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## General Committee

### Date

October 7, 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
Councillor Carolyn Parrish	Ward 5 (Chair)
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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- E. Item 5 Pamela Johnstone, President, Mississauga North Baseball Association

MATTERS TO BE CONSIDERED

- 1. Revisions to the Public Vehicle Licensing By-law 420-04, as amended, for the Licensing of Taxi and Limousine Drivers
- 2. People Strategy 2015-2017
- 3. Vacuum Leaf Collection Program – 2015 Overview
- 4. 2015 Emerald Ash Borer (EAB) Update
- 5. Corporate Policy – Outdoor Sports Field Management
- 6. Temporary Road Closure of Explorer Drive between Eglinton Avenue East and Skymark Avenue for Construction of an Overpass Bridge for the Mississauga Transitway Project Procurement FA.49.315-12 (Wards 3 &5)

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10. Active Mississauga Guide Update
11. Naming of Park 302, 6525 Danville Drive, 6275 Danville Drive and 610 Abilene Drive (Ward 5)
12. Social Procurement Policy

ADVISORY COMMITTEE REPORTS

Traffic Safety Council Report 6-2015 September 30, 2015

COUNCILLORS' ENQUIRIESOTHER BUSINESS/ANNOUNCEMENTSCLOSED SESSION - Nil

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

ADJOURNMENT

CALL TO ORDERAPPROVAL OF THE AGENDADECLARATIONS OF CONFLICT OF INTERESTPRESENTATIONS - NilDEPUTATIONS

- A. Item 1 Karam Punian
- B. Item 2 Sharon Willock, Director, Human Resources
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MATTERS TO BE CONSIDERED

1. Revisions to the Public Vehicle Licensing By-law 420-04, as amended, for the Licensing of Taxi and Limousine Drivers

Corporate Report dated September 16, 2015 from the Commissioner of Transportation and Works with respect to revisions to the Public Vehicle Licensing By-law 420-04, as amended for the Licensing of Taxi and Limousine Drivers.

RECOMMENDATION

That a by-law be enacted to amend the Public Vehicle Licensing By-law 420-04, as amended, to revise the licensing requirements for taxi and limousine drivers as outlined in the report from the Commissioner of Transportation and Works, dated September 16, 2015 and entitled "Revisions to the Public Vehicle Licensing By-law 420-04, as amended, for the Licensing of Taxi and Limousine Drivers".

2. People Strategy 2015-2017

Corporate Report dated August 31, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to the People Strategy 2015-2017.

RECOMMENDATION

That the report dated August 31, 2015 from the Commissioner of Corporate Services and Chief Financial Officer entitled *People Strategy 2015-2017* be received for information.

3. Vacuum Leaf Collection Program – 2015 Overview

Corporate Report dated September 22, 2015 from the Commissioner of Transportation and Works providing an overview of the 2015 Vacuum Leaf Collection Program.

RECOMMENDATION

That the report dated September 22, 2015, from the Commissioner of Transportation and Works entitled 'Vacuum Leaf Collection Program – 2015 Overview' be received for information.

4. 2015 Emerald Ash Borer (EAB) Update

Corporate Report dated August 28, 2015 from the Commissioner of Community Services providing a 2015 Emerald Ash Borer (EAB) update.

RECOMMENDATION

1. That funds in the amount of \$1,350,000 be transferred from the Emerald Ash Borer Reserve Fund (Account Number 35586) to PN 15-337 Emerald Ash Borer 2015 Management Program in order to increase removal of hazardous trees in 2015.
2. That all necessary by-laws be enacted.

5. Corporate Policy – Outdoor Sports Field Management

Corporate Report dated September 2, 2015 from the Commissioner of Community Services with respect to the proposed Outdoor Sports Field Management Policy.

RECOMMENDATION

That the draft Outdoor Sports Field Management Policy, attached as Appendix 1 to the Corporate Report dated September 2, 2015, from the Commissioner of Community Services be approved.

6. Temporary Road Closure of Explorer Drive between Eglinton Avenue East and Skymark Avenue for Construction of an Overpass Bridge for the Mississauga Transitway Project Procurement FA.49.315-12 (Wards 3 &5)

Corporate Report dated September 23, 2015 from the Commissioner of Transportation and Works with respect to a temporary road closure of Explorer Drive between Eglinton Avenue East and Skymark Avenue for the construction of an overpass bridge for the Mississauga Transitway Project.

RECOMMENDATION

That Dufferin Construction Company be granted permission to temporarily close Explorer Drive between Eglinton Avenue East and Skymark Avenue to undertake construction of an overpass bridge as part of the Mississauga Transitway project starting at 6:00 a.m. on Friday, October 30, 2015, and ending at 6:00 a.m. on Friday, May 27, 2016.

7. Temporary Road Closure – Square One Drive between Duke of York Boulevard and Living Arts Drive (Ward 4)

Corporate Report dated September 21, 2015 from the Commissioner of Transportation and Works with respect to a temporary road closure of Square One Drive between Duke of York Boulevard and Living Arts Drive.

RECOMMENDATION

That a by-law be enacted to implement a temporary closure of Square One Drive between Duke of York Boulevard and Living Arts Drive commencing at 9:00 a.m. on Friday, October 16, 2015 and ending at 7:00 p.m. on Friday, December 11, 2015.

8. Single Source Designation for Supply and Delivery of Traffic Signal Controllers and Related Equipment from Tacel Ltd., File Ref. Procurement No. FA. 49.547-15

Corporate Report dated September 10, 2015 from the Commissioner of Transportation and Works with respect to a single source designation for supply and delivery of traffic signal controllers and related equipment from Tacel Ltd.

RECOMMENDATION

1. That Tacel Ltd. continues to be recognized as a single source vendor for the supply and delivery of traffic signal controllers and related equipment for the term November 2015 to December 31, 2018.
2. That the Purchasing Agent be authorized to execute appropriate forms of commitment to Tacel Ltd. for the supply and delivery of traffic signal controllers and related equipment as required, subject to budget funding availability, for the term November 2015 to December 31, 2018.

9. Paid Admission for Events – Mississauga Celebration Square

Corporate Report dated August 26, 2015 from the Commissioner of Community Services with respect to paid admission for events on the Mississauga Celebration Square.

RECOMMENDATION

That the report dated August 26, 2015, from the Commissioner of Community Services entitled "Paid Admission for Events – Mississauga Celebration Square" be received for information.

10. Active Mississauga Guide Update

Corporate Report dated September 1, 2015 from the Commissioner of Community Services providing an Active Mississauga Guide update.

RECOMMENDATION

That the Corporate Report titled "Active Mississauga Guide Update" dated September 1, 2015 from the Commissioner of Community Services be received for information.

11. Naming of Park 302, 6525 Danville Drive, 6275 Danville Drive and 610 Abilene Drive (Ward 5)

Corporate report dated September 15, 2015 from the Commissioner of Community Services with respect to the naming of Park 302, 6525 Danville Drive, 6275 Danville Drive and 610 Abilene Drive.

RECOMMENDATION

That the request to name Park 302, (located at 6525 and 6275 Danville Drive and 610 Abilene Drive) to Danville Park be considered for a period of 30 days.

12. Social Procurement Policy

Corporate Report dated September 15, 2015 from the Commissioner of Corporate Services and Chief Financial Officer with respect to a Social Procurement Policy.

RECOMMENDATION

That the report dated September 15, 2015 from the Commissioner of Corporate Services and Chief Financial Officer entitled "Social Procurement Policy" be received for information.

ADVISORY COMMITTEE REPORTS

**Traffic Safety Council Report 6-2015 September 30, 2015**

RECOMMENDATIONS

TSC-0106-2015

That the request for a crossing guard at the intersection of Darcel Avenue and Brandon Gate Drive for the students attending Holy Cross Catholic School and Corliss Public School be denied as the warrants are not met.

(Ward 5)

(TSC-0106-2015)

TSC-0107-2015

1. That the request for a crossing guard at the intersection of Artesian Drive and Southampton Drive for the students attending Artesian Public School be denied as the warrants are not met.
2. That the Principal of Artesian Public School be requested to remind the parents and students crossing the north to south across Artesian Drive to cross with the crossing guard at Long Acre Drive.
3. That the Principal of Artesian Public School be requested to remind students to walk their bikes in the crosswalk when crossing the street.

(Ward 8)

(TSC-0107-2015)

TSC-0108-2015

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

(Ward 8)



(TSC-0108-2015)

TSC-0109-2015

That the request for a crossing guard at the intersection of Clarkson Road and Birchwood Drive for students attending St. Christopher Catholic School be denied as the warrants are not met.

(Ward 2)

(TSC-0109-2015)

TSC-0110-2015

That the email dated August 12, 2015 from Councillor Chris Fonseca on behalf of parents concerns with traffic congestion in front on Bough Beeches Boulevard in front of Saints Martha and Mary Catholic School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 3)

(TSC-0110-2015)

TSC-0111-2015

That the email dated September 9, 2015 from Sabrina Colangelo, resident, requesting the implementation of a crossing guard on Glen Erin Drive in front of St. Clare Catholic School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 8)

(TSC-0111-2015)

TSC-0112-2015

That the email dated September 15, 2015 from Kelly Walter on behalf of Sharon Newing, requesting a site inspection at the intersection of Mississauga Valley Boulevard and Central Parkway to determine if the warrants are met for the implementation of a 3<sup>rd</sup> crossing guard for students attending Thornwood Public School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 7)

(TSC-0112-2015)

TSC-0113-2015

That the email dated September 17, 2015 from Councillor Ron Starr on behalf of an area resident requesting a site inspection to determine if the warrants are met for the implementation of a crossing guard at the intersection of Chada Avenue and Ellengale Drive for the students attending Ellengale Public School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 6)

(TSC-0113-2015)

TSC-0114-2015

That the email dated September 10, 2015 from Joanne Redhead, Principal of Lancaster Public School, requesting a site inspection be conducted at the Kiss and Ride entrance to Lancaster Public School to determine if the warrants are met for the implementation of a crossing guard be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 5)

(TSC-0114-2015)

TSC-0115-2015

That the email dated September 22, 2015 from Maria Giles requesting a site inspection and safety review be conducted at the intersection of Glen Erin Drive and Thomas Street for students attending Castlebridge Public School and Thomas Street Middle School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 9)

(TSC-0115-2015)

TSC-0116-2015

That the report from the Manager of Parking Enforcement with respect to parking enforcement in school zones for the month of September 2015 be received for information.

(TSC-0116-2015)

TSC-0117-2015

That the Action Items List from the Transportation and Works Department for the month of June 2015 be received for information.

(TSC-0117-2015)

TSC-0118-2015

That the verbal updated provided by Louise Goegan, Citizen Member, Traffic Safety Council, with respect to the International Walk to School Day, Ridgewood Public School Waking and Rolling Program Kick Off, and Walk to School Subcommittee matters be received for information.

(TSC-0118-2015)

TSC-0119-2015

1. That the request for a crossing guard at the intersection of Westbridge Way and Bellshire Gate for the students attending Levi Creek Public School be denied as the warrants are not met.

2. That the request for a crossing guard at Westbridge Way at the park pathway for students attending Levi Creek Public School be denied as the warrants are not met.
3. That Transportation and Works be requested to conduct a speed study on Westbridge Way to include 8:45 to 9:15 a.m. time period and if warranted, request that Peel Regional Police enforce speeding violations on Westbridge Way for the students attending Levi Creek Public School.

(Ward 11)

(TSC-0119-2015)

TSC-0120-2015

1. That Peel Regional Police be request to enforce No U-turn violations from 8:00 a.m. to 8:30 a.m. and from 3:00 p.m. to 3:30 p.m. on Mississauga Valley Boulevard, in front of Canadian Martyrs Catholic School.
2. That Parking Enforcement be requested to monitor and enforce parking prohibitions from 2:50 p.m. to 3:15 p.m. in the school vicinity for the students attending Canadian Martyrs Catholic School.
3. That the Principal of Canadian Martyrs Catholic School be requested to advise parents to use the crossing guard at the signalized intersection or the All Way stop at Daralea Heights.

(Ward 4)

(TSC-0120-2015)

TSC-0121-2015

That the Minutes of the Public Information Subcommittee meetings held on July 9, 30, August 20, and September 3, 2015 be received.

(TSC-0121-2015)

TSC-0122-2015

That Legislative Coordinator be requested to update the Stakeholder Responsibilities Breakdown Reference Sheet and to distribute to the Dufferin-Peel Catholic District School Board and the Peel District School Board.

(TSC-0122-2015)

TSC-0123-2015

1. That the revised Wilde Wood School Zone Safety Award Application be approved.
2. That the Wilde Wood School Zone Safety Award Application be distributed to The Dufferin-Peel Catholic District Elementary Schools and the Peel District Elementary Schools in the City of Mississauga annually in the second week of October.

(TSC-0123-2015)

TSC-0124-2015

That the Traffic Safety Council Terms of Reference be amended as follows:

- a. That staff from Active Transportation be added as a non-voting member to serve as a resource to the Traffic Safety Council.
- b. Remove the Site Plan Review Subcommittee.

(TSC-0124-2015)

TSC-0125-2015

That the Traffic Safety Council 2015/2016 Workplan be approved.

(TSC-0125-2015)

TSC-0126-2015

That the email from Traffic Safety Council Citizen Member, Matthew Moore, dated September 30, 2015, resigning from Traffic Safety Council, be received.

(TSC-0126-2015)

TSC-0127-2015

That Council be requested to review the seat of a Citizen Member on Traffic Safety Council and declare the seat vacant in accordance with the Council Procedure By-Law 338-2010 Section 69(1).

(TSC-0127-2015)

TSC-0128-2015

That Peter Westbrook, Chair, Traffic Safety Council contact Peel Regional Police Superintendents of 11 and 12 Divisions, requesting that a representative of Peel Regional Police, Traffic Operations attend Traffic Safety Council meetings.

(TSC-0128-2015)

TSC-0129-2015

That the Public Information Subcommittee of Traffic Safety Council be requested to research the feasibility of creating a Twitter account for Traffic Safety Council.

(TSC-0129-2015)

TSC-0130-2015

That the Legislative Coordinator be requested to invite the Peel Regional Police, School Safety Committee, to present the newly created videos on school safety.

(TSC-0130-2015)

COUNCILLORS' ENQUIRIESOTHER BUSINESS/ANNOUNCEMENTSCLOSED SESSION - Nil

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

ADJOURNMENT

# City of Mississauga Corporate Report



<b>General Committee</b> <b>OCT 07 2015</b>	
Date: September 16, 2015	Originator's files:
To: Chair and Members of General Committee	
From: Martin Powell, P. Eng., Commissioner, Transportation and Works	Meeting date: October 7, 2015

## Subject

Revisions to the Public Vehicle Licensing By-law 420-04, as amended, for the Licensing of Taxi and Limousine Drivers

## Recommendation

That a by-law be enacted to amend the Public Vehicle Licensing By-law 420-04, as amended, to revise the licensing requirements for taxi and limousine drivers as outlined in the report from the Commissioner of Transportation and Works, dated September 16, 2015 and entitled "Revisions to the Public Vehicle Licensing By-law 420-04, as amended, for the Licensing of Taxi and Limousine Drivers".

## Report Highlights

- At its meeting of August 12, 2015 the Public Vehicle Advisory Committee (PVAC) received a report from the Commissioner of Transportation and Works, dated July 21, 2015 and entitled "Changes to the Public Vehicle Licensing By-law 420-04, as amended, for the Licensing of Taxi and Limousine Drivers" and was asked to provide comments on the report. One member of PVAC provided comments, which are outlined and addressed in this report.
- Provisions contained in the Public Vehicle Licensing By-law 420-04, as amended, do not provide adequate assurances to the public that licensed taxi and limousine drivers operating in Mississauga will drive and act in a manner which assures public safety and consumer protection.
- The City is required to provide, as well as to establish, a professional standard for licensed taxi and limousine drivers that ensures public safety in the transportation of vehicles.
- Changes in the licensing requirements for taxi and limousine drivers are required in the by-law to better protect consumers and the public, and to serve as a standard of professionalism unique to licensed drivers as opposed to unregulated transportation providers.

## Background

At its meeting of September 16, 2015 Council approved the following recommendation:

"GC-0516-2015

1. That the report from the Commissioner, Transportation and Works, dated July 21, 2015 and entitled "Changes to the Public Vehicle Licensing By-law 420-04, as amended, for the Licensing of Taxi and Limousine Drivers", be received;
2. That staff incorporate comments received from the Public Vehicle Advisory Committee and prepare a report to be considered by General Committee on the recommended changes to the requirements for the licensing of taxi and limousine drivers.

(PVAC-0031-2015)"

The purpose of this report is to respond to GC-0516-2015.

## Comments

### PVAC Approval:

At its meeting of August 12, 2015 the PVAC approved the recommendations in GC-0516-2015. One member of PVAC, Mr. Karam S. Punian, who is an elected representative on PVAC and who represents licensed Mississauga taxi drivers, provided comments on the recommended revisions to the licensing requirements for taxi and limousine drivers. Mr. Punian's comments, as well as staff's response to them, are outlined later in this report. Mr. Punian has also been notified of the date General Committee will be considering this matter and that he is entitled to make a deputation. No other comments were received on the recommended changes to the licensing requirements for taxi and limousine drivers.

### Summary of Requirements for/Nature of Recommended Changes:

A summary of the requirements for this change as well as the nature of the recommended changes is provided below. This information is taken directly from the report mentioned in the preceding paragraph.

*"Staff have conducted a review of a number of Mississauga taxi and limousine driver licences. The reviews have resulted in a number of conditions being placed on driver licences under the authority of the existing by-law.*

*In staff's opinion, the licensing requirements for taxi and limousine drivers need to be amended to effectively protect the consumer and the public. Further, in light of the current, devastating effect of unregulated transportation providers, staff are recommending improved licensing standards for taxi and limousine drivers that are professional, exemplary and unassailable, and that will maintain the confidence of the public in taxicabs and limousines as a safe and reliable transportation service.*

*Currently the Public Vehicle Licensing By-law 420-04, as amended, does not specify criteria for granting a licence to taxi and limousine drivers who have a criminal record and/or demerit points and as such leaves the decision open to interpretation. The driver abstract is currently reviewed by the Mobile Licensing Manager, when a taxi or limousine driver reaches seven demerit points. The present requirements of the by-law, when used in concert with these practices, do not effectively protect the consumer and the public, nor do they serve as a standard of professionalism unique to licensed drivers as opposed to unregulated transportation providers.*

*Staff have determined that appropriate changes to the by-law should include the requirement to possess a valid driver licence and the requirement for a driver abstract (containing not more than six demerit points) to be provided on initial application and each year on licence renewal. An applicant, for a new licence or a renewal, must also provide a Criminal Record Search (CRS) clear of any convictions for the five years prior to the date of application and for every subsequent licence renewal. In the event of any conviction listed on Appendix 1, Criminal Code Convictions Not Acceptable, the application for the licence will be denied.*

*In addition, any one Highway Traffic Act (HTA) conviction which holds a value of four or more demerit points constitutes a serious offence under the HTA. This would constitute grounds to revoke or refuse to license or renew a taxi or limousine driver licence until such time as the driver abstract has been cleared of the serious offence and/or the combination of less serious offences exceeding six demerit points. Further, the taxi or limousine driver licence will be immediately revoked by the Mobile Licensing Manager any time the City becomes aware of: a conviction for a serious HTA offence (four demerit points or more); the taxi or limousine driver having more than six demerit points; or, a conviction outlined in Appendix 1, Criminal Code Convictions Not Acceptable."*

#### Implementation:

It is proposed that the new licensing requirements would apply for all new applicants and for all existing licensed taxi and limousine drivers upon every licence renewal or when the Mobile Licensing Manager obtains information confirming the licensing requirements have not been met. The new licensing requirements would be effective on Council's approval of the by-law to amend the Public Vehicle Licensing By-law 420-04, as amended, to reflect the changes proposed in this report.

The revisions to the by-law will also include a provision to provide for the issuance of a conditional taxi or limousine driver licence subject to the applicant providing to the satisfaction of the Mobile Licensing Manager written evidence confirming that the applicant has applied to the Parole Board of Canada for a record suspension and has met the waiting period requirements. The conditional licence would be reviewed every six months until a decision from the Parole Board of Canada is rendered.

In staff's view, the by-law must provide clear direction for the issuance or refusal of the taxi or limousine driver licence.



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Similar licensing requirements were included in revisions to the Tow Truck Licensing By-law 521-04, as amended, which were approved by Council on April 3, 2013 (GC-0188-2013) and which are currently in effect for the licensing of tow truck drivers.

Comments from PVAC:

As previously mentioned, one member of PVAC, Mr. Karam S. Punian, who is an elected member of PVAC and who represents licensed Mississauga taxi drivers, provided comments on the recommended revisions to the licensing requirements for taxi and limousine drivers. In particular, Mr. Punian stated that "six demerit points is not valid"; "should be seven demerit points", "moving from seven to six needs a healthy discussion"; "don't think Committee saw this"; and, "we need a healthy discussion".

Staff Response:

The existing practice related to demerit points where the Mobile Licensing Manager reviews the driver abstract when a taxi or limousine driver reaches seven demerit points does not protect the consumer or the public, nor does it take into account more serious HTA offences of four demerit points or more. Further, the present practice does not adequately address the issue of taxi or limousine drivers with criminal records. The present practice will not maintain the confidence of the public in taxicabs and limousines as a safe and reliable transportation service, particularly in light of the impact of unregulated transportation providers on the taxi and limousine industries. Further, the licensing requirement changes proposed in this report for taxi and limousine drivers have been successfully implemented in the towing industry in April 2013, and have had a positive impact on public safety and consumer protection.

## **Financial Impact**

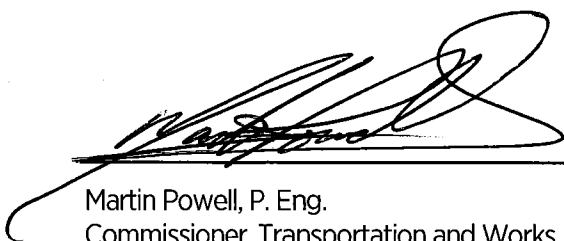
No direct financial impact would be experienced by the Corporation of the City of Mississauga.

## **Conclusion**

Provisions contained in the Public Vehicle Licensing By-law 420-04, as amended, do not provide adequate assurances to the public that licensed taxi and limousine drivers operating in Mississauga will drive and act in a manner which assures public safety and consumer protection. Moreover, the City is required to provide, as well as to establish, a professional standard for licensed taxi and limousine drivers that ensures public safety in the transportation of vehicles. As a result, staff recommend that the by-law be amended as outlined in this report, to better protect the consumer and the public.

## Attachments

### Appendix 1: Criminal Code Convictions Not Acceptable

A handwritten signature in black ink, appearing to read 'Martin Powell', is written over a horizontal line. The signature is stylized with large, sweeping loops.

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

Prepared by: Daryl Bell, Manager, Mobile Licensing Enforcement

## Criminal Code Convictions Not Acceptable

<u>Criminal Code Offences</u>	<u>Description</u>
Explosives	Using explosives; possession.
Terrorism	Providing or collecting property for certain activities; providing or making available property or services for terrorist purposes; using or possessing property for terrorist purposes; participation in activity of terrorist group; facilitating terrorist activity; instructing to carry out activity for terrorist group; instructing to carry out terrorist activity.
Firearms and Weapons	Using firearms (including imitation) in commission of offence; careless use of firearm; pointing a firearm; possession of weapon for dangerous purposes; carrying weapon while attending public meeting; carrying concealed weapon; unauthorized possession of firearm; possession of firearm knowing its possession is unauthorized; possession at unauthorized place; unauthorized possession in motor vehicle; possession of prohibited or restricted firearm with ammunition; possession of weapon obtained by commission of offence; breaking and entering to steal firearm; robbery to steal firearm; weapons trafficking; possession for purpose of weapons trafficking; transfer without authority; making automatic firearm; discharging firearm with intent; causing bodily harm with intent — air gun or pistol.
Sexual Offences against Minors	Sexual interference; invitation to sexual touching; sexual exploitation; sexual exploitation of person with disability; incest; making child pornography; parent or guardian procuring sexual activity; householder permitting sexual activity; corrupting children; luring a child; prostitution of person under eighteen.
Sexual Offences against persons other than minors	Sexual exploitation of person with disability; incest; indecent acts; sexual assault.
Criminal Negligence	Causing death by criminal negligence; causing bodily harm by criminal negligence.
Murder	Murder; manslaughter; infanticide; attempt to commit murder; accessory to murder.
Operation of vehicles, vessels, or aircraft	Dangerous operation of motor vehicles, vessels and aircraft; flight; causing death by criminal negligence (street racing); causing bodily harm by criminal negligence (street racing); dangerous operation of motor vehicle while street racing; failure to stop at scene of accident; operation while impaired; operation while disqualified.
Harassment and threats	Criminal harassment; uttering threats; intimidation.
Assault	Assault; assaulting a peace officer.

## Criminal Code Convictions Not Acceptable

<u>Criminal Code Offences</u>	<u>Description</u>
Major assault and sexual assault offences	Sexual assault with a weapon, threats to a third party or causing bodily harm; aggravated sexual assault; assault with a weapon or causing bodily harm; aggravated assault; unlawfully causing bodily harm.
Confinement	Kidnapping; Trafficking in persons; Hostage taking; Abduction of person under sixteen; Abduction of person under fourteen; Abduction in contravention of custody order; Abduction.
Theft Over, forgery and fraud	Theft over; destroying documents of title; fraudulent concealment; theft and forgery of credit card; theft from mail; forgery; uttering forged document; drawing document without authority; fraud; using mails to defraud; arson for fraudulent purpose.
Robbery and extortion	Robbery; extortion.
Breaking and entering	Breaking and entering.
Possession of property obtained by crime	Possession of property obtained by crime; possession of property obtained by excise offences.
Arson	Arson.
Counterfeit money	Making counterfeit money.
Participation in criminal organization	Participation in criminal organization; Commission of offence for criminal organization; instructing commission of offence for criminal organization.
Trafficking	Trafficking in controlled substance - Schedule I or II - Schedule III - Schedule IV
Importing and exporting	Importing and exporting of controlled substance - Schedule I or II - Schedule III - Schedule IV
Production	Production of controlled substance - Schedule I or II (except marihuana) - Schedule III - Schedule IV

# City of Mississauga Corporate Report



2.

Date: August 31, 2015

To: Chair and Members of General Committee

From: Gary Kent, Commissioner Corporate Services and Chief Financial Officer

General Committee

OCT 07 2015

Originator's files:

File names

Meeting date:

October 7, 2015

## Subject

People Strategy 2015-2017

## Recommendation

That the report dated August 31, 2015 from the Commissioner of Corporate Services and Chief Financial Officer entitled *People Strategy 2015-2017* be received for information.

## Background

The People Strategy 2010-2014 was developed to facilitate and support the City's Strategic Plan. It was designed to provide the HR division with a framework to guide Human Resources plans and programs. It has guided the City through increasing competition in the labour market, and changing workforce demographics. The strategy has three strategic priorities: Talent Management, Healthy Workplace and HR Business Partnership. The achievements to date have allowed us progress toward achieving the Strategy's objectives.

## Present Status

The People Strategy 2015 - 2017 updates the plan and builds on the successes of the existing strategy. It outlines key actions under each of the three priorities. These actions will assist the City to attract, retain, develop and engage high calibre employees in order to achieve the goals of the City's Strategic Plan.

The key drivers behind the People Strategy are:

- Skill shortages in the labour market
- Increased competition for talent
- The threat of increased turnover
- Financial constraints
- Eligibility for retirement

- Managing multiple generations
- Fostering a diverse workforce

## Comments

The People Strategy is a living document. It outlines major initiatives focused under three major priorities: Talent Management: attracting, retaining and engaging a skilled workforce, and building leadership capacity; Healthy Workplace: ensuring we have a healthy workplace for all employees and HR Business Partnership: being a partner for our internal clients and assisting them in delivering operational excellence and achieving their vision.

Extending the term of the People Strategy to 2017 allows the continuation and expansion of the initial actions between 2010-2014. The strategy outlines the achievements to date and the planned actions. Each action explains what is being done, why it matters and next steps. Appendix 1 provides an executive summary of the updated People Strategy.

By understanding our direction, City of Mississauga Leaders and managers, HR staff and all City staff can support our efforts to ensure an appropriate and effective workforce.

## Strategic Plan

The People Strategy aligns with and supports the City's Strategic Plan.

## Financial Impact

On an annual basis there will be specific budget requests which are supported by and enable this Strategy.

## Conclusion

Since the People Strategy was launched we have made great strides. We are building on that progress to become an even more effective employer- a place where people want to work, stay and contribute and therefore become an even more effective organization.

## Attachments

Appendix 1: People Strategy 2015-2017 Executive Summary

G. Kent.

Gary Kent  
Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Sharon Willock, Director of Human Resources

# Executive Summary

Attracting, retaining and engaging the right people, in a supportive work environment, will help us to achieve the City's vision. That's the goal of the People Strategy, which is now entering an exciting new phase.

Originally, the People Strategy covered 2010-2014. Drawing on input from line management across departments, the strategy made a major impact on three strategic priorities: 1) Talent Management; 2) Healthy Workplace; and 3) HR Business Partnership. Now, we're building on those successes with the People Strategy 2015-2017. The actions in the next phase will help us to attract retain and engage high calibre employees, and connect them to our business needs.

The People Strategy is happening against a backdrop of change in the labour market, client demands and workforce demographics. Consider some trends:

- **The war for talent:** We're seeing shortages, especially for jobs that require particular technical abilities. Other municipalities and the broader public sector are pursuing the same talent pool. As the economy improves and organizations step up their hiring, we can expect higher than normal turnover. That puts pressure on the City to compete, for the best talent.
- **Internal pressures:** While we're trying to be competitive, we must be fiscally responsible as a municipal government. Employee wages and benefits account for approximately 65% of our operating budget, and there is public pressure to keep expenses in line and tax increases low. At the same time, high percentages of our leaders and workforce as a whole are eligible to retire in the near future, creating urgency for retention and succession plans.
- **Workforce makeup:** We're managing four generations simultaneously - Veterans, Boomers (declining numbers), Gen X (almost doubling since 2002), and Millennials (significant increase in the past several years). It's vital to understand their distinct needs, wants, characteristics, styles and expectations, and employ strategies that will motivate and satisfy each group. Overall, we also have to make efforts to create a more diverse workforce and an inclusive workplace.

To meet these and other HR challenges - and to ultimately foster a workforce that can meet the City's Strategic Plan, we will pursue a comprehensive set of actions, all organized under HR's three strategic priorities.



## Talent Management

Talent Management ensures that the City has in place the quality and diversity of skilled employees in the right numbers to meet our current and future business needs. It covers all aspects of the employee lifecycle: talent acquisition, staff and leadership development, succession planning, total rewards, performance management and recognition.

**Action 1: Build a Talent Management Strategy.** The strategy will bring together all of those aspects under a single umbrella. That will help us to improve consistency and coordination, identify any gaps, boost retention and engagement, and ensure a talent-ready organization.

