance. The chart below provides consolidated forecast of reserves and reserve fund balances by reserve type as at December 31, 2015.

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Appendix 3-1 provides details on each reserve and reserve fund.

Reserves and Reserve Funds	Balance January 1, 2015 (\$000's)	Projected Balance December 31, 2015 (\$000's)	Estimated Change in Balances	
			(\$000's)	%
<b>Operating Program</b>				
Operating Reserves	44,858	43,927	(931)	(2.1%)
Operating Reserve Funds	64,019	60,326	(3,693)	(5.8%)
<b>Total Operating Reserves and Reserve Funds</b>	<b>108,877</b>	<b>104,253</b>	<b>(4,624)</b>	<b>(4.2%)</b>
<b>Capital Program</b>				
Tax Funded	88,539	85,685	(2,854)	(3.2%)
Gas Tax and Other Contributions	228,219	224,085	(4,135)	(1.8%)
Development Funding	130,906	105,105	(25,801)	(19.7%)
Debt Management Reserve Funds	0	2,253	2,253	100.0%
<b>Total Capital Program Reserve Funds</b>	<b>447,664</b>	<b>417,127</b>	<b>(30,537)</b>	<b>(6.8%)</b>
<b>Grand Total</b>	<b>556,541</b>	<b>521,380</b>	<b>(35,161)</b>	<b>(6.3%)</b>

Note: Numbers may not add due to rounding.

As the City is now issuing debt, a process is required for the handling of surplus debt funds from completed capital projects (ie, surplus or deficit remaining after the project is completed). Staff is recommending the creation of two reserve funds: Debt Management Reserve Fund-Tax Capital (account 37100), and Debt Management Reserve Fund-Stormwater Capital (account 37200). The two new reserve funds would receive surplus funds to be re-allocated for future debt projects or reallocate funding where a deficit exists on similar projects.

## Conclusion

In summary, the City forecasted 2015 year-end operating financial position is a surplus of \$5.2 million. The capital operations are progressing as planned/identified.

## Attachments

- Appendix 1-1 Operating Forecast Details by Service Area
- Appendix 1-2 Operating Budget Adjustments by Service
- Appendix 2-1 Summary of Capital Works-In-Progress by Service Area
- Appendix 2-2 Projects Completed, Delayed or Cancelled and to Be Closed
- Appendix 2-3 Open Projects Requiring Funding Adjustments
- Appendix 2-4 Project Adjustments With No Net Capital Impact
- Appendix 3-1 Continuity Schedule of Reserves and Reserve Funds

Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Ann Wong, B.Comm, CPA CGA, Manager, Business Planning and Budgets

Appendix 3-1 provides details on each reserve and reserve fund.

Reserves and Reserve Funds	Balance January 1, 2015 (\$000's)	Projected Balance December 31, 2015 (\$000's)	Estimated Change in Balances	
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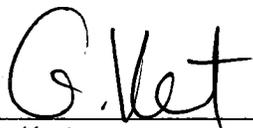
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- Appendix 2-4 Project Adjustments With No Net Capital Impact
- Appendix 3-1 Continuity Schedule of Reserves and Reserve Funds



Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

7. Operating Forecast Details by Service Area

**Fire & Emergency Services**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(1.3)	(1.3)	0.0	0.0%	Revenue is driven by the number of billable calls and is expected to meet the budget estimates by year end.
Other Operating Expenses	3.7	3.7	0.0	0.0%	
Labour and Benefits	94.2	94.2	0.0	0.0%	
<b>Total Net Cost before Administrative and Support Costs</b>	<b>96.6</b>	<b>96.6</b>	<b>0.0</b>	<b>0.0%</b>	
Administrative and Support Costs	0.784	0.784	0.0	0.0%	
<b>Total Net Cost</b>	<b>97.4</b>	<b>97.4</b>	<b>0.0</b>	<b>0.0%</b>	

**Roads, Storm Drainage & Watercourses**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(10.9)	(11.1)	0.2	1.4%	The forecasted net revenue surplus of \$0.2M is primarily attributed to: - a shortfall of \$0.5M in street lighting recovers from the Region of Peel as the jurisdictional transfer of street lights on Regional roads from the City to Peel has not taken place. A Street Lighting Service Agreement between the City and Peel is currently being finalized with execution expected by year-end, offset by - a surplus of \$0.4M in internal recovers for special road projects primarily as a result of the construction of a parking lot at West Credit Avenue to facilitate snow dumping, tree & brush removal. - a surplus of \$0.2M in Development Construction revenue
Other Operating Expenses	48.7	47.9	0.8	1.6%	The forecasted net other operating expense surplus of \$0.8M is primarily attributed to the following in the Works Operations Management Division: - a surplus of \$1.5M in winter maintenance contractor costs due to lower than normal winter activities for the 1st quarter of 2015 when compared to 5 year average, and - a surplus of \$0.4M in cleaning & litter pickup contractor costs due to favourable contract pricing, offset by - an over expenditure of \$1M in street lighting hydro. The LED Street Lighting Conversion Project is ongoing and is expected to be completed by year-end. As a result, full annual cost savings in hydro will not be realized until year-end.
Labour and Benefits	33.6	33.3	0.3	1.0%	The forecast labour surplus is offset by an over expenditure of \$0.8M which is primarily attributed to lower than budgeted capital labour recovers in the Survey & Inspections sections.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>71.4</b>	<b>70.1</b>	<b>1.3</b>	<b>1.8%</b>	
Administrative and Support Costs	0.1	0.1	0.0	0.0%	
<b>Total Net Cost</b>	<b>71.6</b>	<b>70.3</b>	<b>1.3</b>	<b>1.8%</b>	

**Operating Forecast Details by Service Area**  
**MiWay**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(84.4)	(80.7)	(3.7)	(4.4%)	Transit fares are unfavourable due to ongoing effects of Presto fare media migration, a cold winter season and expected revenue decreases due to the \$1 senior fare initiative.
Transfers from Reserve	(17.6)	(15.0)	(2.6)	(14.7%)	The annual provincial gas tax transfer has been forecasted to be \$2.6M less than budget due to forecasted lower expenditures.
Other Operating Expenses	38.4	35.0	3.4	9.0%	Total Other Operating Expenses are favourable due to favourable variances in diesel pricing (\$0.92 vs. \$1.10). With oil currently at \$52/barrel, this favourable surplus is expected to continue.
Labour and Benefits	124.5	121.6	2.9	2.3%	Total Labour Costs forecast indicates a full year favourable variance due to gapping in transit operators, salaried staff and temporary staff. This surplus is a result of LTD, staff turnover and recruitment challenges.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>60.8</b>	<b>60.8</b>	<b>(0.0)</b>	<b>(0.0%)</b>	
Administrative and Support Costs	0.9	0.9	0.0	0.0%	
<b>Total Net Cost</b>	<b>61.7</b>	<b>61.7</b>	<b>(0.0)</b>	<b>(0.0%)</b>	

**Parks and Forestry**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(4.1)	(4.1)	0.0	0.0%	
Other Operating Expenses	11.5	11.7	(0.2)	(1.3%)	Unfavourable variance due to increase materials and supplies use, and equipment repair cost.
Labour and Benefits	24.1	23.4	0.8	3.1%	Favourable labour variance due to staff on LTD, maternity leave, retirements, salary discrepancies between old and new hires.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>31.5</b>	<b>30.9</b>	<b>0.6</b>	<b>1.9%</b>	
Administrative and Support Costs	(0.3)	(0.3)	0.0	0.0%	
<b>Total Net Cost</b>	<b>31.2</b>	<b>30.6</b>	<b>0.6</b>	<b>1.9%</b>	

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## Operating Forecast Details by Service Area

Appendix 1-1

## Mississauga Library

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(2.0)	(2.0)	0.1	3.2%	
Other Operating Expenses	5.5	5.6	(0.1)	(2.1%)	\$0.05M Savings in utilities offset by pressure in collections due to the impact of the US dollar.
Labour and Benefits	21.1	20.4	0.7	3.3%	Savings due to normal gapping and implementation of self check-out offset by unfavourable variance due to backfilling for essential full-time direct public service staff vacancies.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>24.6</b>	<b>23.9</b>	<b>0.6</b>	<b>2.6%</b>	
Administrative and Support Costs	0.4	0.4	0.0	0.0%	
<b>Total Net Cost</b>	<b>25.0</b>	<b>24.4</b>	<b>0.6</b>	<b>2.6%</b>	

## Business Services

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(2.1)	(2.3)	0.2	9.7%	Revenue surplus is attributable to an increase in collection agency recoveries.
Other Operating Expenses	2.6	2.7	(0.1)	(3.8%)	
Labour and Benefits	25.0	25.2	(0.2)	(0.8%)	Unfavorable variance is due to temporary additional resources being allocated to initiatives focused on Business Planning, Finance's reorganization and operational improvements. The variance will be funded from the labour gapping surplus in Corporate Services.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>25.6</b>	<b>25.7</b>	<b>(0.1)</b>	<b>(0.4%)</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>25.6</b>	<b>25.7</b>	<b>(0.1)</b>	<b>(0.4%)</b>	

## Facilities and Property Management

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.4)	(0.8)	0.4	98.2%	Revenue surplus is primarily due to one-time revenue.
Other Operating Expenses	8.0	8.0	0.0	0.0%	
Labour and Benefits	13.6	13.3	0.3	2.2%	Normal labour gapping savings.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>21.1</b>	<b>20.4</b>	<b>0.7</b>	<b>3.3%</b>	
Administrative and Support Costs	(1.2)	(1.2)	0.0	0.0%	
<b>Total Net Cost</b>	<b>20.0</b>	<b>19.3</b>	<b>0.7</b>	<b>3.5%</b>	

**Operating Forecast Details by Service Area**  
**Recreation**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(44.8)	(44.7)	(0.0)	(0.1%)	
Other Operating Expenses	23.2	23.0	0.2	0.9%	Favourable variance is due to utility savings of \$0.2M.
Labour and Benefits	43.5	43.5	0.0	0.0%	
<b>Total Net Cost before Administrative and Support Costs</b>	<b>21.9</b>	<b>21.7</b>	<b>0.2</b>	<b>0.8%</b>	
Administrative and Support Costs	0.1	0.1	0.0	0.0%	
<b>Total Net Cost</b>	<b>21.9</b>	<b>21.8</b>	<b>0.2</b>	<b>0.8%</b>	

**Information Technology**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.6)	(0.6)	0.0	0.0%	
Other Operating Expenses	4.9	4.9	0.0	0.0%	
Labour and Benefits	17.3	17.5	(0.2)	(1.2%)	Unfavorable variance is primarily due to backfilling of staff resources reallocated to support the By-election and Pan Am Games and labour market pressures for numerous IT positions. The variance will be funded from the labour gapping surplus in Corporate Services.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>21.7</b>	<b>21.9</b>	<b>(0.2)</b>	<b>(0.9%)</b>	
Administrative and Support Costs	(1.1)	(1.1)	0.0	0.0%	
<b>Total Net Cost</b>	<b>20.6</b>	<b>20.8</b>	<b>(0.2)</b>	<b>(1.0%)</b>	

**Strategic Policy**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.8)	(0.8)	0.0	0.0%	
Other Operating Expenses	3.1	3.3	(0.2)	(6.4%)	Legal Services Division over expenditure in professional services is largely due to the need to retain external counsel on several trials; various other litigations and the high volume of legal matters.
Labour and Benefits	10.2	10.6	(0.4)	(3.7%)	Unfavorable variance relates mainly to Corporate Performance and Innovation initiatives. The variance will be funded from City wide labour gapping.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>12.5</b>	<b>13.1</b>	<b>(0.6)</b>	<b>(4.6%)</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>12.5</b>	<b>13.1</b>	<b>(0.6)</b>	<b>(4.6%)</b>	

