

---

## Council

**Date**

2019/10/23

**Time**

9:30 AM

**Location**

Civic Centre, Council Chamber,  
300 City Centre Drive, Mississauga, Ontario, L5B 3C1

**Members Present**

Mayor Bonnie Crombie	
Councillor Stephen Dasko	Ward 1
Councillor Karen Ras	Ward 2
Councillor Chris Fonseca	Ward 3
Councillor John Kovac	Ward 4
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
Councillor Dipika Damerla	Ward 7
Councillor Matt Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10
Councillor George Carlson	Ward 11

**Contact**

Krystal Christopher, Legislative Coordinator, Legislative Services  
905-615-3200 ext. 5411

[Krystal.Christopher@mississauga.ca](mailto:Krystal.Christopher@mississauga.ca)

Find it online

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



1. **CALL TO ORDER**

2. **INDIGENOUS LAND STATEMENT**

"Welcome to the City of Mississauga Council meeting. We would like to acknowledge that we are gathering here today on the Treaty Lands and Territory of the Mississaugas of the Credit, and the territory of the Anishinaabe, Haudenosaunee, Wyndot and Huron people. We also acknowledge the many Indigenous, Inuit, Metis and other global peoples who call Mississauga home. We welcome everyone."

3. **APPROVAL OF AGENDA**

4. **DECLARATION OF CONFLICT OF INTEREST**

5. **MINUTES OF PREVIOUS COUNCIL MEETING**

5.1. Council Minutes – October 9, 2019

6. **PRESENTATIONS**

**Economic Development Awards**

Bonnie Brown, Director of Economic Development, to make a presentation regarding the City of Mississauga receiving five Economic Development Awards.

7. **DEPUTATIONS**

7.1. **Recommendation Report - Official plan amendment, rezoning and plan of subdivision applications to permit 75 townhomes on a common element condominium road, 1707-1725 Barbertown Road**

Frank Cobbett, Environmental Engineer, Archer Daniels Midland Company, to speak regarding the Recommendation Report dated September 30, 2019 from the Commissioner of Planning and Building. (OZ 17/002 W6 & T-M17001 W6).

**Item 10.3.**

8. **PUBLIC QUESTION PERIOD - 15 Minute Limit (5 Minutes per Speaker)**

Pursuant to Section 42 of the Council Procedure By-law 0139-2013, as amended: Council may grant permission to a member of the public to ask a question of Council, with the following provisions:

1. The question must pertain to a specific item on the current agenda and the speaker will state which item the question is related to.
2. A person asking a question shall limit any background explanation to two (2) statements, followed by the question.
3. The total speaking time shall be five (5) minutes maximum, per speaker.

9. **CONSENT AGENDA**

10. **INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS**

- 10.1. Report dated October 7, 2019 from the City Solicitor: **Authority to execute an Agreement with Lori Smith to ensure the proper upkeep of hedges on the property at 1778 Fellen Place (Ward 2)**

Recommendation

That the Commissioner of Planning and Building, or his designate, and the City Clerk be authorized to execute and affix the Corporate Seal on behalf of The Corporation of the City of Mississauga to the Agreement with Lori Smith dated September 29, 2019 in a form satisfactory to Legal Services and to execute any other documents or land instruments to implement the Agreement.

- 10.2. Report dated September 27, 2019, from the Commissioner of Corporate Services and Chief Financial Officer: **SAP Concur Invoice Management Solution and New Corporate Policy – Payment Requests**

Recommendation

1. That the report entitled SAP Concur Invoice Management Solution and New Corporate Policy – Payment Requests from the Commissioner of Corporate Services and Chief Financial Officer dated September 24, 2019 be received.
2. That the new Corporate Policy – Payment Requests, attached as Appendix 1 to this report be approved.
3. That the Cheque Requisition policy #04-05-09 be rescinded, effective October 23, 2019.

4. That the Payment Terms policy #04-06-04, attached as Appendix 3, be rescinded, effective October 23, 2019.
- 10.3. Report dated September 30, 2019 from the Commissioner of Planning and Building:  
**RECOMMENDATION REPORT (WARD 6)**  
**Official plan amendment, rezoning and plan of subdivision applications to permit 75 townhomes on a common element condominium road**  
**1707-1725 Barbertown Road, north side of Barbertown Road, west of Creditview Road**  
**Owner: Barbertown Ventures Inc.**  
**Files: OZ 17/002 W6 & T-M17001 W6**

Recommendation

1. That notwithstanding that subsequent to the public meeting, changes to the applications have been proposed, Council considers that the changes do not require further notice and, therefore, pursuant to the provisions of subsection 34(17) of the Planning Act, any further notice regarding the proposed amendment is hereby waived.
2. That the applications under File OZ 17/002 W6, Barbertown Ventures Inc., 1707-1725 Greenlands; to change the zoning to RM6-Exception (Townhouses on a CEC – Road) and G1 (Greenlands) to permit 75 townhomes on a common element condominium road in conformity with the provisions outlined in Appendix 1, Information Report and that the draft plan of subdivision under File T-M17001 W6, be approved subject to the conditions referenced in the staff report dated September 30, 2019 from the Commissioner of Planning and Building.
3. That the applicant agree to satisfy all the requirements of the City and any other external agency concerned with the development.
4. That the decision of Council for approval of the rezoning application be considered null and void, and a new development application be required unless a zoning by-law is passed within 36 months of the Council decision.
5. That notwithstanding subsection 45.1.3 of the Planning Act, subsequent to Council approval of the development application, the applicant can apply for a minor variance application.

Council		2019/10/23	4
---------	--	------------	---

---

11. **PRESENTATION OF COMMITTEE REPORTS**

- 11.1. Heritage Advisory Committee Report 9 – 2019 dated October 7, 2019
- 11.2. Planning Development Committee Report 15 - 2019 dated October 7, 2019
- 11.3. Planning Development Committee Report 16 - 2019 dated October 15, 2019

12. **UNFINISHED BUSINESS** - Nil.

13. **PETITIONS** – Nil.

14. **CORRESPONDENCE**

- 14.1. *Information Items* - Nil.
- 14.2. *Direction Items* – Nil.

15. **NOTICE OF MOTION**

- 15.1. That Mississauga City Council oppose Quebec's Bill 21 and continue to support building a welcoming City
- 15.2. To direct staff to review the establishing of 30 km/h area speed limits for all School Zones within the City of Mississauga and subsequently prepare a report and recommendation for General Committee.