**Action 2: Continue to implement a Leadership Succession Planning Strategy.** The Leadership Team approved this strategy in 2012. We have put in place many elements, and implementing the rest will strengthen our leadership-readiness. There are four drivers: 1) have a future-focused approach to growing leaders; 2) grow a robust leadership pipeline; 3) see high-potential employees as a valuable asset; and 4) offer transparent leadership experiences that are progressively more accountable.

**Action 3: Implement a Building Leadership Capacity Strategy.** To enable succession planning, we will focus on developing the skill sets of that talent. With the right culture and learning system, we'll grow municipal leaders at all levels who are equipped to drive strategic and business plan priorities.

**Action 4: Expand and enhance employee development opportunities.** By assessing our learning needs, and creating the right development plans and curriculum, we will invest in our individual's career goals and our collective capabilities. That will increase job satisfaction and morale, and develop staff who can improve efficiencies and innovation.

**Action 5: Establish a Strategic Workforce Planning Model.** At all levels, it's important to have the right staff to achieve the City's goals. Strategic workforce planning is a corporate-wide process of defining and deploying mission-critical talent. We'll take a proactive approach to analyze our talent, and develop a model/tools/training for business areas. This will help us to align HR with business requirements –the right people in the right places focused on the right things.

**Action 6: Build a Talent Acquisition Strategy.** When effective, this strategy can increase access to key talent in the labour market by over 50%. By understanding the changing skills required from certain positions, defining those needs and talent gaps plus identifying work unit goals, we will be better able to tap into all available networks to seek the best candidates.

**Action 7: Increase diversity at all levels of the organization.** Research shows that a diverse workforce is a competitive advantage. Beyond representing various groups in our workforce that also means diversity of thought – the attitudes, experiences and perspectives that people bring to work. We'll assess current initiatives and best practices, and develop a strategy that bolsters our diversity and culture of inclusion; which will help us to fully leverage our people's unique strengths and talents.

**Action 8: Develop a Total Rewards Strategy to support the Talent Management Strategy.** To reinforce our employee value proposition, we will review our full staff rewards (monetary and non-monetary) and develop initiatives to strengthen our offerings. We will do so in a way that manages costs, while providing the best possible program and meeting employee expectations. When employees feel valued, they also want to add value.

**Action 9: Improve HR administrative processes, systems and infrastructure.** The City's current HR procedures and technology involve a high degree of transactional work. Streamlining our processes and systems will allow HR to increase transactional efficiencies, avoid service duplication, and free staff to focus more on strategic issues.

**Action 10: Develop an Employee Engagement Strategy for both full time and part time employees.** An engaged workforce is more connected to the job and driven to see the organization succeed. Based on a needs assessment and best practice research, we can build on engagement levels. The goal is to develop ways to retain and motivate our staff to continue to perform at a high level, and contribute their talents and commitment to fulfilling the City's priorities.





## Healthy Workplace

A healthy workplace culture contributes to a positive and engaged workforce. It's a respectful environment that supports individual employee health and safety, helps to maximize productivity, and ensures we lead the industry in good people leadership and wellness practices.

**Action 11: Develop a Wellness Strategy.** A healthy workplace is one where people feel safe, secure, happy, respected and engaged. Implementing a strategy that focuses on employee health in every respect – physical, mental and social – is part of our draw as an employer, and generates a tangible return on investment. Healthy workplaces support each person's well-being, and achieve measurable benefits (from less lost time to more productivity).

**Action 12: Fully implement a Health and Safety Management System.** The Health and Safety Management System will ensure compliance with health and safety legislation and City policies, and go beyond the minimum standards through best practices. Improved policies, procedures and protocols can reduce and prevent work-related injury/illness.

**Action 13: Review the Respectful Workplace and Workplace Violence Programs and Policies.** We'll review our policies and programs to ensure they reflect best practices. Enhancements will help to prevent issues and address any more quickly and effectively.

**Action 14: Implement the 2015 Bargaining Strategy.** All of our collective agreements will expire in 2015. A bargaining framework will define the mandate and priorities for upcoming negotiations. The aim is to achieve mutually beneficial settlements with the City's seven bargaining units, without labour disruption.

**Action 15: Develop a Labour Relations Strategy.** As part of a harmonious and respectful workplace, we strive to be business partners with our unions. This strategy will develop proactive and best practice initiatives to strengthen partnerships with the City's seven bargaining units.



## HR Business Partnership

In addition to providing traditional HR services, we build strategic partnerships, where the business goals and outcomes of our clients is a shared objective. Through partnerships, we help to link business goals with workforce planning and organizational development and design. That adds to direct value, leads to strong work units, and is critical to organizational change and success.

**Action 16: Develop strategic partnerships with business leaders.** HR will work to build these partnerships, increase HR's operational knowledge of client strategic priorities, and enhance HR metrics. By being at the table earlier, HR can be instrumental in helping business areas plan how to achieve their objectives.

**Action 17: HR-related metrics.** We'll look at our metrics strategically, i.e. why are we collecting them, and which ones will link to our organizational goals? The right data will help us to analyze trends, make projections, and provide for strategic HR and leadership decision-making.

# City of Mississauga Corporate Report



<p>Date: September 22, 2015</p>	<p>Originator's files: MG.23.REP</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: October 7, 2015</p>

General Committee  
**OCT 07 2015**

## Subject

**Vacuum Leaf Collection Program – 2015 Overview**

## Recommendation

That the report dated September 22, 2015, from the Commissioner of Transportation and Works entitled 'Vacuum Leaf Collection Program – 2015 Overview' be received for information.

## Report Highlights

- This report provides an outline of the 2015 Vacuum Leaf Collection Program.
- The Vacuum Leaf Collection Program is not being expanded for 2015. Impacts from Emerald Ash Borer (EAB), Asian Longhorn Beetle and the 2013 Ice Storm are being assessed which may impact the size of the program and future collection areas.
- The City recovers a portion of the cost of the Program from the Region of Peel.
- The 2015 Program runs six (6) weeks beginning on October 26, 2015 and ending on December 4, 2015

## Background

This report provides an outline of the Vacuum Leaf Collection Program as well as an update for the 2015 season. The City's tree canopy has been impacted from the Emerald Ash Borer (EAB), the Asian Longhorn Beetle and the December 2013 ice storm. These impacts are still being assessed and may alter how the Vacuum Leaf Collection Program is delivered in the future.

## Comments

### Program Overview

The Transportation and Works Department provides curbside/ditch vacuum leaf pick-up in mature, heavily treed areas of the City. The City provides this service to collect leaves that originate from trees on City boulevards. These leaves have the potential to clog ditches, culverts and catch basins which increase potential flooding risks. Further, the high volume of leaves resulting from private property is extremely onerous to bag and collect manually. The Region of Peel as part of their waste collection program provides weekly yard waste collection. The Region's program collects leaves in paper bags or open containers and generally provides satisfactory service for those that do not receive leaf vacuum service.

The Vacuum Leaf Collection Program is completed with a mix of contractors and internal Works staff. The current contract is a two (2) year contract which it is new for 2015 and will be completed after the fall pick-up in 2016. Leaves are collected in areas designated by the City. These areas are based on the registration date of the subdivision. Currently, the criterion for inclusion is for heavily treed subdivisions that are 30 years from the date of assumption. This equates to 35 years from the date of registration which is the value used for practicality purposes.

Based on detailed site investigations, tree canopies are assessed and additional areas are added based on the size and quantity of the street trees. Transportation and Works has been consulting with the Forestry Section who is providing additional information that allows for these assessments to be evaluated in conjunction with their existing tree inventory data. Impacts to the tree canopy from the Emerald Ash Borer, the Asian Longhorn Beetle and the 2013 ice storm are still being assessed. Due to the loss of trees, program adjustments may be necessary. Due to these impacts the program has not been expanded since 2013.

### Timing of Program

The current Vacuum Leaf Pick-up Program runs six (6) weeks in duration. The timing of the program reflects leaf drop for a typical fall season and has typically been set to match the end of the Region of Peel yard waste collection schedule. The areas receiving the service are broken down into three (3) zones. Each zone receives two (2) pick-ups. The 2015 program begins on October 26th and ends on December 4th.

#### 2015 Leaf Collection Season

##### Yellow Collection Area

- a) October 26, 2015 to October 30, 2015
- b) November 16, 2015 to November 20, 2015

**Blue Collection Area**

- a) November 2, 2015 to November 6, 2015
- b) November 23, 2015 to November 27, 2015

**Green Collection Area**

- a) November 9, 2015 to November 13, 2015
- b) November 30, 2015 to December 4, 2015

Weather, climate and species of tree all play a role as to when the trees drop their leaves. This can vary from year to year. The current collection schedule is timed to account for these variations that may occur.

After the end of the contracted program, Transportation and Works begin to transition in-house Leaf Collection Trucks to Winter Operations. However, depending on weather conditions it may still be possible to assist residents beyond the end of the program by sending out a works crew to collect leaves. In addition, if residents are unable to meet the timing schedule above, they can choose to bag their leaves and drop them off at their nearest works yard where they will be accepted.

**Advertising of the Program**

Advertisement of this program is done through the City's web site as well as flyers mailed directly to each house that is eligible to receive the service. A sample flyer is attached as Appendix 1. Social media is also utilized to raise awareness of the program and in 2015 a video has been prepared in-house to demonstrate where to rake leaves and to remind residents to keep storm drains clear.

**Financial Impact**

While the program is not revenue neutral, the City does collect a recovery from the Region of Peel. The Region of Peel currently pays the City an amount based on the tonnes of leaves collected. This rate is based on what the Region pays their contractor who collects the bagged leaves at the curbside. In 2014 this rate was \$115.22 per tonne and the City collected 8,449 tonnes.

An overall summary of the net costs for the Vacuum Leaf Collection program from 2006 to 2015 is provided in Appendix 2.

**Conclusion**

The Transportation and Works Department has maintained current service levels for the 2015 season. Service levels are being assessed and may be impacted once the full extent of the EAB tree removals, Asian Longhorn Beetle and the 2013 Ice Storm impacts are determined. The Transportation and Works Department is working collaboratively with the Forestry Section to help quantify these impacts to the tree canopy and leaf volumes.

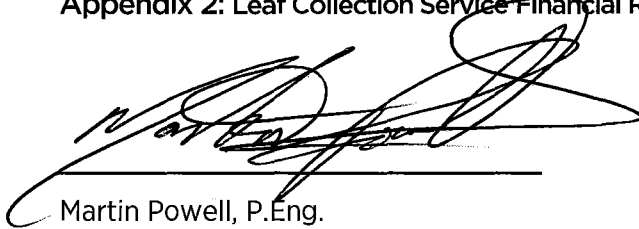
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The current Vacuum Leaf Pick-up Program runs six (6) weeks. The timing of the program reflects leaf drop for a typical fall season and ties into the timing of the Region of Peel waste collection schedule. The areas receiving the service are broken down into three (3) zones with each zone receiving two (2) separate pick-ups from October 26, 2015 to December 4, 2015.

## Attachments

**Appendix 1: Sample Advertising Flyer Mailout**

**Appendix 2: Leaf Collection Service Financial Review**

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

Martin Powell, P.Eng.

Commissioner of Transportation and Works

Prepared by: Bob Levesque, P.Eng., Manager, Works and Technical Services



## 2015 Vacuum Leaf Pickup

### Nov 2-6 and Nov 23-27

The City of Mississauga's Transportation and Works Department will be providing boulevard/ditch Vacuum Leaf Pickup in your area during the two weeks listed above. Timing may vary depending on weather conditions and quantity of leaves.

- Rake leaves onto the boulevard or into the ditch
- Help reduce potential flooding by keeping curbside storm drains clear of leaves
- Help our crews by moving cars from the street during leaf pickup

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



#### What are my options for disposing leaves?

Compost your leaves or spread leaves around the base of your trees. Leaves will fertilize the soil and act as a buffer against extreme temperatures.  
Place leaves in paper yard bags at the curbside on your regular waste collection day.  
**Rake leaves onto the boulevard or into the ditch, prior to leaf pickup days.**  
Leaves should **not** be raked onto the street.

#### How do I prepare for leaf pickup?

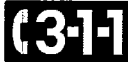
Rake your leaves into a neat pile onto the boulevard or into your ditch by **Sunday** of the week prior to scheduled vacuum leaf pickup. **Please help us prevent flooding by ensuring that curbside storm drains are not covered with leaves. Do not** mix items such as wood, brick or brush with the leaves because it could damage the equipment or injure workers.

#### What if I miss scheduled leaf pickup for my area?

Remove remaining leaves from the curbside or ditch to prevent flooding. Place remaining leaves in open reusable containers such as bushel baskets, rigid plastic containers or paper yard waste bags. Do **not** use plastic bags or recycling boxes. Place yard waste at curbside for pickup by the Region of Peel on your regular waste collection day.

**Yard waste will be collected on your regular waste collection day until Nov. 26, 2015.**

For further information on yard waste collection, call the Region of Peel at **905-791-9499** or visit [peelregion.ca](http://peelregion.ca)



#### More Questions?

Contact the City of Mississauga's Citizen Contact Centre from Monday to Friday 7 a.m. - 7 p.m. (Outside city limits 905-615-4311)



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### Leaf Collection Service Review 2010 - 2015

Account Description	2010	2011	2012	2013	2014	2015*
<b>Total Program Expenditures</b>	<b>\$1,488,685.00</b>	<b>\$1,475,289.00</b>	<b>\$1,550,832.00</b>	<b>\$1,496,770.00</b>	<b>\$1,624,493.00</b>	<b>T.B.D.</b>
<b>Recycling Grant Price (\$ / tonne)</b>	\$114.10	\$119.80	\$122.44	\$119.48	\$115.22	\$126.50**
<b>District Totals (tonne)</b>						
Clarkson	N/A	N/A	4,452	3,813	4,292	0
Mavis	N/A	N/A	4,458	3,278	3,614	0
Malton	N/A	N/A	183	205	143	0
Meadowvale	N/A	N/A	450	360	400	0
<b>Recorded Season Total (tonne)</b>	7,722	7,983	9,543	7,656	8,449	0
<b>Revenue</b>	<b>\$881,128.00</b>	<b>\$956,329.86</b>	<b>\$1,168,386.15</b>	<b>\$914,787.87</b>	<b>\$973,520.28</b>	<b>T.B.D.</b>
<b>Net Leaf Collection Program Cost</b>	<b>\$607,557.00</b>	<b>\$518,959.14</b>	<b>\$382,445.85</b>	<b>\$581,982.13</b>	<b>\$650,972.72</b>	<b>T.B.D.</b>
<b>City's Net Cost / Tonne</b>	<b>\$78.68</b>	<b>\$65.01</b>	<b>\$40.08</b>	<b>\$76.01</b>	<b>\$77.05</b>	<b>T.B.D.</b>

\* 2015 Leaf Collection Season commences on October 26, 2015 (six week program), officially ends on December 4, 2015.

\*\* Preliminary Recycling Grant Rate, (+/-) adjustment may be required - based on Region of Peels current contract rates and total yard waste collected

# City of Mississauga Corporate Report



4.

<p>Date: August 28, 2015</p>	<p>Originator's files: File names</p>
<p>To: Chair and Members of General Committee</p> <p>From: Paul A. Mitcham, P.Eng., MBA Commissioner of Community Services</p>	<p>Meeting date: October 7, 2015</p>

General Committee  
OCT 07 2015

## Subject

2015 Emerald Ash Borer (EAB) Update

## Recommendation

1. That funds in the amount of \$1,350,000 be transferred from the Emerald Ash Borer Reserve Fund (Account Number 35586) to PN 15-337 Emerald Ash Borer 2015 Management Program in order to increase removal of hazardous trees in 2015.
2. That all necessary by-laws be enacted.

## Report Highlights

- An EAB Management Plan for City owned trees and required funding was approved by Council in 2012; now in the 3<sup>rd</sup> year of implementation.
- Priority for public safety to remove deteriorated City Ash trees; to date 9,987 trees removed from streets and parks.
- Citywide tree replanting work is underway with priority to replace removed ash trees in residential areas; to date 1107 trees have been replaced.
- Treating trees is more cost effective than removal and replacement. 5290 trees in streets and parks were treated in 2014. Treatment is every two years and previously treated trees will be reassessed and retreated in 2016.
- City Woodlot data collection continues with expected completion in 2016.
- Propose to increase tree removal in Fall 2015 to take advantage of favourable contractor prices for a total value of \$1,350,000.



- Communication Plan is in place to educate and inform residents and provide tips for private trees. EAB management plan does not include the resources required for treating or removing privately owned ash trees.

## Background

EAB is a non-native destructive pest introduced from Asia into North America which threatens all species of ash trees. Discovered in Canada (Windsor) in 2002, it is now established throughout Ontario and areas of Quebec. Ash trees become a public safety risk as they deteriorate quickly. Of the over 2.1 million public and private trees in Mississauga, 10% are ash.

An Active Management Plan was endorsed by Council in 2012 to mitigate the impacts of EAB over 10 years through:

- Treating sustainable City ash trees using TreeAzin, a systemic insecticide registered in Canada for EAB treatment with proven efficacy data and cost effective results;
- Removing and replacing all unsustainable street and park ash trees on a one for one basis;
- Removing select woodland and natural area ash trees and where needed limiting access to specific woodlands to ensure public safety;
- Implementation of restoration works in woodlands.

A Special Purpose Levy was introduced in 2012 to fund the estimated \$51 million cost of the EAB management plan over 10 years. The levy collects \$5.6 million per year from 2014 to 2022 and in 2013 collected \$2.8 million. These funds are held in a reserve specifically for the program and funds are drawn down each year based on the anticipated cost and capacity to complete required work.

## Present Status

### Ash Street Trees

All City-owned street ash trees have been inspected and identified as sustainable long-term and treatable or non-treatable requiring removal and replacement. Non-treatable trees have been prioritized for removal based on size, location and structural condition. Removals began in 2013 and will continue on a priority basis until all non-treatable trees have been removed.

### Ash Park Trees

The park ash tree inventory completed in 2014, identified the location of 6700 ash trees within maintained and recreational areas of parks. The majority of the trees (approximately 6000) were non-treatable and were prioritized for removal based on size, location and structural condition.

General Committee		August 28, 2015	3
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Originators files: File names

Removals began in 2014 and will continue on a priority basis until all non-treatable trees are removed.

### **Ash Trees in Woodlots**

Seventy-five (75), approximately one quarter of all City woodlots, have been surveyed to determine:

- The percentage of canopy or number of ash trees per woodlot;
- EAB infestation levels; and
- Hazard rating based on the potential risk to public safety based on condition of tree and location

The number of woodlots containing ash trees is higher than anticipated. To date these costs have been offset by savings associated with competitive contractor rates and fewer parks tree removals than originally anticipated. Removals in woodlots began in 2013, and ongoing survey data will allow staff to determine if tree removals are required due to their condition or if fencing is required to limit access or mitigate risk and ensure public safety. Woodlot management is completed based on priority, based on the overall assessment of percentage of ash and overall health of the ash in the woodlot.

Woodlot data to identify ash and prioritize management needs, is expected to be complete in early 2016. Woodlot requirements for the remainder of the plan will be re-examined following completion of inspections but at this time have been higher than anticipated.

Woodland restoration work began in 2015, and includes the replanting of native trees and shrubs to rebuild a healthy ecosystem and limit the spread of various invasive species into these areas. Restoration plans are tailored to each woodlot and depend on numerous variables; some woodlots will require intensive management while others will regenerate on their own.

### **Tree Replacement**

Tree replacement for City-owned street trees began in 2014. The EAB Management plan intends to replace all street and park trees removed due to EAB on a 1:1 basis. Due to utility locations or changes to original planting sites, some trees cannot sustainably be replanted in the same location and will be planted within the surrounding community.

Residential streets with significant tree loss have been prioritized for tree replacement. On residential streets, trees removed will be replanted the year following the infested ash tree removal. On arterial roads, industrial and commercial streets, parks and other City property, replanting will occur after residential streets have been replanted.

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Table 1 below summarizes the work completed from 2013 to August 2015 and the anticipated work for the remainder of 2015:

**Table 1: Ash Tree Management Statistics**

<b>City-owned Ash Trees</b>	<b>2013-2014 Actuals</b>	<b>2015 January- August Actuals</b>	<b>Anticipated 2015 Sept- Dec</b>	<b>Total 2013-2015</b>
<b>Removal</b>	4,652	5335	2958	12,945
<b>Treatment</b>	5,290	N/A	N/A	5,290
<b>Tree Replacement</b>	1,259	1,107	1,344	3,710
<b>Number of Woodlots where Woodlot Mitigation is Completed</b>	5	11	4	15
<b>Woodlot Inspections</b>	75	225		300

In order to expedite removals due to the advanced stage of EAB infestation, coupled with competitive contractor rates, Forestry requires an additional \$1.35 million funding from the EAB Reserve Fund to complete work in 2015. At the current rate Contractors are completing priority work, funds for tree removals will be exhausted by Fall 2015. Using the additional draw down, an added 2,200 trees can be removed in 2015 resulting in a total of 8,293 dead or dying ash trees removed in 2015. Through the prioritization of replacement tree plantings the use of these existing funds in 2015 will have no negative impact on the levy or reserve balance.

## Comments

### Treatable Trees

5290 ash trees have been treated, which is lower than originally forecasted in 2012 due to:

- EAB infestation levels progressed more quickly than expected;
- The majority of trees were assessed untreatable; and
- Fewer ash park trees than forecasted.

Trees treated in 2014 will be treated every second year until 2022, at which time it is predicted that the EAB population will have collapsed.

**Alternate Treatment**

Staff continue to review the efficacy and costing data of alternate EAB treatments including both chemical and biological controls. Biological controls such as parasitic wasps may be utilized in areas where the EAB population is not well established. Current EAB population levels in Mississauga would not support this type of biological control.

**Survey and Inspection work**

All street and park trees have been inspected, with data collected and entered into the City database. All woodlots will be inspected by early 2016, finalizing a comprehensive inventory of all City-owned ash trees. Data collected will allow staff to manage ongoing treatment work, and prioritize the scheduling of tree removals and replacements City-wide.

**Privately owned ash trees**

Residents and landowners are responsible for treating or removing ash trees on their property. Staff are encountering an increase in the number of Property Standards Orders (PSO's) being issued for dead or dangerous trees on private property. In 2015, there has been approximately 30% increase in PSO's pertaining to dead ash trees, and we anticipate this to continue to increase based on the nature of the infestation.

Staff from Forestry, Compliance and Licensing Enforcement, Legal and Prosecutions have been working together to conduct a review of the current PSO process and have identified and begun to develop innovative ways to address the increased demand on staff, and ensure timely action.

**Communication Tactics**

Communication with the public and stakeholders has been and will continue to be a critical component of the EAB Management plan.

Due to the large scope and 10 year timeline of the EAB Management Plan, a Communications Strategy has been completed with the following objectives:

- Regular updates on Parks and Forestry Facebook and Twitter accounts;
- City Website and 3-1-1 updates, including EAB Maps and redesigning web page so it was more user friendly for residents
- Mississauga Life Advertising(before it ceased publication): DPS (Double Page Spread) in Jan./Feb and Mar./Apr. issues
- Active Guide – Full page ad in Spring/Summer 2015 and Fall/Winter 2015/2016 issues
- Information Sessions

**EAB WEEK:**

- EAB Week Public information sessions for residents to hear a staff presentation, ask questions and receive information pamphlet
- Live EAB Twitter Chats
- Newspaper advertisements to promote EAB Week – Mississauga News: ¼ page ads on May 7, 14 and 21; 4 page wrap ad on May 28 to promote EAB Week Information Booths
- eCity Homepage banner
- Elevator posters
- Ad in Library eNewsletter promoting EAB Week in May – 48,000 + subscribers
- Ad in Recreation e-newsletter promoting EAB Week in May – 91,000+ subscribers
- Resident information pamphlets – flyer completed, handed out at EAB Week

**EAB WORK UPDATES:**

- Updates to Councillors about work in local parks
- Signage in parks and woodlots
- Letters to residents to notify them of upcoming work in park(s) in their areas

The communication strategy is revised and updated annually to ensure that the public and all stakeholders can access current and accurate information.

**Strategic Plan**

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

**Financial Impact**

As of August 2015, \$8.5 million has been spent on the treatment, removal and replacement of City-owned ash trees. In order to expedite EAB removals due to the earlier than expected spike in EAB infestation, and maximize competitive contractor rates, an advance of \$1,350,000 from the Emerald Ash Borer Reserve Fund (Account #35586) to use for additional removal works in 2015 is required. The total gross and net budget of PN15-337 will be increased from \$4,224,400 to \$5,574,400 with this advance.

This additional draw down in 2015 will not exhaust the existing funding available in the EAB Reserve Fund and requires no change to the levy.

**Conclusion**

EAB infestation is very evident City-wide with a significant number of untreated City and private ash trees showing signs of decline. The EAB Management plan is well underway with removal, replacement and woodlot mitigation works taking place City-wide, being prioritized based on tree

Originators files: File names

hazard and conditions. The City's first priority continues to be public safety by removing dead and dying ash trees from City property. Replacing removed ash trees is important to residents and residential areas remain the priority for tree planting.

The EAB Management Plan and Communications Strategy are regularly reviewed to provide updated information to residents and Council.

Forestry staff continue to remain current on mitigation strategies, research and review Canadian registered alternate EAB treatments as they become available.



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

Prepared by: Jessica McEachren, Forestry Manager (Acting)

# City of Mississauga Corporate Report



<p>Date: September 2, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Paul A. Mitcham, P.Eng., MBA Commissioner of Community Services</p>	<div data-bbox="625 346 1006 462" style="border: 1px solid black; padding: 5px; text-align: center;"> <b>General Committee</b>  <b>OCT 07 2015</b> </div> <p>Originator's files:</p> <p>File names</p>
	<p>Meeting date:</p> <p>October 7, 2015</p>

## Subject

Corporate Policy - Outdoor Sports Field Management

## Recommendation

That the draft Outdoor Sports Field Management Policy, attached as Appendix 1 to the Corporate Report dated September 2, 2015, from the Commissioner of Community Services be approved.

## Report Highlights

- In 2013 the first Outdoor Sports Field Network was established for stakeholder consultation purposes. Representatives are from Mississauga Sports Council, soccer, baseball, softball, cricket, football, rugby, track and field, lacrosse and field hockey affiliated and non-affiliated groups.
- A staff working team, with consultation from external stakeholders, developed a draft Outdoor Sports Field Management Policy, including allocation formulas based on Standards of Play for each sport.
- The Outdoor Sports Field Management Policy addresses field allocation priorities, residency requirements, tournaments, seasons and field maintenance guidelines. The policy is reflective and responsive to changing demographics and market conditions and ensures equitable and fair access.
- The Maintenance Guidelines for each outdoor field type, including materials provided by the City, have been developed in consultation with the sport groups.
- The policy becomes effective for the 2016 outdoor season and will be reviewed for its effectiveness annually with the Outdoor Sports Field Network.

## Background

The City of Mississauga Recreation Division allocates about 400 outdoor sports fields to approximately 140 outdoor sport field user groups annually. This is accomplished by following an internal practice that has not been formally endorsed by Council.

At the General Committee meeting of October 17, 2012 the Chair and General Committee members received for information the Corporate Report entitled "Outdoor Sports Field Management Policy" from the Commissioner of Community Services. The report recommended that the City develop a comprehensive Outdoor Sports Field Management Policy, including a formal allocation process for sports fields.

This report introduces a new corporate policy that provides a fair, transparent and equitable allocation process of Mississauga outdoor sports field resources. The policy aims to maximize facility utilization while preserving and maintaining high quality playing fields.

The policy was developed through extensive consultation with stakeholders to establish priorities, criteria, guidelines and standards of play for the management and allocation of outdoor sports fields. Staff established a City-wide Outdoor Sports Field Network (OSFN) comprised of representatives from Mississauga Sports Council, soccer, baseball, softball, cricket, football, rugby, track and field, lacrosse and field hockey affiliated and non-affiliated groups.

Staff conducted four OSFN meetings in 2013-14 to enable dialogue with stakeholders during the drafting of the policy. Further input was received during separate sport group meetings – four meetings with five baseball groups, two cricket group meetings and individual meetings with soccer and baseball groups with respect to the Standards of Play allocation formula.

In addition to stakeholder consultation, municipal benchmarking and research on Long Term Athlete Development from provincial and national sport organizations was resourced.

## Comments

The following summarizes key focus areas of the policy:

### Residency Requirements

The City currently requires affiliated youth groups to maintain strict membership residency requirements to ensure young Mississauga athletes are afforded an opportunity for development and advancement. The Community Group Support Program Policy provides a process for annual City approval of non-resident players to assist sport groups in building membership if participation is declining or facing enrollment challenges and to comply with regional and/or provincial governing body registration requirements.



At the request of four youth affiliated baseball organizations in 2013, City staff supported a cap of no more than three non-resident players per team at the highest competitive level (i.e. COBA – Central Ontario Baseball Association) of play per age group. The practice ensured a measure of consistency and reinforced the principle of developing local talent at the most competitive levels. Through consultation, the non-resident component for other sports was extended and formalized in the proposed policy.

Staff acknowledges through this report that one of the four ball organizations (Mississauga North) which originally supported this practice no longer does. Mississauga North is requesting a percentage of non-residents be allowed based on overall membership, not per team. This would allow the organization to recruit players and field teams comprised of more than three non-residents. The remaining three organizations do not support this change. The proposed policy is drafted in support of the existing practice of up to three non-resident players per team at the highest competitive level. Staff are continuing to work with the Mississauga North organization to seek their agreement prior to the report going to Council.

#### **Allocation Priorities**

Outdoor sports fields will be allocated in accordance with the following priority list:

1. City Recreation Leagues/Programs
2. Affiliated Youth Sport Groups
3. Dufferin Peel Catholic District School Board and the Peel District School Board
4. Community Sport Groups - Youth
5. Community Sport Groups - Adult
6. Resident Groups
7. Non-Resident and Commercial Groups

#### **Standards of Play - Allocation Formulas**

Representatives of Mississauga sport organizations provided input on the number of minutes/hours per week of facility time that a player/team requires over a season. The result is a set of standards, "Standards of Play", that are used in an allocation formula to determine the number of fields an organization requires. The Community Services Department will apply the proposed Standards of Play when allocating baseball/softball, cricket and soccer outdoor fields.

The Standards of Play integrate the principles of the Canadian Sport for Life's Long Term Athlete/Player Development (LTAD) that are supported by provincial and national sport organizations. LTAD principles encourage program providers to maximize practice and skill development at younger age levels, increasing participation and optimizing performance. Evidence shows that players that spend more time in skill development maintain a routine of playing sports throughout life.

The Standards of Play have incorporated practice and game entitlement for each age level for seasonal requirements. Some sports also identify the field type for each age group. Specific facility details have been incorporated into the Standards of Play to align with the respective government body's LTAD requirements and to provide the City with the ability to identify capital infrastructure requirements.