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## Operating Forecast Details by Service Area

Appendix 1-1

### Land Development Services

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(12.5)	(11.9)	(0.6)	(4.8%)	Building Permit revenues, after a slow first quarter, are improving. At this point a year-end shortfall of \$0.6M is anticipated. Monitoring of application activity will continue.
Other Operating Expenses	1.9	1.9	0.0	0.0%	
Labour and Benefits	18.6	18.3	0.3	1.9%	Normal labour gapping savings.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>8.0</b>	<b>8.3</b>	<b>(0.3)</b>	<b>(3.1%)</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>8.0</b>	<b>8.3</b>	<b>(0.3)</b>	<b>(3.1%)</b>	

### Arts & Culture

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(1.7)	(1.7)	0.0	0.0%	
Other Operating Expenses	4.1	4.2	(0.1)	(1.5%)	Unfavourable variance is projected due to additional service costs with Literary Arts, Celebration Square, Creative Industry initiatives and Museums. This variance will be netted against division-wide savings.
Labour and Benefits	4.6	4.5	0.1	3.2%	Favourable variance due to normal gapping offset by unfavourable variance due to part time labour being used to compensate full time vacancies.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>7.0</b>	<b>6.9</b>	<b>0.1</b>	<b>1.2%</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>7.1</b>	<b>7.0</b>	<b>0.1</b>	<b>1.2%</b>	

### Mayor & Council

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	0.0	0.0	0.0	0.0%	
Other Operating Expenses	0.7	0.7	0.0	0.2%	
Labour and Benefits	3.9	3.9	0.0	0.0%	
<b>Total Net Cost before Administrative and Support Costs</b>	<b>4.7</b>	<b>4.7</b>	<b>0.0</b>	<b>0.0%</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>4.7</b>	<b>4.7</b>	<b>0.0</b>	<b>0.0%</b>	

**Operating Forecast Details by Service Area**  
**Regulatory Services**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(12.9)	(13.4)	0.6	4.3%	The forecasted revenue surplus of \$0.6M is primarily attributed to Administrative Penalties System (APS) fees & external recoveries.
Other Operating Expenses	2.2	2.2	(0.0)	(1.2%)	The forecasted other operating over expenditure of \$0.03M relates to various unfavourable variances.
Labour and Benefits	11.7	12.0	(0.3)	(2.1%)	A labour over expenditure of \$0.3M is forecasted which is primarily attributed to temp labour costs.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>1.0</b>	<b>0.8</b>	<b>0.3</b>	<b>26.8%</b>	
Administrative and Support Costs	0.1	0.1	0.0	0.0%	
<b>Total Net Cost</b>	<b>1.2</b>	<b>0.9</b>	<b>0.3</b>	<b>23.9%</b>	

**Legislative Services**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(11.1)	(11.3)	0.2	1.8%	Forecasted surplus is due to higher than planned fine revenue per ticket.
Other Operating Expenses	1.6	1.6	0.0	0.0%	
Labour and Benefits	6.2	6.0	0.2	3.2%	Normal labour gapping savings.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>(3.3)</b>	<b>(3.7)</b>	<b>0.4</b>	<b>12.3%</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>(3.3)</b>	<b>(3.7)</b>	<b>0.4</b>	<b>12.3%</b>	

**Environmental Services**

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(0.1)	0.0	(0.1)	(100.0%)	
Other Operating Expenses	0.3	0.2	0.1	26.1%	Climate Change work is deferred to 2016.
Labour and Benefits	0.8	0.8	0.0	0.0%	
<b>Total Net Cost before Administrative and Support Costs</b>	<b>1.0</b>	<b>1.0</b>	<b>(0.0)</b>	<b>(2.5%)</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>1.0</b>	<b>1.0</b>	<b>(0.0)</b>	<b>(2.5%)</b>	

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## Operating Forecast Details by Service Area

Appendix 1-1

## Financial Transactions

Item (\$ Millions)	2015 Budget	2015 Year-End Forecast	Year-End Variance		Comments and Action Plan
			\$ Surplus/ (Deficit)	% of Budget	
Revenues	(75.4)	(77.0)	1.6	2.1%	\$1.6 M asset disposal revenue (see offset below in transfer to reserve funds).
Other Operating Expenses	78.2	78.3	(0.1)	(0.2%)	\$1.8M debt repayment surplus related to timing of principal and interest payments, \$1.6M increased transfer to reserve funds from proceeds of asset disposal (see offset above in revenues), \$0.2M additional insurance premiums and \$0.1M additional costs from higher credit card volume.
Labour and Benefits	4.0	3.3	0.8	18.7%	\$0.8M savings from Sunlife surplus deposit.
<b>Total Net Cost before Administrative and Support Costs</b>	<b>6.8</b>	<b>4.5</b>	<b>2.2</b>	<b>32.6%</b>	
Administrative and Support Costs	0.0	0.0	0.0	0.0%	
<b>Total Net Cost</b>	<b>6.8</b>	<b>4.5</b>	<b>2.2</b>	<b>32.6%</b>	
<b>City Grand Total Net Cost</b>	<b>412.9</b>	<b>407.7</b>	<b>5.2</b>	<b>1.3%</b>	

Note: Numbers may not add due to rounding.

Operating Budget Adjustments by Service

Appendix 1-2

Change Request Number	Service Description	Reason	Total
1588	Information Technology	201 Lease Transfer IT to TW	(108,100)
	Roads	201 Lease Transfer IT to TW	108,100
	<b>Total</b>		<b>0</b>
1589	Business Services	DSS Allocations reversal	21,000
	Information Technology	DSS Allocations reversal	903,862
	MiWay	DSS Allocations reversal	(1,373,700)
	Regulatory Services	DSS Allocations reversal	(436,100)
	Roads	DSS Allocations reversal	884,938
<b>Total</b>		<b>0</b>	
1592	Business Services	DSS Allocations reversal	(21,000)
	Information Technology	DSS Allocations reversal	(17,720)
	MiWay	DSS Allocations reversal	34,800
	Regulatory Services	DSS Allocations reversal	10,600
	Roads	DSS Allocations reversal	(6,680)
<b>Total</b>		<b>0</b>	
1811	Financial Transactions	Insurance re-allocation	(114,300)
	Strategic Policy	Professional Services	114,300
<b>Total</b>		<b>0</b>	
1812	Legislative Services	BR1288 and 1281 POA Revenue	(143,981)
	Strategic Policy	BR1281 Transfer POA revenue to POA account	85,774
		BR1288 Transfer POA revenue to POA account	58,207
<b>Total</b>		<b>0</b>	
1813	Facilities & Property Management	Adamson House - Rental Income	88,000
		Cawthra House Rental Income	122,000
		Gas - Adamson	(6,200)
		Gas - Cawthra	(7,500)
		Hydro - Adamson	(11,200)
		Hydro - Cawthra	(16,750)
		Water - Adamson	(2,000)
		Water - Cawthra	(750)
	Recreation	Adamson House - Rental Income	(88,000)
		Cawthra House - Rental Income	(122,000)
		Gas - Adamson	6,200
		Gas - Cawthra	7,500
		Hydro - - Cawthra	16,750
		Hydro-Adamson	11,200
		Water - Adamson	2,000
		Water - Cawthra	750
<b>Total</b>		<b>0</b>	
1822	Fire & Emergency Services	Reallocate temp budget to Parks & Forestry	32,666
	Parks & Forestry	Reallocate temp budget from Fire	(32,666)
<b>Total</b>		<b>0</b>	
1834	Regulatory Services	Consolidation of Teraview Registry Search Responsibility to CC 24431	(12,000)
	Roads	Consolidation of Teraview Registry Search Responsibility to CC 24431	12,000
<b>Total</b>		<b>0</b>	
1847	Facilities & Property Management	Transfer Budget to F&PM from CC#23564 for Transit Security Position approved within BR#1272	(41,371)
	MiWay	Transfer Budget to F&PM from 23564 for Transit Security position approved within BR#1272	41,371
<b>Total</b>		<b>0</b>	
1863	Business Services	Labour Salaries Permanent	109,089
	Facilities & Property Management	Labour Salaries Permanent	(109,089)
<b>Total</b>		<b>0</b>	
1880	MiWay	Labour Salaries Permanent	(53,848)
	Roads	Labour Salaries Permanent	53,848
<b>Total</b>		<b>0</b>	
1881	Facilities & Property Management	Labour Salaries Permanent	41,577
	MiWay	Labour Salaries Permanent	(41,577)
<b>Total</b>		<b>0</b>	

79 Operating Budget Adjustments by Service

Appendix 1-2

Change Request Number	Service Description	Reason	Total
1887	Arts & Culture	Utility Realignment	15,000
	Business Services	Utility Realignment	5,000
	Facilities & Property Management	Utility Realignment	(40,000)
	Fire & Emergency Services	Utility Realignment	18,000
	Mississauga Library	Utility Realignment	(40,000)
	MiWay	Utility Realignment	(56,000)
	Parks & Forestry	Utility Realignment	49,000
	Recreation	Utility Realignment	(12,000)
	Roads	Utility Realignment	61,000
	<b>Total</b>		<b>0</b>
1892	Facilities & Property Management	Cawthra & Adamson Operating Realignment	(15,500)
	Recreation	Cawthra & Adamson Operating Realignment	15,500
		<b>Total</b>	<b>0</b>
1910	Parks & Forestry	Food Services Changes from Recreation to Parks and Forestry	(35,700)
	Recreation	Food Services Changes from Recreation to Parks and Forestry	35,700
		<b>Total</b>	<b>0</b>
2157	Financial Transactions	Reverse Mayor's Salary EA Reduction from 28052-Apr 24, 2015	(1,879)
	Mayor & Members Of Council	Reverse Mayor's Salary EA Reduction to ND 28717-Apr 24, 2015	1,879
		<b>Total</b>	<b>0</b>
2191	Facilities & Property Management	Move union steps from dept to non-dept-June 8, 2015	(4,500)
	Financial Transactions	Move union steps from dept to non-dept-June 8, 2015	251,800
	Fire & Emergency Services	Move union steps from dept to non-dept-June 8, 2015	(210,500)
	Mississauga Library	Move union steps from dept to non-dept-June 8, 2015	(36,800)
	<b>Total</b>		<b>0</b>
2028	Mayor & Members Of Council	Mayor's office staff increase approved through 2014 budget	200,000
	Financial Transactions	Mayor's office staff increase approved through 2014 budget	(200,000)
		<b>Total</b>	<b>0</b>