16. **MOTIONS**

- 16.1. To close to the public a portion of the Council meeting to be held on October 23, 2019 to deal with various matters. (See Item 21 Closed Session)
- 16.2. To express sincere condolences to the family of retired City employee, Robert McFarland Sr., who passed away on October 5, 2019
- 16.3. To express sincere condolences to the family of retired City employee Robert G. Elliott who passed away on October 16, 2019

**17. INTRODUCTION AND CONSIDERATION OF BY-LAWS**

- 17.1. A by-law to designate the entire City of Mississauga as a community improvement project area

Resolution 0162-2019 / July 3, 2019

- 17.2. A by-law to authorize the execution of an Agreement between Lori Smith and the City of Mississauga, 1778 Fellen Place (Ward 2)

Item 10.1

- 17.3. A By-law to authorize the execution of a Subdivision and other related documents between Exquisite Bay Development Inc., City of Mississauga and The Region of Peel (TM-13/007 W11)

Resolution 0114-2015/ May 13, 2015

- 17.4. A by-law to adopt Mississauga Official Plan Amendment regarding modifications within East Credit Neighbourhood Character Area to redesignate a portion of the subject lands to Residential Medium Density and to delete exempt Site 4 ( 17/002 W6)

Item 10.3.

- 17.5. A by-law to amend By-law 0225-2007 as amended ,regarding the passing of a Zoning by-law, North Side of Barbertown Road, west of Creditview Road ( 17/002 W6)

Item 10.3.

- 17.6. A by-law to adopt Mississauga Official Plan Amendment regarding policy changes to Special Site 7 in the East Credit Neighbourhood Character Area to permit development higher than four storeys (19/001 W6)

PDC-0064-2019 / October 7, 2019

**18. MATTERS PERTAINING TO REGION OF PEEL COUNCIL****19. ENQUIRIES****20. OTHER BUSINESS/ANNOUNCEMENTS**

21. **CLOSED SESSION**

Pursuant to the *Municipal Act*, Section 239(2):

- 21.1. **Labour relations or employee negotiations:** Report dated October 11, 2019 from the City Manager and Chief Administrative Officer entitled *“Ratification of the Memorandum of Settlement reached between the City of Mississauga and the Amalgamated Transit Union, Local 1572 (ATU).”*

22. **CONFIRMATORY BILL**

A by-law to confirm the proceedings of the Council of The Corporation of the City of Mississauga at its meeting held on October 23, 2019.

23. **ADJOURNMENT**



# City of Mississauga

## Corporate Report



Date: 10/7/2019

To: Mayor and Members of Council

From: Andra L. Maxwell B.A., LL.B., C.I.C.C., City Solicitor

Originator's files:  
LA.19.FEL

Meeting date:  
10/23/2019

### Subject

**Authority to execute an Agreement with Lori Smith to ensure the proper upkeep of hedges on the property at 1778 Fellen Place (Ward 2)**

### Recommendation

That the Commissioner of Planning and Building, or his designate, and the City Clerk be authorized to execute and affix the Corporate Seal on behalf of The Corporation of the City of Mississauga to the Agreement with Lori Smith dated September 29, 2019 in a form satisfactory to Legal Services and to execute any other documents or land instruments to implement the Agreement.

### Background

Lori Smith (the "Applicant") filed a minor variance application with the Committee of Adjustment (the "Committee") to legalize existing accessory structures at the rear of the property owned by the Applicant at 1778 Fellen Place (the "Subject Property"), which included additional variances relating to eave encroachment, eave overhang and deficient side yards. The Committee approved the application subject to certain conditions, including the condition that the Applicant enter into an agreement with the City to ensure the proper upkeep of the hedges planted along the eastern property line of the Subject Property (the "Agreement").

### Comments

The decision of the Committee dated February 21, 2019 which granted the variance to permit the accessory structures on the Subject Property contains the following condition:

The owners shall enter into an agreement through section 45 of the Planning Act, if required, to the satisfaction of the Secretary-Treasurer in consultation with Legal Services, to ensure proper upkeep of the hedges planted along the eastern property line.

The Applicant has provided an Agreement regarding the upkeep and maintenance of the hedges as well as offering to the Applicant's neighbour that she will plant a tree on the neighbour's property to provide additional screening.

## Financial Impact

There is no financial impact.

## Conclusion

The Committee of Adjustment approved an application by Lori Smith for the legalization of existing accessory structures at the rear of the Subject Property on the condition that Lori Smith enter into an Agreement with the City to ensure the proper upkeep of the hedges on the eastern property line of the Subject Property. Legal Services requests authority for the Commissioner of Planning and Building, or his designate, and the City Clerk to execute and affix the corporate seal on behalf of The Corporation of the City of Mississauga to the Agreement with Lori Smith in a form satisfactory to Legal Services and to execute any other documents or land instruments to implement the Agreement.

## Attachments

Appendix 1: Decision of the Committee of Adjustment

Appendix 2: Agreement with Lori Smith



---

Andra L. Maxwell B.A., LL.B., CIC.C, City Solicitor

Prepared by: Lia Magi, Legal Counsel

Decision of the Mississauga Committee of Adjustment under  
Section 45(1) OR (2) of The Planning Act R.S.O. 1990, c.P.13, as amended.  
Application by **LORI SMITH** for the property located at **1778 FELLEN PLACE**.

Date of Hearing on Thursday February 14, 2019

Date Decision Signed by the Committee February 21, 2019

The hearing commenced at approximately 1:30p.m.

No Member declared a pecuniary interest for this application.

The subject application was heard at approximately 3:42p.m.

### **APPLICATION DETAILS**

The applicant requests the Committee to approve a minor variance to permit accessory structures proposing:

1. A lot coverage of 32.07% whereas By-law 0225-2007, as amended, permits a maximum lot coverage of 25.00% in this instance;
2. Area of an accessory structure (gazebo) of 26.20sq.m (approx. 283.03ft) whereas By-law 0225-2007, as amended, permits a maximum area an accessory structure of 10sq.m (approx. 107.60ft) in this instance;
3. A side yard measured to an accessory structure (gazebo) of 1.13m (approx. 3.70ft) whereas By-law 0225-2007, as amended, requires a minimum side yard measured to an accessory structure of 1.20m (approx. 3.93ft) in this instance;
4. A side yard measured to an accessory structure (cabana) of 0.96m (approx. 3.14ft) whereas By-law 0225-2007, as amended, requires a minimum side yard measured to an accessory structure of 1.20m (approx. 3.93ft) in this instance;
5. An eave encroachment into the side yard of 0.55m (approx. 1.81ft) whereas By-law 0225-2007, as amended, permits a maximum eave encroachment into the side yard of 0.45m (approx. 1.47ft) in this instance;
6. An eave overhang of 0.67m (approx. 2.19ft) whereas By-law 0225-2007, as amended, permits a maximum eave overhang of 0.45m (approx. 1.47ft) in this instance;
7. A height of an accessory structure (gazebo) of 3.96m (approx. 13.00ft) whereas By-law 0225-2007, as amended, permits a maximum height of an accessory structure of 3.00m (approx. 9.84ft) in this instance; and
8. A height of an accessory structure (cabana) of 3.96m (approx. 13.00ft) whereas By-law 0225-2007, as amended, permits a maximum height of an accessory structure of 3.00m (approx. 9.84ft) in this instance.