The application of the proposed Standards of Play does not change the provision standards for fields and resulting future supply requirements specified in 2014 Future Directions Master Plan for Recreation.

Requests for pre-season play, tournaments, championships and try-out field requirements will be submitted separately but will be allocated in tandem with regular season play in order for the City to accommodate their allocation at the same time as seasonal entitlement.

The Standards of Play in the proposed policy will be applied in the 2016 outdoor season.

#### **Championships/Tournaments**

Championships/Tournaments will be identified by sport groups separately in the allocation process and established tournaments hosted by affiliated youth sport groups will receive primary consideration.

#### **Opening and Closing Dates for Outdoor Fields**

The opening and closing dates for artificial turf/track, ball diamonds, cricket pitches and rectangular fields for lit and unlit facilities have been outlined in the policy. These dates will assist with the long-term preservation and performance of the fields.

#### **Field Management**

The City's goal is to ensure that all City-operated outdoor sports fields are well maintained and safe for use throughout the playing season. The Maintenance Guidelines for each outdoor field type, including materials provided by the City, have been developed in consultation with the sport groups.

#### **Capital Contributions**

The intent during consultation with the OSFN was to outline criteria and benefits in the policy of how capital financial contributions by an organization to the City to assist with development, replacement and/or improvement of sports field infrastructure would be managed. However, it was recognized that further discussion is required and therefore capital financial contributions will currently be outside of the scope of the policy. Capital financial contributions will continue to be negotiated on a case-by-case basis with organizations, in consultation with applicable City staff.

## **Strategic Plan**

The Outdoor Sports Field Management Policy is linked to the following City of Mississauga strategic pillars;

- Connect – Completing Our Neighbourhoods
- Belong – Ensuring youth, older adults and new immigrants thrive

## Financial Impact

The Standards of Play will result in some changes to annual allocations of time on sports fields to groups (some will gain hours, some will lose hours), however, based on a number of scenarios run to validate the Standards of Play, there is no reduction in the total hours allocated annually, so there is no operating impact.

## Conclusion

This corporate policy, supported by stakeholders, ensures a fair, transparent and equitable allocation process of Mississauga outdoor sports field resources while maximizing field usage, preservation and performance. The policy will become effective for the 2016 outdoor season and its effectiveness will be reviewed annually with the OSFN. While policy to guide capital financial contributions by a sport organization to City sport infrastructure has merit, more discussion and analysis is required to ensure agreement on long term mutual benefit.

## Attachments

Appendix 1: Corporate Policy – Draft Outdoor Sports Field Management Policy



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

Prepared by: Sharlene Murray, Community Development Coordinator, Sports Development & Tourism

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TAB: COMMUNITY SERVICES

SECTION: RECREATION

SUBJECT: OUTDOOR SPORTS FIELD MANAGEMENT

**POLICY STATEMENT** The City of Mississauga is committed to meeting the community's recreational needs in a fiscally responsible manner through a comprehensive outdoor sports field management policy.

**PURPOSE** The purpose of this policy is to ensure a fair, transparent and equitable allocation process of Mississauga outdoor sports field resources that will maximize facility utilization while preserving and maintaining high quality playing fields through effective management.

**SCOPE** This policy applies to all sport groups and/or organizations allocated outdoor sports fields operated and maintained by the City of Mississauga.

This policy does not establish fees. Fees and any applicable discounts are established through an annual by-law subject to Council approval.

**ADMINISTRATION** This policy is administered by the Recreation Division, Community Services Department.

**DEFINITIONS** For the purposes of this policy:

**Affiliated Youth Sport Group** "Affiliated Youth Sport Group" means a Mississauga-based group that provides organized league-based sport activities for youth. Affiliated Youth Sport Groups must meet the "Residency Requirements" outlined in this policy. Adult leagues within an Affiliated Youth Sport Group are recognized as Community Sport Groups.

**Championship** "Championship" means a single sport event with rights to the event

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held by the respective City, regional, provincial, national or international sport organization.

City Recreation  
Leagues/Programs

“City Recreation Leagues/Programs” means all community sports leagues/programs that are organized and operated by the Recreation Division, Community Services Department

Community Sport  
Groups

“Community Sport Groups” means league-based not-for-profit non-affiliated youth or adult competitive sport organizations led by an elected Board of Directors of not less than five volunteer members, with a minimum of 80% of participants being Mississauga Residents.

Mississauga Resident

“Mississauga Resident” means anyone who lives permanently in Mississauga (temporary absences for reasons such as vacation do not affect resident status, as long as the resident’s principal address remains in Mississauga); a student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year; or a non-resident who is the principal owner of a business in Mississauga and thereby pays Mississauga property tax.

Non-Resident and  
Commercial Groups

“Non-Resident and Commercial Groups” means:

- organizations or individuals that book facilities with the intent of generating positive net income (profit);
- businesses providing recreational opportunities for their employees; or
- local youth or adult user groups that are comprised of non-Mississauga Residents.

Regional Sport Group

“Regional Sport Group” means a sport group that includes team representation from the Peel Region, neighbouring regions or defined league boundaries.

Resident Group

“Resident Group” means an adult sport group or league that has Mississauga Resident representation.

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**Tournament** “Tournament” means an annual, single sport non-Championship event. Tournaments are arranged by local sport organizations.

**Youth** “Youth” means an individual who is 21 years of age and under.

## RESIDENCY REQUIREMENTS

Mississauga Residents must be guaranteed a fair opportunity to register, try-out and participate in Mississauga-based recreational and competitive programs. Membership for recreational (house league) players cannot be closed to Mississauga Residents prior to the start of the organization's season or, before the end of try-outs for competitive players, if non-residents make up any portion of the membership. The participant's level of play will be determined by the applicable organization and not by the City.

The chart below outlines the maximum non-resident component permitted by the City in order to sustain Mississauga-based outdoor sports field organizations.

Type of Group	Maximum Non-resident component
Affiliated Youth Sport Groups	Competitive/rep baseball (i.e. Central Ontario Baseball Association) - 3 non-resident players per team at the highest competitive level of play per age group; at all other levels – no non-residents
	Girls softball - 40 percent of an entire softball program
	Cricket – 20 percent of an entire program
	All others - 5 percent of an entire program
Regional Sport Groups	As agreed to in consultation with the Director, Recreation

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Requests from groups to the Sport Development and Tourism Section, Recreation Division for exceptions over and above those allowed by this policy must be made prior to the start of each season and will be considered on a case-by-case basis, provided that registration of non-residents does not increase the demand for City facilities. When an exception for Affiliated Youth competitive (rep) baseball is requested, staff will ensure that related baseball organizations are consulted prior to making a decision. The Director, Recreation Division, Community Services Department or his/her designate will make the final decision.

## ALLOCATION PRIORITIES

Outdoor sports fields will be allocated in accordance with the following priority list:

1. City Recreation Leagues/Programs
2. Affiliated Youth Sport Groups
3. Dufferin Peel Catholic District School Board and the Peel District School Board
4. Community Sport Groups - Youth
5. Community Sport Groups - Adult
6. Resident Groups
7. Non-Resident and Commercial Groups

Available hours will be allocated with consideration given to:

- the group's priority ranking, as of the application deadline;
- the number of registered participants for groups within the same category, if applicable;
- historical use;
- the intended sport usage;
- seasonal requirements;
- applicable outdoor sports field user agreements; and
- the group's geographic area in relation to available fields.

Allocation is dependent on the yearly supply of outdoor sports fields and requests by organizations. The previous year's actual

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registration data for Affiliated Youth Sport Groups will be used to project the next year's allocation. Player/team registrations per age group must be submitted with the application, in a format acceptable to the City, to support the actual figures. Information to verify residency requirements must be provided upon request. If additional hours are being requested, the organization must justify this need in writing. Groups should not accept additional registrations for new programs without first consulting with the City to confirm field availability.

The City may verify club registration numbers with the appropriate governing body. Non-affiliated organizations may also be required to provide this information upon request.

The City reserves the right to reduce, reassign or reallocate fields as required, in order to optimize facility utilization, particularly when demand exceeds supply. When demand for outdoor sports fields exceeds available supply, required fields will be drawn from group allocations in reverse order on the priority listing. For example, an increase in demand from an Affiliated Youth Sport Group might result in a reduced allocation for an adult Community Sport Group.

## Signing of Seasonal Contracts

A contract listing permit dates is issued for all seasonal outdoor sport field contracts. Groups must accept the terms and conditions for use prior to use of the facility. Failure to acknowledge a contract or to comply with the contract terms and conditions will result in the City cancelling the contract and may result in the cancellation of associated facility bookings.

## ALLOCATION REQUEST SUBMISSION DATES

Submission processes and deadlines will be communicated to groups annually by the Sport Development and Tourism Section, Recreation Division. Requests that are not received within the stated deadlines and/or without the required documentation will only be considered after all other requests have been processed. Submission of an application request does not constitute approval.



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Championship and Tournament allocation requests are submitted separately from practice/game requests.

## EMERGING SPORTS

When reasonable and feasible, the City will allocate field time to recognize and to gauge interest in an emerging sport, providing existing affiliated users are not adversely affected. The group making the request must provide the Recreation Division with a business plan to support their program and demonstrate that it meets unmet community needs. An exemption to the City requirement for a maximum five percent non-resident component may be granted for a three year period, during which time the group is expected to increase the percentage of Mississauga Residents.

The City will strive to utilize unallocated field time first to meet the needs of a new applicant. However, to ensure maximum field utilization, the City reserves the right to reallocate fields and/or times, particularly when demand exceeds supply.

## OPENING AND CLOSING DATES FOR OUTDOOR FIELDS

The following booking periods apply to outdoor sports fields, weather and field conditions permitting.

Surface Type	LIT		UNLIT	
	Opening Day	Closing Evening	Opening Day	Closing Evening
Artificial Turf/ Track	April 1 <sup>st</sup>	November 30 <sup>th</sup>	N/A	N/A
Ball Diamond	1 <sup>st</sup> Saturday in May	4 <sup>th</sup> Sunday in September	2 <sup>nd</sup> Saturday in May	1 <sup>st</sup> Sunday in September
Cricket Pitch	N/A	N/A	2 <sup>nd</sup> Saturday in May	4 <sup>th</sup> Sunday in September
Soccer Pitch	4 <sup>th</sup> Saturday in May	4 <sup>th</sup> Sunday in September	3 <sup>rd</sup> Saturday in May	2 <sup>nd</sup> Sunday in September
Football Field	1 <sup>st</sup> Saturday in June	3 <sup>rd</sup> Sunday in November	3 <sup>rd</sup> Saturday in May	3 <sup>rd</sup> Sunday in November

On an annual basis, the Sport Development and Tourism Section, Recreation Division, will consult with the applicable sport

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organizations and the Parks & Forestry Division, Community Services Department, to determine if permits may be granted outside of the posted open and close dates. Reasonable efforts will be made to accommodate all requests.

## STANDARDS OF PLAY

### Entitlement

Entitlement reflects the number of hours sports teams are eligible for at each age level, based on the previous year's registration.

### Field Allocation Formula

The Recreation Division will apply an allocation formula for soccer, baseball/softball and cricket (Appendix A) when allocating outdoor sports field time. The formula will determine the total entitlement (hours per week) for each organization and the distribution of those hours to different age and skill level groupings. User groups will determine game structure and duration (e.g. one hour game, 1.25 hour practice, etc.). "Select" teams within an organization (with the exception of the Mississauga Baseball Association/Mississauga Girls Softball Association) will not be recognized for allocation purposes.

It may be necessary to adjust the formula from time to time due to changing requirements within a sport(s) (e.g. Long Term Athlete Development standards.) The City will consult with user groups in advance. The Director of Recreation, or his/her designate, is authorized to approve agreed upon amendments to Appendix A.

## CHAMPIONSHIPS/TOURNAMENTS

Requests for Championship and/or Tournament dates will be granted as part of the allocation process and will be considered in accordance with the Allocation Priorities section of this policy.

Allocation of Championships and/or Tournaments will be carried out in a fair and equitable manner in accordance with the following:

- City, regional, provincial, national or international sanctioned Championships supported by the City will receive priority booking;

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- established tournaments hosted by Affiliated Youth Sport Groups will receive primary consideration;
- the overall number of Championships and/or Tournaments the organization is requesting and/or has been granted;
- new or established Championships and/or Tournaments deemed by the City to contribute to community building; and
- the economic benefit and promotion of the City of Mississauga from a sport tourism perspective.

Seasonal contract holders will be encouraged to use available allocations within their geographic area to fulfill Championship and/or Tournament requests.

The City reserves the right to reassign fields and/or alter allocated times in order to accommodate Championships and/or Tournaments and/or to maximize field utilization. Reasonable efforts will be made to accommodate the displaced field time, in accordance with the allocation priorities outlined in this policy.

## CANCELLATION PENALTIES

Cancellation penalties are outlined in Corporate Policy and Procedure – Payment and Refund of Facility Rental Fees and on the facility rental contract.

The City reserves the right to reasonably postpone, reschedule or cancel any permitted activity due to unforeseen circumstances, without penalty to the organization holding the contract.

The City will conduct random field audits throughout the outdoor sport season to ensure space is utilized most efficiently and that fields are receiving the proper level of maintenance.

The City reserves the right to cancel a contract or portion of the contract without notice should there be a breach of the conditions or regulations; it is demonstrated that an organization is not using

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allocated time; or should the City ascertain that the fields are not being used for the purpose contained in the application.

## FIELD MANAGEMENT Maintenance Guidelines

The City's goal is to ensure that all City-operated outdoor sports fields are well maintained and safe for use throughout the playing season. The maintenance guidelines for each outdoor field type, including materials provided by the City are included as Appendix B to this policy. Revisions to the opening/closing dates and/or Appendix B may be made with the approval of the Director, Parks & Forestry, Community Services Department, or his/her designate.

## Scheduled Maintenance and Regeneration

To achieve the City's goal of providing safe, well maintained fields, it is critical that scheduled rest periods of outdoor fields for turf recovery are observed by all users. Groups who use fields beyond their official open and/or close date, or who use fields throughout the season during scheduled rest periods, may have their contracts cancelled by the City. Cancellation penalties, as per the contract, will apply.

## Inclement Weather/Poor Field Conditions

The City will use the following criteria to determine if a sports field is deemed to be unplayable:

- visible puddles of water on the surface of the field, or
- water sponging when walking on the field.

City staff reserve the right to close a sports field, regardless of the type of event that is scheduled or underway. Customer Service Centre (CSC) staff will make every effort to advise user groups of field closures through the City's various communication channels.

In the event that the City has closed a field due to inclement weather and conditions improve prior to it being reopened (e.g. on a weekend), organizations are permitted to use allocated field time if they deem the field playable without inflicting damage.

The game official is responsible for calling the game unplayable if

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there is lightning or if he/she deems the sports field unsafe for play.

Organizations must notify the CSC within three business day following a booking(s) that is cancelled due to inclement weather in order to receive the appropriate credit, if applicable.

## Unforeseen Maintenance/Repair

The City will close any field or facility in the event of an unforeseen need for maintenance/repair. Notification of unplanned closures will be communicated as soon as possible to the permit holder directly and will be posted on the City's external website.

Groups should report any hazards or unsafe conditions to the Parks & Forestry Division as soon as possible by contacting the applicable Parks supervisor/manager.

## Damage

Groups will be responsible for the cost of repairs and applicable administration fees that result from the permit holder's improper use of fields or facilities.

## Unauthorized Use of Fields

Exclusive use of a field for an organized, unstructured activity (e.g. pick-up soccer) requires a permit, which may be obtained by contacting the CSC.

The City reserves the right to cancel a contract or portion of a contract without notice should there be a breach of its terms and conditions, including failure to acknowledge/sign a contract, or should the City ascertain that the field(s) is not being used for the purpose outlined in the application.

Groups that elect to use a field that the City has closed for maintenance or repair or that is unplayable due to weather conditions will be considered to be trespassing and will be required to pay any resulting damages and/or fines. The group may also have the remainder of their contract cancelled and/or be restricted from booking any other City facility for a period of time as determined by the City. Cancellation penalties, as per the contract, will apply.

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## EXCEPTIONS

Exceptions to this policy require the approval of the Director, Recreation or his/her designate or the Director, Parks and Forestry, or his/her designate.

## REFERENCE:

## LAST REVIEW DATE:

## CONTACT:

For more information, contact the Recreation Divisions, Community Services Department.

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## APPENDIX A - STANDARDS OF PLAY

### Based on Long Term Athlete/Player Development Sport Models

The Community Services Department will apply the following standards of play when allocating City of Mississauga outdoor sports fields for regular season and playoff requirements (practices and games) for all applicable sport groups identified. Competitive and/or development teams are defined as those teams that are sanctioned by a provincial sports organization and normally travel outside of the community to play other municipalities. The formula will determine the entitlement (hours per week) for each organization. Additional hours may be requested and will be subject to field availability.

**Allocation Formula – Baseball/Softball** Note: 1 booking = 2.5hrs as per the Sports Fields Fees & Charges By-Law  
Note: If 2 teams share a field the entitlement is adjusted  
Note: The regular season entitlement will be allocated Monday through Sunday, pending field availability and affiliation status.

#### House League

Age of Team players	# of Players Registered	Base Level # of Players per Team	Actual # of Teams	# of Practices per Team per Week	Teams per Practice Field	# of Games per Team per Week	Total Hours per Team per Week	Softball or Multi-Purpose Field Required	Hardball Field Required	Total Hours per Week	Rainout Allotment (x 15%)	Total Hours per Week
U4 – 7		6		1 (2.5 x .5)	2	2 (2.5 x .5 x 2)	3.75	X				
8 - 9		12		1 (2.5 x 1)	1	1* (2.5 x .5)	3.75 or 5.0*	X				
10 - 11		12		1 (2.5 x 1)	1	1* (2.5 x .5)	3.75 or 5.0*	X				
12 –13		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0	X				
14 –15		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0	X				
14 –15		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0		X			
16 - 18		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0	X				
16 - 18		12		1 (2.5 x 1)	1	2 (2.5 x .5 x 2)	5.0		X			
<b>Total</b>												

\* City will allocate for 2 games if Provincial or National Sports Organization governing bodies sanctioned the one additional game or if required for Long Term Athlete Development (LTAD).

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**Competitive/Mississauga Baseball Association & Mississauga Girls' Softball Association (Select)**[illegible]



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## Allocation Formula – Soccer

Note: 1 booking = 2.5 hours as per the Sports Fields Fees & Charges By-Law

Note: If 2 teams share a field the entitlement is adjusted by .5

Note: The regular season entitlement will be allocated Monday through Sunday pending field availability and affiliation status.

## Recreation

Age of Team players	# of Players Registered	Base Level # of Players per Team	Actual # of Teams	# of Practices per Team per Week	Teams per Practice Field	# of Games per Team per Week	Total Hours per Team per Week	5 v 5 Field	7 v 7 Field	9 v 9 Field	11 v 11 Unit	11 v 11 Lit /Unit	Total Hours per Week
U4 -U5		6		1 (60 minutes x .5)	2	N/A	0.5	X					
U6		6		1 (60 minutes x .5)	2	1 (60 minutes x .5)	1.0	X					
U7 -U8		8		1 (60 minutes x .5)	2	1 (60 minutes x .5)	1.0	X					
U9-U10		9		1 (70 minutes)	1	1 (70 minutes x .5)	1.75		X				
U11-U12		12		1 (1 hour)	1		1.0			X*	X		
U11-U12		12				1 (2 hours x .5)	1.0			X*		X	
U13-U19		12		1 (1.5 hours)	1		1.5				X		
U13-U19		12				1 (2 hours x .5)	1.0					X	
19-U21		12		*	1	1 (2 hours x .5)	1.0					X	
Adult 21+		12		N/A	N/A	1 (2 hours x .5)	1.0					X	

\* If field availability permits

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## Soccer Development

Age of Team players	# of Players Registered	Base Level # of Players per Team	Actual # of Teams	# of Practices per Team per Week	Teams per Practice Field	# of Games per Team per Week	Total Hours per Team per Week	5 v 5 Field	7 v 7 Field	9 v 9 Field	11 v 11 Unit	11 v 11 Lit /Unit	Total Hours per Week
U8		8		2 (60 minutes x 2)	1	1 (60 minutes x .5)	2.5	X					
U9-U10		9		2 (60 minutes x 2)	1	1 (60 minutes x .5)	3.0	X					
U11-U12		12		2 (1.5 hours x 2)	1		3.0			X*	X		
U11-U12		12				1 (2 hours x .5)	1.0			X*		X	
U13-U19		12		2 (1.5 hours x 2)			3.0				X		
U13-U19		12				1 (2.5 hours x .5)	1.25					X	
19-U21		12		* 1.5 hours	1		1.5				X		
19-U21						1 (2.5 hours x .5)	1.25					X	
Adult 21+		12		N/A	N/A	1 (2.5 hours x .5)	1.25					X	

\* If field availability permits

# Corporate Policy and Procedure



Policy No. **Appendix 1**  
 Page 00-00-00  
 Page 16 of 18  
 Effective Date **Draft Only**  
**2015.09.02**  
 Supersedes

## Allocation Formula - Cricket

Note: 1 weekday booking = 2.5 hrs and 1 weekend booking = 4 hours as per the Sports Field Fees & Charges By-Law

Note: T-10 = 2.5 hour booking, T-20 = 4 hour booking, 40 and 50 overs = 8 hr booking

Note: The regular season entitlement will be allocated Monday through Sunday pending field availability\* and affiliation status.

Age of Team players	# of Players registered	Base Level # of Players per Team	Actual # of Teams	# of T-20 Teams	# of 40 and 50 over Teams	# of Practices per Team per Week	Teams per Practice Field	Total Hours per Team per Week PRACTICE	# of Games Per Team per Week GAME	Total Hours per Team per Week	T-20 # of Home Games requested for SEASON in Mississauga	40/50 over # of Home Games requested for SEASON in Mississauga
U6		8		N/A	N/A	2	4	37.5 (45 minutes x 2 x .25)	N/A	N/A	N/A	N/A
6 – U9		8		N/A	N/A	2	2	1.5 (90 minutes x 2 x .5)	1	0.75 (90 minutes x .5)	N/A	N/A
9 – U11		10		N/A	N/A	2	2	1.5 (90 minutes x 2 x .5)	1	0.75 (90 minutes x .5)	N/A	N/A
11-U17		11				2	2	2.5 (2.5 hours x 2 x .5)	# of home games*	Based on type of game		
12 – U20		11				2	2	2.5 (2.5 x 2 x .5)	# of home games*	Based on type of game		
15 -U21 female		11		N/A		2	2	2.5 (2.5 x 2 x .5)	# of home games*	Based on type of game		
Senior 20+		11				N/A	N/A	If availability permits	# of home games*	Based on type of game		
TOTAL												

\*Teams registered in a cricket league sanctioned by a provincial sport organization recognized by Cricket Canada will receive priority.

# Corporate Policy and Procedure

Policy No. Appendix-1Page 00-00-00  
Page 17 of 18Effective Date Draft Only  
2015-09-02

Supersedes

## APPENDIX B - Permitted Ball Diamond Maintenance Guidelines

Activity	Lit Irrigated Fields	Unlit Irrigated Fields	Unlit Non-Irrigated Fields
Grass Cutting	3 Times per Week; Grass cut to 3"	3 Times per Week; Grass cut to 3"	1 Time per Week; Grass cut to 3"
Fertilization	5 Times per Year	1 Time per Year	1 Time per Year
Overseeding, Sodding, Topdressing	1 Time per Year or as required	1 Time per Year or as required	1 Time per Year or as required
Aeration	5 Times per Year	3 Times per Year	2 Times per Year
Home Plate	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required
Pitcher's Plate	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required	One permanent plate installed; replaced as required
Lining	1 Time per Week	1 Time per 2 weeks	1 Time per 2 weeks
Screening	Added to low spots as required	Added to low spots as required	Added to low spots as required
Infield Gilling, Raking, Dragging, Levelling	Infield: 5 Times per Week	Infield: 2 Times per Week	Infield: 2 Times per Week
Warning Track Gilling, Rototilling, Levelling	1 Time per 2 Weeks	1 Time per 2 Weeks	1 Time per 2 Weeks
Litter Pickup	1 Time per Week	1 Time per Week	1 Time Per Week
<ul style="list-style-type: none"> <li>Fencing, irrigation, lighting, backstops, players' benches and bleacher maintenance are also provided by the City as required throughout the season on City park facilities.</li> <li>School diamond capital repairs are the responsibility of the appropriate school board.</li> <li>School fields will be used as per permitted use only.</li> </ul>			

# Corporate Policy and Procedure



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00-00-00  
Page Page 18 of 18  
Effective Date ~~Draft Only~~ 2015-09-02  
Supersedes

## APPENDIX B - Permitted Cricket Field Maintenance Guidelines

Activity	Major Fields	Combination Soccer/Cricket
Grass Cutting	3 Times per Week; Grass cut to 2.5"	1 Time per Week; Grass cut to 3"
Fertilization	5 Times per Year	1 Time per Year
Overseeding, Sodding, Topdressing	1 Time per Year or as required	1 Time per Year or as required
Aeration	5 Times per Year	2 Times per Year
Lining	1 Time per Week	1 Time per 2 Weeks
Litter Pickup	1 Time per Week	1 Time per Week
<ul style="list-style-type: none"> <li>Fencing, irrigation, players' benches and bleacher maintenance are also provided by the City as required throughout the season on City Facilities</li> <li>School fields will be lined as per permitted use only.</li> </ul>		

## APPENDIX B - Permitted Soccer/Football Field Maintenance Guidelines

Activity	Fit Irrigated Fields	Unfit Irrigated Fields	Unfit Non-Irrigated Fields
Grass Cutting	3 Times per Week; Grass cut to 3"	3 Times per Week; Grass cut to 3"	1 Time per Week; Grass cut to 3"
Fertilization	5 Times per Year	1 Time per Year	1 Time per Year
Overseeding, Sodding, Topdressing	1 Time per Year or as required	1 Time per Year or as required	1 Time per Year or as required
Aeration	5 Times per Year	3 Times per Year	2 Times per Year
Lining	1 Time per Week	1 Time per 2 weeks	1 Time per 2 weeks
Litter Pickup	1 Time per Week	1 Time per Week	1 Time Per Week
<ul style="list-style-type: none"> <li>School field capital repairs are the responsibility of the appropriate school board.</li> <li>School fields will be lined as per permitted use only.</li> </ul>			

# City of Mississauga Corporate Report



<div>General Committee OCT 07 2015</div>		Originator's files: MG.23.REP
Date:	September 23, 2015	
To:	Chair and Members of General Committee	Meeting date: October 7, 2015
From:	Martin Powell, P.Eng. Commissioner of Transportation and Works	

## Subject

Temporary Road Closure of Explorer Drive between Eglinton Avenue East and Skymark Avenue for Construction of an overpass bridge for the Mississauga Transitway Project Procurement FA.49.315-12 (Wards 3 & 5)

## Recommendation

That Dufferin Construction Company be granted permission to temporarily close Explorer Drive between Eglinton Avenue East and Skymark Avenue to undertake construction of an overpass bridge as part of the Mississauga Transitway project starting at 6:00 a.m. on Friday, October 30, 2015, and ending at 6:00 a.m. on Friday, May 27, 2016.

## Background

The Corporation of the City of Mississauga has retained Dufferin Construction Company (Dufferin) to construct the third segment of the Mississauga Transitway from Etobicoke Creek to Commerce Boulevard.

Part of the work includes the construction of an overpass bridge at Explorer Drive. In order to allow Dufferin to safely complete the work, the Contract allows for temporary closure of Explorer Drive while maintaining access via adjacent side streets.

It should be noted that construction will be taking place concurrently along the transitway parallel to Eglinton Avenue East from Eastgate Parkway to Commerce Boulevard. All side streets will be grade separated. There is a provision in the contract that limits local road closures so that adjacent local roads cannot be closed at the same time.

The City has a mandate not to close adjacent roads. Orbitor Drive, immediately west of Explorer Drive, is scheduled to reopen on September 25, 2015 and Commerce Boulevard – a Metrolinx road

closure and bridge construction – is set to reopen on October 22, 2015. This arrangement will allow Explorer Drive to close on October 30, 2015.

## Comments

Dufferin has requested permission to close Explorer Drive between Eglinton Avenue East and Skymark Avenue while maintaining access to local traffic only from/to Skymark Avenue from 6:00 a.m. on Friday, October 30, 2015 and ending at 6:00 a.m. on Friday, May 27, 2016 to undertake the construction of an overpass bridge. Traffic can be efficiently detoured via adjacent roads (i.e. Commerce Boulevard, Skymark Avenue, and Orbitor Drive).

Advanced warning signage, notices and website notification will be implemented as part of the communication plan. All traffic, including pedestrians, will be required to use an alternate route. A number of MiWay bus routes will be detoured to best accommodate the closure. All emergency services, 311 Customer Service Centre and adjacent local businesses will be notified.

The area Ward Councillors have also been made aware of the temporary road closure.

## Financial Impact

There is no financial impact.

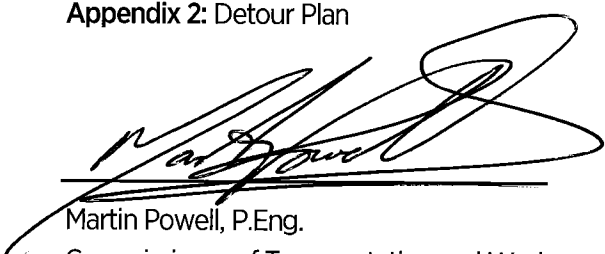
## Conclusion

The Transportation and Works Department recommends the temporary closure of Explorer Drive between Eglinton Avenue East and Skymark Avenue starting at 6:00 a.m. on Friday, October 30, 2015, and ending at 6:00 a.m. on Friday, May 27, 2016.