**Appendix 2-1: Summary of Capital Works-In-Progress by Service Area As of May 31, 2015**

Service Area	# of Active Projects/ Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to May 31/2015 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
<b>Summary of All Projects/Programs *</b>							
Fire & Emergency Services	26	\$27,976	\$27,976	\$0	\$15,052	54%	\$12,924
Roads, Storm Drainage & Watercourses	242	\$449,105	\$455,538	-\$6,432	\$225,700	50%	\$223,406
MiWay	43	\$238,761	\$238,893	-\$132	\$174,585	73%	\$64,176
Parks & Forestry	179	\$90,276	\$90,679	-\$403	\$37,301	41%	\$52,975
Mississauga Library	14	\$8,426	\$12,426	-\$4,000	\$5,936	70%	\$2,489
Business Services	12	\$1,656	\$1,656	\$0	\$863	52%	\$793
Facilities & Property Management	70	\$35,058	\$34,907	\$151	\$13,291	38%	\$21,767
Recreation	24	\$54,238	\$50,153	\$4,085	\$33,132	61%	\$21,105
Information Technology	126	\$37,614	\$38,062	-\$448	\$17,871	48%	\$19,743
Land Development Services	17	\$7,343	\$7,341	\$2	\$2,020	28%	\$5,323
Arts & Culture	16	\$1,369	\$1,369	\$0	\$308	23%	\$1,061
Regulatory Services	1	\$150	\$150	\$0	\$0	0%	\$150
Legislative Services	5	\$827	\$827	\$0	\$20	2%	\$807
<b>TOTAL CITY</b>	<b>775</b>	<b>\$952,799</b>	<b>\$959,976</b>	<b>-\$7,177</b>	<b>\$526,080</b>	<b>55%</b>	<b>\$426,720</b>
<b>Summary of 2015 Projects/Programs</b>							
Fire & Emergency Services	5	\$2,738	\$2,738	\$0	\$61	2%	\$2,677
Roads, Storm Drainage & Watercourses	50	\$56,221	\$56,571	-\$350	\$333	1%	\$55,889
MiWay	11	\$6,045	\$5,635	\$410	\$1,689	28%	\$4,356
Parks & Forestry	44	\$18,545	\$18,504	\$41	\$1,187	6%	\$17,358
Mississauga Library	3	\$376	\$376	\$0	\$0	0%	\$376
Business Services	4	\$419	\$419	\$0	\$18	4%	\$401
Facilities & Property Management	27	\$12,298	\$11,853	\$445	\$175	1%	\$12,122
Recreation	9	\$2,615	\$2,615	\$0	\$51	2%	\$2,564
Information Technology	30	\$8,271	\$8,291	-\$20	\$415	5%	\$7,856
Land Development Services	2	\$450	\$450	\$0	\$24	5%	\$426
Arts & Culture	4	\$300	\$300	\$0	\$0	0%	\$300
Regulatory Services	1	\$150	\$150	\$0	\$0	0%	\$150
Legislative Services	4	\$807	\$807	\$0	\$0	0%	\$807
<b>TOTAL CITY - 2015</b>	<b>194</b>	<b>\$109,234</b>	<b>\$108,708</b>	<b>\$526</b>	<b>\$3,952</b>	<b>4%</b>	<b>\$105,282</b>

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Appendix 2-1: Summary of Capital Works-In-Progress by Service Area As of May 31, 2015

Service Area	# of Active Projects/ Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to May 31/2015 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
<b>Summary of 2014 Projects/Programs</b>							
Fire & Emergency Services	7	\$3,832	\$3,832	\$0	\$1,527	40%	\$2,305
Roads, Storm Drainage & Watercourses	51	\$88,115	\$89,578	-\$1,463	\$26,833	30%	\$61,281
MiWay	7	\$7,214	\$7,214	\$0	\$3,824	53%	\$3,391
Parks & Forestry	35	\$19,853	\$19,894	-\$41	\$5,702	29%	\$14,151
Mississauga Library	3	\$693	\$693	\$0	\$543	78%	\$149
Business Services	2	\$45	\$45	\$0	\$27	61%	\$18
Facilities & Property Management	29	\$11,751	\$12,045	-\$294	\$4,680	40%	\$7,070
Recreation	3	\$865	\$865	\$0	\$760	88%	\$105
Information Technology	23	\$7,653	\$7,701	-\$48	\$2,404	31%	\$5,249
Land Development Services	4	\$3,795	\$3,795	\$0	\$165	4%	\$3,630
Arts & Culture	4	\$393	\$393	\$0	\$87	22%	\$306
Regulatory Services	0	\$0	\$0	\$0	\$0	0%	\$0
Legislative Services	0	\$0	\$0	\$0	\$0	0%	\$0
<b>TOTAL CITY - 2014</b>	<b>168</b>	<b>\$144,208</b>	<b>\$146,054</b>	<b>-\$1,846</b>	<b>\$46,551</b>	<b>32%</b>	<b>\$97,656</b>
<b>Summary of 2013 Projects/Programs</b>							
Fire & Emergency Services	4	\$2,008	\$2,008	\$0	\$1,043	52%	\$965
Roads, Storm Drainage & Watercourses	43	\$54,606	\$55,982	-\$1,376	\$32,650	60%	\$21,955
MiWay	9	\$2,134	\$2,175	-\$41	\$744	35%	\$1,390
Parks & Forestry	41	\$14,333	\$14,377	-\$44	\$4,663	33%	\$9,670
Mississauga Library	2	\$100	\$4,100	-\$4,000	\$78	78%	\$22
Business Services	5	\$792	\$792	\$0	\$495	63%	\$297
Facilities & Property Management	8	\$2,645	\$2,645	\$0	\$1,998	76%	\$647
Recreation	5	\$4,305	\$4,305	\$0	\$4,059	94%	\$246
Information Technology	27	\$7,674	\$7,806	-\$132	\$4,406	57%	\$3,268
Land Development Services	7	\$1,152	\$1,150	\$2	\$348	0%	\$804
Arts & Culture	4	\$195	\$195	\$0	\$75	39%	\$119
Regulatory Services	0	\$0	\$0	\$0	\$0	0%	\$0
Legislative Services	1	\$20	\$20	\$0	\$20	100%	\$0
<b>TOTAL CITY - 2013</b>	<b>156</b>	<b>\$89,963</b>	<b>\$95,554</b>	<b>-\$5,591</b>	<b>\$50,580</b>	<b>56%</b>	<b>\$39,383</b>

**Appendix 2-1: Summary of Capital Works-In-Progress by Service Area As of May 31, 2015**

Service Area	# of Active Projects/ Programs	Revised Net City Cost (\$000)	Approved Net City Cost (\$000)	(Surplus) / Additional Funds Required (\$000)	Net Expenditures to May 31/2015 (\$000)	Net Expenditures as a % of Revised Net City Cost	Balance of Net Expenditure to be Incurred (\$000)
<b>Summary of 2012 Projects/Programs</b>							
Fire & Emergency Services	8	\$14,153	\$14,153	\$0	\$8,671	61%	\$5,482
Roads, Storm Drainage & Watercourses	34	\$71,619	\$66,858	\$4,761	\$47,469	66%	\$24,149
MiWay	5	\$3,264	\$3,265	-\$1	\$344	11%	\$2,920
Parks & Forestry	28	\$13,625	\$13,651	-\$26	\$7,770	57%	\$5,855
Mississauga Library	4	\$311	\$311	\$0	\$91	29%	\$220
Business Services	0	\$0	\$0	\$0	\$0	0%	\$0
Facilities & Property Management	3	\$2,801	\$2,801	\$0	\$1,286	46%	\$1,515
Recreation	3	\$11,030	\$10,945	\$85	\$11,004	100%	\$26
Information Technology	21	\$8,094	\$8,138	-\$44	\$6,145	76%	\$1,949
Land Development Services	2	\$946	\$946	\$0	\$718	76%	\$228
Arts & Culture	1	\$50	\$50	\$0	\$16	32%	\$34
Regulatory Services	0	\$0	\$0	\$0	\$0	0%	\$0
Legislative Services	0	\$0	\$0	\$0	\$0	0%	\$0
<b>TOTAL CITY - 2012</b>	<b>109</b>	<b>\$125,893</b>	<b>\$121,118</b>	<b>\$4,775</b>	<b>\$83,514</b>	<b>66%</b>	<b>\$42,379</b>
<b>Summary of 2011 and Prior Project/Programs</b>							
Fire & Emergency Services	2	\$5,245	\$5,245	\$0	\$3,750	71%	\$1,496
Roads, Storm Drainage & Watercourses	64	\$178,546	\$186,550	-\$8,004	\$118,415	66%	\$60,131
MiWay	11	\$220,103	\$220,603	-\$500	\$167,985	76%	\$52,119
Parks & Forestry	31	\$23,920	\$24,253	-\$333	\$17,979	75%	\$5,941
Mississauga Library	2	\$6,946	\$6,946	\$0	\$5,224	75%	\$1,722
Business Services	1	\$400	\$400	\$0	\$323	81%	\$77
Facilities & Property Management	3	\$5,564	\$5,564	\$0	\$5,151	93%	\$412
Recreation	4	\$35,423	\$31,423	\$4,000	\$17,259	49%	\$18,164
Information Technology	25	\$5,923	\$6,127	-\$204	\$4,501	76%	\$1,422
Land Development Services	2	\$1,000	\$1,000	\$0	\$765	76%	\$235
Arts & Culture	3	\$431	\$431	\$0	\$130	30%	\$301
Regulatory Services	0	\$0	\$0	\$0	\$0	0%	\$0
Legislative Services	0	\$0	\$0	\$0	\$0	0%	\$0
<b>TOTAL CITY - 2011 &amp; Prior</b>	<b>148</b>	<b>\$483,501</b>	<b>\$488,542</b>	<b>-\$5,041</b>	<b>\$341,481</b>	<b>71%</b>	<b>\$142,020</b>

\* \$49.8M for Transitway included in MiWay 2011 and Prior Projects

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Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
<b>Fire &amp; Emergency Services</b>						
14253	Fire Accessory Equipment	The project is completed. This project will be closed by June 30, 2015.	164	164	0	35141 Tax -Fire Vehicle & Equipment Replacement Reserve Fund
<b>Total - Fire &amp; Emergency Services</b>			<b>164</b>	<b>164</b>	<b>0</b>	
<b>Road, Storm Drainage &amp; Watercourses</b>						
6134	Credit River Watershed Erosion Control	Project completed and is being closed.	415	430	(15)	33121 Tax -Capital Reserve Fund , 31350 DCA -Storm Water Management Reserve Fund
8105	Hurontario St/Hwy 401 Interchange Ph 1	Project completed and is being closed.	12,407	12,505	(98)	33121 Tax -Capital Reserve Fund , 31335 DCA -City Wide Engineering Reserve Fund
8136	Cooksville Creek Erosion Contr	Easements are required and project is delayed due to land availability. Project is being closed and will be re-budgeted based on timing of land availability.	18	80	(62)	33121 Tax -Capital Reserve Fund , 31350 DCA -Storm Water Management Reserve Fund
10199	Parking Structure Desgin-Livin	Project is being closed and funding returned due to delay in project pending refresh of the Downtown 21 Master Plan, Main Street Plan; and Parking Master Plan which will determine potential parking structure locations in the downtown core. A new request will be submitted in the 2016 Budget to coincide with the timing and completion of the plans.	343	1,000	(657)	33121 Tax -Capital Reserve Fund , 31343 DCA -Parking (2009 By-Law) Reserve Fund
11193	Permanent Snow Storage Sites F	Project has not yet started and due to Snow Storage Facilities construction budget not being funded this project is being closed and will be re-budgeted based on timing of securing construction budget.	0	150	(150)	33121 Tax -Capital Reserve Fund , 31340 DCA- Public Works Buildings & Fleet Reserve Fund
12101	Intersection Capital Program	Works completed and project is being closed.	627	645	(18)	31335 DCA -City Wide Engineering Reserve Fund 31315 DCA -Recreation Reserve Fund

Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
12106	Second Line over Hwy. 401 - Pe	Year End WIP 2014 this project was combined with PN14105 - Second Line over Hwy. 401- Pedestrian/Cycling Bridge (incl. Piers) - Design. Project funding adjustments pending and to be closed this WIP. Funding of \$200K is being transferred to PN 14105 and this project is being closed.	0	0	0	31335 DCA -City Wide Engineering Reserve Fund 31315 DCA -Recreation Reserve Fund
12133	Drainage Improvements - Variou	Project completed and is being closed.	80	100	(20)	35203 Developer Contributions -Storm Drainage Reserve Fund
12137	Cooksville Creek Erosion Contr	Easements are required and project is delayed due to land availability. Project is being closed and will be re-budgeted based on timing of land availability.	9	630	(621)	35183 Gas Tax -Federal Gas Tax-Regional Allocation , 33121 Tax -Capital Reserve Fund , 31350 DCA -Storm Water Management Reserve Fund
12152	Dundas Street East over Cooksv	Project is being closed - Bridge Structure Rehab Various - Applewood & Serson Creek crossings.	1,008	3,113	(2,105)	External Source , 37778 Tax - Debt-Other , 33121 Tax -Capital Reserve Fund
12165	Sidewalks	Project completed and is being closed.	1,351	1,444	(94)	35207 Developer Contributions -Sidewalks Reserve Fund , 31335 DCA -City Wide Engineering Reserve Fund
12169	Integrated Surveys and Control Network	Project complete and is being closed.	36	35	1	33121 Tax -Capital Reserve Fund
12173	Traffic System and ITS	Project complete and is being closed.	72	100	(28)	33121 Tax -Capital Reserve Fund , 31335 DCA -City Wide Engineering Reserve Fund
13134	Monitoring and minor modificat	Project completed and is being closed.	1	80	(79)	31350 DCA -Storm Water Management Reserve Fund

Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed. 7

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
13145	Minor Erosion Ctrl Work Variou	Project completed and is being closed.	10	80	(70)	33121 Tax -Capital Reserve Fund , 31350 DCA -Storm Water Management Reserve Fund
13195	Streetlighting	Project complete and is being closed.	1,415	1,417	(2)	33121 Tax -Capital Reserve Fund
14133	Drainage Improvements - Various Location	Returning funds due to focus on dual drainage modelling to prioritize sites for future analysis. Project is being closed.	0	100	(100)	35203 Developer Contributions -Storm Drainage Reserve Fund
14171	Traffic Signal Equipment Enhancements	Project is complete and additional funds required to close this project.	117	115	2	31335 DCA -City Wide Engineering Reserve Fund
14177	North Central Yard Feasibility Study	Project has not yet started and due to Snow Storage Facilities construction budget not being funded this project is being closed and will be re-budgeted based on timing of securing construction budget.	0	50	(50)	33121 Tax -Capital Reserve Fund , 31340 DCA- Public Works Buildings & Fleet Reserve Fund
<b>Total - Road, Storm Drainage &amp; Watercourses</b>			<b>17,906</b>	<b>22,074</b>	<b>(4,167)</b>	
<b>MiWay</b>						
8243	Transit Radio Frequency ID Devices	Project is being closed and remaining funds are being returned.	0	500	(500)	35182 Gas Tax -Federal Gas Tax-City Allocation , 35180 Gas Tax -Federal Public Transit Reserve Fund
12210	Transit Maintenance Vehicle Acq Repl	Project is now complete and remaining funds can be returned.	79	80	(1)	35131 Tax -Transit Vehicle & Equipment Replacement Reserve Fund
13210	Transit Maintenance Veh Acq- Replacement	Project complete and is being closed.	28	40	(12)	35183 Gas Tax -Federal Gas Tax-Regional Allocation , 35180 Gas Tax -Federal Public Transit Reserve Fund

Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
13212	Transit Security Veh & Equip-R	Project complete and is being closed.	70	100	(30)	35183 Gas Tax -Federal Gas Tax-Regional Allocation , 35180 Gas Tax -Federal Public Transit Reserve Fund
13224	Transit Bus Stops/Pads/Signs - Growth	Project complete and is being closed.	134	135	(1)	35182 Gas Tax -Federal Gas Tax-City Allocation , 31330 DCA -Transit Reserve Fund
13234	Transit Facility Repairs (Minor)	Project is now complete and additional funds required to close project.	42	40	2	35182 Gas Tax -Federal Gas Tax-City Allocation
<b>Total - MiWay</b>			<b>353</b>	<b>895</b>	<b>(542)</b>	
<b>Parks &amp; Forestry</b>						
8316	Riverwood - Garden Construction	Project complete. PN to be closed. Return remaining funds to Mississauga Garden Park Maintenance Reserve.	2,157	2,173	(15)	35346 Misc Contributions Mississauga Garden Park Maintenance Fund Reserve Fund , 35345 Misc Contributions Mississauga Garden Park Development Fund Reserve Fund , 33121 Tax -Capital Reserve Fund
10300	Class 1 and 3 trails - Design	Project complete. PN to be closed. Return remaining funds.	21	100	(79)	31315 DCA -Recreation Reserve Fund
10305	Spray Pad at Huron Heights - Construction	Project completed, to be closed and remaining funds requested.	430	429	0	33121 Tax -Capital Reserve Fund
10312	Meadow Green Parking Lot	Project completed, to be closed and remaining funds returned.	189	189	0	35219 Developer Contributions -Parks Reserve Fund , 33121 Tax -Capital Reserve Fund , 31315 DCA -Recreation Reserve Fund
10327	Wildwood Park	Project complete. PN to be closed. Return remaining funds.	97	115	(18)	33121 Tax -Capital Reserve Fund

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Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
10370	Lit Sports Field Maintenance	Project complete. PN to be closed. Return remaining funds.	294	327	(33)	33121 Tax -Capital Reserve Fund
11306	Pt Credit Harbour(west)-Pre-De	Project complete. PN to be closed. Return remaining funds.	565	608	(43)	33121 Tax -Capital Reserve Fund , 31315 DCA - Recreation Reserve Fund
12318	Lakefront Promenade Spray Pad Const.	Project complete. PN to be closed. Request additional funds.	864	863	0	33121 Tax -Capital Reserve Fund
12338	Absolute Avenue Walkway Connection	Project complete. PN to be closed. Request additional funds	40	40	0	35205 Developer Contributions -Other Engineering Reserve Fund
12394	Backflow Preventer Retrofit	Project complete. PN to be closed. Request additional funds	92	92	0	33121 Tax -Capital Reserve Fund
13303	Future Directions Review	Project complete. PN to be closed. Return remaining funds.	175	200	(25)	33121 Tax -Capital Reserve Fund , 31315 DCA - Recreation Reserve Fund
13308	Multi-Use Trails - Glen Erin Woodlands	Project complete. PN to be closed. Return remaining funds.	30	44	(14)	33121 Tax -Capital Reserve Fund , 31315 DCA - Recreation Reserve Fund
13310	Multi-Use Trails - Clover Meadows Park	Project complete. PN to be closed. Return remaining funds.	59	71	(11)	33121 Tax -Capital Reserve Fund , 31315 DCA - Recreation Reserve Fund
13318	Lake Wabukayne Trail- Repairs	Project complete. PN to be closed. Return remaining funds.	227	231	(4)	33121 Tax -Capital Reserve Fund
14400	Emerald Ash Borer Management Program	Project complete. PN to be closed. Request additional funds.	2,922	2,922	0	35586 Emerald Ash Borer Reserve Fund
<b>Total - Parks &amp; Forestry</b>			<b>8,163</b>	<b>8,403</b>	<b>(240)</b>	
<b>Facilities &amp; Property Management</b>						
11744	Accommodations New hires for BP (SN622)	Project Complete. Account to be closed.	3,000	3,000	(0)	33121 Tax -Capital Reserve Fund
12700	Civic Centre- 12th Fl renovation	Project completed To be closed.	534.4	534.4	0.0	35381 Tax -Facility Repairs & Renovations Reserve Fund

Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
12720	Parkinglot Drainage repairs	Project complete. Account to be closed.	147.0	147.0	0.0	35381 Tax -Facility Repairs & Renovations Reserve Fund
14726	Boiler Replacement-Hershey Arena	Project complete. Account to be closed.	74.4	81.0	(6.6)	35381 Tax -Facility Repairs & Renovations Reserve Fund
14728	Parapet Window Replacement-Miss ValleyCC	Project complete. Account to be closed. Savings due to better pricing received from competitive bidding.	52.9	64.8	(11.9)	35381 Tax -Facility Repairs & Renovations Reserve Fund
14724	Roof Replacement-Fire Various Stations	Project complete. Account to be closed. Savings due to better pricing received through competitive bidding.	1,560.7	1,809.0	(248.3)	35381 Tax -Facility Repairs & Renovations Reserve Fund
14727	Electrical Repairs-Variou Locations	Project complete. Account to be closed. Savings due to better pricing received through competitive bidding.	24.6	51.3	(26.7)	35381 Tax -Facility Repairs & Renovations Reserve Fund
<b>Total - Facilities &amp; Property Management</b>			<b>5,394</b>	<b>5,687</b>	<b>(294)</b>	
<b>Information Technology</b>						
10504	Wells MaitreD Rest System Upgrade-2010	Project completed, close PN and return any unused funds.	128	128	0	33121 Tax -Capital Reserve Fund
10526	Phones - 2010	Project completed, close PN and return any unused funds.	95	200	(105)	33121 Tax -Capital Reserve Fund
10542	Desktop Software Licenses - 2010	Project completed, close PN and return any unused funds.	327.3	400.0	(72.7)	33121 Tax -Capital Reserve Fund
10546	Sharepoint Implementation Citywide- 2010	Project completed, close PN and return any unused funds.	84.0	100.0	(16.0)	33121 Tax -Capital Reserve Fund
11545	Electronic Records Management - 2011	Project completed, close PN and return any unused funds.	3.8	14.0	(10.2)	33121 Tax -Capital Reserve Fund
11549	Cnvrns of Mtrl Mgmt Access to SQL-2011	Project completed, close PN and return any unused funds.	49.5	50.0	(0.5)	33121 Tax -Capital Reserve Fund
11550	Time Tracking Software - 2011	Project no longer required. Funds to be returned and project closed.	50.0	50.0	0.0	33121 Tax -Capital Reserve Fund

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**Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed**

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
11562	Laptops in fire trucks	Project completed, close PN and return any unused funds.	421.0	421.0	0.0	35141 Tax -Fire Vehicle & Equipment Replacement Reserve Fund , 33121 Tax -Capital Reserve Fund
11563	Electronic vehicle insp reporting system	Project completed, close PN and return any unused funds.	48.9	50.0	(1.1)	35141 Tax -Fire Vehicle & Equipment Replacement Reserve Fund , 33121 Tax -Capital Reserve Fund
12502	Amanda System Upgrade - 2012	Project completed, close PN and return any unused funds.	36.4	60.0	(23.6)	33121 Tax -Capital Reserve Fund
12512	Server and Storage Rep & Expansion-2012	Project completed, close PN and return any unused funds.	443.3	450.0	(6.7)	33121 Tax -Capital Reserve Fund
12544	VCOM Mobile Radio Replacement 2012	Project completed, close PN and return any unused funds.	3,600	3,600	0	33121 Tax -Capital Reserve Fund
12545	Electronic Records Management (BR 320)	Project completed, close PN and return any unused funds.	0	14	(14)	33121 Tax -Capital Reserve Fund
13507	Phones - 2013	Project no longer required. Funds to be returned and project closed.	0.0	30.0	(30.0)	33121 Tax -Capital Reserve Fund
13530	New Staff Hardware/Software Repl-2013	Project completed, close PN and return any unused funds.	150.0	150.0	0.0	33121 Tax -Capital Reserve Fund
13545	Electronic Records Management - 2013	Project no longer required. Funds to be returned and project closed.	0.0	14.0	(14.0)	33121 Tax -Capital Reserve Fund
13561	Web Based Dynamic Hansen Permit for Film	Project completed, close PN and return any unused funds.	61.0	145.0	(84.0)	33121 Tax -Capital Reserve Fund , 305195 Reserve for the Arts
13565	Forestry Mobile Solutions	Project completed, close PN and return any unused funds.	136.1	141.0	(4.9)	33121 Tax -Capital Reserve Fund
14512	Server, SAN and Backup Replacement-2014	Project completed, close PN and return any unused funds.	350.0	350.0	0.0	33121 Tax -Capital Reserve Fund
14513	Election System - 2014	Project completed, close PN and return any unused funds.	32.0	80.0	(48.0)	33121 Tax -Capital Reserve Fund
15522	Servers for GIS	Project no longer required. Funds to be returned and project closed.	0.0	20.0	(20.0)	33121 Tax -Capital Reserve Fund
<b>Total - Information Technology</b>			<b>6,016</b>	<b>6,467</b>	<b>(451)</b>	