M. Flynn-Guglietti & J. Levac, agents, attended and presented evidence in support of the application.

### **COMMENTS**

The Secretary – Treasurer noted the comments received from:

- City of Mississauga, Planning and Building Department (dated February 1, 2019)
- City of Mississauga, Transportation and Works Department (dated February 1, 2019)
- Region of Peel (dated January 24, 2019)
- Credit Valley Conservation (dated January 31, 2019)

## **CORRESPONDENCE & DISCUSSION**

The Secretary – Treasurer noted the comments received from:

- A petition of support was received through the agent signed by 7 area residents.

The residents of 1770 Fellen Place appeared before the Committee and objected to the subject application. Concerns included the size and height of the structure

Committee asked questions of the agents who appeared before the Committee regarding the progress of the Site Plan Approval application.

## **DECISION**

Committee has taken into consideration 1 resident who presented at the hearing and all relevant materials including: information provided by the applicant, plans submitted, and staff and agency comments, and find that the application is minor in nature, desirable for the appropriate development on the subject property, and that the general intent and purpose of the Zoning By-law and the Official Plan are maintained.



MISSISSAUGA

File: "A" 59/19  
WARD 2

Accordingly, the Committee resolves to authorize and grant the request.

MOVED BY: J. Page      SECONDED BY: D. Kennedy      CARRIED

The Decision of the Committee is:

**APPLICATION APPROVED SUBJECT TO CONDITIONS:**

To permit accessory structures proposing:

1. A lot coverage of 32.07% whereas By-law 0225-2007, as amended, permits a maximum lot coverage of 25.00% in this instance;
2. Area of an accessory structure (gazebo) of 26.20sq.m whereas By-law 0225-2007, as amended, permits a maximum area an accessory structure of 10sq.m in this instance;
3. A side yard measured to an accessory structure (gazebo) of 1.13m whereas By-law 0225-2007, as amended, requires a minimum side yard measured to an accessory structure of 1.20m in this instance;
4. A side yard measured to an accessory structure (cabana) of 0.96m whereas By-law 0225-2007, as amended, requires a minimum side yard measured to an accessory structure of 1.20m in this instance;
5. An eave encroachment into the side yard of 0.55m whereas By-law 0225-2007, as amended, permits a maximum eave encroachment into the side yard of 0.45m in this instance;
6. An eave overhang of 0.67m whereas By-law 0225-2007, as amended, permits a maximum eave overhang of 0.45m in this instance;
7. A height of an accessory structure (gazebo) of 3.96m whereas By-law 0225-2007, as amended, permits a maximum height of an accessory structure of 3.00m in this instance; and
8. A height of an accessory structure (cabana) of 3.96m whereas By-law 0225-2007, as amended, permits a maximum height of an accessory structure of 3.00m in this instance.

**CONDITION(S):**

1. Construction related to this variance shall be in general conformance with the plans approved by the Committee.
2. The owners shall enter into an agreement through Section 45 of the Planning Act, if required, to the satisfaction of the Secretary-Treasurer in consultation with Legal Services, to ensure proper upkeep of the hedges planted along the eastern property line.

Committee Decision dated at the City of Mississauga on February 21, 2019.

<u>"S. PATRIZIO"</u> S. PATRIZIO	<u>"D. GEORGE"</u> D. GEORGE
<u>"J. ROBINSON"</u> J. ROBINSON (CHAIR)	<u>"D. KENNEDY"</u> D. KENNEDY
<u>"J. PAGE"</u> J. PAGE	<u>ABSENT</u> D. REYNOLDS
<u>ABSENT</u> P. Quinn	

I certify this is copy of the decision of the Committee's decision given on February 21, 2019.

"S. KENNEY"

SEAN KENNEY - SECRETARY-TREASURER

For a signed copy of this document  
please call 905-615-3200 ext. 2408 or email  
[Committee.Adjustment@mississauga.ca](mailto:Committee.Adjustment@mississauga.ca)

A copy of Section 45 of the Planning Act, as amended, is attached.

This decision is subject to appeal to the Local Planning Appeal Tribunal by filing with the Secretary-Treasurer of the Committee of Adjustment a written notification, giving reasons for the appeal, accompanied with the prescribed fee on or before **March 13, 2019**.**NOTES:**

1. A Development Charge may be payable prior to the issuance of a Building Permit.
2. Further approvals from the City of Mississauga may be required i.e. a Building Permit, a Zoning Certificate, a License, etc.

This Agreement made pursuant to Section 45 of the Planning Act, as amended, this 29<sup>th</sup> day of September, 2019

**BETWEEN**

**THE CORPORATION OF THE CITY OF MISSISSAUGA**

(the "City")

**AND**

**LORI SMITH**

("Smith")

**RECITALS:**

**WHEREAS** Smith applied for minor variances (the "**Application**") from the City's Committee of Adjustment (the "**Committee**") to legalize existing accessory structures (the "**Structures**") at the rear of her property municipally known as 1778 Fellen Place (the "**Subject Property**"), Committee File No. A59/19;

**AND WHEREAS** the Committee approved the Application subject to certain conditions, including that Smith enter into an agreement with the City to "ensure proper upkeep of the Cedar hedges planted along the eastern property line" (the "**Hedges**")(the **Condition**"). The Hedges are shown on the photograph attached to this Agreement as **Schedule "A"**;

**NOW THEREFORE** in consideration of the Condition and the premises and mutual covenants and agreements contained herein, the City and Smith (the "**Parties**") agree as follows:

1. The Parties agree and warrant that the Recitals are true and form part of this Agreement.

**Hedges**

2. Smith shall maintain, at her sole cost and expense, the Hedges on her property as follows:
  - a. a minimum length of 40 feet (12.192 m);
  - b. at a minimum height of 10 feet, 5 inches (3.198 metres), sufficient to soften the view of the Structures (the "**View**") from the neighbouring property at 1770 Fellen Place (the "**Neighbouring Property**"); and
  - c. in a neat and trim condition satisfactory to the City acting reasonably.
3. Smith shall allow City staff access to the Subject Property for the purpose of inspecting the Hedges to ensure compliance with paragraph 2 above on the provision of 48 hours written notice.

4. Should the Hedges not be maintained to the satisfaction of the City, the City shall notify Smith in writing (the "**Notice of Breach**") that the Hedges must be:
  - a. replanted with hedges at a minimum height not less than 10 feet, 5 inches (3.198 metres); or
  - b. brought back to a condition satisfactory to the City acting reasonably

by a date that is practicable. The Notice of Breach will set out the specifics of the breach and the specific measures which must be undertaken to remedy the breach.
5. Should Smith not remedy the breach by that date set out in the Notice of Breach Smith agrees that City staff may enter on to the Subject Property for the sole purpose of remedying the breach. The costs of this work shall be due and payable by Smith within 30 days of receiving the City invoice for the work and the administrative fee for same. Should the invoice not be paid within the 30 days the amount owing may be added to the tax roll for the Subject Property and collected by the City in like manner as municipal taxes.