## Attachments

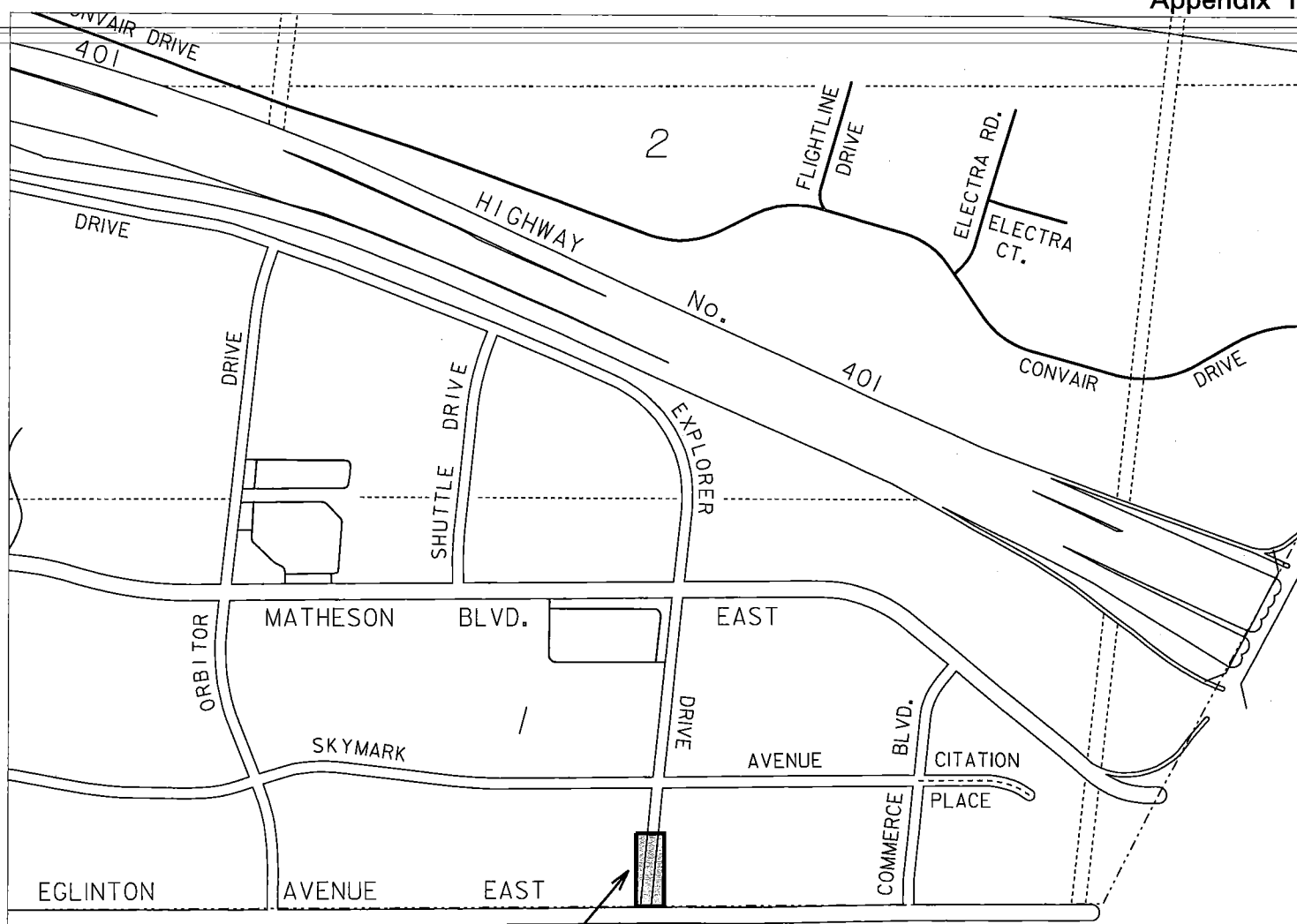
**Appendix 1:** Location Map

**Appendix 2:** Detour Plan

  
Martin Powell, P.Eng.

Commissioner of Transportation and Works

Prepared by: Farhad Shahla, P.Eng., Capital Project Manager, Transitway Construction



Work Area Full Closure



**MISSISSAUGA**



**Transportation and Works  
Engineering & Construction**

**Road Closure - Explorer Drive  
between Eglinton Avenue East and Skymark Avenue  
(Ward 3 and Ward 5)**

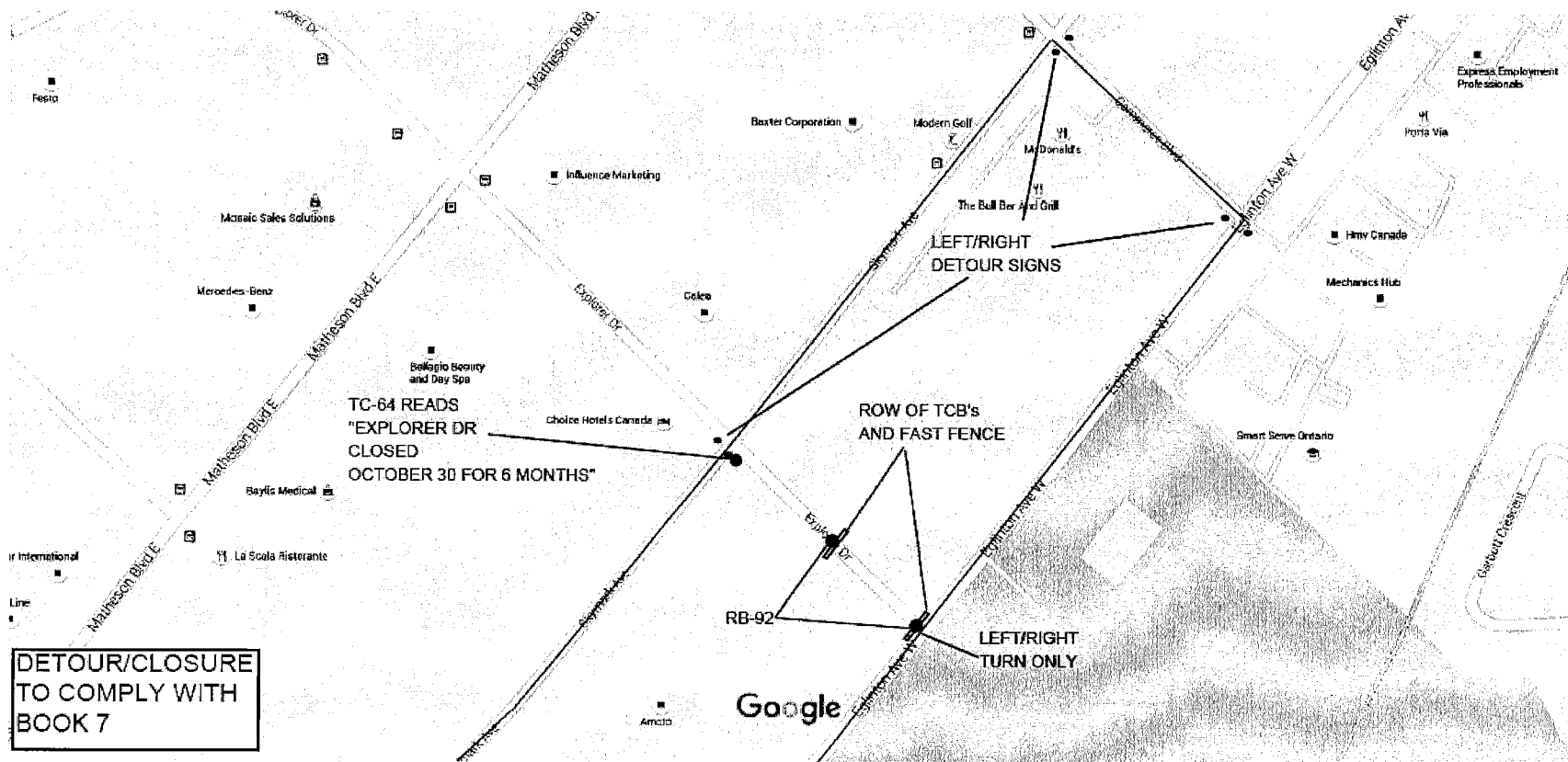




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## Appendix 2 – Detour Plan – Explorer Closure

Google Maps Google Maps



DETOUR WILL ENCOMPASS SKYMARK, ORBITOR, EGLINTON, AND COMMERCE

Map data ©2015 Google 50 m

# City of Mississauga Corporate Report



<div data-bbox="657 367 1047 493" style="border: 1px solid black; padding: 5px; text-align: center;"> <b>General Committee</b>  <b>OCT 07 2015</b> </div> <p>Date: September 21, 2015</p> <p>To: Chair and Members of General Committee</p> <p>From: Martin Powell, P.Eng. Commissioner of Transportation and Works</p>	<p>Originator's files: MG.23.REP RT.10.Z29</p> <hr/> <p>Meeting date: October 7, 2015</p>
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## Subject

Temporary Road Closure – Square One Drive between Duke of York Boulevard and Living Arts Drive - Ward 4

## Recommendation

That a by-law be enacted to implement a temporary closure of Square One Drive between Duke of York Boulevard and Living Arts Drive commencing at 9:00 a.m. on Friday, October 16, 2015 and ending at 7:00 p.m. on Friday, December 11, 2015.

## Background

The expansion of Sheridan College began in the fall of 2014, with completion slated for September 2016, and involves the construction of a new building as well as a bridge structure over Square One Drive connecting campus buildings.

## Comments

A temporary road closure of Square One Drive is required in order to safely complete the bridge structure over Square One Drive connecting the new building to the existing campus building. The right-of-way of the above mentioned roadway is rather narrow and consists of only one traffic lane per direction. The work requires the use of various heavy vehicles and equipment that will occupy most of the right-of-way and therefore the road closure is inevitable. Also, it's not desirable to have construction transpiring above a roadway with live traffic and pedestrians beneath.

Square One Mall Management and Sheridan College have been advised and expressed no objections to the proposed Square One Drive temporary closure.

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Upon approval, the contractor will arrange to install the appropriate detour and advance information signs to notify the public of the anticipated road closure.

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

The area Ward Councillor has been made aware of the temporary road closure.

## Financial Impact

Not Applicable.

## Conclusion

In recognition of the need to complete the expansion of Sheridan College, the Transportation and Works Department supports the temporary road closure of Square One Drive between Duke of York Boulevard and Living Arts Drive commencing at 9:00 a.m. on Friday, October 16, 2015 and ending at 7:00 p.m. on Friday, December 11, 2015.

## Attachments

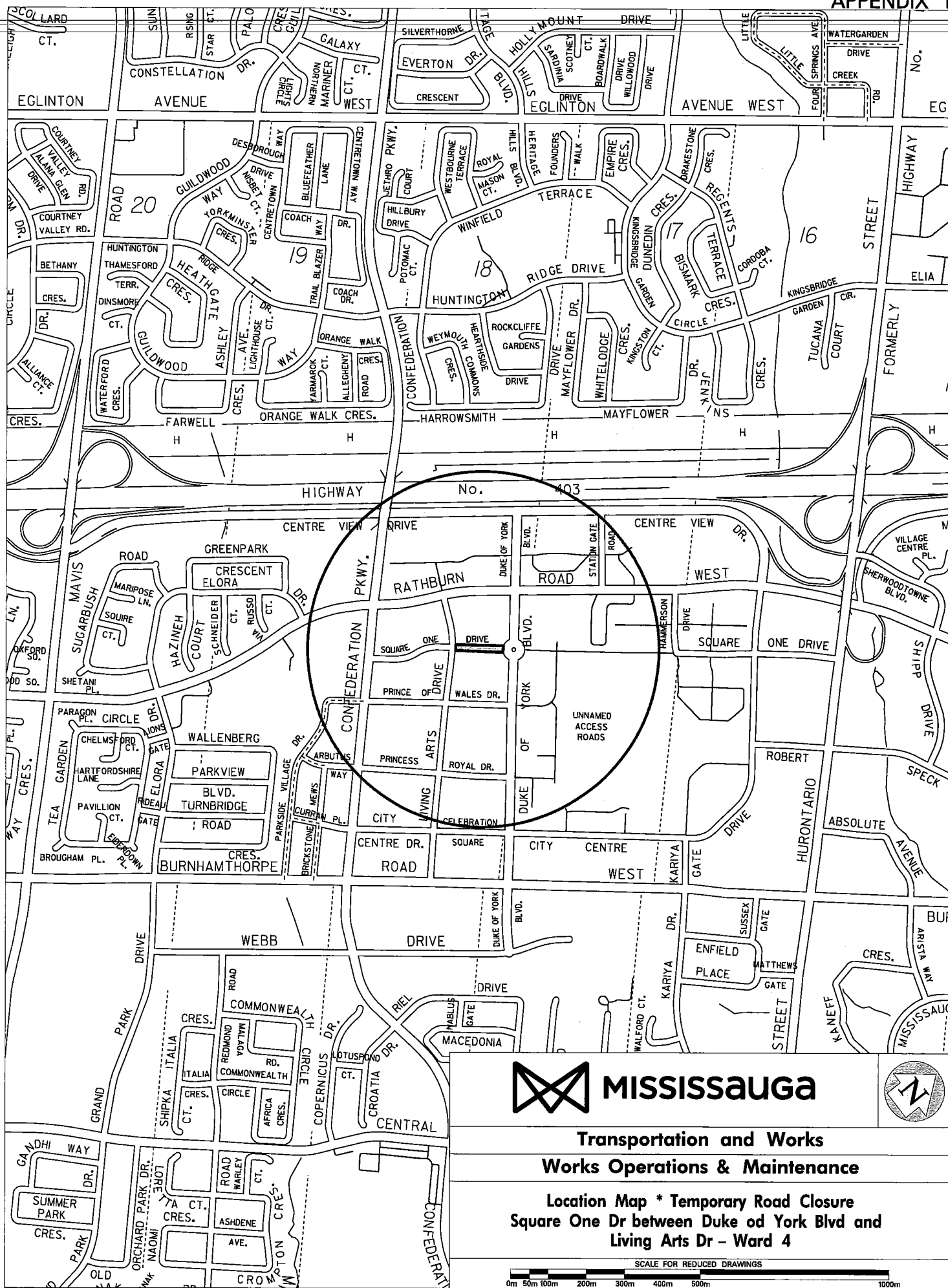
Appendix 1: Location Map – Temporary Road Closure – Square One Drive between Duke of York Boulevard and Living Arts Drive (Ward 4)

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

Martin Powell, P.Eng.

Commissioner of Transportation and Works

Prepared by: Darek Koziol, Traffic Operations Technologist



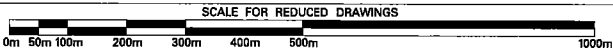
**MISSISSAUGA**



**Transportation and Works**

**Works Operations & Maintenance**

**Location Map \* Temporary Road Closure**  
**Square One Dr between Duke of York Blvd and**  
**Living Arts Dr - Ward 4**



# City of Mississauga Corporate Report



<p>Date: September 10, 2015</p>	<p>Originator's files: FA.49.547-15</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: October 7, 2015</p>

General Committee  
**OCT 07 2015**

## Subject

Single Source Designation for Supply and Delivery of Traffic Signal Controllers and Related Equipment from Tacel Ltd., File Ref. Procurement No. FA.49.547-15

## Recommendation

1. That Tacel Ltd. continues to be recognized as a single source vendor for the supply and delivery of traffic signal controllers and related equipment for the term November 2015 to December 31, 2018.
2. That the Purchasing Agent be authorized to execute appropriate forms of commitment to Tacel Ltd. for the supply and delivery of traffic signal controllers and related equipment as required, subject to budget funding availability, for the term November 2015 to December 31, 2018.

## Background

At its meeting on April 8, 2009, Council approved Tacel Ltd. as vendor of record for the Supply and Delivery of traffic signal controllers and related equipment for the period January 1, 2009 to December 31, 2012, reference GC-179-2009. At that time, the City had participated in co-operative procurement processes for traffic controllers with the City of Brampton and the Region of Peel since the mid 1990's. Tacel was consistently the successful bidder, or only qualified bidder, to the extent that the equipment supplied by Tacel became a standard for the entire Region of Peel. This has resulted in favourable pricing and efficiencies for ongoing maintenance.

## Present Status

The City recently procured a contract for the replacement of its traffic signal control system, including new traffic control equipment, for which pilot installations are planned to start in late 2015. Until the new system is fully implemented, Tacel traffic controllers and related equipment are expected to be required for up to three years for capital installation at new intersections and for operational replacement of damaged and old

equipment, as required. The City of Brampton has extended its agreement, maintaining Tacel equipment as a regional standard.

## Comments

Staff were able to purchase from Tacel on an interim basis, as provided for in the Purchasing by-law; however, longer term authority is required until such time as the new traffic control system is fully implemented. The Purchasing By-law # 374-2006, Schedule A, 1. provides for single source contract awards when *(a) the goods and services are only available from one supplier by reason of: (iv) the complete item, service or system is unique to one vendor and no alternative or substitute exists within Canada.*

## Financial Impact

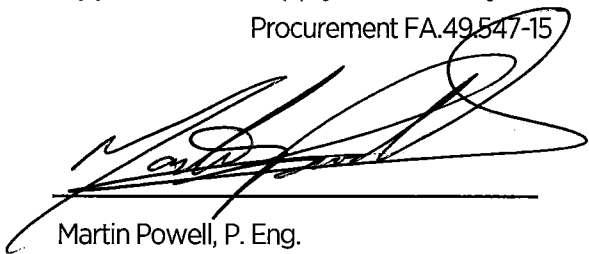
Funding for the supply and delivery of traffic control signals and related equipment are accounted in annual approved capital and operating budgets for the Transportation and Works Department. Equipment acquired will be placed in the Traffic Signals Inventory Account and charged to the various capital and operating budgets as required, including requirements under the Region of Peel Traffic Signal Operations and Maintenance Service Agreement.

## Conclusion

Council approved Tacel Ltd. as vendor of record for the Supply and Delivery of traffic signal controllers and related equipment for the period January 1, 2009 to December 31, 2012, reference GC-179-2009. Tacel Traffic signal controllers and related equipment are unique to Tacel, are a regional standard and will continue to be required until the City's new traffic control system, which is currently in progress, is fully implemented. It is therefore recommended that Tacel continue to be designated as a single source vendor for the term from November 2015 to December 31, 2018.

## Attachments

**Appendix 1:** Supply and Delivery of Traffic Signal Controllers and Related Equipment  
Procurement FA.49.547-15



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

Prepared by: Javed Khan, Traffic Signal Contract Coordinator

## Appendix 1

The Corporation of the City of Mississauga  
Supply and Delivery of Traffic Signal Controllers and Related Equipment  
Procurement FA.49.547-15

Scope of Work

The scope of work includes the supply and delivery of traffic control signals and related equipment that are provided by Tacel Limited. The products include the Supply and Delivery of Traffic Controllers as well as various related equipment and are itemized as follows:

<b>Product</b>	<b>Unit</b>	<b>2015 Unit Price*</b>
Controller/Cabinet and Conflict Monitor 4 Phase Operation without controller timer	ea	\$5,396.00
Controller/Cabinet and Conflict Monitor 8 Phase Operation without controller timer	ea	\$6,421.00
Vehicle Detector Amplifier	ea	\$132.52
Conflict/Voltage Monitor 12 Channel Monitor	ea	\$804.00
Conflict/Voltage Monitor 6 Channel Monitor	ea	\$649.00
Loadswitches	ea	\$33.30

\*Prices are subject to annual increase based on Consumer Price Index (CPI)

# City of Mississauga Corporate Report



9.

<div data-bbox="662 380 1044 499" data-label="Text"><p>General Committee <b>OCT 07 2015</b></p></div> <div data-bbox="207 470 532 506" data-label="Text"><p>Date: August 26, 2015</p></div> <div data-bbox="207 539 857 575" data-label="Text"><p>To: Chair and Members of General Committee</p></div> <div data-bbox="207 609 805 680" data-label="Text"><p>From: Paul A. Mitcham, P. Eng. MBA Commissioner of Community Services</p></div>	<div data-bbox="1104 386 1273 413" data-label="Text"><p>Originator's files:</p></div> <div data-bbox="1104 436 1214 462" data-label="Text"><p>File names</p></div>
	<div data-bbox="1104 554 1243 581" data-label="Text"><p>Meeting date:</p></div> <div data-bbox="1104 604 1315 640" data-label="Text"><p>October 7, 2015</p></div>

## Subject

**Paid Admission for Events – Mississauga Celebration Square**

## Recommendation

That the report dated August 26, 2015, from the Commissioner of Community Services entitled "Paid Admission for Events – Mississauga Celebration Square" be received for information.

## Report Highlights

- Organizers of the Amacon Rotary Ribfest on Mississauga Celebration Square asked Council members to consider an exemption from the City's Outdoor Events in the Civic District Policy (05-03-03) to allow paid admission.
- The City's Outdoor Events in the Civic District Policy (05-03-03) requires all events to be "open to the public and free of charge".
- Culture Division staff do not support a policy exemption allowing paid admission.
- Culture Division staff conducted municipal benchmarking by contacting seven Canadian cities and two U.S. cities to further review their practices with respect to paid entrance fee events.
- Staff also consulted with Recreation and Parks & Forestry Division staff to review current practices with respect to park closures; developed and launched an informal public survey which was posted on the City's web site ([www.mississauga.ca](http://www.mississauga.ca)); and met with members of Council to share benchmarking, survey results and to obtain feedback.
- Benchmarking of municipal civic squares and public parks confirmed: nine of the eleven are in line with Mississauga Celebration Square's mandate; five specifically noted that a portion



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of their civic square/park must remain open and accessible to the public.

- 56.5% of participants in the City's informal online public survey indicated they would not be willing to pay admission.
- The City currently permits paid admission for festivals/events in certain parks. There are events held on Mississauga Celebration Square (MCS) that also include paid components.

## Background

In May 2015, representatives of the Rotary Club of Mississauga and the Rotary Club of Mississauga West, organizers of the Amacon Rotary Ribfest on MCS, asked Council members to consider an exemption from the current no admission fee policy. The Rotary representatives asked permission to charge \$2 per person or \$5 per family for the Friday and Saturday of this year's event. In return, they proposed 10% of the admission fee raised would be contributed to a city designated community project.

Staff did not support the request and responded with the following information:

- In order for an event to be approved for MCS, the event must comply with the Outdoor Events in the Civic District Policy (05-03-03) which requires all events to be "open to the public and free of charge" See Appendix 1. Applications to hold Large Events on the Square are approved by the Mississauga Celebration Square Community Reference Group (formerly known as the Mississauga Celebration Square Events Committee).
- The 2011 transformation of Mississauga City Hall and Library Squares into Celebration Square revitalized the downtown core based on the principles of *placemaking*. A key principle of *placemaking*, and the creation of people-oriented spaces, is public spaces should be open and accessible to all members of the community - similar to other notable civic squares around the world. Placemaking and its key principles informed the development of the Outdoor Events in the Civic District Policy.
- MCS was purposefully designed as an open, unencumbered public space to support the hosting of free and accessible public events and activities. For event organizers who wish to charge admission, there are several other venues in Mississauga that can be considered.
- The 2014 MCS Strategic Plan survey indicated that Mississauga residents ranked, "being a public space for events and celebrations", as the most important role of the Square. A majority of residents also confirmed they want the space to remain free and open to the public.
- As part of the benchmarking exercise for the MCS Strategic Plan, other Civic Squares were investigated to determine their practice with respect to allowing paid admission events. The results showed that municipally-run venues are mandated to hold free events. While

the majority do not allow paid admission events, some of the benchmarked municipalities do allow a section of the Square to support paid activities, while maintaining free public access to the central parts of the venue.

### **Amacon Mississauga Rotary Ribfest**

This year, approximately 60,000 people attended the Amacon Mississauga Rotary Ribfest which was held from Thursday July 16<sup>th</sup> to Sunday, July 19<sup>th</sup>.

The operational details are as follows:

- This 4-day large event required 3 days for load-in (Monday, July 13-Wednesday, July 15) and one day for load-out (Monday, July 20).
- The water fountain was shut-down/drained on Tuesday, July 14 in the afternoon and re-started on Tuesday, July 21 in the afternoon to accommodate load-in, event days, load-out and clean-up (for a total of 8 days).
- Clean-up by Parks staff is substantial after this event; this year the cost of clean-up was \$5,103 and it was paid by the event organizers.
- The event is fully-fenced to allow attendees to buy/drink alcoholic beverages throughout MCS as required under Special Occasion Permit issued by AGCO; fencing is also used to provide additional security (i.e. heavy equipment, propane tanks and set-up for several days)
- Square appears closed although the public is allowed access through the gates and is asked for a voluntary \$2 donation; this year, staff was allowed access by showing their security pass; there was limited access to the Central Library and Civic Centre.
- One road closure is required for 5 days: Princess Royal Drive from Living Arts Drive to parking entrance West of Duke of York Boulevard

The annual Rotary Ribfest has taken place in the City's downtown core for 12 years. Once MCS officially opened in 2011, event organizers continued to apply through the MCS Festival Application process as a Large Event applicant.

As part of Council's discussion during the presentation of the MCS's Strategic Plan on June 3, 2015, Council directed staff to further explore the option of paid admission for events and to report back in the fall; with the summer event season already in progress, the exemption was not granted for the 2015 Ribfest event.

### **Present Status**

Over the summer months, Culture Division staff conducted municipal benchmarking by contacting seven Canadian cities and two U.S. cities to further review their practices with respect to paid entrance fee events:

- Toronto: Nathan Phillips Square, Mel Lastman Square, Yonge-Dundas Square
- Brampton: Garden Square
- Kitchener: Carl Zehr Square
- Waterloo: Waterloo Public Square
- Edmonton: Churchill Square
- Calgary: Olympic Plaza
- Ottawa: Confederation Park/Marion Dewar Plaza
- New York: Bryant Park
- Chicago: Millennium Park

In addition to municipal benchmarking, Culture Division staff:

- Consulted with staff from the Recreation and Parks & Forestry Divisions to review current practices with respect to park closures and/or paid event admissions in City parks;
- Developed and launched an informal public survey which was posted on the well-visited MCS web page from June 30 – August 14, 2015. This survey was promoted through MCS channels including social media, digital screens as well as with a banner on the front page the City's web site ([www.mississauga.ca](http://www.mississauga.ca)). A total of 294 respondents from across Mississauga and the GTA completed the survey leaving 124 comments; and
- Met with members of Council between August 1 - September 8, 2015 to share benchmarking, survey results, and to obtain additional feedback. As part of these discussions, the Ward 4 Councillor confirmed he does not support paid admission on MCS.

## Comments

### Benchmarking

Benchmarking of the above-noted municipal civic squares and public parks confirmed nine of the eleven are in line with MCS's mandate: all events are free and open to the public. Two of the eleven are considered "public squares" and allow paid admission but their operating models are different (Yonge-Dundas Square in Toronto and Marion Dewar Plaza in Ottawa).

Yonge-Dundas Square is municipally-owned but agency-operated; during gated events one percent of admissions must be reserved for the Yonge-Dundas Square Board of Management. It is also important to note that Yonge-Dundas Square is one of five "public squares" in the City of Toronto and the only one that is available for commercial as well as charitable and community events. Marion Dewar Plaza is owned by the National Capital Commission; different rental rates apply for not-for-profit organizations charging admission fees. Edmonton is currently piloting a

partial closure model on Churchill Square. These three squares are managed by independent boards, mandated to operate at no net cost and charge fees to defray operating costs.

### **Other important findings**

Of those municipalities that allow for 'exception' closures with paid admission, seven specifically noted that the central portion of their civic square/park must remain open and accessible to the public:

- Toronto-Nathan Phillips Square
- Toronto-Yonge-Dundas Square
- Calgary-Olympic Square
- Edmonton-Churchill Square
- Waterloo-Waterloo Public Square,
- New York- Bryant Park
- Chicago-Millennium Park

Also important to note: the Toronto Jazz Festival on Nathan Phillips Square must apply annually for a by-law amendment allowing paid admission; even with this exception, one side of the large tent must remain open allowing "free" access to entertainment. For full details on benchmarking, please refer to Appendix 2.

### **Online Public Survey Results**

Of the 294 surveys completed, 94% of participants were from across Mississauga, with 6% spread across the GTA. 91% of the participants indicated they attended a festival or event at MSC in the past year.

When asked if they would be willing to pay admission for select, independently-produced, public festivals and events at MSC, 56.5% indicated they would not be willing to pay admission.

When asked about their concerns around permitting paid admission, 124 participants left comments summarized as follows:

- MCS is a City-owned and operated facility (supported by municipal taxes), events should remain free and accessible for residents
- Paid admission may exclude families, students and low income earners that cannot afford admission rates for events
- Paid admission, along with high vendor fees (food, product, etc.) will make it unaffordable to many
- Events with paid admission will mean loss of attendance
- Loss of "public" space with paid admission (set up, fencing, tear down, etc.)

When asked: how often would you support the City of Mississauga allowing select, independently produced, public festivals and events to charge admission? 108 of the respondents (47%)

indicated that if paid admission was to be permitted, they wouldn't want to see more than two to three events with paid admission per year. For complete survey results, see Appendix 3.

### **Current Practice - City Parks**

A viable alternative for paid admission events exists in City of Mississauga Parks, Recreation and Parks & Forestry Division staff confirmed current examples of park rentals which include paid admission and are fully enclosed with fencing:

- Southside Shuffle - Memorial Park, Port Credit. This event includes a five-hour street closure to allow for free entertainment throughout the village.

Admission: Friday: \$10, Saturday and Sunday \$15 Weekend Pass: \$30

- Waterfront Festival - Memorial Park, Port Credit

Admission: Free

- Bread & Honey Festival - Memorial Park, Streetsville. This event includes street closures and this year, free activities and entertainment was provided at the newly opened Streetsville Village Square.

Admission: Fri - \$2/ person; Sat. - \$5/ person; Sun. - \$5/ person; Infants free

Note – fencing is required for event security purposes and to meet the requirements of a Special Occasion permit, issued by the Alcohol and Gaming Commission of Ontario (AGCO) which states: "It is a requirement to have a clearly defined permit area. Must be separated by 36" (0.9 m) high barrier" when alcohol is served or sold.

### **Current Practice - Mississauga Celebration Square (MCS)**

Event requests with paid components are considered on a case-by case basis, but are not actively promoted as an option or outlined in the Outdoor Events in the Civic District policy. There is no formal process to guide decision-making or future paid admission exceptions. It is reasonable to expect that if a policy exemption was provided to allow paid admission for Ribfest, other event organizers would request similar exemptions.

Currently, there are MCS events that include paid components:

- \*Scotiabank Bed Race – charge for teams to race
- Mississauga Ukrainian Festival – charge admission for paid inflatables\*\*
- \*Classics on the Square – charge for car owners to display
- MuslimFest – includes a paid event in Noel Ryan Auditorium, paid animal rides and inflatables\*\*
- Mississauga Halal Food Fest – includes paid inflatables\*\*
- TD Irie Music Festival – includes a paid VIP area

- \*Amacon Mississauga Rotary Ribfest – includes a \$2 voluntary donation at gate; paid games, rides, paid VIP area (\$25)

\*Events include fundraising activities; \*\*Inflatables – refers to Bouncy Castles, Slides, and other activities.

## Options

The following chart outlines options and criteria for consideration based on our policy, municipal benchmarking and best practices:

Options	Mandate – Open & Free to the Public	Aligns with City Policy/ Guidelines	Aligns with Public Survey	Notes:
Option 1 - Status Quo No Paid Admission (site open)	✓	✓	✓	Public has free access to MCS and stage entertainment  Some events include paid components (VIP area, rides, inflatables).
Option 2 Paid Admission (Site closed)	X	X	X	Event includes paid admission.  Public does not have free access to event, entertainment or MCS.  Requires amendments to Outdoor Events in the Civic District Policy (05-03-03)
Option 3 Paid Admission in Designated Areas	✓	X	✓	Event includes paid admission; event is held in a designated area of MCS.  Public has partial access to MCS and entertainment.  Requires amendments to Outdoor Events in the Civic District Policy (05-03-03)

The MCS 2016 event application process has already begun with the Mississauga Celebration Square Community Reference Group reviewing Large Event applications on October 20, 2015.