Appendix 2-2: Projects Completed, Delayed or Cancelled and To Be Closed

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
<b>Land Development Services</b>						
13966	Ninth Line Corridor Review	To close project as it is completed. This project is related to PN11960 Ninth Line Corridor Review (PN11960 is not completed yet and remains open)	200	200	0	305160 Reserve for Planning Process Updates
<b>Total - Land Development Services</b>			<b>200</b>	<b>200</b>	<b>0</b>	
<b>Legislative Services</b>						
13641	Print Shop - Shrink Wrapper	Project Completed. Account to be closed.	20.2	20.2	0.0	33121 Tax -Capital Reserve Fund
<b>Total - Legislative Services</b>			<b>20.2</b>	<b>20.2</b>	<b>0.0</b>	
<b>TOTAL - CITY</b>			<b>38,216</b>	<b>43,910</b>	<b>(5,694)</b>	

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PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
<b>Facilities &amp; Property Management</b>						
15775	Various Emergency Repairs	Higher than expected emergency spending to date.	424	265	159	35381 Tax -Facility Repairs & Renovations Reserve Fund
15703	2015 Energy Management - Recommissioning	Account topped up with incentives. Surplus will get redistributed to other energy projects. Increased funding required for Civic Centre parking due to detail design development.	472	260	212	35381 Tax -Facility Repairs & Renovations Reserve Fund
15734	BAS Connection - Various Locations	Design Underway. Increase due to detail design development.	180	106	74	35381 Tax -Facility Repairs & Renovations Reserve Fund
<b>Total - Facilities &amp; Property Management</b>			<b>1,075.9</b>	<b>630.7</b>	<b>445.2</b>	
<b>Fire &amp; Emergency Services</b>						
8265	Construction Renovation Fire Stn 106	Project is 99.5% complete. Building is occupied by fire department and paramedics. Emergency Generator deficiencies will be completed by June 30, 2015.	3,745	3,745	0	35381 Tax -Facility Repairs & Renovations Reserve Fund , 33121 Tax -Capital Reserve Fund
12268	Design and Construction of Station 119	This project is in the construction phase and requires additional funding for unforeseen work associated with soils contamination and new signalized intersection. The project will be completed by December 31, 2015.	4,700	4,700	0	37778 Tax - Debt-Other , 33121 Tax - Capital Reserve Fund
13260	Refurbish Fire Vehicles	Invoices for the repair of two vehicles are outstanding and expected to be paid by September 30, 2015.	215	215	0	35141 Tax -Fire Vehicle & Equipment Replacement Reserve Fund , 33121 Tax -Capital Reserve Fund
<b>Total - Fire &amp; Emergency Services</b>			<b>8,660.8</b>	<b>8,660.4</b>	<b>0.4</b>	
<b>Information Technology</b>						
11552	External Video Streaming - 2011 sn 486	Additional funds required. Project completed, close PN next WIP.	27	25	2	33121 Tax -Capital Reserve Fund
13527	Peripheral Equipment - Comm Serv - 2013	Additional funds required. Project completed, close PN next WIP.	126	125	1	33121 Tax -Capital Reserve Fund
<b>Total - Information Technology</b>			<b>152.5</b>	<b>150.0</b>	<b>2.5</b>	
<b>MiWay</b>						
15203	Transit Capital Bus Maint.- Engine Rehab	Project is ongoing. With an increase in transmission and engine rebuilds, there will be an additional requirement of funds (\$400k) to complete all work in fiscal year 2015.	3,600	3,200	400	35182 Gas Tax -Federal Gas Tax-City Allocation
15237	Transit Other Vehicles(Vans/Cars/Trucks)	Project is ongoing. Truck purchase will require an increase to project from \$20k to \$30k.	30	20	10	35183 Gas Tax -Federal Gas Tax-Regional Allocation
<b>Total - MiWay</b>			<b>3,630</b>	<b>3,220</b>	<b>410</b>	

Appendix 2-3: Open Projects Requiring Funding Adjustments

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
<b>Land Development Services</b>						
13961	Review Employment Lands	Work has been completed. Final presentation to PDC scheduled is done in June 2015. Additional funding \$1556.48 is required. To close in Dec WIP 2015.	102	100	2	305160 Reserve for Planning Process Updates
<b>Total - Land Development Services</b>			<b>102</b>	<b>100</b>	<b>2</b>	
<b>Parks &amp; Forestry</b>						
11314	Loyola SS Artificial Turf & Ch	Construction completed. Further warranty issues require resolution between the DPDCSB and the contractor. PN to be closed upon completion of contractual obligations.	1,896	2,042	(146)	35574 Tax -2009 Special Capital Projects Reserve Fund , 33121 Tax - Capital Reserve Fund , 32121 CIL Cash In Lieu Of Parkland Dedication Reserve Fund
12314	Facility conversion_Petro Canada Park	Construction of Petro Canada Park substantially complete. Grading deficiencies resolved Spring 2015. Two year warranty to expire December 2016. Return \$30k.	203	230	(27)	33121 Tax -Capital Reserve Fund
12385	Various Ward 9 Park Improvements	Lake Wabukayne outdoor fitness stations construction complete. Warranty period expires November 2016. Balance of funds to be allocated to various Ward 9 Park improvements under the Councillor's Special Reserve funding.	150	150	0	35574 Tax -2009 Special Capital Projects Reserve Fund
13385	South Common Satellite Depot-Design	Construction is 80% complete. Completion scheduled for June 2015 with extended warranty periods. Requesting \$10K funding to provide for additional contingency and costs for heating required by winter construction.	459	449	10	32121 CIL Cash In Lieu Of Parkland Dedication Reserve Fund
<b>Total - Parks &amp; Forestry</b>			<b>2,708</b>	<b>2,871</b>	<b>(163)</b>	
<b>Recreation</b>						
12431	River Grove CC Renovation	Building opened on July 2nd, 2014. A few items still on the project list to be completed. There are outstanding invoices to be received. Project can be closed December 2015.	10,805	10,720	85	33121 Tax -Capital Reserve Fund , 32121 CIL Cash In Lieu Of Parkland Dedication Reserve Fund
12499	Erindale Community Hall	The rest of the fund will be spent to purchase a plaque and project to be closed in December 2015.	225	225	0	35574 Tax -2009 Special Capital Projects Reserve Fund
13364	Various Lakeview Golf Course Maintenance	Project is almost complete and can be closed in December 2015.	30	30	0	33121 Tax -Capital Reserve Fund
<b>Total - Recreation</b>			<b>11,060</b>	<b>10,975</b>	<b>85</b>	

Free

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
<b>Road, Storm Drainage &amp; Watercourses</b>						
10161	Noise Wall Program	Noisewalls are complete. Remaining works include vines are being install and will be completed by Spring 2015 with a 1 year maintenance period to follow. Returning \$400k.	2,860	3,260	(400)	33121 Tax -Capital Reserve Fund
11100	Roadway Rehabilitation	Outstanding warranty works for Tannery Street expected to be completed by year-end 2015. Additional funding of \$25,000 required for additional repair works.	13,874	13,849	25	33131 Tax -Roadway Infrastructure Maintenance & Replacement Reserve Fund
13140	Cooksville Creek Erosion Ctrl-Rathburn	Construction completed September 2014. Under 2 year maintenance period and anticipated completion is Fall 2016. Returning funds of \$600,000	3,320	3,920	(600)	External Source , 37778 Tax - Debt-Other , 31350 DCA -Storm Water Management Reserve Fund
14136	Applewood Creek Crossing Improvements	Work will be in conjunction with the culvert replacement at Serson & Applewood creek crossings and anticipated to be completed by Year End 2016. Requesting additional funds of \$100k due to CVC requirement for creek improvements, 125 metres upstream of the culvert.	525	425	100	35203 Developer Contributions -Storm Drainage Reserve Fund , 33121 Tax -Capital Reserve Fund , 31350 DCA - Storm Water Management Reserve Fund
14129	Land/Cooksville Creek SWM Pond#3702	Land has been acquired from City-owned lands from Community Services - Park 317. Funding of \$1.04M is being transferred to reserve account #32121 - Cash in Lieu Parkland Dedication, for use of this land based on transfer schedule.	0	1,040	(1,040)	37778 Tax - Debt-Other , 35992 Storm Water Management - Cap Res Fund , 33121 Tax -Capital Reserve Fund , 32121 CIL Cash In Lieu Of Parkland Dedication Reserve Fund , 31350 DCA -Storm Water Management Reserve Fund
15241	Reconciliation Program Parking	Funds in the amount of \$50k is being requested to be advanced from the 2016 Capital budget to 2015. Originally it was anticipated that the project would have a Fall 2015 start which would allow for the project cash flow to be allotted as 50% in 2015 and 50% in 2016. Since BR 1472 was approved it has been determined that the project can be accommodated within the Revenue Management and Collections Blueprinting initiative with a Fall 2015 start. This new timeline will allow for the project to be completed in its entirety within the 2015 calendar year.	100	50	50	35360 CIL City Centre Off Street Parking Reserve Fund
15133	Drainage Imprv- Various Location-Contrc	Considering construction for one site and to support storm sewer extension on Birchwood Drive being constructed by Maintenance in summer/fall 2015. Returning balance of funds.	500	900	(400)	35203 Developer Contributions -Storm Drainage Reserve Fund
<b>Total - Road, Storm Drainage &amp; Watercourses</b>			<b>21,179</b>	<b>23,444</b>	<b>(2,265)</b>	
<b>TOTAL - CITY</b>			<b>48,568</b>	<b>50,051</b>	<b>(1,483)</b>	

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
<b>Mississauga Library</b>						
13270	Meadowvale Library Construction	Project is to be closed and combined with PN 09-430 Meadowvale Community Centre and Library Renovation for administration purposes.	0	4,000	(4,000)	33121 Tax -Capital Reserve Fund , 31325 DCA -Library Reserve Fund
<b>Total - Mississauga Library</b>			<b>0</b>	<b>4,000</b>	<b>4,000</b>	
<b>Road, Storm Drainage &amp; Watercourses</b>						
4196	Depots/Yards Sand Shacks - Design	For ease of project management this project is being closed and combined with PN12193 - Permanent Snow Storage Sites Design & Construction - Loreland	42	165	(123)	31340 DCA- Public Works Buildings & Fleet Reserve Fund
4197	Depots/Yards Sand Shacks Land Acquis	For ease of project management this project is being closed and combined with PN12193 - Permanent Snow Storage Sites Design & Construction - Loreland	903	7,426	(6,523)	33121 Tax -Capital Reserve Fund , 31340 DCA- Public Works Buildings & Fleet Reserve Fund
5109	Torbram Rd Grade Separation (North)	For ease of project management this project is being closed due to contract administration, design and construction is now under PN6104 - Torbram Rd Grade Separation.	1,591	613	978	31335 DCA -City Wide Engineering Reserve Fund
6104	Torbram Grade Separation (North)	Construction underway with underground infrastructure being installed. Anticipated completion for project is year-end 2017 with a 2 year maintenance period to follow. For ease of project management closing PN5109 - Torbram Rd Grade Separation (N) - Detail Design.	33,267	34,245	(978)	31335 DCA -City Wide Engineering Reserve Fund
8171	Traffic Signal Equipment Enhancements	Project is ongoing. Approximately 120 traffic signals have been converted to wireless technologies. Anticipated completion is year-end 2017. Transferring funding from PN11175 - Traffic Management Centre to this project, Gross Budget of 1.2M & Recovery Budget of \$493k.	3,055	2,348	707	35201 Developer Contributions - Roads Reserve Fund , 33121 Tax - Capital Reserve Fund , 31335 DCA - City Wide Engineering Reserve Fund
8173	Traffic System & ITS	Contract awarded for the Traffic Control System. Project implementation to be completed by year end 2017. Transferring funding from PN11175 - Traffic Management Centre to this project, Gross Budget 1.725M & Recovery Budget of \$675k.	3,350	2,300	1,050	35201 Developer Contributions - Roads Reserve Fund , 33121 Tax - Capital Reserve Fund , 31335 DCA - City Wide Engineering Reserve Fund
11175	Traffic Management Centre	Work space construction and furnishings is complete. Video wall display to be acquired and installed by year-end 2015. Transferring funding to PN8171 - Traffic Signals - Equipment Enhancements, Gross Budget of 1.2M & Recovery Budget of \$493k. In addition transferring funding to PN8173 - Traffic Signals - Traffic System and Intelligent Transportation System (ITS), Gross Budget 1.725M & Recovery Budget of \$675k.	1,925	3,682	(1,757)	35201 Developer Contributions - Roads Reserve Fund , 33121 Tax - Capital Reserve Fund , 31335 DCA - City Wide Engineering Reserve Fund