#### **Further Planting**

6. Smith shall provide a written offer (the "**Offer**") to the owners of the Neighbouring Property (the "**Neighbours**"), copying the Secretary Treasurer of the Committee of Adjustment (the "**Secretary Treasurer**"), no later than October 31, 2019, that she will, at her sole expense, plant a coniferous tree (the "**Tree**") at the rear of the Neighbouring Property to assist in screening their view of the Structures. The Tree shall be a minimum height of 5 feet 10 inches (1.8 metre)s. The Tree shall have a minimum replacement warranty of one (1) year as per the terms of the supplier's warranty.
7. The Offer shall be sent to the Neighbours by registered mail, proof of which must be provided to the Secretary Treasurer.
8. Should the Neighbours accept the Offer, Smith shall provide and plant the Tree no later than Spring of 2020. Smith shall have no obligation to maintain the Tree after it is planted.
9. Should the Neighbours refuse the Offer, or not provide a response to the Offer by November 30, 2019, Smith shall have no further obligations in this regard. Smith shall provide proof in writing or by email, satisfactory to the Secretary Treasurer of this refusal or failure to respond.

#### **Notice**

10. Where written notice is required under this Agreement by one Party to the other it shall be mailed or emailed to the other Party at the addresses listed below.

**Smith:** 1778 Fellen Place  
Mississauga, Ontario L5J 4S4  
mm@moldenhauer.ca

**City:** Committee of Adjustment  
City of Mississauga  
2nd Floor, Clerk's Office  
Mississauga, ON - L5B 3C1  
Attn: Secretary Treasurer  
Re: Committee File No. A59/19

### **General Provisions**

11. This Agreement sets forth the entire agreement between the Parties. This Agreement supersedes, merges or waives any and all prior negotiations, understandings, agreements, representations or warranties, express or implied, oral or written, between the Parties with respect to this Agreement. This is an integrated agreement. This Agreement shall not be amended, modified, altered or changed except by a written agreement signed by all the Parties. Each of the Parties shall receive and maintain an original executed Agreement and any modifications thereto.
12. This Agreement shall be registered on title to the Subject Property by Smith at her sole expense to the satisfaction of the City acting reasonably provided registration of this Agreement is permitted by the Land Titles office .
13. No supplement or modification of this Agreement will be binding unless executed in writing by the Party to be bound. No provision of this Agreement will be deemed waived and no breach excused, unless such waiver or consent excusing the breach is executed in writing by the Party to be charged with such waiver or consent. No waiver by a Party of any provision of this Agreement will be construed as a waiver of a further breach of the same provision and no waiver will be construed as a waiver of any other provision of this Agreement.
14. The provisions of this Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the applicable laws of Canada.
15. The Parties agree that they will not take any issue arising from this Agreement to court unless it is for the purposes of enforcing a decision of an arbitrator. Should there be any dispute between the Parties over the provisions of this Agreement that cannot be resolved between them the dispute shall be referred to closed mediation/arbitration to an adjudicator approved by the Parties acting reasonably. The assignment of costs, if any, for such mediation/arbitration shall be determined by the mediator/arbitrator.
16. The rights and obligations under this Agreement extend to and bind the heirs, executors, administrators, successors and assigns of each of the Parties hereto. Should Smith sell the Subject Property she shall advise the purchaser of the terms of the Agreement and have that purchaser provide a letter to the City confirming they will be bound and will abide by the terms of this Agreement.



17. The Parties hereto acknowledge that this Agreement may be executed through facsimile transmission or electronic mail in PDF format and agree to treat these documents in the same manner and with the same legal effect as if they were original documents.

18. This Agreement may be executed in any number of counterparts and each such counterpart shall, for all purposes, constitute one agreement binding on all parties hereto, notwithstanding that all parties are not signatories to the same counterpart, provided that each Party has signed at least one counterpart.

**IN WITNESS WHEREOF** the Parties hereto have executed this Agreement as of date first above written:

**SIGNED, SEALED and DELIVERED**




**LORI SMITH**

**THE CORPORATION OF THE CITY OF  
MISSISSAUGA**

**"We have the authority to bind the  
Corporation"**



Schedule "A"



View of fence line  
from Upstairs:  
1770 Fellen Place



City of Mississauga

# Corporate Report



Date: 09/27/2019

To: Chair and Members of Council

From: Gary Kent, CPA, CGA, ICD.D, Commissioner of  
Corporate Services and Chief Financial Officer

Originator's files:

Meeting date:  
10/23/2019

## Subject

**SAP Concur Invoice Management Solution and New Corporate Policy – Payment Requests**

## Recommendation

1. That the report entitled SAP Concur Invoice Management Solution and New Corporate Policy – Payment Requests from the Commissioner of Corporate Services and Chief Financial Officer dated September 24, 2019 be received.
2. That the new Corporate Policy – Payment Requests, attached as Appendix 1 to this report be approved.
3. That the Cheque Requisition policy #04-05-09 be rescinded, effective October 23, 2019.
4. That the Payment Terms policy #04-06-04, attached as Appendix 3, be rescinded, effective October 23, 2019.

## Report Highlights

- Finance, in partnership with Information Technology, is implementing SAP Concur as an Invoice Management Solution to manage the receipt of invoices and automate the approval workflow. In order to maximize the benefits of the implementation, a review of corporate policies relating to payment requests was conducted.
- A new payment request policy that includes the City's standard payment terms and all processes for requesting payment of an invoice has been developed.
- Finance staff proposes to rescind the following policies, as the new Payment Request policy will incorporate relevant information:
  - Policy # 04-05-09 Cheque Requisitions

– Policy # 04-06-04 Payment Terms

- Following Council approval, staff will finalize all corporate policy changes related to payment requests.

## Background

Finance, in partnership with Information Technology, is in the process of implementing the SAP Concur Invoice Management Solution (SCI) to manage and automate the receipt of invoices, the approval workflow of payment requests and the Accounts Payable invoice entry process for vendor and other payment requests. In order to maximize efficiencies in the implementation, it was decided to create a payment request policy which will incorporate purchase order and non-purchase order payment requests.

## Present Status

The following comments outline specific processes within the noted policies. Proposed changes to the current processes are found in the Comments section of this report.

The current processes for Policy # 04-05-09 Cheque Requisitions are:

1. A SharePoint Cheque Requisition form must be printed manually, signed by an originator and approver, supporting documentation attached and submitted to Accounts Payable for payment processing through inter-office mail.
2. Accounts Payable maintains a sample signature file for all approvers to compare their manual signature prior to entering the request in SAP for payment processing. Approximately 20% of all Accounts Payable payment requests are processed with a Cheque Requisition and reviewed with sample signature.
3. Standard signing authority limits are allocated as follows:
  - Up to \$10,000 + Taxes – Supervisor
  - Up to \$50,000 – Manager
  - Up to \$100,000 – Director
  - Over \$100,000 – Commissioner

Exemptions to the standard signing limits above:

- Legal and insurance settlements – City Solicitor or Deputy City Solicitor
- WSIB – Senior Manager Healthy Workplace, Human Resources
- Corporate Grants – Applicable Community Services Staff
- Real Property purchases – City Solicitor
- Tax Remittances – Supervisor, Payables and Commodity Taxes, Finance

Council	2019/09/27	3
---------	------------	---

---

- Region of Peel and School Boards Development charges – Supervisor, Accounting, Finance
- Property Tax Refunds – Director, Revenue and Materiel Management

Policy # 04-05-09 Cheque Requisitions will be rescinded following the approval of the Payment Request policy.