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## Strategic Plan

- Strategic Plan – Connect & Prosper
  - Mississauga Celebration Square Strategic Plan

## Financial Impact

There are no financial implications as a result of this report.

## Conclusion

Amacon Rotary Ribfest organizers' request to allow paid admission for their annual event on MCS is currently not permitted as per the City's Outdoor Events in the Civic District Policy (05-03-03). Culture Division staff do not support this request and have confirmed it is not in line with the municipal benchmarking. The majority of the public who took the time to complete the City's recent online public survey also do not support paid admission on MCS.

Of the municipalities contacted, five out of nine allow paid admission in designated areas of their civic squares; these municipalities also noted that a portion of their civic square/park must remain open and accessible to the public during these events.

Currently, there are events held on MCS with paid components and there are viable alternatives for event organizers who wish to hold paid admission events in City parks.

Subject to Council's direction, staff would like to meet with Ribfest organizers to review fencing requirements to allow more public access to the central parts of MCS; this would bring the event more in line with municipal benchmarking and best practices.

To date, all paid admission event requests are considered on a case-by case basis and are not actively promoted as an option. There is no formal process to guide decision-making or future paid admission exceptions.

## Attachments

**Appendix 1:** Outdoor Events in the Civic District Policy (05-03-03)

**Appendix 2:** Civic Square Paid Admission Benchmarking

**Appendix 3:** Mississauga Celebration Square Online Survey Summary



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

Prepared by: Sonja Banic, Acting Manager, Culture Operations

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TAB: PROPERTY AND FACILITIES  
SECTION: CIVIC CENTRE  
SUBJECT: OUTDOOR EVENTS IN THE CIVIC DISTRICT

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## POLICY STATEMENT

The Civic District provides outdoor venues for the enjoyment of the public, including the opportunity for participation in a series of high-profile premiere events offered at Mississauga Celebration Square.

## PURPOSE

The purposes of this policy are:

- to identify the outdoor Event venues;
- to outline the booking process for venues in the Civic District, including those that are available for Event use by City of Mississauga staff, elected officials and members of the public;
- to outline the conditions for approval and any restrictions on the use of the available venues; and
- to outline the roles and responsibilities of specific City staff.

While it is the City's wish that the Civic District be regarded as a "people place" — open and accessible to all members of the community — steps must be taken to ensure that both the area and its patrons are protected. Procedures are required so that a uniform approach to permitting Events in Civic District venues, which are normally public areas, can be taken.

## DEFINITIONS

For the purposes of this policy:

The "Civic District" includes the event venue of Mississauga Celebration Square; the Glass Pavilion, Jubilee Garden, the Ice Rink and the following parks: the Living Arts Centre (LAC) Park; Community Common Park; and Scholar's Green.



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“Customer Service Centre (CSC)” means the Community Services Department, Recreation Division booking office.

“Event” means any pre-planned, organized activity that will be facilitated with the support and expertise of City staff.

“Event Organizer” means any individual or organization booking an Event.

“External Booking” means requests by an Event Organizer to book an Event in Mississauga Celebration Square. This includes bookings by City employees for non-work related Events.

“Internal Booking” means any request by City staff or Council to book a City Event in Mississauga Celebration Square that is work related. There are two types of Internal Bookings:

“Public Event” means a City Event that is promoted and open to the public.

“Staff Event” means a City Event that is promoted and limited to staff only.

The “Mississauga Celebration Square Section” means the Culture Division, Community Services Department.

“Normal Business Hours” are 8:30 a.m. to 4:30 p.m., Monday to Friday, with the exception of Public Holidays.

“Program Coordinator” means the Mississauga Celebration Square employee assigned to liaise with the Event Organizer.

“Public Holiday” means a non-working day that is legislated in Ontario in the *Employment Standards Act, 2000*. Ontario has nine public holidays: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Christmas Day; and Boxing Day.

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“Weekend” means from 4:30 p.m. Friday to 6:00 a.m. Monday.

## SCOPE

This policy applies to all outdoor venues in the Civic District. For information on booking indoor facilities at the Civic Centre, such as the Council Chamber, Great Hall, meeting rooms, etc., refer to Corporate Policy and Procedure – Civic Centre – Booking Facilities in the Civic Centre.

## CIVIC CENTRE DISTRICT VENUES

### Mississauga Celebration Square

Mississauga Celebration Square is available for booking through the Mississauga Celebration Square Section. Mississauga Celebration Square is comprised of the outdoor square, including the main stage, and the Amphitheatre, an open air venue with a seating capacity of 300 that is suitable for theatrical, musical or other artistic/cultural Events.

### Other Venues in the Civic District

The Glass Pavilion is suitable for meetings and special occasions and is bookable through the CSC.

The Ice Rink may not be booked, as exclusive use of the rink by outside groups is not permitted. (The City may, on occasion, reserve the ice for a major outdoor Event.) The rink is available for use by the general public, at no charge.

The Jubilee Garden area is open for the enjoyment of the general public, at no charge. While exclusive use is not permitted, this area may be booked through the CSC for film projects, wedding photography and/or marriage ceremonies.

### Parks in the Civic District

Community Common is not a bookable space, but may be utilized by the City as required for City produced or co-produced Events.

LAC Park is not a bookable space, but may be utilized for City produced or co-produced Events. Indoor events booked at the

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Living Arts Centre that wish to expand the event into a portion of LAC Park may do so with the approval of the LAC. In these instances, a park permit is required.

Scholar's Green may be used for Sheridan College events, upon approval of the City (a park permit is required). The space may also be utilized by the City as required for City produced or co-produced Events.

## BOOKING MISSISSAUGA CELEBRATION SQUARE

Mississauga Celebration Square may be booked for Events by the public or City staff through the Mississauga Celebration Square Section, in accordance with the processes outlined in this policy.

## PRIORITY EVENTS

If there is more than one request to book all or part of Mississauga Celebration Square for the same date and/or applications are received for similar events, the following will apply:

- First Priority:
  - City produced or co-produced Events, such as Canada Day celebrations, tree lighting, movie nights, summer music series, yoga on the lawn, etc.
- Second Priority:
  - new or existing Events deemed by the City to contribute to the City's cultural diversity, raise its arts and culture profile and/or add economic benefit to Mississauga from a tourism perspective
- Third Priority:
  - Events with proven experience that have met all requirements and conditions for approval

Where separate Events are booked on more than one area of Mississauga Celebration Square at the same time, consideration will be given to ensure that the two Events are compatible.

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## BOOKING PROCESS – EXTERNAL AND INTERNAL PUBLIC EVENT BOOKINGS

Terms and Conditions for booking, eligibility criteria and an overview of the Event process are detailed in the Mississauga Celebration Square Guidelines (the “Guidelines”), which are provided when a booking request is made. The Mississauga Celebration Square application, available on the City of Mississauga web site or by contacting the Mississauga Celebration Square Section, must be signed and submitted to the Program Coordinator by the applicable deadline for all bookings.

### Incomplete Applications

An application will be considered incomplete if it is submitted without the requested information or accompanying documentation. Applications that are incomplete will not be considered.

### Application Deadlines – Bookings With More Than 500 Attendees

Applications for bookings where the expected attendance is greater than 500 must be received by the applicable annual Event season deadline. Applications for subsequent years of an Event (e.g. annual Events) will not be accepted in advance.

Outdoor Event seasons and deadlines are defined as follows:  
Summer/Fall Season – May 01 - October 31 → Deadline  
September 30 of the preceding year  
Winter/Spring Season – November 01 – April 30 → Deadline  
March 31 of the preceding year.

Exceptions to the application deadline must be approved by the Director, Culture Division, Community Services Department.

### Application Deadlines – Bookings With Less Than 500 Attendees

Applications for bookings where the expected attendance is less than 500 must be submitted a minimum of sixteen (16) weeks in advance. Exceptions to the applicable deadline must be approved by the Manager, Mississauga Celebration Square.

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## APPROVAL PROCESS – EXTERNAL AND INTERNAL PUBLIC EVENT BOOKINGS

Once the deadline has passed, all external and internal applications for the respective season will be evaluated by the Mississauga Celebration Square Section, who will compile a list of recommended Events. All eligible applications will be fairly evaluated based on the Conditions for Approval outlined in this policy.

The recommendations will be reviewed for approval by a group comprised of:

- the Director, Culture Division, Community Services Department;
- the Director, Parks and Forestry, Community Services Department;
- the Director, Facilities and Property Management, Corporate Services Department;
- the Director, Communications, Corporate Services Department;
- the Manager, Events, Mississauga Celebration Square Section, Culture Division;
- the Manager, Mississauga Celebration Square, Mississauga Celebration Square Section, Culture Division; and
- Three members of the City's Mississauga Celebration Square Events Committee.

\*Note: all members of the committee may appoint a designate to review and approve the recommendations.

All applicants will be notified once the recommendations are finalized. If agreement on approving an Event and/or the selection of an Event from competing applicants cannot be reached by the group, the Commissioner of Community Services will be consulted and will make the final decision.

The City reserves the right to decline applications that do not meet the Priority Event criteria and/or the Conditions of

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Approval outlined in this policy.

A request to appeal a committee decision may be made in writing to the Commissioner of Community Services.

## Once Approved

A letter of agreement confirming the date and outlining all requirements for approval will be sent to the applicant once the Event is approved. The letter must be signed by an individual within the group with authority to enter into a binding agreement with the City and returned to the Mississauga Celebration Square Section by the date specified in the letter of agreement.

The Program Coordinator will assist the Event Organizer in meeting all conditions for approval. A final facility rental contract detailing all fees and charges and specific requirements (e.g. payment/cancellation terms, additional security, maintenance, technical support, furniture, etc.) will be issued by the CSC when all terms and conditions for approval are met. The contract must be signed and returned to the CSC at least thirty (30) days prior to the event.

The Mississauga Celebration Square Section may rescind approval for an Event at any time if the terms and conditions outlined in the application package are not met.

## INTERNAL STAFF EVENT BOOKINGS

### Application Process

Staff who are Event Organizers for Events where attendees are City staff and the event is held primarily during the City's regular business hours (Monday to Friday, 8:30 am – 4:30 pm, excepting holidays) must complete the application form that is available on Inside Mississauga. The application form provides all of the information the Event Organizer is required to provide and must be submitted a minimum of 16 weeks in advance for Events with fewer than 500 attendees and one year in advance for Events with more than 500 attendees.

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## Approval Process

Once approved, the Program Coordinator will provide the Internal Event Organizer with a detailed summary of requirements, including instruction on the steps needed to fulfill each. A final facility rental contract will be issued by the CSC when all terms and conditions for approval are met. The contract must be signed by an employee with budget authority for the Event and returned to the CSC at least thirty (30) days prior to the Event.

## CONDITIONS FOR APPROVAL

All requests to book Mississauga Celebration Square will be considered in light of the City's need to ensure that:

- an Event does not endorse views and ideas that are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status or level of literacy;
- the Event is consistent with the City's principle of respect for the dignity and worth of all persons;
- the Event does not conflict with the City's core values, vision or strategic goals or does not adversely impact on the City's identity;
- the Event does not interfere with normal business conducted by staff or with other activities in the Civic District;
- Event participants and patrons of all venues are adequately safeguarded;
- the security and protection of all venues is adequately safeguarded;
- activities which are contrary to City policies or by-laws, or provincial or federal laws are not conducted or promoted;
- all regulatory approvals are obtained (i.e. alcohol, lottery licence, etc.);
- the Event will be open to the public and free of charge;

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- the minimum expected attendance for Public Holiday and Weekend Events is 1,000 people; and
- the Event is deemed to raise the City's profile, support its arts and culture agenda as outlined in the Culture Master Plan and/or add economic benefit to Mississauga from a tourism perspective.

In addition to the conditions outlined above, External Bookings are required, at a minimum, to secure third party liability insurance, in accordance with the Guidelines, as a condition of approval. In some cases, the risks related to the Event may require additional coverage or limits of insurance. The Program Coordinator may consult with the Manager, Risk and Insurance, Finance Division, who may recommend additional coverage or limits.

## Requirements Once Approved

Once a request to book Mississauga Celebration Square has been approved, the Event Organizers, where applicable, will be required to:

- obey all federal and provincial laws and municipal by-laws and policies;
- adhere to any existing City contracts or agreements;
- ensure any City signage, including sponsorship recognition, is not obscured, removed or altered; and
- adhere to all aspects of the Guidelines.

## RESTRICTIONS

The following activities will be restricted:

- use of outside technicians and/or crews if the stage and/or media screen is required. The City's sound and lighting equipment must be booked in conjunction with the Event and use of City technicians and/or crews to operate the equipment is mandatory;
- fireworks that are not part of a City produced or co-produced Event (e.g. Canada Day);
- mechanical amusement rides (excluding inflatables) will not



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- be permitted;
- amplified sound will only be allowed in accordance with the Guidelines; and
- any other restrictions on activities addressed in the Guidelines.

## POST-EVENT EVALUATION

A post-event walk-through(s) with the Event Organizer will be scheduled by the Mississauga Celebration Square Section to take place after the Event to assess clean-up and/or damage and to ensure that all conditions and requirements outlined in the Event facility rental contract were adhered to. The evaluation(s) may be undertaken with applicable City staff (e.g. Facilities and Property Management and Parks) and will be kept on file by the Mississauga Celebration Square Section.

Event Organizers will be charged for any damage to City venues (e.g. damage to protective surfaces, broken fixtures, etc.) and for any cost for services that the City incurred as a result of the terms and conditions of their facility rental contract with the City (e.g. garbage clean up, additional security, etc.) not being met.

## ROLES AND RESPONSIBILITIES

### Departmental Directors

All Departmental Directors are accountable for:

- ensuring all Managers/Supervisors are aware of this policy and of any subsequent revisions.

### Managers/Supervisors

Managers/Supervisors with staff who are identified in the Roles and Responsibilities section of this policy are accountable for:

- ensuring staff in their respective work units are aware of this policy and of any subsequent revisions;
- ensuring applicable staff are trained on this policy with respect to their specific job function; and
- ensuring applicable staff comply with this policy.

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## Mississauga Celebration Square Section

The Mississauga Celebration Square Section is responsible for managing Events at Mississauga Celebration Square Section. This involves:

- adhering to the Booking Process as outlined in this policy;
- assisting in the selection and approval of Events for Mississauga Celebration Square, in accordance with this policy;
- ensuring all conditions of approval and requirements are outlined in the Event facility rental contract and are met prior to the Event;
- once notified, taking appropriate action as required to ensure all aspects of the facility rental contract are adhered to (e.g. hire additional cleaning or security staff);
- ensuring a signed copy of the facility rental contract is obtained from the CSC prior to the Event and kept on file;
- advising appropriate City staff of all bookings and of all subsequent changes;
- ensuring a physical pre-event venue inspection(s) is completed in consultation with the Event Organizer;
- ensuring a physical post-event venue inspection(s) is completed in consultation with the Event Organizer for each Event; and
- evaluating the overall Event following the post-event venue inspection(s) and documenting any issues and/or concerns.

## FEES/RENTAL RATES

Rental fees for Civic District venues, and additional expenses for labour and amenities outside of normal day-to-day City operations, are established annually through a report to Council. Refer to the applicable Rental Rates and/or Fees and Charges By-law(s), as amended from time to time, for current rates.

## REFERENCE:

GC-0590-2010 - 2010 09 15  
GC-0662-2012 – MCSEC-0033-2012 - 2012 10 10

## LAST REVIEW DATE:

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**CONTACT:**

For more information on booking Mississauga Celebration Square contact the Mississauga Celebration Square Section, Culture Division, Community Services Department.

## CIVIC SQUARE PAID ADMISSION BENCHMARKING

### SUMMARY

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#### Research Objective

To benchmark the paid admission event policies in public squares with similar size and scope as Mississauga Celebration Square.

**Definitions:** In context of The City of Mississauga, “free and open/accessible to the public” refers to a mandate by which there is non-exclusive use of the premises and the public can access Celebration Square’s amenities without having to pay an entrance fee.

#### Venues of Interest

In order to determine common practices for paid admission events held in public, municipally-run venues, the following civic squares and parks were consulted:

- Nathan Phillips Square, Toronto
- Mel Lastman Square, Toronto
- Yonge-Dundas Square, Toronto (Run by City of Toronto Agency)
- Churchill Square, Edmonton
- Olympic Plaza, Calgary
- Garden Square, Brampton
- Carl Zehr Square, Kitchener
- Waterloo Public Square, Waterloo
- Marion Dewar Plaza/Confederation Park, Ottawa/National Capital Commission (Owned by the NCC)
- Bryant Park, New York (Privately managed public park)
- Millenium Park, Chicago (Not a Civic Square)

These particular squares were selected because of their similarity in size, scope and operations to Mississauga Celebration Square (Bryant Park at a 9.603 acres and Millenium Park at 24.5 acres are exceptions to this, and are and international trend-setters that we strive to emulate).

## CIVIC SQUARE PAID ADMISSION BENCHMARKING

SUMMARY OF FINDINGS						
Venue	City	Model	Paid Admission Guidelines	Requirements for Public Access	Full Closure Option Available	Notes
Nathan Philips Square	Toronto	Municipal Civic Square	By- law requires that all events be free and accessible to the public	Portion of paid admission event must remain free and accessible. Mainstage events must be free.	No accommodation	Toronto Jazz Festival must apply annually for by-law amendment and is the only event that is currently applying to have paid admission.
Mel Lastman Square	Toronto	Municipal Civic Square	By- law requires that all events be free and accessible to the public	Any event to be held on the square shall be open to all persons interested in attending the event.	No accommodation	
Yonge-Dundas Square	Toronto	Municipally owned, agency operated	During gated events, one percent of admissions must be reserved for Yonge-Dundas Square Board of Management.	Open Public Square. Yonge-Dundas Square does not issue permits for the entire Square	No accommodation	
Churchill Square	Edmonton	Municipal Civic Square	All events are open to public	Pilot Project - partial closure model	No accommodation	Diner en Blanc exception: Full closure requires the event maintain pedestrian access and access for passive use of the venue
Olympic Square	Calgary	Municipal Civic Square	Events are free and open to public. Public paid admission is sometimes allowed for charitable groups. Private paid events are not allowed.	Fencing is required for paid admission events, but there must always be a portion of the grounds that remain open and accessible to the public.	No accommodation	Viewpoints around the Plaza allow your people to see the stage, regardless if the event requires paid admission.
Garden Square	Brampton	Municipal	All events must be free	All events must be	No accommodation	

## CIVIC SQUARE PAID ADMISSION BENCHMARKING

		Civic Square	and open to public	free and open to public		
Carl Zehr Square	Kitchener	Municipal Civic Square	All events are be free and open to public	All events are be free and open to public	No accommodation	
Waterloo Public Square	Waterloo	Municipal Civic Square	All events must be accessible to the public through free access or ability to purchase ticket on-site.	Only 20% of rented space can be reserved for ticketed use,	No accommodation	Paid admission requires fencing. Fencing option is expensive therefore most groups opt to hold free events. Ticketed events are subject to increased rental fees.
Marion Dewar Plaza	Ottawa	Owned by the National Capital Commission	No specific mandate	No specific mandate	No accommodation	Organizer must list admission fees in application. Different rental rates apply
Bryant Park	New York	Privately managed public park	All events must be free and open to the public.	Private events can be held in facilities within the Park, but the park must be open and accessible to the public.	No accommodation	
Millenium Park	Chicago	Municipally owned and programmed. Private events managed by external 3 <sup>rd</sup> party company	Events are free and open to the public.	Private events can be held in facilities within the Park, but the park must be open and accessible to the public.	No accommodation	Paid admission events are subject to very high rental fees (\$45-\$50K per day)

## CIVIC SQUARE PAID ADMISSION BENCHMARKING

### Conclusions and Recommendations:

Celebration Square is a unique venue that hosts City-programmed events, large festivals and smaller independently produced events. The mandate to maintain free and open access to the Square allows for informal activation of the premises through current infrastructure and programming.

The benchmarking examples in this research reveal the following considerations:

- All Civic Squares surveyed require events to be free and open to the public.
- Some venues will allow for a paid admission event for a non-profit or charity group (these groups must have registered charitable status)
- Venues that accommodate a paid admission event require the event to remain accessible to the public
- None of the venues surveyed accommodated a full closure of the area. Churchill Square allows one event to fully close the Square due to alcohol containment, but requires the Square to be open for pedestrian access and passive use
- A number of facilities suggest that the expense associated with gating and tenting an area of the venue for paid admission is often greater than the payoff of charging admission; resulting in little or no interest from client
- Large parks such as Bryant Park and Millennium Park only allow private events in the facilities in the park (e.g, restaurant, atrium, enclosed building), but require the Park to remain open to the public
- The operating model and mandate of the venue in question is a strong indicator of the venue's paid admission policy

## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Toronto

Venue: Nathan Phillips Square

Size: 3 acres

Description: Nathan Phillips Square, opened in 1965, forms the forecourt to Toronto City Hall. The square is the site of concerts, art displays, a weekly farmers' market, the winter festival of lights, and other public events, including demonstrations. During the winter months, the reflecting pool is converted into an ice rink for ice skating. The square attracts an estimated 1.5 million visitors yearly.

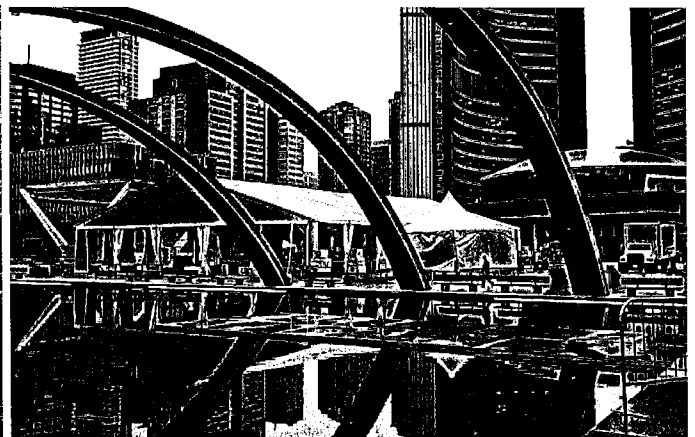
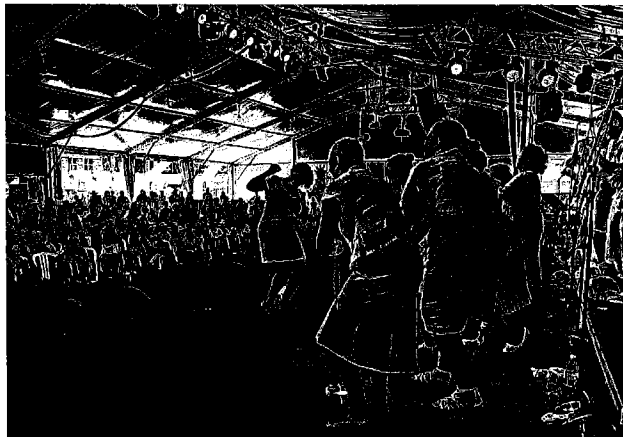
Governance: Chapter 237 of the City of Toronto Municipal Code

Guidelines: By-law requires that all events be free and accessible to the public.

Exceptions: Toronto Jazz Festival must apply annually for a by-law amendment, which goes to Council. They are required to ensure that a portion of the paid concerts remain free and accessible by using a giant tent with the wall on one side open (see image). Note that the mainstage outdoor concerts all remain free. This is currently the only exception.

A bylaw amendment is required for each permit issued; an annual event must therefore reapply for an amendment every year. This requires a request (staff report) to both community council and (if approved here) to city council for each annual event. Restricted activities requiring bylaw amendment are: solicitation, hosting a ticketed event, alcohol.

Contact: Marguerite Reid, Supervisor, Nathan Phillips Square [mreid@toronto.ca](mailto:mreid@toronto.ca)





## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Toronto

Venue: Yonge Dundas Square

Size:

Description: Yonge-Dundas Square is an open public space located at the busiest pedestrian intersection in Canada. Yonge- Dundas Square (the Square / YDS) is operated by the Yonge-Dundas Square Board of Management on behalf of the City of Toronto (the City) and is governed by the City of Toronto Municipal Code Chapter 636. The venue features regular programming and hosts a number of large scale annual festivals. The facility may be booked for commercial, charitable or community events.

Governance: Chapter 636 of the City of Toronto Municipal Code

Guidelines: Yonge-Dundas Square does not issue permits for the entire Square. The area that is covered by the full Square permit includes the stage, an area beside the stage and the plaza area in front of the stage to the sidewalk at Yonge Street. Not included are the areas near the corner of Yonge and Dundas Streets (including around the video screen), in front of the subway, TO Tix, in front of or within 15' of the Sightseeing booth. The entire event footprint must be contained within the permitted area.

Other YDS activities may be scheduled concurrently in the area outside of the event space.

As the Square is open to use by the general public at all times, performances / displays on the Square must be consistent with the use of the Square by others including children.

During gated events, one percent of admissions must be reserved for Yonge-Dundas Square Board of Management.

Contact: Natalie Belman, Manager of Events, Yonge Dundas Square  
natalie@ydsquare.ca



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Toronto

Venue: Mel Lastman Square

Size: 20,000 sq ft

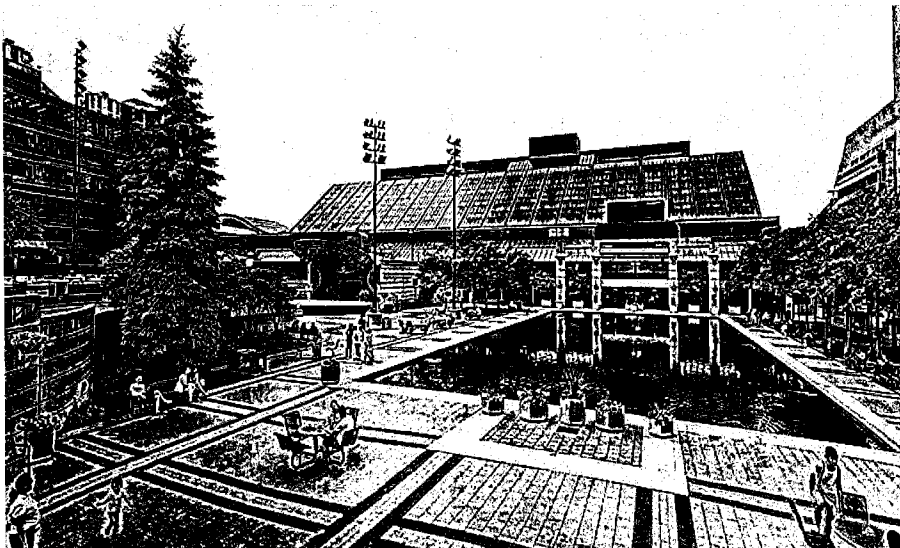
Description: Mel Lastman Square is available to Toronto's diverse communities to showcase some of the best this city has to offer. The Square is a beautiful park featuring 20,000 square feet of open space, a garden court, an outdoor amphitheatre, fountains, and reflecting pool. Special events that showcase music, art, dancing, theatre, food, and sports are planned by our city's various cultural groups for every season.

This is the perfect venue for your local community event. The Square has various levels and areas that are suitable for an assortment of activities, such as cultural festivals, concerts, fundraisers, awareness campaigns, children's activities, art displays, and more. The outdoor amphitheatre can accommodate more than 600 people who can be seated in permanent, raised, concrete bleachers and up to 3,000 spectators in total. Mel Lastman Square has the facilities and staff to meet your community's needs.

Governance: Chapter 237 of the City of Toronto Municipal Code

Guidelines: By-law requires that all events be free and accessible to the public.

Contact: Paul Quinlan, 416-395-6011, [pquinla@toronto.ca](mailto:pquinla@toronto.ca)



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Edmonton

Venue: Churchill Square

Size: 10,000 people

Description: Sir Winston Churchill Square is the main downtown square in Edmonton, adjacent to City Hall, which plays host to a large majority of festivals and events including: the Edmonton International Street Performers Festival, Edmonton Fashion Week, The Works Art & Design Festival, Taste of Edmonton, Cariwest and the annual Pride Festival. In 2009, 102A Avenue was closed to vehicle traffic permanently, providing easier pedestrian access to City Hall.

Governance: City of Edmonton By-Law 2202: Parkland By-law.

Guidelines: Free and open to the public. In 2013 implemented a pilot project that allowed paid admission events in City Parks. Churchill Square is re-evaluating its approach to 'free events' and is allowing a portion of the square to be paid admission as long as the Square remains accessible to the public. Their mandate is that the Square must be open to the public for spontaneous/casual use and it must remain accessible to pedestrians. Private events are not allowed on the Square.

Exceptions: Currently, the only exception is Diner en Blanc, which involves a full closure of the Square, although East/West and North/South pedestrian access remains open. The full closure for this event is due to alcohol being served and while patrons must pay to enter, the event is open to the public.

Contact: Julie Stormer, Supervisor, Festival & Events, Civic Events and Partnerships  
780-442-1373 [julie.stormer@edmonton.ca](mailto:julie.stormer@edmonton.ca)



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Calgary

Venue: Olympic Plaza

Size: 12,285 m<sup>2</sup>

**Description:** Olympic Plaza, located in downtown Calgary, was built in 1988 for the Olympic Winter Games and has the only refrigerated outdoor ice surface in the city. The park features a reflecting pond, ice skating, public art, a large seating area, a stage, waterfalls, washrooms and seasonal concession. Olympic Square is located near to Municipal Square, which is also operated by the city and is attached to Calgary City Hall. Municipal Square has a separate set of guidelines (no paid admission and more stringent guidelines for use).

**Governance:** Olympic Plaza is maintained by the Parks Department and is governed by the city-wide Parks and Pathways By-Laws, Festivals and Event Policy, and a city led Interdepartmental Event Team. The City of Calgary is developing a new Commercial Revenue Policy to outline the fees and charges and other policies that impact Olympic Square.

**Guidelines:** Most events are free and open to public. Public paid admission events are sometimes allowed (particularly for non-profit groups), although private paid events are not allowed. Fencing is required for restricting access to admission-based events, alcohol sales/service areas, but a section of the park must always be available to the public.

**Exceptions:** There are not a lot of paid admission events at Olympic Plaza since the viewpoints around the plaza allow you to see the stage (Sled Island is the only ticketed event in the Plaza). Event organizers may be allowed to charge admission for the event. Permission to charge admission will be noted in the conditions of the permit. The organizer needs to physically enclose the area and post signage that details the closures and admission fees. Requests to conduct activities that are primarily commercial in nature, are not a part of a larger special event and/or do not have a recreational, cultural, environmental or community wellness mandate are discouraged but may be considered on a case by case basis.