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
12193	Permanent Snow Storage Sites Design&Con	Waiting for re-zoning of site and bridge construction that is anticipated to be completed Summer 2017. For ease of project management this project is being combined with PN4196 - Depots/Yards Sand Shacks - Design, PN4197 - Depots/Yards Sand Shacks Land Acquisition & PN14193 - Snow Storage Sites - Shared with Peel.	10,146	2,500	7,646	33121 Tax -Capital Reserve Fund , 31340 DCA- Public Works Buildings & Fleet Reserve Fund
12198	Traffic Signals	'Program is ongoing. Anticipated completion is Summer 2016. Closing completed sibling traffic signal projects by transferring budget based on actual costs.	1,567	1,567	0	35209 Developer Contributions -Traffic Signals Reserve Fund , 33131 Tax - Roadway Infrastructure Maintenance & Replacement Reserve Fund , 31335 DCA -City Wide Engineering Reserve Fund
13131	Sawmill Cr Ctrl-Burnhamthorpe	For ease of project management this project is being closed and combined with PN13136- Sawmill Creek Erosion Control - Swallowdale Court to The Collegeway.	26	780	(754)	35183 Gas Tax -Federal Gas Tax-Regional Allocation , 33121 Tax - Capital Reserve Fund , 31350 DCA - Storm Water Management Reserve Fund
13132	Sawmill Creek Erosion Ctrl-Eri	For ease of project management this project is being closed and combined with PN13136- Sawmill Creek Erosion Control - Swallowdale Court to The Collegeway.	0	980	(980)	35183 Gas Tax -Federal Gas Tax-Regional Allocation , 33121 Tax - Capital Reserve Fund , 31350 DCA - Storm Water Management Reserve Fund
13136	Sawmill Creek Erosion Ctrl-Swallowdale	Construction is anticipated to be completed by Summer 2015 with a 2 year maintenance period to follow. For ease of project management this project is being combined with PN13131 - Sawmill Creek Erosion Control - Burnhamthorpe Road West to Swallowdale Court and PN13132 - Sawmill Creek Erosion Control - Erin Mills Parkway to Burnhamthorpe Road West.	2,904	1,170	1,734	External Source , 37778 Tax - Debt-Other , 35183 Gas Tax -Federal Gas Tax-Regional Allocation , 33121 Tax - Capital Reserve Fund , 31350 DCA - Storm Water Management Reserve Fund
13167	Cycling Program	2013 on-road and Multi-Use Trails (MUT) program is ongoing and anticipated to be complete by year-end 2015. For ease of project management this project is transferring funding for MUT Trails along Hanlan to PN 14176 - Multi-Use Trails along Hanlan Routes.	1,245	1,870	(625)	35182 Gas Tax -Federal Gas Tax-City Allocation , 31335 DCA -City Wide Engineering Reserve Fund
14176	Multi-Use Trails along Hanlan Routes	Multi-Use Trails (MUT) along Hanlan Routes have been tendered and awarded as part of the Region's Hanlan Water Project. PO to be established with the Region for payment. Trail to be built as part of restoration. Construction to take place over 2015-2017. Anticipated to be complete by year-end 2017. For ease of project management, PN13167 - Cycling Program is transferring funding for the MUT along Hanlan Routes to this project.	1,870	1,245	625	31335 DCA -City Wide Engineering Reserve Fund

Appendix 2-4: Project Adjustments with No Net Capital Impact

PROJECT NUMBER	PROJECT NAME	STATUS	Revised Net Cost (\$000)	Approved Net Cost (\$000)	Additional / (Surplus) Approval Required (\$000)	Funding Source
14193	Snow Storage Sites-Shared with Peel	This project will apply funding to support development of the Loreland Site. For ease of project management this project is being combined with PN12193 - Permanent Snow Storage Sites Design & Construction - Loreland.	0	1,000	(1,000)	33121 Tax -Capital Reserve Fund , 31340 DCA- Public Works Buildings & Fleet Reserve Fund
<b>Total - Road, Storm Drainage &amp; Watercourses</b>			<b>61,891</b>	<b>61,891</b>	<b>(0)</b>	
<b>Recreation</b>						
9430	Meadowvale CC & Library Renovation	Construction began on July 2014. Substantial completion and facility reopening estimated for September 2016. Funds of \$4 millions from Meadowvale Library construction (PN#13-270) to be transferred to this project for the ease of administration. Project is estimated to be closed December 2017.	27,595	23,595	4,000	37778 Tax - Debt-Other , 33121 Tax - Capital Reserve Fund , 32121 CIL Cash In Lieu Of Parkland Dedication Reserve Fund , 31325 DCA -Library Reserve Fund , 31315 DCA - Recreation Reserve Fund
<b>Total - Recreation</b>			<b>27,595</b>	<b>23,595</b>	<b>(4,000)</b>	
<b>Parks &amp; Forestry</b>						
14315	Design & Construction - F_408	Pheasant Run detailed design to renovate pathways to current standards and provide pathway lighting underway. Construction to commence October 2015 with an anticipated completion December 2015. Project to be combined with Project 15-321. Remaining funds to be returned from Project 14-315 and be requested for Project 15-321.	0	41	(41)	33121 Tax -Capital Reserve Fund , 31315 DCA -Recreation Reserve Fund
15321	Development of F_408 Design & Construct	Pheasant Run detailed design to renovate pathways to current standards and provide pathway lighting underway. Construction to commence October 2015 with an anticipated completion December 2015. Project to be combined with Project 14-315. Remaining funds to be returned from Project 14-315 and be requested for Project 15-321.	226	185	41	33121 Tax -Capital Reserve Fund , 31315 DCA -Recreation Reserve Fund
<b>Total - Parks &amp; Forestry</b>			<b>226</b>	<b>226</b>	<b>0</b>	
<b>TOTAL - CITY</b>			<b>89,712</b>	<b>89,712</b>	<b>(0)</b>	

F.M.H.

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## Appendix 3-1: Continuity Schedule of Reserves and Reserve Funds

Reserves and Reserve Funds	Balance Jan 1, 2015 (\$000)	2015 Projected Contributions (\$000)	2015 Projected Interest (\$000)	2015 May WIP (\$000's)	2015 Projected Expenditures (\$000)	Projected Balance December 31, 2015 (\$000)
<b>Operating Program</b>						
Reserve for the Arts	1,244	63	0	0	(150)	1,157
Reserve for Assessment Appeals	3,379	1,309	0	0	0	4,688
Reserve for Building Permits Revenue Stabilization	1,249	0	0	0	0	1,249
Reserve for Bus Shelter Advertising	942	0	0	0	(600)	342
Reserve for Commodities	5,046	0	0	0	0	5,046
Reserve for Current Budget	398	0	0	0	(398)	0
Reserve for Development Stabilization	2,730	0	0	0	(450)	2,280
Reserve for Early Retirement	500	0	0	0	0	500
Reserve for Elections	1,346	600	0	0	(587)	1,360
Reserve for General Contingencies	5,968	611	0	0	(1,051)	5,528
Reserve for Labour Settlements	5,266	0	0	0	(100)	5,166
Reserve for Legal Settlements	1,740	0	0	0	0	1,740
Reserve for Planning Process Updates	918	0	0	(2)	(178)	738
Reserve for Vacation Pay	5,820	0	0	0	0	5,820
Reserve for Winter Maintenance	8,313	0	0	0	0	8,313
<b>Total Operating Reserves</b>	<b>44,858</b>	<b>2,583</b>	<b>0</b>	<b>(2)</b>	<b>(3,513)</b>	<b>43,927</b>
<b>Operating Programs -Reserve Funds</b>						
Group Benefits Reserve Fund	5,390	78	158	0	(25)	5,601
Insurance Reserve Fund	32,756	2,337	864	0	(5,314)	30,642
Reserve Fund - Other	336	0	108	0	(163)	281
Sick Leave Reserve Fund	7,678	0	185	0	(1,308)	6,555
Workers' Compensation Reserve Fund	17,859	1,400	486	0	(2,499)	17,246
<b>Total Operating Reserve Funds</b>	<b>64,019</b>	<b>3,815</b>	<b>1,800</b>	<b>0</b>	<b>(9,308)</b>	<b>60,326</b>
<b>Total Operating Reserves and Reserve Funds</b>	<b>108,877</b>	<b>6,398</b>	<b>1,800</b>	<b>(2)</b>	<b>(12,820)</b>	<b>104,253</b>

Note: Numbers may not add due to rounding.

**Appendix 3-1: Continuity Schedule of Reserves and Reserve Funds**

<b>Reserves and Reserve Funds</b>	<b>Balance Jan 1, 2015 (\$000's)</b>	<b>2015 Projected Contributuions (\$000's)</b>	<b>2015 Projected Interest (\$000's)</b>	<b>2015 May WIP (\$000's)</b>	<b>2015 Projected Expenditures (\$000's)</b>	<b>Projected Balance December 31, 2015 (\$000's)</b>
<b>Total Deferred Funded</b>						
Development Charges Reserve Fund	65,515	12,370	636	1,611	(28,645)	51,486
Parkland Dedication Reserve Fund	65,391	0	1,511	1,063	(14,347)	53,619
<b>Total Deferred Funded</b>	<b>130,906</b>	<b>12,370</b>	<b>2,147</b>	<b>2,674</b>	<b>(42,992)</b>	<b>105,105</b>
<b>Total Other Funded</b>						
Developer Contributions Reserve Fund	60,489	842	1,668	435	(4,253)	<b>59,181</b>
General Mun. Dev. Reserve Fund-Lot Levy	58,336	0	1,690	0	(54)	<b>59,972</b>
General Mun. Dev. Reserve Fund-Other	8,890	274	253	(48)	(380)	<b>8,989</b>
<b>Total Other Funded</b>	<b>127,714</b>	<b>1,116</b>	<b>3,611</b>	<b>387</b>	<b>(4,686)</b>	<b>128,142</b>
<b>Total Tax Funded</b>						
2009 Special Projects Capital Reserve Fund	2,700	0	35	0	(1,485)	1,250
Britannia Hills Golf Course	105	60	5	0	0	170
Capital Reserve Fund	69,321	36,679	1,789	1,306	(45,605)	63,491
Community Facility Redevelopment Reserve Fund	412	0	12	0	0	424
Courtneypark Artificial Turf Reserve Fund	873	166	30	0	(1)	1,068
Emerald Ash Borer	3,085	5,600	129	0	(4,228)	4,587
Facility Repair & Renovations Reserve Fund	3,818	2,093	167	(152)	0	5,926
Federal & Provincial Contributions	100,505	61,245	2,704	734	(69,246)	95,942
Fire Vehicles & Equipment Reserve Fund	367	12	11	0	0	390
Loyola Artificial Turf Reserve Fund	245	0	7	0	0	252
Main Fleet Vehicle & Equip. Reserve Fund	538	100	18	0	0	656
Ontario Bus Replacement Reserve Fund	275	0	(0)	0	(275)	(1)
Roadway Infrastructure Reserve Fund	4,636	459	147	(25)	0	5,217
Transit Vehicles & Equipment Reserve Fund	2,166	25	64	1	0	2,256
<b>Total Tax Funded</b>	<b>189,044</b>	<b>106,439</b>	<b>5,119</b>	<b>1,864</b>	<b>(120,839)</b>	<b>181,627</b>
Debt Managment Reserve Funds	0	0	0	2,253	0	2,253
<b>Total Capital Progam Reserve Funds</b>	<b>447,664</b>	<b>119,925</b>	<b>10,877</b>	<b>7,179</b>	<b>(168,517)</b>	<b>417,127</b>
<b>Grand Total</b>	<b>556,541</b>	<b>126,323</b>	<b>12,677</b>	<b>7,177</b>	<b>(181,337)</b>	<b>521,380</b>

Note: Numbers may not add due to rounding.