The City's standard payment terms for invoice payment is 30 days from the invoice date, unless otherwise stated in a purchasing contract or other agreement, legislatively determined or based on the payment due date for utility and credit card bills. The standard payment terms can be waived at the discretion of the Supervisor, Payables and Commodity Tax when an early payment discount is provided by the vendor. The City has only been able to calculate payment terms using invoice date due to the manual process of invoice receipt by the City. Currently, all invoices are mailed to a City location, but without a manual date stamping practise in place, the date that an invoice has physically been received by the City cannot be confirmed.

## Comments

The following comments propose the elimination of policies #04-05-09 Cheque Requisition and #04-06-04 Payment Terms and their incorporation into the new Payment Request policy, as outlined in Appendix 2 of this report.

### **Rescind Policy # 04-05-09 Cheque Requisitions and include change in the Payment Request policy:**

1. Eliminate the SharePoint Cheque Requisition form. All payment requests will be processed in SAP Concur Invoice with minimal exceptions. Excluded from the SAP Concur Invoice process are batch refund payments to residents, as these are entered directly into SAP for payment from a sub-system e.g. Tax, Recreation, Security Deposits. The new Payment Request policy will provide payment request criteria that are in scope for processing in SAP Concur Invoice.
2. Signing authorities are identified in SAP Concur Invoice based on organizational structures already in place in SAP, which will reduce the requirement for Accounts Payable to maintain and verify payment requests with sample signatures.
3. The signing authority limits will remain, eliminating the exceptions to the signing limit. With payment requests being processed through SAP Concur Invoice the signing limits cannot be determined based on type of purchase, as identified in the current Cheque Requisition policy. To streamline the approval workflow the following signing limits will be incorporated into SAP Concur Invoice for all non-purchase order payment requests:
  - Up to \$10,000 + Taxes – Supervisor
  - Up to \$50,000 – Manager

Council	2019/09/27	4
---------	------------	---

---

- Up to \$100,000 – Director
- Over \$100,000 – Commissioner, and;
  - Director of Finance & Treasurer; Director of Revenue & Material Management, City Solicitor, Legal Services, and Director, Human Resources, only for payment requests within their scope and signing authority

### **Rescind Policy # 04-06-04 Payment Terms and include information in the Payment Request policy:**

With SAP Concur Invoice and the automated invoice receipt it is possible to date stamp all incoming invoices with the date the invoice is received in the system. This will allow the City to easily adopt the *Construction Act* requirements to manage the legislated prompt payment conditions. The City is also able to enforce our purchasing payment terms and conditions, allowing payment terms to calculate on the invoice received date and not the date on the vendor invoice.

### **What the New Payment Requests Policy includes:**

The SAP Concur Invoice Project Implementation Team identified that a Payment Request policy will provide staff with improved clarity on invoice receipt; identifying the type of payment requests required to release a payment to a vendor; the payment types to be processed through SAP Concur Invoice; and roles and responsibilities of Originators, Approvers and Accounts Payable, as defined in the policy. The Payment Requests policy will incorporate the main concepts in the current Cheque Requisition and Payment Terms policies, eliminating the need for separate policies.

## **Financial Impact**

There are no financial impacts resulting from the Recommendations in this report.

## **Conclusion**

The SAP Concur Invoice System provides an automated process for staff and Accounts Payable to manage invoice receipts. Invoices are transparent to staff and Finance at all stages in the receipt process. The system allows for automated approval workflow, eliminating inter-office mail and delays in payment, and reduces the effort required for invoice payments across the organization.

---

**Attachments**

Appendix 1: Draft Payment Request Policy

Appendix 2: Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 3: Current Payment Terms Policy



---

Gary Kent, CPA, CGA, ICD.D, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Jeffrey J. Jackson, MBA, CPA, CA, Director of Finance and Treasurer

City of Mississauga

# Corporate Policy & Procedure



**Policy Title: Payment Requests**

**Policy Number: [Policy No.]**

**Draft Only – Clean Copy - September 5, 2019**

Section:	<b>Finance and Accounting</b>	Subsection:	<b>Business Expenses</b>
Effective Date:	<b>[Effective Date]</b>	Last Review Date:	<b>[Last Review]</b>
Approved by:	<a href="#">Click here to enter text.</a>		
	Owner Division/Contact: <b>Accounts Payable, Finance Division</b>		

## Policy Statement

Payments to vendors will be issued only in accordance with the provisions of this policy.

## Purpose

This policy outlines:

- The procedure for completing, approving and processing SAP Concur Invoice (SCI) Payment Requests
- The procedure for completing, approving and processing the Payment Request Form
- Standard payment terms, and
- Roles and responsibilities of staff

## Scope

This policy applies to all staff and elected officials' payment requests.

## Exclusions

Arrangements for "batch payments" or "batch refunds" (e.g. yard subsidy or snow subsidy) may be made directly with Accounts Payable (AP), Finance Division, Corporate Services Department.

## Exceptions to Policy

Supporting documentation for proof of payment that may contain confidential information must not be attached to the SCI Payment Request provided to Finance. The reason for withholding the documentation must be clearly stated on the SCI Payment Request and the documentation retained in accordance with the Records Retention By-law by the requesting department or made available upon request. Any other requests for exceptions to the requirements for supporting documentation may be made, in writing, to the Manager, Financial and Treasury Services.



Policy Number: **[Last Review]**Effective Date: **Click here to enter text.**

Policy Title: Payment Requests

Last Review Date:

2 of 9

Where a payment must be made in a currency other than Canadian or US dollars, contact the Supervisor, Payables & Commodity Tax, Financial and Treasury Services to determine the payment request options.

Where this policy permits delegation of authority, approvers may delegate their signing authority to another approver in SCI.

Where purchases are made under a purchase order, payments must be approved by the applicable Contract Manager. The Procurement Authorization Request (PAR) form provides initial authorization, in accordance with the Purchasing By-law.

For non- purchase order payment requests, the standard signing authority limits outlined below apply.

## Definitions

For the purposes of this policy:

“Department Head” means Commissioners, the City Manager and the Director of Finance and Treasurer, or their assigned designate during their absence or during a vacancy in the position.

“Director” means directors, the City Solicitor and the Fire Chief or their assigned designate during their absence or during a vacancy in the position.