**Contact:** Ron Buchan, Parks Community Strategist [ron.buchan@calgary.ca](mailto:ron.buchan@calgary.ca) 403-537-7571  
Dawn Gibson, Parks Event Specialist, [dawn.gibson@calgary.ca](mailto:dawn.gibson@calgary.ca) 403-537-7555  
Teresa Byrne, Superintendent of Recreation, Culture Division 403-476-4324



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Brampton

Venue: Garden Square

Size: Unknown

Description: Brampton's downtown is unique and a vibrant destination in the heart of the city with Garden Square being the venue of many colourful programs and events. The Garden Square at the four corners is Brampton's home to FREE entertainment all year long. The square offers a variety of weekly artistic, cultural and theatrical events which provide amusement for all ages.

Governance: By-Law 186-2006: To Dedicate Garden Square for Public Use

Guidelines: Currently, if an event is held in Garden Square it must be free to the public as the area is for pedestrian traffic.

Exceptions: They don't foresee any exceptions being made.

Contact: Gregory Peddie, Garden Square programmer [Gregory.Peddie@brampton.ca](mailto:Gregory.Peddie@brampton.ca)



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Kitchener

Venue: Carl Zehr Square

Size: Unknown

Description: Carl Zehr Square, located in front of Kitchener City Hall at 200 King St. W. is home to events and festivals throughout the year, and one of the main hubs of activity in downtown Kitchener. A permanent granite stage is used by the community for concerts and performances throughout the year; while the reflecting pool is the square's showpiece. From November to March the reflecting pool is transformed into an ice rink, a popular destination for skaters throughout the winter months.

Governance: No specific mandate for free events.

Guidelines: "We host a number of events on our square throughout the year, for these events we issue a permit to reserve the space for them. On days there are no events the square can be utilized for a variety of activities (lunch, rallies, etc) considering it is a public space. We utilize our square for activity throughout the year - some events are city owned or sponsored, others are hosted by the public considering it is public space. Information is communicated to the corporate security and by-law teams."

Exceptions: All events hosted on the Square have been free in the past and there is no move to change this mandate.

Contact: Jeff Young, Manager, Special Events 519.741.2200 x7388 [jeff.young@kitchener.ca](mailto:jeff.young@kitchener.ca)



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Waterloo

Venue: Waterloo Public Square

Size: 26,521 ft<sup>2</sup>

Description: The Waterloo Public Square is a place for friends and neighbours to gather in the heart of Waterloo. The City works with groups and organizations to offer concerts, festivals, fitness and markets. The Square features a main Courtyard with amphitheatre seating as well as an intimate Upper Terrace area to host hundreds of events each year plus a comfortable atmosphere to relax outside of programmed offerings. The square also boasts a skating rink in the winter.

Governance: Waterloo Public Square Use Policy & Community, Culture and Recreation Services (CCRS) Service Delivery Policy. The objectives of the Waterloo Public Square Use Policy are to: (i) optimize use of the Waterloo Public Square for public benefit and; (ii) provide principles, guidelines and procedures for booking and programming staff to process booking requests. The Waterloo Public Square Use Policy provides a harmonized approach that permits a balanced, accountable and fiscally responsible allocation of spaces that serve community wide interests of present and potential participants

Guidelines: "The Public Square policy governs the use of our space. We don't have a specific quota of free vs paid use of the square. Our only mandate is that every event be accessible by the public. Only 20% of the rented space may be reserved for limited use (back stage or VIP areas) otherwise the public must have access to free entrance or to purchasing a ticket. I can't think of any reasons we would make exceptions to this. We did have one event (a tented exhibit) which was in the square for 7 days, and the first day was a VIP and Media day only, but after that the public could enter with a ticket. That is as close to an exception as I think we would get. Generally, it is so expensive to fence in the space for ticketing; most events are free by nature, so it has not been an issue we have had to consider."

Exceptions: 1.1.2 All events in the Waterloo Public Square shall be open for the public to attend.

B.1.1 Designated areas or activities for certain age groups within an event may apply, including but not limited to licensed areas and beer gardens or child specific activities.

C.1.2.2 Ticketed events may be considered provided they include the option for the general public to purchase or obtain a ticket. Ticketed events are subject to increased venue rental fees.

Contact: Tracy Suerich, Public Square Programmer, Economic Development, City of Waterloo  
519.886.1177 x271 [tracy.suerich@waterloo.ca](mailto:tracy.suerich@waterloo.ca)

## CIVIC SQUARE PAID ADMISSION BENCHMARKING





## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Ottawa/National Capital Commission

Venue: Marion Dewar Plaza/Confederation Park

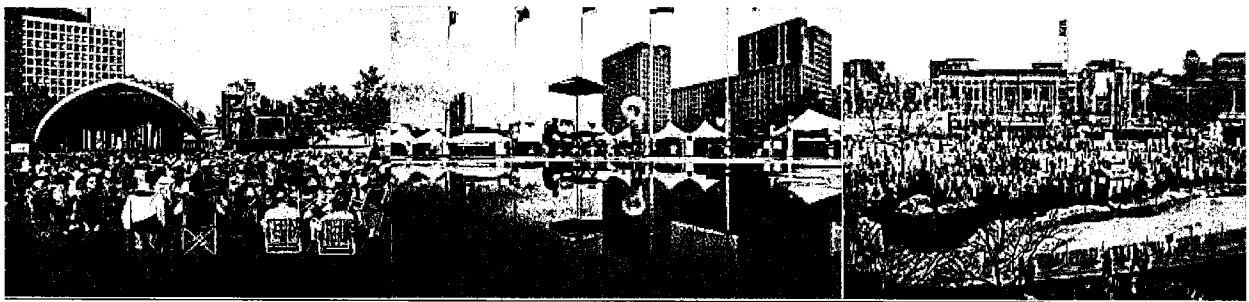
Size: 2.63 hectares

Description: The Marion Dewar Plaza is located at 110 Laurier Avenue W. adjacent to the Ottawa City Hall complex. Marion Dewar Plaza forms one part of the Festival area, which also includes Confederation Park (across Laurier Street) owned by the National Capital Commission (NCC). Confederation Park in Ottawa is one of the Capital's main parks for public events. The park hosts Winterlude activities, Canada Day celebrations and the Ottawa International Jazz Festival. It opened 1967 as part of Canada's centennial celebrations. Confederation Park is located at the corner of Elgin Street and Laurier Street in Ottawa.

Governance: The purpose of the Marion Dewar Plaza is to provide a central site for festivals and special events which: 1) encourage economic development in the city (through attracting visitors and other direct/indirect economic spin-offs) and 2) enhance the social/cultural life of residents and visitors via high quality programming of special events.

Guidelines: No regulations that mandate events be free and open to the public; at the discretion of the organizer. Organizer must list the admission fees and projected attendance figures in their application. Different rental rates apply if a non-profit organization is charging admission fees vs. free event.

Contact: Mat Ostiguy/Patrick Desrosiers [OCHbookings@ottawa.ca](mailto:OCHbookings@ottawa.ca), 613-580-2424 x2771



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: New York

Venue: Bryant Park

Size: 9.603 acres

Description: Bryant Park is a privately managed public park located in the New York City borough of Manhattan, with the New York Public Library located within the park. Although part of the New York City Department of Parks and Recreation, it is managed by the private not-for-profit corporation Bryant Park Corporation. The park is cited as a model for the success of public-private partnerships. Over 600 free public events, performances, and activities occur annually. This urban oasis is used year round by visitors and is available for cultural, promotional, commercial activities, and film and photo shoots.

Governance: "Park rules: ...Members of the public who want to use the park but don't wish to participate in your event cannot be barred from the park and no event can completely close the park to the public." Although Bryant Park is a public park, BPC accepts no public funds, and operates the park on assessments on surrounding property within the BID, fees from concessionaires, and revenues generated by public events.

Guidelines: One of the criteria that determine the rental fee is whether the event disrupts the public use of the park, including obstructing pedestrian traffic flow or closing off any part of the park to the public. The number of events at the park has grown significantly, causing consternation by people who fear that the park will be dominated by private entities becoming inaccessible to the public. To address fears of the park being lost to the public, BPC insists that all events are free and open to the public. For example, a private paid event could be held in Celsius (the winter restaurant venue) or at the ice rink (for a short duration), but the rest of the park remains open and free to all.

Exceptions: New York Fashion Week until 2010 (fashion shows were not under the BPG's control); currently no other exceptions are made. *Their general policy is that all events must be free and open to the public, as well as enhance the public's experience in the park.*

Contact: Amanda Wigen, Operations Associate 917.438.5135 [awigen@urbanmgt.com](mailto:awigen@urbanmgt.com)



## CIVIC SQUARE PAID ADMISSION BENCHMARKING

City: Chicago

Venue: Millennium Park

Size: 24.5 acres

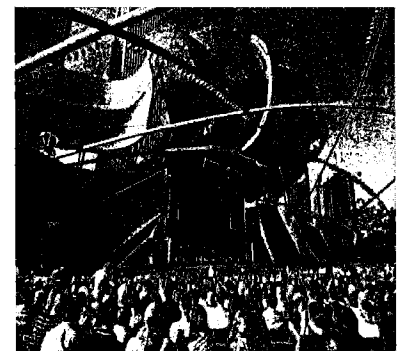
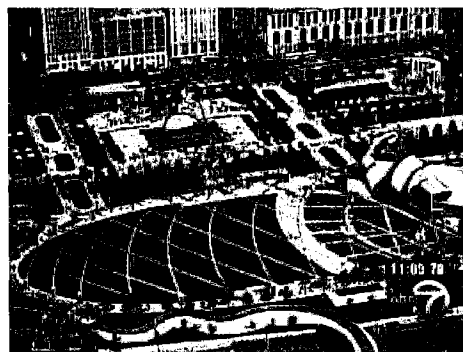
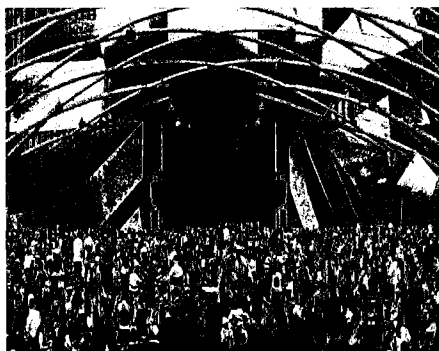
Description: Acclaimed around the world for its architecture, sculpture and landscape design, Millennium Park offers one-of-a-kind locations for private events such as weddings, corporate events, performances and meetings. The stage and the choral rehearsal room of Pritzker Pavilion may be rented, as well as Chase Promenade, Wrigley Square, and a rooftop terrace with stunning views of the city and the park. The different spaces can accommodate groups ranging from 150 to 7000 people.

Governance: Events are programmed and operated by the Department of Cultural Affairs and Special Events, City of Chicago. The Millennium Park Foundation is a not-for-profit organization dedicated to maintaining Millennium Park as a free venue for all Chicagoans today and for generations to come. Private events are managed by a third party property management company, MBRES. Governed by a separate City Ordinance that allows the department to manage Millennium Park separately from regular city processes.

Guidelines: Millennium Park has free admission and is open daily from 6am-11pm. Revenue from private events is funneled back into free public programming. The City's free programming is scheduled first, and then availability is considered for private/paid events. Paid events are only available on non-City programmed days. Full closure was allowed when the park first opened in the early 2000s, and a full closure fee was applied to clients. Given the current status and programming, there is no longer an appetite to consider full closure of the space.

Exceptions: Jay Pritzker Pavillion (4,000 fixed seats plus 7,000 lawn seats) allows for ticketed, paid admission events at an initial cost of \$50,000/day.

Contact: Jon Scott, Private Events Coordinator, MBRES ([jscott@mbres.com](mailto:jscott@mbres.com)) 312.744.6050.  
Matt Nelson, Deputy Commissioner, Department of Cultural Affairs and Special Events, City of Chicago.



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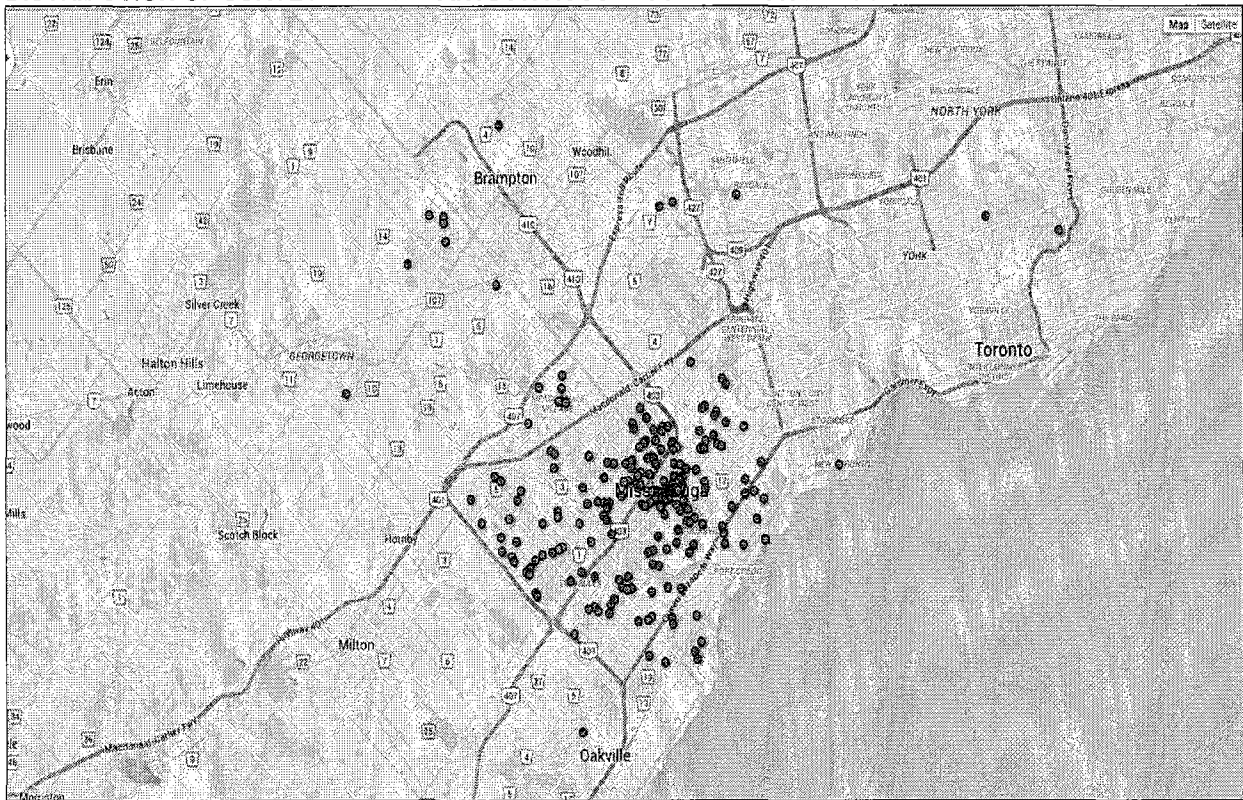
## MCS Paid Admission Survey - Online Survey Summary

# of Surveys Completed	294
Venue	Mississauga Celebration Square
Survey Date	June 30 – August 14, 2015
Survey Method	Online – Key Survey Promoted on MCS Social Media, MCS Website, MCS Screens and City of Mississauga Home Page

### 1. Distribution of Postal Codes

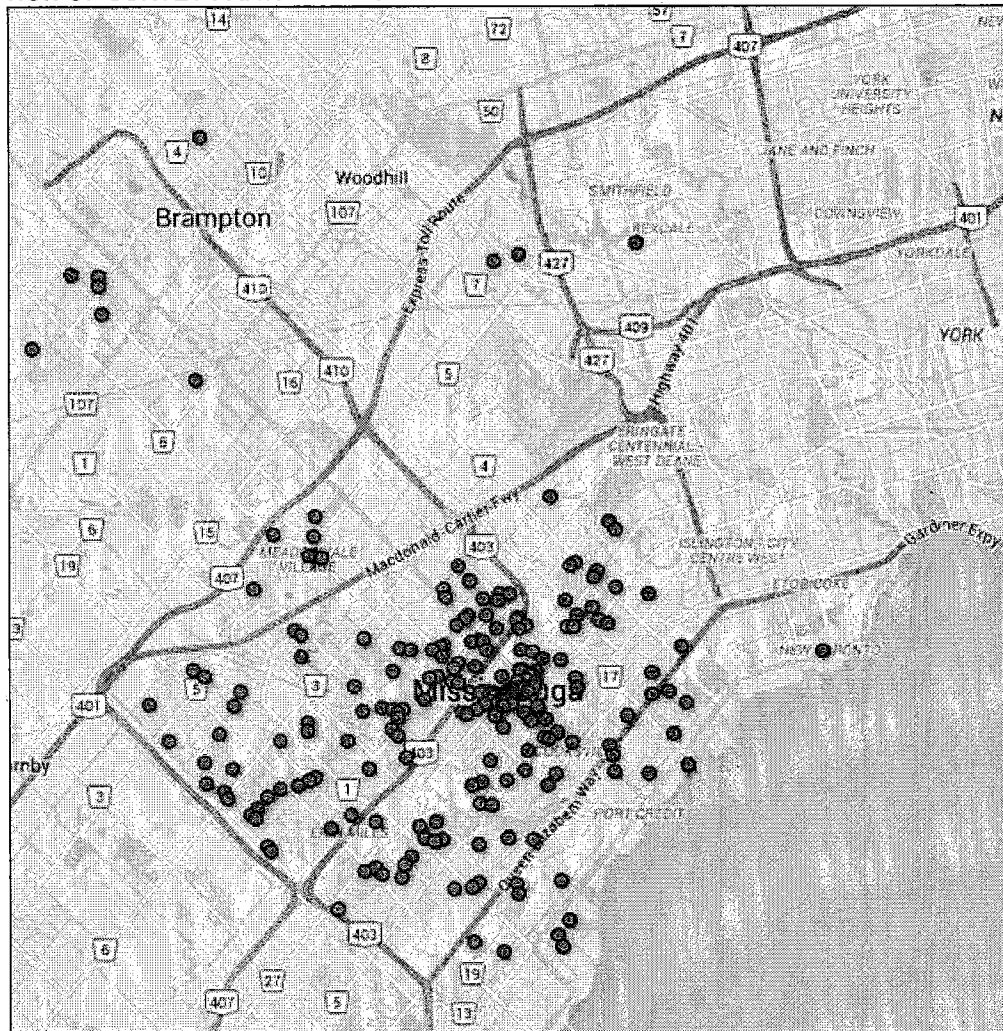
- Of the 294 surveys completed, a total of 286 postal codes were provided and 206 successfully mapped. The majority of survey participants were from Mississauga (94%). The complete online postal code map can be viewed [here](#).

**FIGURE 1.1**  
**DISTRIBUTION OF SURVEY PARTICIPANTS ACROSS MISSISSAUGA AND SURROUNDING AREAS**

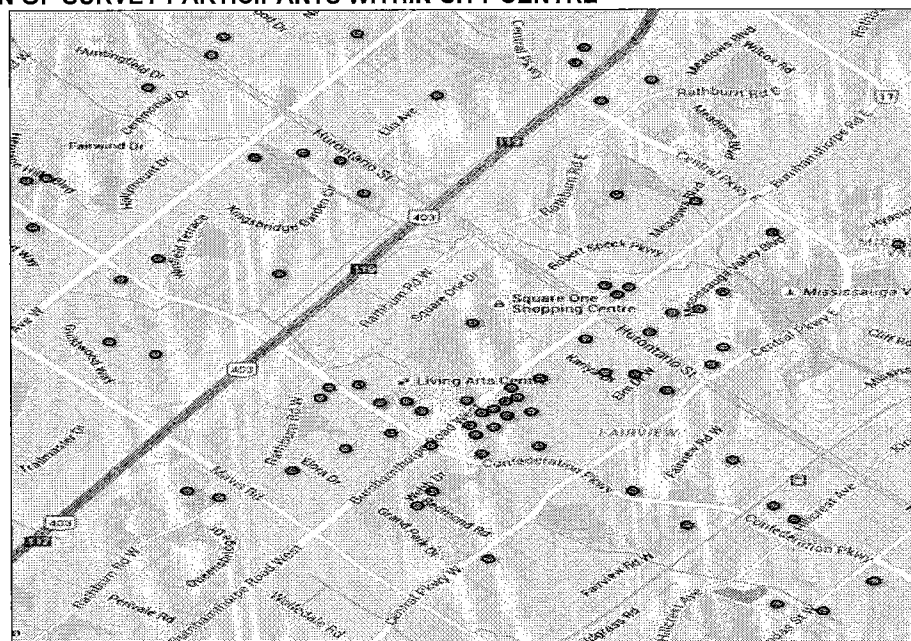


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**FIGURE 1.2  
DISTRIBUTION OF SURVEY PARTICIPANTS WITHIN MISSISSAUGA**



**FIGURE 1.3  
DISTRIBUTION OF SURVEY PARTICIPANTS WITHIN CITY CENTRE**



**2. Have you attended a festival or event at Mississauga Celebration square in the past year?**

- 90% (265/294) of survey participants indicated that they attended a festival or event at Celebration Square in the past year.

**3. Would you be willing to pay admission for select, independently produced, public festivals and events held at Mississauga Celebration Square?**

- 56% (166/294) of survey participants indicated that they **would not** be willing to pay admission for festivals and events held at Mississauga Celebration Square.
- Please refer to **Appendix A** for response chart

**4. Paid events require temporary fencing around sections of Mississauga Celebration Square which would limit public access. Would you still be in favour of this?**

- Respondents to this question have answered "Yes" in support of paid admission to Celebration Square (Question #3 - 44% 128/294).
- Of those who were in support of paid admission, 88% (112/128) were in support of paid admission after learning that it would involve erecting fencing.

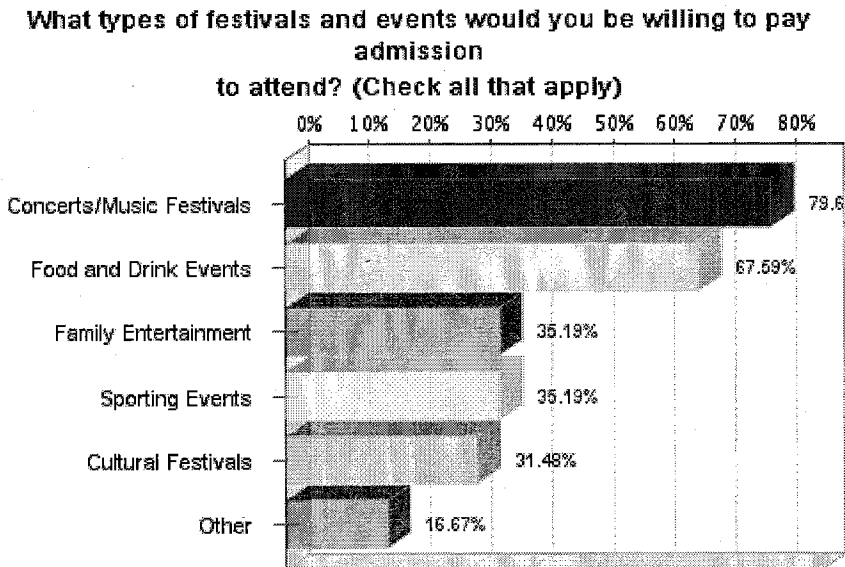
**5. What are your concerns around permitting paid admission for festivals and events?**

- Summary of respondent comments to the above listed questions (124 comments of 166 respondents who answered "No" to Question #3). Numbers in brackets beside response indicates number of respondents that stated the same comment:
  - Perception that because Celebration Square is a City owned and operated facility (supported by municipal taxes), events should remain free and accessible for residents (22)
  - Paid admission may exclude families, students and low income earners that cannot afford admission rates for events (21)
  - Paid admission, along with high vendor fees (food, product, etc.) will make it unaffordable to many (20)
  - Events with paid admission will mean loss of attendance (13)
  - Loss of "public" space with paid admission (set up, fencing, tear down, etc.) (12)
  - Loss of community feel (7)
  - Closing off Square restricts area to the public use (6)
  - Square will become exclusionary and limits accessibility (5)
  - Admission rates may rise, have no limit (2)
  - Paid admission acceptable if proceeds go to charity (2)
  - Paid admission acceptable if admission cost is offset with price deduction from payment made to vendor for food, product, etc. (2)
  - Free events may be lost due to competition with paid events that have revenue to bring in higher quality/headline entertainment (1)
  - Paid admission acceptable for only higher quality entertainment (1)
  - Paid admission acceptable if admission price is always kept low (1)
  - Want to see what an event is about before paying to attend (1)

- Please refer to **Appendix B** for verbatim comments.

**6. What types of festivals and events would you be willing to pay admission to attend? (Check all that apply)**

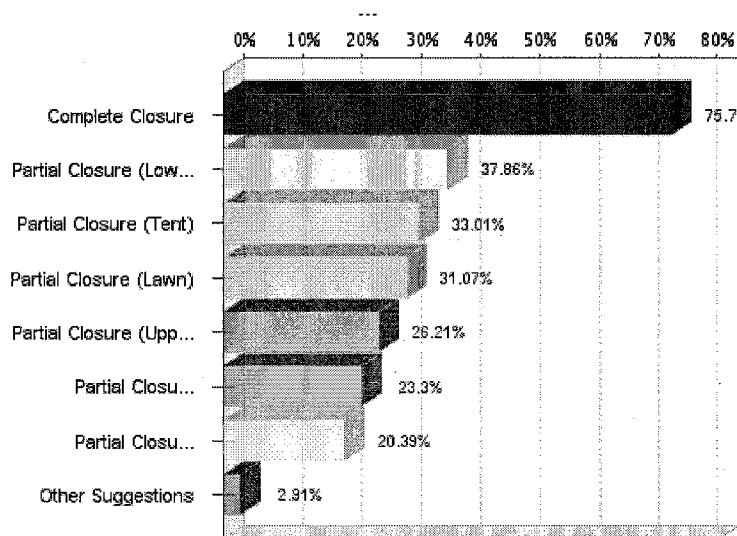
- Of the 108 respondents to this question (of the 128 respondents that selected "Yes" on Question #4), 80% approved of paid admission for Concerts/Music Festivals
- 68% of respondents approved of paid admission for Food/Drink events
- Please refer to **Appendix B** for verbatim comments



**7. Which of the following paid admission options would you support? (Check all that apply)**

- Of the 103 respondents to this question (of the 128 respondents that selected "Yes" on Question #4), 76% would agree to a full closure of Celebration Square.
- Please refer to **Appendix C** for image examples given to respondents for this question

Which of the following paid admission options would you support?  
(Check all that apply) A complete closure would allow event organizers to



**8. Permitting paid admission events could come with certain conditions for organizers. Which of the following criteria do you feel should be required to allow a festival or event to charge admission?**

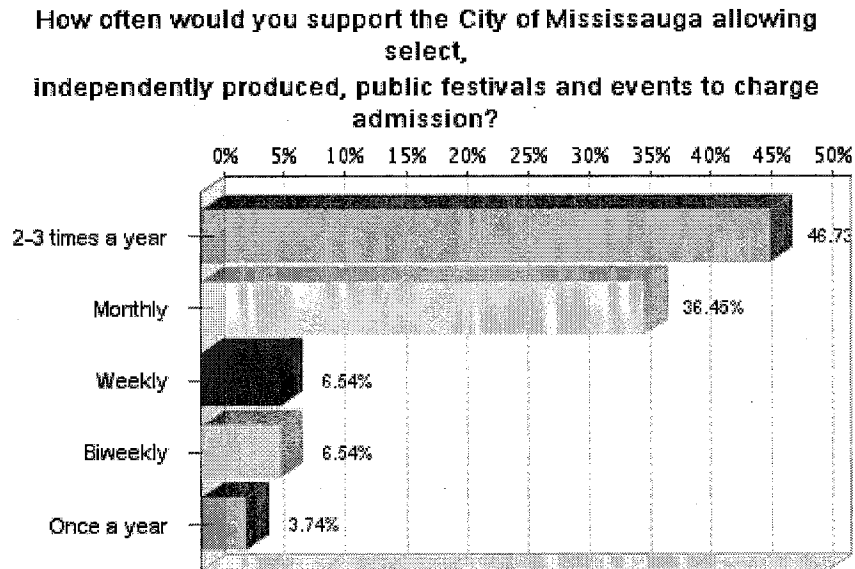
*(Rate on a scale of agree to disagree)*

- Of the 108 respondents to this question (of the 128 respondents that selected "Yes" on Question #4), 67% of respondents stated that they strongly agreed/agreed that organizers must offer a mix of paid and free entertainment and activities at Celebration Square for events with paid admission (partial closure).
- 81% agreed or strongly agreed that paid admission events should require high quality entertainment.
- 75% agreed or strongly agreed that all proceeds from a paid admission event should support charity, while 69% agreed or strongly agreed that it should support Mississauga-based charitable programs.
- 55% agreed or strongly agreed that the festival or event should be able to attract tourists.
- Refer to **Appendix D** for complete chart of results from #8.



9. How often would you support the City of Mississauga allowing select, independently produced, public festivals and events to charge admission?

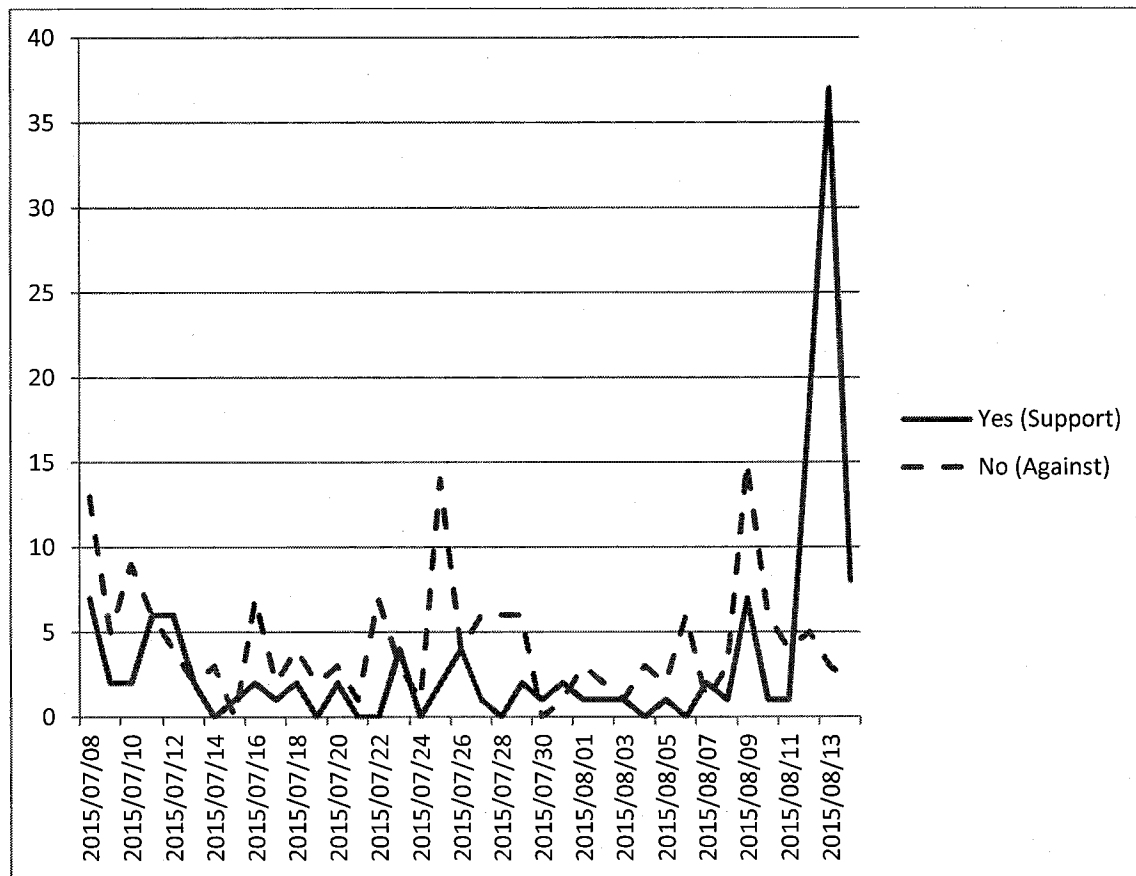
- Of the 108 respondents to this question (of the 128 respondents that selected "Yes" on Question #4), 36% agreed with paid events occurring once a month, while 47% felt that it 2-3 paid events per year should be allowed.