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# City of Mississauga Corporate Report



8.

<p>Date: August 21, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Gary Kent Commissioner of Corporate Services and Chief Financial Officer</p>	<p>General Committee SEP 23 2015</p>	<p>Originator's files:</p>
		<p>Meeting date: September 23, 2015</p>

## Subject

**Development Charges By-law 0161-2014 –One Year Extension for the Speculative Building Located at 3600 Ridgeway Drive BP 12-2767 (Ward 8)**

## Recommendation

That Council approve the extension and accept an amended letter of credit in the amount of \$352,678.50 for building permit 12-2767 to be held until October 2, 2016 or until the building has been fully occupied, whichever date is earlier, for the speculative building located at 3600 Ridgeway Drive.

## Background

The payment of development charges is required prior to the issuance of a building permit. The City's Development Charges By-law 0161-2014 Section 18 (1) allows for the owner to pay the lower industrial development charge in accordance with the rates in effect at the time of building permit issuance in situations where a non-residential building is speculative in nature.

The owner will enter into an agreement that requires the owner to submit a security to the City for the difference between the industrial rate paid and the non-industrial rate in effect at the time of the building permit issuance. The City's Development Charge By-law Section 18 (2) further states that the City shall in no event hold the security beyond 36 months from the date that the building permit was issued with respect to the development and the current non-industrial rate collected. Requests beyond this time frame require the approval of Council. A request of this type is not a regular occurrence, and has only occurred once before in 2010. The 2010 request was approved by Council.

While the Region of Peel's DC By-law also requires a letter of credit to be held in cases where a building's final use has not been determined, it does not specify a maximum retention period.

A Letter of Credit in the amount of \$282,910.35 was submitted by Erin Mills Development Corporation to secure the difference between the industrial and non-industrial development charges in connection with Building Permit application 12-2767 for a building located at 3600 Ridgeway Drive (Appendix 1).

## Comments

The City was aware that the 36-month time period for the Letter of Credit would expire on or about October 2, 2015 as per the City's Development Charge By-law 0161-2014 Section 18(2) and if sufficient evidence was not provided, the buildings would be deemed non-industrial and the Letter of Credit would be cashed. The City approved a new DC by-law in 2014 having higher non-industrial rate than in effect in 2012. EMDC has been asked to provide the City with additional security to account for the difference in the non-industrial rate currently in effect if the property were deemed non-industrial.

On August 20 2015, the owner contacted the City requesting that the City allow for an extension associated with building permit 12-2767 for an additional 12 months beyond the provisions in the City Development Charges By-law 0161-2014 (Appendix 2).

The building is 9,840.36 m<sup>2</sup> and currently remains 66% vacant with 34% of the space leased. The owner intends to lease the remaining space in the building for industrial purposes; however, given economic conditions that delayed the construction of the building the owner is requesting an extension of one year beyond the requirements of the current DC By-law of thirty six months. In addition, the owner will provide the City with a revised Letter of Credit amount to include an additional \$69,768.15 to fully secure the difference between the industrial and non-industrial rates based on the new 2014 Development Charge By-law.

It should be noted that should Council not grant the 12-month extension request, the Development Charge By-law 0161-2014 requires that the vacant building be deemed as non-industrial for the purposes of calculating the development charges and necessitate the cashing of the letter of credit. As well, the owner will be required to pay an additional \$69,768.15 to ensure the collection of the full charges payable in compliance with the City's Development Charges By-law 0161-2014.

## Financial Impact

The provision of an amended security eliminates any financial risk to the City.

## Conclusion

A request has been made by the owner for building application 12-3767 that a 12-month extension be granted allowing the City to hold an amended Letter of Credit S18572/339093 in the amount of \$352,678.50 until an industrial tenant can be secured for the building located at 3600 Ridgeway Drive.

While the provisions in the City's Development Charge By-law are explicit, Council has the discretion to approve an extension of time to the payment agreement regarding speculative buildings. This is the second time an extension request has been made to the City and is not expected to occur on a regular basis. In this case, staff is supporting a 12-month extension of the security beyond the 36 months allowed in the City's Development Charges By-law 0161-2014 but requires the owner to provide an additional security in the amount of \$69,768.15, to reflect the current development charge rates and an additional Letter of Credit to the City. The revised Letter of Credit will fully secure the current difference between the industrial and non-industrial development charge rate.

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## Attachments

**Appendix 1:** Location map: 3600 Ridgeway Drive Ward 8

**Appendix 2:** Letter from M. Muzzo, Erin Mills Development Corporation



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Gary Kent,  
Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Susan Cunningham, Manager, Development Charges and Reserve Management

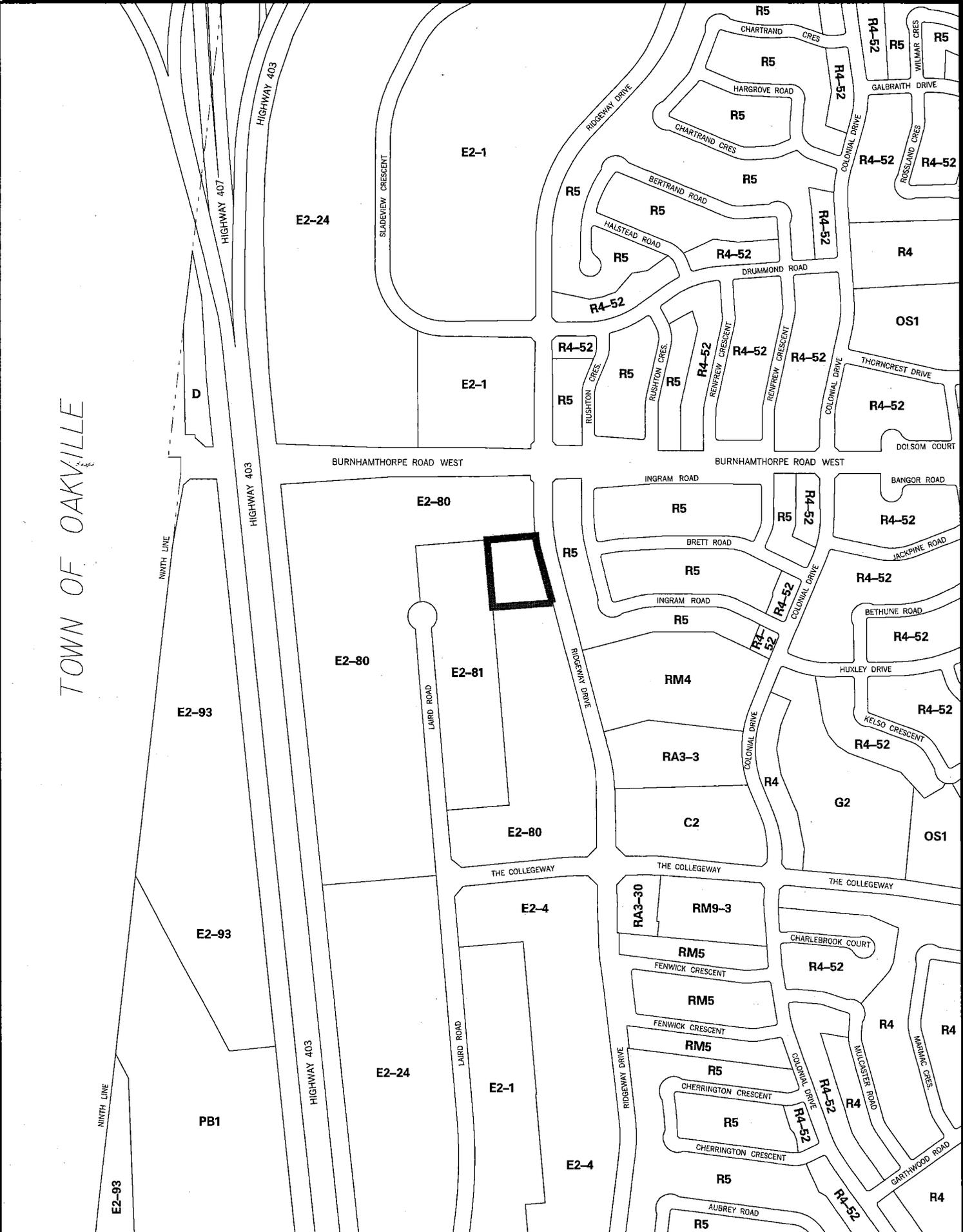
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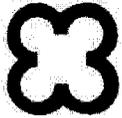
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# GENERAL CONTEXT MAP

APPENDIX 1

TOWN OF OAKVILLE





**THE ERIN MILLS DEVELOPMENT CORPORATION**

August 20, 2015

Mrs. Carmen Gucciardi  
Manager, Development Services  
City of Mississauga  
300 City Centre Drive, 3rd Floor  
MISSISSAUGA, Ontario  
L5B 3C1

**Re: Building Permit # 12 / 2767 W8  
Development Charges - 3600 Ridgeway Drive  
Western Business Park, Mississauga**

Dear Mrs. Gucciardi:

The Erin Mills Development Corporation is the owner and developer of site plan number (08 / 059 W8) which contains five (5) industrial buildings. Development and construction of the five (5) buildings has spanned a seven (7) year period due primarily to the sluggish economic market conditions. In 2012 three (3) building permit applications were processed and building permits issued on October 2, 2012. Two (2) of the buildings are completely leased but due to the lack of leasing interest we delayed the start on the third building which was recently completed in late 2014. To date, we have secured 2 tenants and we are working diligently with real estate brokers to lease the remaining space.

Unfortunately the Development Charges By-Law term of 36 months for inspection of the premises or payment of the balance of development charges (if required) expires on or about October 2, 2015 for the third building. The absence of tenants for the remaining vacant area has given rise to our request for an extension of one (1) additional year from the expiry date of the current thirty six (36) month term in order to secure industrial tenants for the remaining vacant space.

Yours very truly,

**THE ERIN MILLS DEVELOPMENT CORPORATION**

M. Muzzo  
Vice President

REPORT 5-2015

**General Committee**

**SEP 23 2015**

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Environmental Action Committee presents its fifth report for 2015 and recommends:

EAC-0026-2015

1. That the Corporate Report dated August 17, 2015 from the Commissioner of Community Services entitled, "Clean Air Summit and the 2015-2018 Clean Air Council Inter-governmental Declaration on Clean Air and Climate Change", be received;
2. That the Environmental Action Committee recommends that Council authorize the Mayor or her designate to sign the Clean Air Council's 2015-2018 Inter-governmental Declaration on Clean Air and Climate Change on behalf of the City of Mississauga.