“Invoice” means a legally binding document that outlines the amount due to the Vendor by the buyer and describes the quantity of goods and/or services that were delivered, the price of those goods and/or services and the payment terms. The detail that must be included on an Invoice is included as Appendix 1.

“Low Value Acquisition” (LVA) means an acquisition of goods and/or services having a low value dollar limit as prescribed by the [Purchasing By-law](#), as amended.

“Originator” means the person initiating the SCI Invoice Payment or SCI PO Payment Request.

“Payment Request Form” means the form used for payments that cannot be processed through SCI Concur. The Payment Request Form will replace the cheque requisition.

“SAP Concur Invoice” (SCI) is an automated and paperless invoice processing platform, with Optical Character Recognition (OCR) that reads the Invoice and populates the relevant data.

“SAP Contract” or “Blanket Order” means a contract under which a Vendor supplies goods and/or services on a demand basis only, i.e. there is no firm commitment until an SAP Draw

Policy Number: **[Last Review]**Effective Date: **Click here to enter text.**

Policy Title: Payment Requests

Last Review Date:

3 of 9

Down PO is issued. SAP Contracts are generated by City buyers in SAP and are denoted by a unique 10 digit number starting with “46”.

“SAP Draw Down Purchase Order”, also called a “Release Order”, means a draw or release order from an SAP Contract (generating a “45” or “70” 10 digit purchase order document) that captures the details of a specific commitment to a Vendor each time goods and/or services are required.

“SAP Purchase Order” (SAP PO) means a firm commitment with a Vendor, where the City has specific requirements and expects to receive complete goods and/or services in quantities which are the same as or close to those stated in a bidding document and that have an assigned budget account number. A Purchase Order form is generated by City buyers in SAP and is denoted by a unique 10 digit number starting with “45”.

“SCI Invoice Payment Request” means a request submitted in Concur by an employee for payment to a third party when an SAP Purchase Order or SAP Draw Down is not required to make payment.

“SCI PO Payment Request” means a request submitted in Concur by an employee for payment to a third party where an SAP Purchase Order or SAP Draw Down is required, as determined under the Purchasing By-Law, as amended.

“Vendor” means the contractor, organization, business/supplier or individual recorded in SCI for the purposes of providing them payment. Vendors include anyone an Originator has entered into an agreement with for the purchase of goods and/or services or a resident who is owed a refund.

## **Standard Signing Authority Limits**

For the purposes of this policy “standard signing authority limits” are:

- Up to the LVA dollar limit – may be delegated by Directors to supervisors with cost centre authority
- Up to \$50,000 Canadian or US – may be delegated by Department Heads to a business unit manager who has cost centre authority
- Up to \$100,000 Canadian or US – Directors
- \$100,000 and over Canadian or US:
  - Department Heads
  - Director, Revenue & Materiel Management; City Solicitor, Legal Services; and Director, Human Resources – only for payment requests within their signing authority

Policy Number: **[Last Review]**Effective Date: **Click here to enter text.**

Policy Title: Payment Requests

Last Review Date:

4 of 9

## Standard Payment Terms

The City's standard payment terms are:

- Payment of the full invoice amount released no earlier than 30 days from the invoice receipt date
- Applied to all of the Corporation's suppliers of goods and/or services, unless:
  - Otherwise noted in a purchase contract
  - Payment terms are subject to legislation (e.g. construction liens)
  - Paid by AP credit card, which are processed and paid immediately
  - They are paid in accordance with the due date noted on the statement (e.g. utility bills; procurement card (PCard) statements; government agency statements)
  - The vendor offers a discount of at least 2% of invoice amount if paid within ten days and 1% of invoice amount thereafter, in which case early payment will be made

## Method of Payment

AP will determine the method of payment (e.g. cheque, electronic funds transfer [EFT], wire transfer or Accounts Payable Credit Card).

## Interest Charges

In the event that interest charges are incurred due to late payment by the City, the interest will be absorbed by the business area which incurred the expense.

## Roles and Responsibilities

### Originator's Role

The Originator is responsible for:

- Forwarding any Invoices sent to them directly to [cityofmississauga\\_invoicecapture@concursolutions.com](mailto:cityofmississauga_invoicecapture@concursolutions.com)
- Advising the Vendor to send all future Invoices to this email
- Reviewing all Invoices routed to their SCI queue by Concur for accuracy
- Ensuring the Invoice aligns with the goods and/or services received
- Ensuring the Invoice matches the relevant PO, if applicable
- If accurate, ensuring a SCI Invoice Payment or SCI PO Payment Request is completed, in accordance with this policy, indicating the Vendor (Note: if the Vendor does not appear in SCI the user will be prompted to request that AP add the Vendor. AP will assign a Vendor number and attach it to the payment request)
- If inaccurate, following up with the Vendor to resolve any discrepancies, including cancelling the purchase or returning the goods, if applicable
- Ensuring all returns and adjustments are reflected in SCI (e.g. credit Invoices issued)
- Uploading or attaching all or additional supporting documentation as required by this or any other applicable policy
- Avoiding late payment fees or interest charges

Policy Number: <b>[Last Review]</b>	Effective Date: <b>Click here to enter text.</b>	
Policy Title: Payment Requests	Last Review Date:	5 of 9

- Forwarding to the appropriate authorizer for approval
- Contacting the Vendor if the Invoice does not belong to the Originator but is addressed to them or forwarding the Invoice to the appropriate Originator
- Contacting AP to remove the Invoice if the Invoice does not belong to the City, and
- Making arrangements with either the Supervisor, Payables and Commodity Taxes or their designate for special payment handling

Note: Originators cannot approve their own requests. All SCI Payment Requests must be forwarded to at least one approver.

### **Approver's Role**

Approvers are responsible for reviewing the payment request and supporting documentation and approving payment. The approver's signature indicates that:

- The payment is a legitimate business expense
- The payment is not a duplicate payment
- The cost centre/statistical order/project number (PN) and GL account number are correct and that he/she is authorized to make payment from the particular cost centre/statistical order/PN
- The payment meets the requirements of this policy and any other policy or by-law governing the particular payment
- The supporting documentation confirming the amount of payment has been reviewed and is appropriate for the expense
- Avoiding late payment fees or interest charges, and
- The payment is within their signing authority

### **Accounts Payable Role**

Accounts Payable will process the payment by:

- Verifying that supporting documentation has been provided and is in compliance with this and any other relevant policy
- Determining and approving the payment method and currency
- Monitoring outstanding invoices not actioned and advising the applicable department accordingly, and
- Preparing and completing the payment

Payments are made directly to the payee by AP. AP will mail any documents that the Originator has indicated should be attached to the payment.

Where arrangements have been made for pick-up of a cheque, AP will notify the Originator that the payment is ready for pick-up. The signature of the person picking up the cheque will be required before the payment is released. If the cheque is not picked up by the prearranged time it will be mailed to the payee directly, without further notification to staff.