10. Additional comments, summary below. Of the 294 respondents, 70 left additional comments, with the number of respondents who stated similar comments numbered in the brackets:

- Only paid events should be concerts; willing to pay for higher quality entertainment (4)
- Use of City property, City electricity, City staff and City water should not warrant admission payment from City ratepayers (3)
- Not opposed to renting facility out to external groups to earn revenue (private events, closed to public)
- Partial closures to allow for areas to have paid activities at events that are optional for attendees (2)
- Please refer to **Appendix B** for verbatim responses to this question

## APPENDIX A: Response Chart (Question 3)



## APPENDIX B: Verbatim Responses (Questions 5, 7, 10)

### #5: What are your concerns around permitting paid admission for festivals and events?

2	The Square is open to all people and everyone year round. It is well used throughout each day and weekend regardless if an event is on or not. If the events were paid admission then their would be less attendance and your taking away the public space used by all during this time.
4	I always pay for the over price food. I dont want pay extra for admission as well.
5	No real concerns... I just wouldn't want to spend the money. Plus, the logistics of closing off the square with fences to restrict the area to paid guests is annoying to those of us who walk through there on the way to the library...
10	I would not go. Plain and simple. Celebration Square is an all access venue designed for full access, so there should be no events requiring paid admission.
11	people will sneak in
13	Doesn't feel it's for the community
15	It loses the community feel and we pay high taxes that events at the Sq should be free
18	I love the fact that regardless of ethnicity and origin, the whole community comes together without prejudice to enjoy the harmony that celebration square spreads. Putting a cost to that just ruins the party.
19	..
21	I want stall at Muslim festival.
22	Celebration square is at the heart of Mississauga, with closed concerts walking to one corner to another would be a hassle.
23	It's a public space, and should be kept as such. It would seem difficult to enforce and make

	people feel excluded.
25	We should not turn a public space into a privitiesd business, Do that stuff near by but a community space should stay open to the community.
29	Like the free ones . The vendors are being charged huge fees to sell at these events. Offset the proposed admittance fees from vendor fees .
33	Security and the resident /family can't enjoy the free festival
34	From attending events at Celebration Square, I feel that a high percentage of attendees are there because they may not be able to afford other forms of weekend entertainment for their families. It would be extremely disappointing if people (who enjoy all sorts of events that they may not be exposed to otherwise) were turned away from events at the square simply because it was out of their budget. The events we have attended already have extremely high prices at food trucks. None of the festivals have yet had a sufficiently compelling reason to pay for admission. The events we attended usually communicated the schedules poorly, so we would show up at the wrong time and miss what we wanted to see (e.g. the kids day "Bunny Races" were at 1pm and 3pm, but we arrived just as the earlier one finished). To charge admission for events without giving me any idea of what was going on would stop me from attending for fear of wasting the cost of admission.
36	Little value for money. Random performances. Fewer volunteer opportunities. Cancellations or inability to attend/enjoy due to weather conditions.
37	Not everyone can afford easily
40	It's not fun as other things in the festivals are already expensive such as food, drinks etc
42	I'm ok with Festivals that accept donations as an admission such as Ribfest, otherwise as far as I understand the city (tax \$) already pays for maintenance and upkeep as well as organizations paying fees to run events. Also a lot of families such as mine might not be able to afford to attend all events in an area that is funded by their tax \$
43	We enjoy the spacial feeling at cbsquare. When events have barriers and fences we often leave early because we feel cornered or trapped.
45	Vendors charge alot for their things/food at the festivals, with paid addmission it will be more expensive and no incentive to attend the events then.
46	price too high for family events
47	Cost for more than one person in a family adds up. If festival is less than engaging once one enters, the money is wasted if one leaves. Also, I pay 450.00 realty tax per month and that more than covers the average 3or 4 festivals I attend with friends and family per summer. I will take this up with my counselor too..as well, please take into account the money we spend at vendors who are at the festivals. This square is citizen supported by tax dollars and it is disdainful nickel and dining if residents to charge.
50	Really like the community spirit that comes out of these events; families stopping by with kids at the fountain, and then buying supper from food trucks, people coming out to si and enjoy music, run into friends, etc.
52	they should be free. what they are selling cost enought
54	as a student who has to pay for everything, i would expect to have a little pleasure without always having to pay for it. I usually bring my family when attending an event; I would really appreciate things the way they are, without a fee. Please keep the community in mind when considering a admission fee. Thank you
59	There isn't any adequate seating to substantiate an entrance fee. Celebration Square was built as a dynamic family friendly free public space for the community. If you start charging for events then you are limiting accessibility for all.
61	This isn't a private venue built with private sector money, it's a public place built & maintained with tax payer money & must always be available for public use at no access cost. Vendors are welcome to provide wares/food/services at a cost to those consuming what they're selling, but access to a public space should never require admission. In the case of concerts, I understand the desire to charge to access our public space unless the show is paid for by the city for visitors, but still, the only exception should be for funding charities or specific transparent city needed projects outside the scope of those already falling within our city's responsibility to provide (so that last one is your loophole - don't exploit it too much).
65	Its not always about money. Our taxes cover any up front cst.
66	I come to Celebration Square mainly because there are free events. I don't want to have to

	start paying an admission fee on top of the prices for food at these events. I think the turnout for events would decrease if people knew they had to start paying a fee. I know a lot of low income families (as well as newcomers) come to Celebration Square to enjoy the atmosphere and different cultures, and I think having free events makes everyone feel welcome.
69	it will be too expensive and the event(s) itself/themselves may not worth the money, even if it were charity.
70	It'll be expensivd and not worth it
71	It's more enjoyable when it's free and gives a better sense of community.
74	My concern is price, if its not outta hand I may consider it.
75	Outdoor events on city owned, tax paid property needs to be free and therefore accessible to everyone. Money can be made via vendors and sponsorship.
77	It should be free as we pay enough taxes and more families can enjoy the summer at celebration square.
78	It would limit access to a wonderful city resource for low income citizens. Though I'm fine with paying for extras like food and other activities, access to the square should remain free for people of all income levels.
82	It Square should always be considered a free public space
87	I don't think any admission should be charged. It is an outdoor event where everything is so overcharged inside that it is costing too much to the Mississauga Residents. We pay taxes to cover these events.
88	The uniqueness of Celebration Square is the ability to come and go to events with ease. Seeing the square fenced off and having to be searched before entering removes the welcoming feeling that is normally felt around the Square.
89	Paid admission is double edged. You generate a revenue to address the wear and tear on the Celebration Square, but paying for access gives users a stronger sense of entitlement to do as they wish. The mess and garbage would increase for users have now paid to ensure someone will clean up after them.
90	that people would have to pay to get in
92	I can't afford it
95	Current events are enjoyed by many because people are able to enjoy free events. Once events start charging some people of the city will not be able to join in the festivities the city is offering. If private events want to charge admission it would be better received if they do it for charity and advertise that, as in the case of Amacon Ribest. Plus it was a bonus that it was voluntary.
97	What I find special about events at Celebration Square is that I feel I live in a city that cares about its citizens' entertainment and cultural needs. This (free events at Celebration Sq.) is one of the main reasons my wife and I are looking to buy our first home in Mississauga.
107	No one will go ... people come because it's free and it's a nice place to spend with the family
110	It is exclusive rather than inclusive and congests the area for far too long. The square is always a mess after rifest which is a paid admission festival and it takes days for it to get clean again and recover. The square is no long accessible and open for all community members, which is the worst part of closed off, paid admission events/festivals. Defeats the purpose of the square in my opinion!
113	My taxes paid for this square why should I get screwed over twice by the City
114	exclusion; high fees that aren't worth it
115	I pay hefty property taxes every year to use this square all year. Charging me to sit in what I seem to be a public area is cheating me out of a right I pay for.
116	I paid a lot of tax money to build that square. It's unjust to expect me to pay admission to a municipal property just because a corporation or person wants to make money.
117	I would not be motivated to go if the event wasn't free.
118	lack of attendance
120	Free space
121	Long line ups, too expensive to participate as you will also be purchasing from vendors after admission
122	I am always going on about how great Mississauga is and what a great community it is. Since celebration square came up I go to almost every event. It really brings the community

	together. By charging for events you are taking away the 'community' aspect of the square and making it into a cash grab. Not a fan. I'll probably stop coming to the events if they charge.
<b>123</b>	Inaccessible to the community
<b>125</b>	The freedom of being able to attend events will be gone. It will end up being too expensive especially those of us with families. The price may start off small but then it will increase as the time goes on making these events available to only a few. Quite seriously we have to pay for enough but to have to pay for nearly every event nearly every weekend in summer would ruin the square! It's nice to know we can go to the square and enjoy what's on without it being heavy on the pocket!
<b>127</b>	Not too many people would attend it!
<b>128</b>	What am I getting for the admission? Rib Fest was a \$2.00 voluntary donation but they made you feel really bad if you did not put your Toonie in the box. This is wrong. Why would I pay or donate \$2.00 for the right to go and spend too much money on Ribs? The whole point of the event was to sell ribs. I am sure that the vendors are paying for the right to be there so let them absorb the cost.
<b>129</b>	It's expensive for my family of 5 to pay for admission to things in general, Plis expenses such as food and drinks. What the city has done with creating celebration square has been a wonderful gift for the city in which we can experience and participate in events that we normally wouldn't be able to go too. Too charge admission, you will be shutting out alot of people in the community.
<b>134</b>	Prices for items at these events are already over priced. I would be willing to pay a small admission fee in exchange for a coupon to use within the event (ie. \$2 admission and \$2 off your first purchase type idea). My main concern is where does the price of admission end? If we pay \$2 this year, next year will it increase to \$4? Where will the money from the admission price go? To those hosting the event or will it go back into the city? The best idea would be to have the group hosting have optional donation so that patrons know the money is going to a good cause, not to fill pockets.
<b>136</b>	Not worthwhile to pay admission for event where you have to spend money to enjoy anything. There are no free activities. All events require buying food or shopping or other paid activities to have a good time.
<b>137</b>	It is a recreational centre open to all people free of charge. That was the original idea and let it stay so. Organisers can charge fees to vendors and vendors can sell their good to those who wish to partake.
<b>139</b>	Honestly it would highly discourage the youth from wanting to join in on the festivities - if this were to happen, you could expect a drop in participation from the locals. Sorry but it's the truth, even if we want to support the people running these events - I think we do it in other ways already such as showing up and purchasing the things booths and such offer.
<b>143</b>	many families can't afford daycare, let alone events
<b>144</b>	not all families afford paid festivals
<b>145</b>	I can't believe we're expected to spend money to enter the grounds in order to spend more money. Really? Is there not enough profit in selling a bottle of water for \$2.50?? I know how much a case of water costs. If this is what the city of Mississauga is going to do, I will not be attending any more events and will be letting all my friends know about this.
<b>146</b>	- paid admission is contrary to the principles of accessible public space - other municipalities do not have paid admission at City Hall festival spaces - vendors at these events should be charged "rent" for tables, booths or tents at these events. The City should not charge the public to engage and interact in outdoor space. This is why the public citizens pay property taxes. Charging admission would reduce the patrons and surely this cannot be the objective
<b>151</b>	The unique thing about the festivals at the square is that they are free
<b>153</b>	not everyone can come.
<b>155</b>	Access should not be restricted. There already are too many attractions that require paid admission....nice to have free options once in awhile.
<b>156</b>	Most families can't afford to entertain their kids, these events are already supported by the public why try to make more profits.....think about us low income !
<b>158</b>	The area is an open park and so there should be no fees charged to use the public facility.
<b>159</b>	Charging admission implies the events will be bigger. Events on the square are already so loud, constant and intrusive that we are considering moving away from the area.

- 160 Already pay taxes
- 161 It is one of the good benefits of being a Mississauga resident, the ability to attend free community events. Also there are instances when I want to see first before deciding to stay in the event
- 163 Festivals here are the only wholesome and affordable entertainment for families. Paying for these events would put families back indoors and away from this beautiful public space. Find another way to make events feasible!
- 165 Nothing is free anymore .... and it seems like we all pay so much tax it makes it hard to go ahead and had to find the \$ for wholesome entertainment
- 168 That not all families can afford them.
- 169 Public property should be open to everyone!
- 170 JUST THINK YOU HAVE TO PAY FOR FOOD THERE SO ADMISSION IS UNNECESSARY
- 173 It's the Square - what makes it great is having these awesome festivals for free where every person of every income can come and enjoy - for most in their own backyard
- 174 Ruins the sense of community ownership of the space
- 175 - Would it actually cut down on the ridiculous/dangerous crowds at Celebration Square events? - How would you enforce it? It's an open area that can be seen from all around from various places. People can view without going in and/or suffering the crowds. - Where would the Square's cut of the money go? - Celebration Square is for the whole City to enjoy, not just paying customers.
- 178 There are other more suitable venues for paid events. The Square should be free.
- 180 Fencing
- 182 Festivals are celebrations and to charge an admission fee will take away from that. There are other ways to get revenue from vendors/booths within the Square area. I know these celebrations are costly but to charge an admission means roping off the area and marking it off denotes separation.
- 183 Less people will go hence the food trucks will not make as much money
- 184 Less people will come.
- 185 Why pay for admission when we have to pay for other things
- 189 Already have to pay for parking to attend. I would stop attending events if I had to pay admission as well.
- 190 These are events that bring the community together.. Plus you have corporate sponsors at all your events.. Charge them hire and allow them to sell their products at the event at the square.. Charging would be a negative for sure
- 191 Only families with higher incomes can enjoy them. Also this will slowly squeeze the free events out of the picture. Free events will not be able to compete with the quality of paid events.
- 192 One of the best perks is all the family fun for no cost. Being a low budget family... Trying to find free family outdoor fun is tricky and it's always been amazing to always count on celebration sq
- 193 We can only pay for one thing. Either we pay for the entry or the overpriced food.
- 194 Enjoyment of event dulled by having to pay a premium for admission. Most events tailored/cater to kids so far, leading to boredom in the young adult category.
- 196 Some people are on a low income and can't afford to pay admission for these festivals and events Please keep them free
- 198 more tents during the rain and quick service at food vendors
- 199 it's a public place, not corporate. keep it public please!!
- 200 As a family, we attend a LOT of events at Celebration Square - including just about every movie night. Having to pay would definitely reduce the amount of events we attend.
- 203 It will limit attendance to some families
- 204 They're not worth the money for admission. Admission should be free since everything else costs money. Dundas square and Nathan Phillips Square doesn't charge.
- 206 I'm comfortable with free entry because I can't afford
- 207 - Charging too high for an event that might not live up to it
- 208 too much money, will cost too much.
- 210 I have limited income so I would choose not to attend anything I seem too expensive.
- 212 With free events, I am willing to "check out" an up and coming band or performance. If I

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	have to pay, unless I know the performer(s) really well, I will not attend the event.
213	The creation of celebration square a few years ago was a progressive move by the City of Mississauga and it has been widely applauded and appreciated by those of us who live in the downtown. As a well designed (a normally) free public gathering space the square is in constant use. The downtown has few open spaces and it would be a tremendous loss to the community if it was closed off for semi-private functions. As the pre-eminent public open space in the city the square should always be free. Closing it even on a temporary basis would sever us from what has become an important part of our community.
214	as it is an open venue, it is likely it may get rained out.
216	The square is too small and the resulting admission charge would be high.

#### #7 Which of the following paid admission options would you support?

1	Yoga at lunch time and preschool events during the day on weekends
35	Autograph signings
57	Your events are only cultural. Where is something for everyone? Ribfest doesn't count . Terrible entertainment choices there.
154	Theatre productions
157	Educational
188	American or international singers or artists
251	Ribfest
253	Charitable Community Events
256	Charity events
257	Rotary or other charitable events like the Ribfest
262	Ribfest
265	Ribfest
270	Ribfest
275	Charity events
278	Rotary Ribfest
280	Fund-raising events of service organisations.
290	Ribfest
292	charity events

#### #10: Additional comments:

2	The only paid event would be a concert in the evening or day. All other events are not to be paid. I also think the farmers market should go in the evening like last year. Some people work during the day and are unable to get their until after the workday when its closed.
4	is it possible to inform the bikers to please bike slow when they go to celebration sq. I saw a biker who hit a child. Plus my son almost got hit.
10	Why aren't there improve nights in the Square this year?
12	If money is charged, then the attendance will drop
16	please dont change the current free offerings at the Square, it validates my taxes and it is one of the reasons i remain in MISSISSAUGA. I am not opposed to renting the facility to earn some funds from "outside" promoters. I am proud of my city and the Square
21	How much u charge
22	Also, no money no problems.
28	I think its a good idea depending on the type of shows a good mix is essential, not all cultural, some music all types, wine & cheese, artistic cool stuff. Inconvenience is there, understood but fencing off whole should be done in stages, stage, 1st front , then rear so public can still enjoy space while set up gets closing to event date. Good luck
29	Charge the vendors less to have a booth and you will get more and better vendors
34	I would like to see events that focus LESS on high-priced food trucks, and (maybe) instead put a higher focus on community-run catering, like an affordable BBQ, where proceeds could be donated to charities. It is important that Celebration Square host events that focus on

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	inclusiveness, and build a sense of community.
37	But if it will be very less like only a dollar or 50 cents, it will be good for people and the organizers too
42	I've been to numerous events at Nathan's Phillip Square in Toronto some of the events have paid VIP sections, this might be something to consider??
43	Music at the square when nothing is going on during the day would be awesome! Music that everyone can enjoy like golden oldies or mowtown hits or even disco. Music like "rock a byes ,renditions of songs like bob marley played on the glockenspiel" ( Google it) its pretty cool. No words just instrumental. We love majority of the events at the square. Coming from Brampton at least once a week to do so. Thank you all for your efforts to please everyone! The staff at the square are amazing!!!
46	thanks for the survey
47	See above
48	Having more events and things to do on a Friday night (free) more summer concerts.
57	The entertainment at Ribfest is the same every year. The same guy plays with his two bands year after year. Mediocre. But other than Ribfest, all you have are cultural events. Where is something for everyone? Pick an entertaining show for all people.. Young and old , across all cultures. Your cultural events do exactly the opposite.they don't bring the city together . They divide it.
59	I attended the Scotia Bank Hospital Bed Race and there was a fee at the door. I notice many people walk right through without paying even though this was labelled a fundraiser for Trillium Health Partners Foundation.
61	I do not support events like ribfest because there's an expectation of payment for admission to celebration square, a public space with electricity & water provided by the city. It's right that they should be paying for their use of the space to conduct their business, but they should earn \$ by selling their wares, not blocking public access to public spaces.
63	Would be willing to pay for more varied entertainment. Right now it is only for teenagers. At the beginning, they used to have shows for adults as well. Jazz band, Elvis impersonator, various others, etc. More of a mix of teenager and adult entertainment. Right now there is nil amount of entertainment for adults. That is why I rarely go over to the Square. of entertainment
66	If you do start charging admission fees, I think anything over \$5 would be too much. A \$2 admission fee (such as the one they have for ribfest) is a reasonable amount, but still annoying since I came there to spend money on food in the first place.
74	Its nice now to be able to go and just enjoy, the trucks and other purchases are expensive enough so charging admission would make for an expensive outing, especially those with families.
77	We usually attend all festivals at celebration square, will not come if there will a admission fee.
87	I also never seen any Rock bands at Ribfest in Mississauga but other Ribfests have amazing bands. If you were to get better bands I would be willing to pay to get in. Also, there were NO vendors and like I said, other Ribfests have huge amounts of vendors. People don't just want to eat ribs and drink beer. Its a festival and Celebration Square cheaps out on these things.
89	Safety condition along Burnhamthorpe Road North boulevard were extremely dangerous. There was no pedestrian throughway on north side of Burnhamthorpe Road. The trailers and vehicles on Burnhamthorpe lay-by parking had stairs extending out beyond the curb. The fence was out to the concrete splash strip along the lay-by parking. There was less than a 1.0 metre area to travel along Burnhamthorpe. From a public safety perspective the sidewalk was literally shut down but no signage to indicate the inability to pass. To impede the public boulevard to this extent should warrant a complete closer, and have pedestrians directed to the south side. The condition that was permitted was open for liability issue and risk to the Corporation. Use of the Celebration Square for such events as Ribfest should be confined to the boundary of the square. The boulevard and public access routes should remain intact and unencumbered. More specifically they should be safe.
108	Would love to see Dj events or Electric music events at celebration square!
115	I will certainly entertain the reduction in my property taxes if you'd prefer that organizers help pay for the city's services through admission profits. But you can't have both.

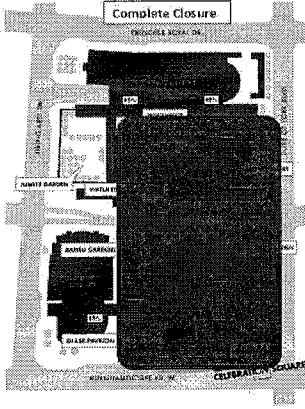
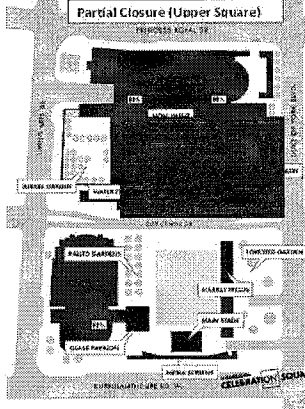
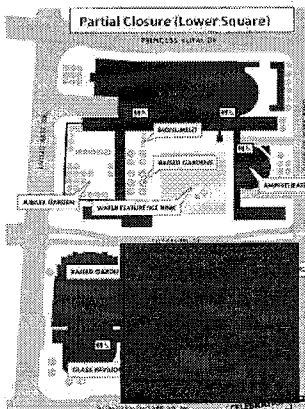
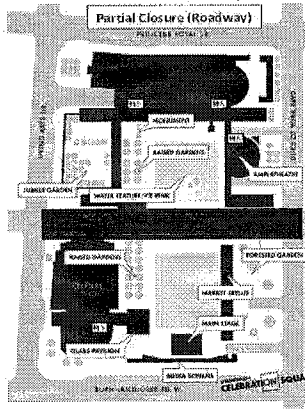


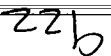
- 125** I think it's the wrong direction to go. I would be so disappointed if this were to happen. It's expensive enough living here and having to pay to attend various activities and events would take some shine off the square for us!
- 126** Current events are not worthy. I would pay admission if it meant you brought in admission-worthy entertainment. I realize good things cost money.
- 128** Charging admission would more than likely prevent me from attending anything. This is a city celebration square and if you charge admission then you have to fence it off like was done for Rib Fest - this was ugly and detracts from the open feel of the city. Short answer - NO.
- 130** My wife and I have not been to celebration square for a few years, at one time it was great with the entertainment that was offered ,like when you had matt Dusk there ,what a crowd that was there, and tribute artist that did old rock and roll music. Now all you have to offer is just festival days ,you would have a lot more people if you returned things to the way they were once. we know a lot of people that don't bother going there anymore because of this.
- 134** I think that as Mississauga residents we should not have to pay to access events held in Mississauga. Our taxes are used to help these events run efficiently. Also, doesn't having paid entry contradicts the very reason Celebration Square was created in the first place?
- 136** Be more careful concerning festival names. Latin fest advertised as a multicultural event for all Latin nations when in fact, the only culture represented was Colombians -- who were organizing the event. Very disappointed in event as a whole. Ribfest was a great event - admission was not too high as to offset the fact that you had to purchase everything else. Perhaps add more entertainment?
- 139** Great job otherwise at Celebration Square! All my friends from other cities are jealous of our city because of this!
- 141** There should be a Polish weekend at Celebration Square (just like all the other cultures have) with bands, dancing, food and drinks.
- 143** there should be more activities for families with kids
- 151** NA
- 159** Please consider the fact that thousands of residents live in extremely close proximity to the square. Sleeping before 11pm (when many weekend events end) is nearly impossible due to noise. Neighborhood children also deserve to have a place to play, but the square is virtually off limits for most summer weekends due to the constant festivals. I believe the events schedule is extremely ignorant of the fact that this area is my home, not just a temporary pit stop on a summer festival circuit.
- 163** The events run are fantastic and the best thing happening in Mississauga each week.
- 164** If religion is removed from politics then religious events should also be removed and not promoted in the city, example Muslim fest this is not a culture this is a religion - we do not see Jewish fest or Christian fest why is there a Muslim Fest??? I strongly disagree with promoting such events.
- 170** I KNOW THERE ARE DIFFERENT CULTURAL FESTIVALS BUT HAS THERE EVER BEEN A POLISH ONE?
- 182** No festivals I am aware of charge admission. This weekend in the Danforth it is the Taste of Danforth, no admission charge, wide open. Celebration Square must remain an open, inclusive "welcome" place.
- 188** Mississauga will not grow until the attitude of public event organizers have the courage to think that it is not a town anymore. It is a city that has an airport and the only way to put it on the map is to revive it through world class events and entertainment not local cultural stuff only
- 190** Cel Sq did a De La Soul concert last year and to this day ppl are still buzzing about how cool it was will there be a follow up to that show..A Tribe Called Quest??
- 191** At least one quality halal vendor at every event especially ribfest. Taste of india stall had no quality halal dishes like ribs or steaks or other meat items. Only beef samosas :(.
- 192** We luv celebration square. Fun and safe activities for the whole family!!! The only negative feedback I have is the cleanisess of the washrooms. The last few times were very smelly and extremely dirty.
- 194** Please have more free events that appeal to those in their 20s and 30s.
- 205** -Fountain closure may lead to upset patrons -Hard and costly to secure access -Would building hours change or remain same? (City hall, library, etc.)

<b>207</b>	But if it is affordable, it will be able to control large crowds
<b>208</b>	Paid admission will make less people go and people will buy less if they have to pay for admission. For example pay less food.
<b>212</b>	Please continue to offer lots of free events. The Rotary Ribfest was awesome and I loved that the admission price was a donation.
<b>213</b>	The City should explore opportunities in other locations for a gated event space. The most important square in the City should remain open and free for all.
<b>214</b>	It would be hard to control a paid area, people use the square as an oasis in the city, so to pay for it would disrupt that sense of fun.
<b>223</b>	Argo nights (if done right... hosts, cheerleaders, beer garden, entertainment) would be a great addition to the venue.
<b>224</b>	People often support the vendors within the festival and events. I would prefer to donate over paid admission.
<b>231</b>	Its important to me that it support local charities
<b>234</b>	The admission amount should be relatively modest.
<b>240</b>	Paid events will better support high quality events
<b>250</b>	It doesn't make sense not to allow a small admission fee for local, not for profit charities. After all, that's why they run the festivals and we should be supporting that. Mississauga benefits from the proceeds and tourist benefits.
<b>252</b>	As long as it is charitable that is ok. Private for profit interests should not use a public space for making money.
<b>253</b>	Examples: Community Charity events, for Community Living, the Rotary Ribfest
<b>258</b>	The major such events are very costly to establish and require tremendous numbers of unpaid volunteers who donate their time and efforts to ensure that such an event reflects well of Mississauga so a small entry fee at the door would be a small contribution toward the enjoyment of such festivities. The only other costs to the event participants is what they decide to buy for their own pleasure.
<b>269</b>	It should be allowed to require admission fee to defray expenses especially when there are so many volunteers that offer their services to help charities.
<b>274</b>	The Mississauga Ribfest should have an entrance fee
<b>280</b>	Port credit closes their park and charges entry admission for several events annually.
<b>282</b>	In my opinion, paid admission by way of volunteer donation is the best way to go. But, if paid admission will bring quality entertainment then I fully support it.
<b>283</b>	Allowing this would mean bigger names and a better draw to the square. Freebies only get us so much.
<b>284</b>	The Square should mostly be used by the City with events that are offered 'free' to citizens, but if others wish to 'rent' the Square and charge admission, I don't have a problem with this.
<b>286</b>	Must be such a minimal fee or a donation amount. We have found for so long had free events. It will be a shock to the participants I think. It's nice when you drive by and it's all open . You can see what's happening and then you just park and attend yirself. If fences are up the activity cannot be seen as well. I prefer not to pay too much but understand people have costs to pay....
<b>291</b>	Charitable organizations usually operate with unpaid volunteers and with a goal to generating funds for specific projects in our community and elsewhere. The volunteers often resent working as unpaid tax collectors - which it what it amounts to when the events they work must pay for police officers , high rents to the city for the space they occupy and other city-imposed overhead costs. If the events do not generate funds for the intended projects because of these burdens, the volunteers would be better off not supporting them. No one wants to give up their spare time for no benefit to the organizations they attempt to support.