(EAC-0026-2015)

EAC-0027-2015

That the memorandum dated August 26, 2015 from Jessika Corkum-Gorrill, Acting Environmental Specialist regarding an Earth Market Mississauga Update, be received.

(EAC-0027-2015)

EAC-0028-2015

That the report from Evergreen entitled, "Evergreen and the City of Mississauga Partnership - 10 Years of Accomplishment", be received.

(EAC-0028-2015)

EAC-0029-2015

That the email dated July 15, 2015 from Carolyn Bailey, Acting Executive Director, Ecosource regarding the Peel Food Charter, be received.

(EAC-0029-2015)

EAC-0030-2015

That the EAC Inquiries chart updated for the September 8, 2015 meeting of the Environmental Action Committee be received.

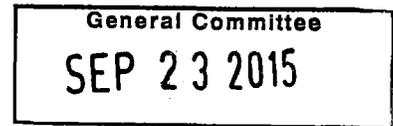
(EAC-0030-2015)

EAC-0031-2015

That the invitation to attend the City of Mississauga National Forest Week Celebration, in partnership with Credit Valley Conservation Authority, be received.

(EAC-0031-2015)

REPORT 4 - 2015



TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Towing Industry Advisory Committee presents its fourth report for 2015 and recommends:

TIAC-0016-2015

That the deputation by Elliott Silverstein, Manager, Government Relations, CAA South Central with respect to the Two-Tier Licensing System and Amendments to the Tow Truck Licensing By-law 521-04, as amended for the training of Tow Truck Drivers be received and referred to staff for further review.

(TIAC-0016-2015)

TIAC-0017-2015

That Michelle Forget, 3D Flatbed with respect to the Two Tier Licensing System be received and referred to staff for further review.

(TIAC-0017-2015)

TIAC-0018-2015

1. That the report from the Commissioner of Transportation and Works dated August 26, 2015 and entitled "Amendments to the Tow Truck Licensing By-law 521-04, as amended for the Training of Tow Truck Drivers" be received for information.
2. That staff incorporate comments received from the Towing Industry Advisory Committee and prepare a report to be considered by General Committee on the recommended changes to the requirements for the training of tow truck drivers.

(TIAC-0018-2015)

TIAC-0019-2015

That the matter regarding the corporate report dated August 26, 2015 from the Commissioner of Transportation and Works with respect to Amendments to the Tow Truck Licensing By-law 521-04, as amended, Vehicle Tow Digital Photographs be received and that the matter be reviewed in one year.

(TIAC-0019-2015)

TIAC-0020-2015

That the action list of the Towing Industry Advisory Committee meeting held on September 14, 2015 provided to the Committee to update on the status of initiatives raised at prior meetings be received.  
(TIAC-0020-2015)

TIAC-0021-2015

That the regular start time of the Towing Industry Advisory Committee meetings be changed to 9:30 am.  
(TIAC-0021-2015)

## REPORT 7-2015

General Committee

SEP 23 2015

TO: MEMBERS OF GENERAL COMMITTEE

The Heritage Advisory Committee presents its seventh report for 2015 and recommends:

## HAC-0048-2015

1. That the request to alter the property at 1155 Willow Lane (Ward 11), as described in the report from the Commissioner of Community Services, dated August 20, 2015, be approved, and that the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.
2. That any changes to windows and doors are "like for like" and comply with the 2014 Meadowvale Village Heritage Conservation District Plan.

(HAC-0048-2015)

## HAC-0049-2015

1. That the proposal for replacement of horizontal wood siding and accent trim detailing with matching materials to the original in material type, profile, detailing, finish, colour, texture and dimensions, be approved for the property at 42 John Street (Ward 1).
2. That original material be restored and reused where possible.
3. That original wood trip covered with aluminium be uncovered, assessed and restored with like materials to the original.
4. That the owner satisfy the requirements of other required City Permits such as obtaining a Building Permit and consult a building envelope specialist with experience in heritage buildings as may be required to achieve that approval.
5. That if any changes to the proposal result from other department's requirements, a new heritage permit may be required and the owner is to contact Heritage Planning for review and approval of the revised proposal prior to undertaking any work prior to the release of a Building Permit.

(HAC-0049-2015)

## HAC-0050-2015

1. That the proposal for installation of EIFS stucco finish on the front façade of the 1980s facility at the subject property, excluding any part of the historic Hornby-Scarlett house, as depicted in the attachments of this report, be approved for the property at 6435-6487 Dixie Road (Ward 5).
2. That protective hoarding and tarps are installed during the construction period for the protection of the historic Hornby-Scarlett house without any alteration to the historic house, and that the sidewalk and any impacted elements are restored after the work is completed.
3. That should any heritage attribute of the property be damaged, the necessary submittals for a Heritage Permit addressing the required restoration work be submitted for review and approval, including but not limited to, a Heritage Impact Assessment and Conservation Plan.

(HAC-0050-2015)

HAC-0051-2015

That the property at 1570 Stavebank Road (Ward 1), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0051-2015)

HAC-0052-2015

That the property at 1422 Mississauga Road (Ward 2), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0052-2015)

HAC-0053-2015

That the property at 7153 Lancaster Avenue (Ward 5), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0054-2015)

HAC-0054-2015

That the property at 3119 Churchill Avenue (Ward 5), which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently that the owner's request to demolish proceed through the applicable process.

(HAC-0055-2015)

HAC-0055-2015

That the Memorandum dated August 19, 2015 from Cecilia Nin Hernandez, Heritage Coordinator, entitled *New Construction on Listed Property at 4208 Mississauga Road*, be received for information.

(HAC-0055-2015)

HAC-0056-2015

That the Memorandum dated August 19, 2015 from Paula Wubbenhorst, Senior Heritage Coordinator, entitled *Heritage Property Tax Relief*, be received for information.

(HAC-0056-2015)

HAC-0057-2015

That the Memorandum dated August 19, 2015 from Cecilia Nin Hernandez, Heritage Coordinator, Culture Division, entitled *Committee of Adjustment Applications within the Old Port Credit Village Heritage Conservation District Plan regarding 42 Front Street South and 43 John Street South*, and the deputations from Mr. Peter Nolet, Owner of 42 Front Street South, and Mr. Jim Levac, Associate, Glen Schnarr & Associates Inc., be received for information.

(HAC-0057-2015)

**MISSISSAUGA ACCESSIBILITY  
ADVISORY COMMITTEE**

**September 14, 2015**

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REPORT 4-2015

**General Committee**

**SEP 23 2015**

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Accessibility Advisory Committee presents its fourth report for 2015 and recommends:

**AAC-0026-2015**

That the photographs provided by Carol-Ann Chafe, Citizen Member and Chair, with respect to winter snow clearing on City sidewalks and at bus stops, be forwarded to Bruno DiMichele, Works Operations Coordinator for information.

(AAC-0026-2015)

**AAC-0027-2015**

1. That the email dated July 11, 2015 from Mashkoor Sherwani, Citizen Member with respect to hiring practices for persons with developmental and intellectual disabilities, be received;
2. That the Accessibility Advisory Committee (AAC) and appropriate Subcommittees of the AAC engage staff from Human Resources and Community Stakeholder groups to open a dialogue in identifying barriers and opportunities for persons with disabilities to participate in the City's hiring process;
3. That the Accessibility Advisory Committee requests that Council support the establishment of job creation process for persons with disabilities through a report from Human Resources and in consultation with Accessibility Advisory Committee Members.

(AAC-0027-2015)

**AAC-0028-2015**

That the presentation by Meghan Johnston, Marketing Coordinator and Ashley Travassos, Communications Advisor providing an update on the City of Mississauga Accessibility Video, be received.

(AAC-0028-2015)

**AAC-0029-2015**

1. That the email dated August 27, 2015 from Carol-Ann Chafe, Citizen Member and Chair with respect to providing feedback on the Pan Am and Parapan Am Games, be received;
2. That the Corporate Policies and Procedures Subcommittee of the Accessibility Advisory Committee hold a meeting in October to provide feedback to pertinent City of Mississauga staff associated with the Pan Am and Parapan Am Games hosted in Mississauga.

(AAC-0029-2015)

AAC-0030-2015

1. That the memorandum dated September 3, 2015 from Diana Simpson, Accessibility Coordinator with respect to Recommendation AAC-0024-2015 regarding the Committee of Adjustment, be received;
2. That the Planning and Building Department, Committee of Adjustment Planner or Policy Planning Section be requested to seek input from the Accessibility Coordinator and provide application specific information on the requested relief, as required, where Committee of Adjustment applications are seeking a reduction in parking spaces for persons with disabilities on a specific site, and that Recommendation AAC-0024-2015 regarding this same matter, be rescinded.

(AAC-0030-2015)

AAC-0031-2015

That the letter dated May 22, 2015 from Regional Chair, Frank Dale to The Honorable Ted McMeekin, Minister of Municipal Affairs and Housing with respect to the Region of Peel Resolution regarding telephone and video conference participation by appointed members of municipal advisory committees, be received.

(AAC-0031-2015)

AAC-0032-2015

That the letter dated July 10, 2015 from Sonya Pacheco, Legislative Coordinator, City of Brampton with respect to the City of Brampton's Resolution regarding telephone and video conference participation by appointed members of municipal Accessibility Advisory Committees, be received.

(AAC-0032-2015)

AAC-0033-2015

That the Pending Work Plan Items chart, updated for the September 14, 2015 Accessibility Advisory Committee meeting, be received.

(AAC-0033-2015)

AAC-0034-2015

1. That the PowerPoint presentation regarding Fallingbrook Park and Garnetwood Park washrooms to the Facility Accessibility Design Subcommittee on May 25, 2015, be received;
2. That subject to the comments on the presentation, the Facility Accessibility Design Subcommittee is satisfied with the design of Fallingbrook Park and Garnetwood park washrooms, as presented;
3. That staff consult with Diana Simpson, Accessibility Coordinator with any further questions with respect to the design and accessibility of the washroom structures;
4. That the Members of FADS conduct a site visit upon completion of the project.

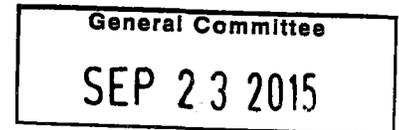
(AAC-0034-2015)

AAC-0035-2015

1. That the City of Mississauga 2015 Facility Accessibility Design Standards (Draft) document be received;
2. That subject to the comments provided on the document, the Facility Accessibility Design Subcommittee is satisfied with the 2015 Facility Accessibility Design Standards (Draft) document;
3. That the document be entitled, "City of Mississauga 2015 Facility Accessibility Design Standards";
4. That the final document be presented to the Accessibility Advisory Committee for receipt upon its completion.

(AAC-0035-2015)

REPORT 3 - 2015



TO: MEMBERS OF GENERAL COMMITTEE

The Museums of Mississauga Advisory Committee presents its third report for 2015 and recommends:

MOMAC-0014-2015

That the Update from the Community Vision Task Group dated July 27, 2015, be received.  
(MOMAC-14-2015)

MOMAC-0015-2015

That the Update from the Engagement and Outreach Task Group dated September 1, 2015, be received.  
(MOMAC-15-2015)

MOMAC-0016-2015

That the Memorandum dated September 9, 2015 entitled *Update on the Museums of Mississauga* from Stuart Keeler, Manager and Chief Curator, Museums of Mississauga, be received.  
(MOMAC-16-2015)