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## APPENDIX C: Closure Image Examples

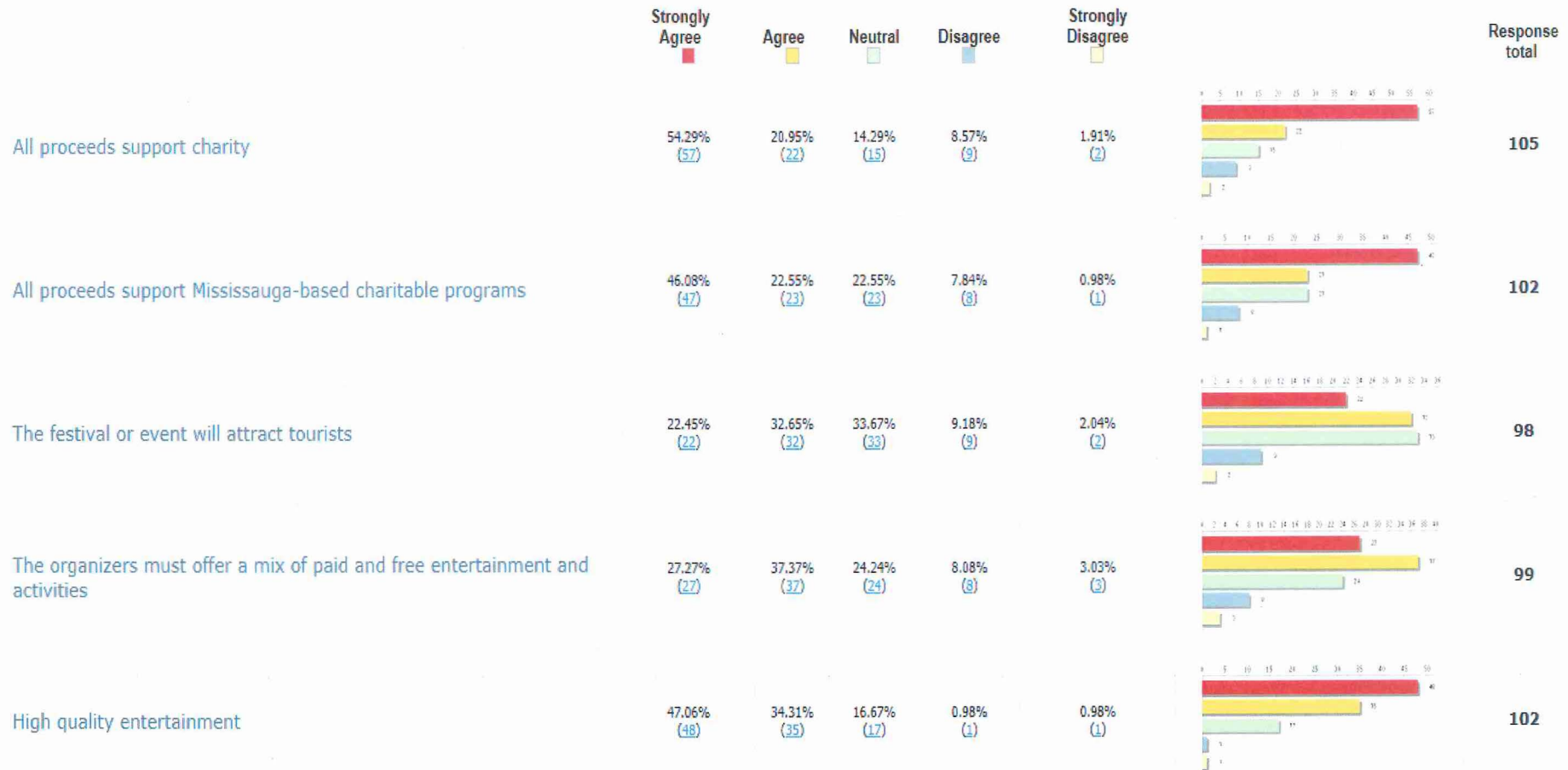
<p>1. Closure - Complete</p>		<p>2. Closure – Upper Square</p>	
<p>3. Closure – Lower Square</p>		<p>4. Closure – Roadway</p>	



## APPENDIX D: Chart of Criteria for Closure (Question 8)

Permitting paid admission events could come with certain conditions for organizers. Which of the following criteria do you feel should be required to allow a festival or event to charge admission?

(Rate on a scale of agree to disagree)



# City of Mississauga Corporate Report



<div>General Committee OCT 07 2015</div>		Originator's files:
Date: September 1, 2015		File names
To: Chair and Members of General Committee		Meeting date:
From: Paul A. Mitcham, P.Eng., MBA Commissioner of Community Services		October 7, 2015

## Subject

Active Mississauga Guide Update

## Recommendation

That the Corporate Report titled "Active Mississauga Guide Update" dated September 1, 2015 from the Commissioner of Community Services be received for information.

## Report Highlights

- The long term strategy to replace the printed Active Mississauga Guide with a new online search tool, as approved in the 2013-2016 Business Plan & 2013 Budget is in the final phase.
- The last edition of the printed Guide became available on August 1, 2015 with program listings for the Fall 2015/Winter 2016 session.
- Mississauga's new online recreation program guide and registration website, [activemississauga.ca](http://activemississauga.ca), provides customers and residents with the ability to search and register for City run programs and activities offered at Mississauga recreation facilities. [Activemississauga.ca](http://Activemississauga.ca) was launched on May 13, 2015.
- Program information has been reduced in the printed guide over the last four editions and customers have been redirected through a variety of marketing tactics to equivalent online information. Programs have remained stable and consistent with participation trends comparable to previous years. It is not expected that program registration will be impacted moving forward without the printed Guide.
- In person customer service supports, including the ability to register, obtain program information and assistance from staff at community centres will remain as part of Recreation's service delivery model.

- The City of Mississauga will realize savings of \$75,000 as a result of replacing the printed Guide with the online program guide. A portion of these savings will be reinvested to produce the Active+ magazine.

## Background

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

The Guide in its current form is costly to print bi-annually, time-consuming to produce, restricts flexibility to add new programs or adjust information due to long lead times for printing and it was increasingly difficult to navigate due to its volume. Through the years the method of distribution, number of copies printed and number of locations has been reduced in order to support a move to an online tool.

At the Council Meeting of April 2, 2014, Council received a Corporate Report entitled "Update on eRecreation Online Guide, Licensing Partnership with the City of Surrey and Single Source Recommendation for Yellow Pencil Inc." from the Commissioner of Corporate Services. The report advised Council that the final edition of the Guide would be Fall 2015/Winter 2016 and provided a project plan for the development of the enhanced eRecreation Guide ([activemississauga.ca](http://activemississauga.ca)).

## Comments

The long term strategy to replace the printed Active Mississauga Guide with a new online search tool, as approved in the 2013-2016 Business Plan & 2013 Budget, is in the final phase of completion. The final edition of the printed Guide has been available in the community since August 1, 2015. It includes program listings for activities in the Fall 2015/Winter 2016 session.

### Transition Strategy

To prepare customers for the discontinuation of the printed Active Mississauga Guide a transition strategy was developed that focused on improving the online experience and informing key stakeholders of the change. The key online improvement was the development of the program guide [activemississauga.ca](http://activemississauga.ca), which was launched on May 13, 2015. The website is mobile-friendly and provides customers with improved access to browse, search, bookmark and register for City of Mississauga programs. [Activemississauga.ca](http://Activemississauga.ca) has been a success with more than 30,000 online registrations processed since the launch.

Mississauga is the first municipality in the Greater Toronto Area to build a searchable, interactive program guide. The project, which has involved close cooperation by staff in multiple divisions, has been a model for innovation, collaboration between City departments, and a demonstration of the City's commitment to continuous improvement and effective use of technology that improves customer service and drives efficiencies.

In person customer service supports, including the ability to register in person, obtain program information and assistance from staff at community centres will remain as part of Recreation's service delivery model. Technology in City facilities, including Wireless Mississauga Internet access and publicly accessible computers in libraries are available supports that facilitate access to [activemississauga.ca](http://activemississauga.ca) for customers without home computers or Internet access.

### Marketing and Communications Plan

The transition strategy has been supported by a marketing and communications plan. The highlights of the plan are as follows:

- A system of highlights and features in the existing Active Guide, including an inserted magazine called Active+, in combination with better organized pages on the City website have been utilized to shift customer behavior toward online information resources.
- In addition, program listings for lines of business (e.g. skating & hockey) were strategically removed from the printed Guide over the past four editions and readers were directed to equivalent online information sources as noted in the preceding point. Program participation in these lines of business has remained stable and consistent with participation trends comparable to previous years.
- Marketing materials for individual lines of business (e.g. Aquatics, Fitness, Skating, etc.) have been used to deliver messaging to customers about where they can find information outside of the Guide. Analysis of registration indicates a continuing shift toward on-line registration over in-person registration during the transition period.
- A mix of marketing tactics used to inform customers and residents including:
  - Web;
  - Email marketing (Recreation eNews);
  - Program specific pamphlets and advertising;
  - In facility signage (digital display and posters);
  - Citywide outdoor signage (mobile, electronic reader boards);
  - Media relations; and
  - Social media.
- A promotional and awareness campaign to promote [activemississauga.ca](http://activemississauga.ca) is in progress. The goals of the campaign are to inform customers and residents about the availability of the new tool, promote the benefits and convenience of the enhanced search tool and encourage registration for programs and activities in the fall/winter session.

### Active+

Beginning in 2016 Active+ will become a regular magazine, focussed on providing information and supporting the transition of an older adult audience to the online approach. The magazine will feature information on programs and activities to inform older adults about recreation and community programming. Active+ will



assist the Community Services Department to continue to serve the needs of this important segment of residents who may require more time to transition to online information and have a preference for print information over online information sources.

## Strategic Plan

The initiative is aligned with the Belong, Prosper and Green Our Future Mississauga Strategic Pillars for Change. Providing services online and accessible using mobile devices is a key aspect of the City's IT strategy, which is being achieved through [activemississauga.ca](http://activemississauga.ca). This project also demonstrates the benefits and value that can be derived from partnerships. An agreement with the City of Surrey, who shared their software with the City of Mississauga, was the foundation for the creation of the new site. The City of Mississauga will continue to share updates and improvements with the City of Surrey and has ongoing opportunities to share with other public sector organizations across Canada.

## Financial Impact

Elimination of the Guide will yield print savings of \$75,000 per year. A portion of these savings will be reinvested in the Active+ magazine. Specific savings will be identified for the 2017 budget once net cost for Active+ is confirmed in 2016.

## Conclusion

The transition from a print to digital program guide is timely given several years promoting online registration options, increasing computer literacy, access to technology and changing consumer expectations, which have resulted in a greater number of customers choosing digital sources (website, social media, email) for information and to register for programs. Electronic access to program information ensures timely and cost effective access to current information for customers and residents.

[Activemississauga.ca](http://Activemississauga.ca) is a dynamic and easy to use search tool that enables customers to easily and conveniently search and register for programs as part of one easy transaction. Residents can continue to register or receive information at Community Centres and through Recreation's Customer Service Centre. A communication plan and marketing tactics are in place to continue to educate residents about how to access information and to inform them of the discontinuation of the Active Guide. Recreation Division will continue to monitor customer and resident satisfaction, assess program participation levels and make strategic adjustments to maintain or increase participation.

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

Prepared by: Kevin Carr, Manager, Marketing & Business Solutions

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

Prepared by: Kevin Carr, Manager, Marketing & Business Solutions

# City of Mississauga Corporate Report



<div>General Committee OCT 07 2015</div>		Originator's files:  PO01.DAN
Date:	September 15, 2015	
To:	Chair and Members of the General Committee	
From:	Paul A. Mitcham, P. Eng., MBA Commissioner of Community Services	Meeting date:  October 7, 2015

## Subject

**Naming of Park 302, 6525 Danville Drive, 6275 Danville Drive and 610 Abilene Drive (Ward 5)**

## Recommendation

That the request to name Park 302, (located at 6525 and 6275 Danville Drive and 610 Abilene Drive) to Danville Park be considered for a period of 30 days.

## Background

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

The subject report outlines the naming request of Park 302, located at 6525 and 6275 Danville Drive and 610 Abilene Drive and situated in Ward 5 (Appendix 1).

## Comments

Park 302 is located south of Courtneypark Drive East, west of Highway 410, north of Highway 401 and east of Kennedy Road.

The main entrance to the multi-use, year round park will be from 6525 Danville Drive, located along the western perimeter of the property.

11a

General Committee		September 15, 2015	2
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Originators files: PO01.DAN

In accordance with the City's "Property and Facility Naming and Dedications" corporate policy, the proposed name, Danville Park, is consistent with the selection criteria which gives preference to names that "reflect the location of the facility".

Councillor Parrish (Ward 5) has been consulted and supports the recommended name.

## Financial Impact

There is no materiel financial impact associated with this initiative.

## Conclusion

The proposed naming of Park 302 as "Danville Park" is in accordance with the City's "Property and Facility Naming and Dedications" corporate policy and should be considered by General Committee for a 30 day period pursuant to policy.

## Attachments

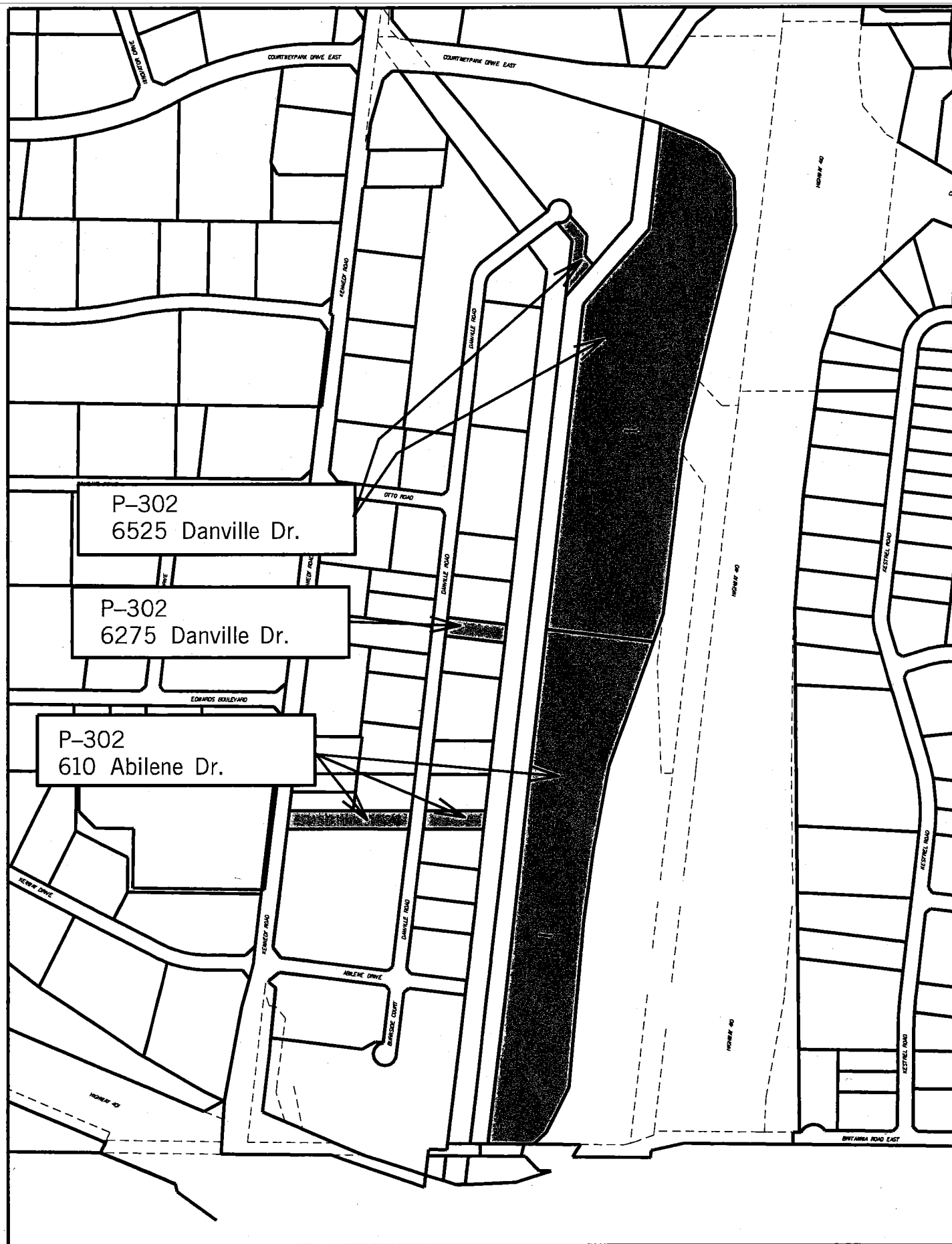
Appendix 1: Map of Park 302



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

Prepared by: Jane Darragh, OALA, MCIP, RPP, Planner, Park Planning



Location Map for P-302  
6525 Danville Dr.



# City of Mississauga Corporate Report



<b>Date:</b> September 15, 2015 <b>To:</b> Chair and Members of General Committee <b>From:</b> Gary Kent, Commissioner of Corporate Services and Chief Financial Officer	<b>General Committee</b> <b>OCT 07 2015</b>	<b>Originator's files:</b>  <b>File names:</b>
		<b>Meeting date:</b> October 7, 2015

## Subject

Social Procurement Policy

## Recommendation

That the report dated September 15, 2015 from the Commissioner of Corporate Services and Chief Financial Officer entitled "Social Procurement Policy" be received for information.

## Background

In 2014, the City spent approximately \$380 million procuring goods and services including information technology, professional and construction services. Best value services and products are obtained through open, fair, competitive and transparent procurement processes. The City's practices comply with all international and interprovincial trade treaties or agreements including the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT). From time to time, Council and the public raise concerns with respect to social procurement issues such as local preference, fair wages, hiring of apprentices, vendor safety and environmental responsibility. While the Purchasing By-law states "efforts shall be made to acquire goods and services in a socially responsible manner which will conserve energy and help to preserve and protect the ecosphere", neither the Purchasing By-law, Corporate Policies nor City purchasing practices provide any further guidance on the other factors related to social procurement.

## Comments

Social procurement incorporates economic, social and environment considerations into the procurement process. It ensures that public sector purchasing decisions include a commitment to leverage policy to promote a culture that favours environmentally preferable goods and services and one that views unethical practices of vendors as morally unacceptable.

Social procurement policies typically address the following:

- i. Fair Wages: To promote wage levels and wage-setting mechanisms that provide a living wage floor for workers, while complying with national wage regulations such as minimum wage, payment of wages, overtime payment, provision of paid holidays and social insurance payments.
- ii. Safety and Employee Working Conditions: To promote healthy and safe working practices including processes and procedures for the identification and mitigation of hazards in the workplace and in the conduct of work, and by providing safety equipment, tools and ongoing worker training and awareness.
- iii. Support of Skilled Trades: To promote the practice of trades and establish apprenticeship programs and other training programs for trades including training standards, curriculum standards and formal examination and certification processes.
- iv. Environmental Responsibility: To acquire goods and services which will conserve energy and help to preserve and protect the ecosphere and society. Goods and services that cause minimal impact to the environment and that are provided by vendors who are environmentally responsible in their manufacturing and waste management practices, protection of eco-systems and use of energy are preferred.
- v. Sweatshop Labour: To avoid the purchase of garments, uniforms or other apparel items manufactured under sweatshop conditions (a factory or shop employing workers at low wages, for long hours, and under adverse conditions) and to not contract with any manufacturer, corporation, contractor, sub-contractor, agent, reseller or representative that employs such practices.
- vi. Children as Slave Labour: To avoid the use of products manufactured in factories where children are used as slave labour or other exploitive circumstances which impedes child development.

Social procurement can also be used for community benefit initiatives; the goals of which are to maximize economic, workforce development and social benefits for residents and businesses, and equalize opportunities for all business to compete for City contracts, inclusive of disadvantaged groups such as aboriginal and community support based businesses. These goals can be achieved by requiring vendors to do something that will provide benefit to the community. This can be during the progress of a construction project, such as by providing training opportunities for youth, or through built-form benefits such as a playground being built in conjunction with the construction of a facility for the benefit of the community. Generally these policies address how community benefits can be factored as a criterion in bid documents and the types of goods and/or services that are most suitable.

The inclusion of social objectives in bid documents is a broad issue. Social policies need to be looked at in their totality because of the impact on cost and ability to perform by vendors. \$40,000 has been included in the 2016 capital budget for professional services in developing a Social Procurement Policy for Mississauga. A consultant will assist in determining the elements that should comprise a social procurement policy and when and how these elements should be applied, while ensuring the City's continued compliance with relevant

trade agreements and legislation. The Policy will also include analysis tools to assist in assessing economic and financial impacts, evaluating total cost and choosing among options.

In developing the Policy, internal and external stakeholders including key City staff, the vendor community, unions and trade associations will be consulted and an external review will be conducted of other municipalities and public organizations with social procurement policies and practices. The Social Procurement Policy Consulting Services Statement of Work, attached as Appendix 1, sets out the scope of work and deliverables for professional services in the development of a Social Procurement Policy for Mississauga.

## Financial Impact

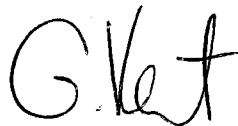
\$40,000 has been included in the 2016 capital budget for professional services to assist in the development of a Social Procurement Policy.

## Conclusion

Social procurement leverages the public procurement process to advance positive economic, workforce, and social development outcomes. Social policies need to be looked at in their totality because of the impact on cost and ability to perform by vendors. \$40,000 has been included in the 2016 capital budget for professional services to assist in the development of a Social Procurement Policy. The policy will encompass a wide spectrum of social objectives including environmental responsibility, fair wages, working conditions, health and safety practices, support of skilled trades and helping disadvantaged groups as well as social objectives for community benefit initiatives that can advance local economic, workforce development, and social benefits for residents and businesses. A comprehensive policy including clear principles, goals and objectives to advance social procurement practices at the City will be developed for Council consideration in 2016.

## Attachments

**Appendix 1:** Social Procurement Policy Consulting Services Statement of Work



Gary Kent

Commissioner of Corporate Services and Chief Financial Officer

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



## **Social Procurement Policy Consulting Services Statement of Work**

The City's purchasing objectives include the desire to obtain best value and to embrace "free trade" through competitive procurement processes. In addition to existing policy, and while continuing to be compliant with relevant trade agreements and legislation, the City wants to develop a framework for corporate social responsibility and sustainability through procurement policy and practices.

The objectives for the framework are to help the City:

- To purchase the best value goods and services through competitive processes;
- To leverage resources to achieve community benefits and city-building outcomes; and
- To leverage policy to promote a culture that prefers environmentally responsible goods and services and one that views unethical practices of vendors as morally unacceptable.

The framework will also include analysis tools to assist in assessing economic and financial impacts, evaluating total cost of ownership and choosing among options. Tools to benchmark, define and measure the effectiveness of the framework will also be required.

The Consultant will undertake research, analyses and make recommendations for the elements that should comprise a socially responsibly procurement framework and when and how they should be applied. The major tasks and deliverables for the consultant are outlined below:

### **Task 1: Conduct an Internal Review:**

- 1.1 Review existing corporate policies, procedures and practices that are related to, or could relate to, procurement and/or sustainability.
- 1.2 Interview key staff from City departments.

### **Task 2: Conduct an External Review**

- 2.1 Review existing social/sustainable procurement policies and practices of other municipalities and similar public organizations.
- 2.2 Identify and discuss trending and pending sustainability issues, approaches and new directions for the City's information and consideration.

### **Task 3: Obtain Input from Stakeholders and Other Potentially Interested Parties, including:**

- 3.1 Small, medium and large sized businesses (including social enterprises) to obtain their feedback, understand their perspective, concerns and opinions regarding social/sustainable procurement policy in general and how it has impacted, or might impact, their businesses.
- 3.2 Unions, Trade Associations, Industry Associations and Professional Associations to understand their perspectives, concerns and opinions regarding social/sustainable procurement policy in general and how it has impacted, or might impact, their members

- 3.3 Networks (such as Diversity Business Network, Canadian Aboriginal & Minority Supplier Council (CAMSC), etc.) to understand their perspectives and to improve access to City procurement for equity seeking businesses.

**Task 4: Perform Analysis, Identify Gaps and Risks**

- 4.1 Perform a PESTEL and/or SWOT analysis to identify gaps and risks.

**Task 5: Recommend a Communication and Implementation Plan**

- 5.1 Recommend how the framework should be communicated within the City and externally to vendors, stakeholders, etc.
- 5.2 Recommend an implementation plan.
- 5.3 Recommend baselines that should be established in advance of implementation.

**Task 6: Recommend Tools for Financial Analysis and Decision Making**

- 6.1 In order to advance the goals and objectives of social/sustainable procurement, the City needs to be able to quantify economic and financial impacts and make decision among options and competing priorities.
- 6.2 The City will also need to determine how to measure the effectiveness of the various approaches once implemented. The consultant should, based on its research and expertise, make recommendations for how the City should monitor and effectively measure compliance with the framework and success of outcomes.

**Task 7: Make Recommendations toward the Development of the City's Social/Sustainable Framework**

- 7.1 Assimilate all information, analysis and findings into a final report of recommendations to the City for developing a framework for achieving its social and sustainable procurement goals.

**Task 8: Draft a Social Sustainable Policy for the City of Mississauga (Optional)**

- 8.1 Using the information and recommendations developed through Task 7, provide a draft policy for the City's use.

REPORT 6 - 2015

General Committee

OCT 07 2015

TO: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Traffic Safety Council presents its Sixth Report for 2015 and recommends:

## TSC-0106-2015

That the request for a crossing guard at the intersection of Darcel Avenue and Brandon Gate Drive for the students attending Holy Cross Catholic School and Corliss Public School be denied as the warrants are not met.

(Ward 5)

(TSC-0106-2015)

## TSC-0107-2015

1. That the request for a crossing guard at the intersection of Artesian Drive and Southampton Drive for the students attending Artesian Public School be denied as the warrants are not met.
2. That the Principal of Artesian Public School be requested to remind the parents and students crossing the north to south across Artesian Drive to cross with the crossing guard at Long Acre Drive.
3. That the Principal of Artesian Public School be requested to remind students to walk their bikes in the crosswalk when crossing the street.

(Ward 8)

(TSC-0107-2015)

## TSC-0108-2015

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

(Ward 8)

(TSC-0108-2015)

## TSC-0109-2015

That the request for a crossing guard at the intersection of Clarkson Road and Birchwood Drive for students attending St. Christopher Catholic School be denied as the warrants are not met.

(Ward 2)

(TSC-0109-2015)

## TSC-0110-2015

That the email dated August 12, 2015 from Councillor Chris Fonseca on behalf of parents concerns with traffic congestion in front on Bough Beeches Boulevard in front of Saints Martha and Mary Catholic School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 3)

(TSC-0110-2015)

TSC-0111-2015

That the email dated September 9, 2015 from Sabrina Colangelo, resident, requesting the implementation of a crossing guard on Glen Erin Drive in front of St. Clare Catholic School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 8)

(TSC-0111-2015)

TSC-0112-2015

That the email dated September 15, 2015 from Kelly Walter on behalf of Sharon Newing, requesting a site inspection at the intersection of Mississauga Valley Boulevard and Central Parkway to determine if the warrants are met for the implementation of a 3<sup>rd</sup> crossing guard for students attending Thornwood Public School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 7)

(TSC-0112-2015)

TSC-0113-2015

That the email dated September 17, 2015 from Councillor Ron Starr on behalf of an area resident requesting a site inspection to determine if the warrants are met for the implementation of a crossing guard at the intersection of Chada Avenue and Ellengale Drive for the students attending Ellengale Public School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 6)

(TSC-0113-2015)

TSC-0114-2015

That the email dated September 10, 2015 from Joanne Redhead, Principal of Lancaster Public School, requesting a site inspection be conducted at the Kiss and Ride entrance to Lancaster Public School to determine if the warrants are met for the implementation of a crossing guard be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 5)

(TSC-0114-2015)

TSC-0115-2015

That the email dated September 22, 2015 from Maria Giles requesting a site inspection and safety review be conducted at the intersection of Glen Erin Drive and Thomas Street for students attending Castlebridge Public School and Thomas Street Middle School be received and referred to the Traffic Safety Council Site Inspection Subcommittee for a report back to the Traffic Safety Council.

(Ward 9)

(TSC-0115-2015)

TSC-0116-2015

That the report from the Manager of Parking Enforcement with respect to parking enforcement in school zones for the month of September 2015 be received for information.

(TSC-0116-2015)

TSC-0117-2015

That the Action Items List from the Transportation and Works Department for the month of June 2015 be received for information.

(TSC-0117-2015)

TSC-0118-2015

That the verbal updated provided by Louise Goegan, Citizen Member, Traffic Safety Council, with respect to the International Walk to School Day, Ridgewood Public School Waking and Rolling Program Kick Off, and Walk to School Subcommittee matters be received for information.

(TSC-0118-2015)

TSC-0119-2015

1. That the request for a crossing guard at the intersection of Westbridge Way and Bellshire Gate for the students attending Levi Creek Public School be denied as the warrants are not met.
2. That the request for a crossing guard at Westbridge Way at the park pathway for students attending Levi Creek Public School be denied as the warrants are not met.
3. That Transportation and Works be requested to conduct a speed study on Westbridge Way to include 8:45 to 9:15 a.m. time period and if warranted, request that Peel Regional Police enforce speeding violations on Westbridge Way for the students attending Levi Creek Public School.

(Ward 11)

(TSC-0119-2015)

TSC-0120-2015

1. That Peel Regional Police be request to enforce No U-turn violations from 8:00 a.m. to 8:30 a.m. and from 3:00 p.m. to 3:30 p.m. on Mississauga Valley Boulevard, in front of Canadian Martyrs Catholic School.
2. That Parking Enforcement be requested to monitor and enforce parking prohibitions from 2:50 p.m. to 3:15 p.m. in the school vicinity for the students attending Canadian Martyrs Catholic School.
3. That the Principal of Canadian Martyrs Catholic School be requested to advise parents to use the crossing guard at the signalized intersection or the All Way stop at Daralea Heights.

(Ward 4)

(TSC-0120-2015)

TSC-0121-2015

That the Minutes of the Public Information Subcommittee meetings held on July 9, 30, August 20, and September 3, 2015 be received.

(TSC-0121-2015)

TSC-0122-2015

That Legislative Coordinator be requested to update the Stakeholder Responsibilities Breakdown Reference Sheet and to distribute to the Dufferin-Peel Catholic District School Board and the Peel District School Board.

(TSC-0122-2015)

TSC-0123-2015

1. That the revised Wilde Wood School Zone Safety Award Application be approved.
2. That the Wilde Wood School Zone Safety Award Application be distributed to The Dufferin-Peel Catholic District Elementary Schools and the Peel District Elementary Schools in the City of Mississauga annually in the second week of October.

(TSC-0123-2015)

TSC-0124-2015

That the Traffic Safety Council Terms of Reference be amended as follows:

- a. That staff from Active Transportation be added as a non-voting member to serve as a resource to the Traffic Safety Council.
- b. Remove the Site Plan Review Subcommittee.

(TSC-0124-2015)

TSC-0125-2015

That the Traffic Safety Council 2015/2016 Workplan be approved.

(TSC-0125-2015)

TSC-0126-2015

That the email from Traffic Safety Council Citizen Member, Matthew Moore, dated September 30, 2015, resigning from Traffic Safety Council, be received.

(TSC-0126-2015)

TSC-0127-2015

That Council be requested to review the seat of a Citizen Member on Traffic Safety Council and declare the seat vacant in accordance with the Council Procedure By-Law 338-2010 Section 69(1).

(TSC-0127-2015)

TSC-0128-2015

That Peter Westbrook, Chair, Traffic Safety Council contact Peel Regional Police Superintendents of 11 and 12 Divisions, requesting that a representative of Peel Regional Police, Traffic Operations attend Traffic Safety Council meetings.

(TSC-0128-2015)

TSC-0129-2015

That the Public Information Subcommittee of Traffic Safety Council be requested to research the feasibility of creating a Twitter account for Traffic Safety Council.

(TSC-0129-2015)

TSC-0130-2015

That the Legislative Coordinator be requested to invite the Peel Regional Police, School Safety Committee, to present the newly created videos on school safety.

(TSC-0130-2015)