Policy Number: **[Last Review]**Effective Date: **Click here to enter text.**

Policy Title: Payment Requests

Last Review Date:

6 of 9

AP staff may return to the approver, without payment, any payment requests that are not in compliance with this or any other policy or the Purchasing By-law. Where non-compliance is significant or continues, the approver's Director will be advised. Where the payment request has been authorized by a Director, the applicable Department Head will be advised.

## Conditions for Payment Requests

1. SCI PO Payment Request must be used for:
  - SAP POs and SAP Draw Down POs
2. SCI Invoice Payment Request are made to acquire certain goods and/or services:
  - That are not obtainable via a PCard
  - Where authority has been provided by a by-law other than the Purchasing By-Law
  - Or
  - For purchases that qualify as an LVA and which are not subject to a policy or procedure that requires the use of another City of Mississauga form or purchasing method, such as a P-Card. Refer to Corporate Policy and Procedure – Finance and Accounting – Procurement Cards for more information on PCards
  - Or
  - That are excluded from the Purchasing By-law and which are not subject to a policy or procedure that requires the use of another City of Mississauga form or purchasing method

Goods and/or services which are excluded from the Purchasing By-law and which may be acquired using a SCI Invoice Payment Request are:

- Real estate
  - Payment requests to purchase real property (including related land transfer tax and registration costs) must be supported by a copy of the by-law authorizing the purchase or a fully executed copy of the purchase agreement (i.e. signed by both the purchaser and the seller) and fully executed copies of any other relevant documents supporting the payment amount. Where the payment must be produced prior to any supporting documents being fully executed (such as directions regarding payment of funds) appropriate notice of direction must be attached and fully executed documents must be attached once signatures have been obtained.
  - For more information on the purchase of real property, refer to Corporate Policy and Procedure – Acquisition and Disposal of Interest in Real Property. Where the acquisition is related to the over-dedication of parkland, refer to Corporate Policy and Procedure – Dedication of Land or Cash in Lieu Thereof, For Public Open Space.
  - Payment Requests for lease payments for real property must be supported by a copy of the lease agreement and a schedule of payments for the duration of the particular lease

Policy Number: **[Last Review]**Effective Date: **Click here to enter text.**

Policy Title: Payment Requests

Last Review Date:

7 of 9

- Professional and other services limited to:
  - Legal services, as required by the City Solicitor
  - The defence of an insurance claim made against the City, as required by Risk Management
  - Arbitrators
  - Realty appraisers
  - Court reporters
  - Honoraria
  - Committee fees
- Registration fees for attendance at a function on City business
- General City expenses limited to:
  - Postal charges
  - Any payments made by the City under statutory authority (for example, licences)
- Non-Purchase Order rebates/refunds to third parties
  - The Originator prepares a SCI Invoice Payment Request in Concur for the amount and attaches supporting documentation and/or proof of payment made to the City of Mississauga
  - The Originator forwards the request to the applicable approver
  - AP reviews the request, approves, prepares the payment and forwards to the payee
- Legal and insurance settlements to an individual third party or trust:
  - May be supported by an email or letter from the applicable external insurance adjuster or solicitor advising that a settlement has been achieved and stating the amount to be paid
  - The claim/file number must be noted on the SCI Invoice Payment Request
  - Where the cheque must be produced prior to the agreement being fully executed (i.e. signed by all parties to the agreement) the request must be supported by proof of the amount to be paid
  - Payment of legal settlements must be authorized by the City Solicitor or by a Deputy City Solicitor
  - Payment of insurance settlements will follow the Signing Authority Limits (i.e. up to \$50,000 may be authorized by the Manager, Risk Management)

Note: In accordance with the Exceptions to Policy section, above, supporting documentation for proof of payment (e.g. settlement agreements) must not contain confidential information. Supporting documentation that does not contain confidential information must be scanned and uploaded with the SCI Payment Request.

Policy Number: **[Last Review]**Effective Date: **Click here to enter text.**

Policy Title: Payment Requests

Last Review Date:

8 of 9

- Labour relations settlements to non-employees
  - Must be supported by a Memorandum in Support of Payment Request for Labour/Employee Relations Settlement form signed by the City Solicitor or their delegate
  - Will not be processed until fully executed (i.e. signed by all parties)

Note: In accordance with the Exceptions to Policy section, above, supporting documentation for proof of payment (e.g. settlement agreements) must not contain confidential information. Supporting documentation that does not contain confidential information must be scanned and uploaded with the SCI Payment Request.

- Other:
  - Payments which are required by statute
  - Issuing Corporate grants
  - Donations to charity
  - Issuing refunds
  - Remitting taxes (HST)
  - Paying funds collected on behalf of a third party
  - Ad hoc requests, approved by the Manager, Financial and Treasury Services, in consultation with the Supervisor, Accounts Payable

3. Payment requests processed outside of a SCI Payment Request must be completed on the Payment Request Form, signed in accordance with signing authority limits and forwarded to AP to process payment.

- Labour or employee relations settlements when payment of settlement is to an employee or terminated employee
  - Must be supported by a Memorandum in Support of Payment Request for Labour/Employee Relations Settlement form signed by the City Solicitor or, for settlements of less than \$50,000, their delegate
- Property Tax/Levy Refunds and Rebates
  - Tax refunds must be authorized by the Director, Revenue and Materiel Management or their designate, regardless of the amount being refunded

## Revision History

Reference	Description
Enter previous review - e.g. GC-1234-2015	Click here to enter text.

Policy Number: **[Last Review]**Effective Date: **Click here to enter text.**

Policy Title: Payment Requests

Last Review Date:

9 of 9

**Appendix 1 – Invoice Sample**

The Originator must ensure that the Vendor is advised to include the information below:

Bill to:	The Corporation of the City of Mississauga 300 City Centre Drive Mississauga ON L5B 3C1
Ship to:	The location the goods were delivered or the service was performed.
Attention:	The name of the person who placed or requested goods/services and their City email address.
Purchase Order No:	If available, the PO Number must be 10 digits in length. The number may be hand written but must be clearly identified with “PO Number” proceeding the 10 digit number.
GST/HST Registration Number	This number must appear on all Invoices when GST/HST is included on the invoice.



## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 1 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<b>POLICY TITLE</b> Cheque Requisitions	<b>POLICY TITLE</b> Payment Requests	Employees will now request payment for various items through SAP Concur or the new Payment Request Form.
<b>POLICY STATEMENT</b> Payments will be issued by Cheque Requisition only in accordance with the provisions of this policy.	<b>POLICY STATEMENT</b> Payments to vendors will be issued only in accordance with the provisions of this policy.	Revised to remove reference to cheque requisitions.
<b>PURPOSE</b> This policy: <ul style="list-style-type: none"> <li>Identifies when Cheque Requisitions may be used to request payment</li> <li>Establishes terms and conditions that apply to the particular type of request, including signing authority requirements, and</li> <li>Outlines the procedure for completing, approving and processing Cheque Requisitions</li> </ul>	<b>PURPOSE</b> This policy outlines: <ul style="list-style-type: none"> <li>The procedure for completing, approving and processing SAP Concur Invoice (SCI) Payment Requests</li> <li>The procedure for completing, approving and processing the Payment Request Form</li> <li>Standard payment terms, and</li> <li>Roles and responsibilities of staff</li> </ul>	The Payment Terms policy will be rescinded and relevant information moved to the new Payment Requests policy, rendering the policy unnecessary. The Payment Terms policy was necessary 20 years ago but with the introduction of SAP Concur Invoice is no longer required.
<b>SCOPE</b> This policy applies to all staff and elected officials and to all Cheque Requisitions.	<b>SCOPE</b> This policy applies to all staff and elected officials’ payment requests.	Revised to remove reference to cheque requisitions.
	<b>Exclusions</b> Arrangements for “batch payments” or “batch refunds” (e.g. yard subsidy or snow subsidy)	

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2

2019 09 05

Page 2 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	may be made directly with Accounts Payable (AP), Finance Division, Corporate Services Department.	
<p><b>Exceptions to Policy</b> Supporting documentation for proof of payment that contains confidential information must not be provided to Finance when requesting a Cheque Requisition. The reason for withholding the documentation must be clearly stated and the documentation retained in accordance with the Records Retention By-law by the requesting department or made available upon request. Any other requests for exceptions to the requirements for supporting documentation may be made, in writing, to the Manager, Financial and Treasury Services.</p> <p>Where another policy establishes requirements that differ from the requirements of this policy, the provisions of the other policy will take precedence.</p>	<p><b>Exceptions to Policy</b> Supporting documentation for proof of payment that may contain confidential information must not be attached to the SCI Payment Request provided to Finance. The reason for withholding the documentation must be clearly stated on the SCI Payment Request and the documentation retained in accordance with the Records Retention By-law by the requesting department or made available upon request. Any other requests for exceptions to the requirements for supporting documentation may be made, in writing, to the Manager, Financial and Treasury Services.</p> <p>Where a payment must be made in a currency other than Canadian or US dollars, contact the Supervisor, Payables &amp; Commodity Tax, Financial and Treasury Services to determine</p>	<p>Minor edits to reflect SCI Payment Requests.</p> <p>This paragraph has been deleted, as requests will either go through Concur or be processed on the Payment Request Form.</p> <p>Added to provide direction to staff who may have invoices in other than CDN or USD.</p>

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 3 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Where this policy permits delegation of authority, delegation must be made in writing by the person whose signing authority is being delegated or, where this is not possible, by the next higher level of authority and forwarded to Accounts Payable.</p>	<p>the payment request options.</p> <p>Where this policy permits delegation of authority, approvers may delegate their signing authority to another approver in SCI.</p> <p>Where purchases are made under a purchase order, payments must be approved by the applicable Contract Manager. The Procurement Authorization Request (PAR) form provides initial authorization, in accordance with the Purchasing By-law.</p> <p>For non-purchase order payment requests, the standard signing authority limits outlined below apply.</p>	<p>Revised to reflect SCI (SAP Concur Invoice) process. For SCI Invoice Payment Requests the system will always require authorization by an employee with the required level of signing authority.</p> <p>Added to clarify the process for purchases where a PO applies.</p>
<p><b>Administration of Policy</b> This policy is administered by the Finance Division, Corporate Services Department.</p>		<p>This information isn't required, as this is a Finance policy.</p>
<p><b>DEFINITIONS</b> For the purposes of this policy:</p>	<p><b>DEFINITIONS</b> For the purposes of this policy:</p>	

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2

2019 09 05

Page 4 of 35

<b><i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i></b>	<b><i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></b>	<b><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></b>
“Accounts Payable Card” (A/PCard) means an electronic (non-plastic) accounts payable tool used to pay for authorized invoiced goods and/or services from trusted vendors with whom the City may conduct repeat business.		This definition is no longer required. AP will pay the invoice in the required or most beneficial method, which is transparent to the requestor.
“Cheque” means a business cheque, bank draft or money order.		This definition is no longer required.
“Cheque Requisition” means Form E195 – “Cheque Requisition LVA” and other payment request formats preapproved by the Supervisor, Payable and Commodity Taxes, including but not limited to computer system interfaces, memos and customized reports.		This definition is no longer required, as the form will be deleted.
“Department Head” means Commissioners, the City Manager and the Director or their written designate during their absence or during a vacancy in the position.	“Department Head” means Commissioners, the City Manager and the Director of Finance and Treasurer, or their assigned designate during their absence or during a vacancy in the position.	Minor revision to reference the Director of Finance specifically.
“Director” means the Corporation’s Director of Finance and Treasurer and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office.		The Director, Finance, is identified in the policy where applicable.

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2

2019 09 05

Page 5 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
“Division Head” means directors, the City Solicitor and the Fire Chief or their written designate during their absence or during a vacancy in the position.	“Director” means directors, the City Solicitor and the Fire Chief or their assigned designate during their absence or during a vacancy in the position.	Minor revision to replace “written designate” with “assigned designate”, as they will be assigned in SCI.
	“Invoice” means a legally binding document that outlines the amount due to the Vendor by the buyer and describes the quantity of goods and/or services that were delivered, the price of those goods and/or services and the payment terms. The detail that must be included on an Invoice is included as Appendix 1.	Definition added for clarity.
“Low Value Acquisition” (LVA) means an acquisition of goods and/or services having a low value dollar limit as prescribed by the Purchasing By-law, as amended.	No change.	
	“Originator” means the person initiating the SCI Invoice Payment or SCI PO Payment Request.	Definition added for clarity.
	“Payment Request Form” means the form used for payments that cannot be processed through SCI Concur. The Payment Request Form will replace the cheque requisition.	Definition added for clarity.

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 6 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	“SAP Concur Invoice” (SCI) is an automated and paperless invoice processing platform, with Optical Character Recognition (OCR) that reads the Invoice and populates the relevant data.	Definition added for clarity.
	“SAP Contract” or “Blanket Order” means a contract under which a Vendor supplies goods and/or services on a demand basis only, i.e. there is no firm commitment until an SAP Draw Down PO is issued. SAP Contracts are generated by City buyers in SAP and are denoted by a unique 10 digit number starting with “46”.	Definition added for clarity.
	“SAP Draw Down Purchase Order”, also called a “Release Order”, means a draw or release order from an SAP Contract (generating a “45” or “70” 10 digit purchase order document) that captures the details of a specific commitment to a Vendor each time goods and/or services are required.	Definition added for clarity.
	“SAP Purchase Order” (SAP PO) means a firm commitment with a Vendor, where the City has specific requirements and expects to receive complete goods and/or services in quantities which are the same as or close to those stated	Definition added for clarity.

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2

2019 09 05

Page 7 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	in a bidding document and that have an assigned budget account number. A Purchase Order form is generated by City buyers in SAP and is denoted by a unique 10 digit number starting with “45”.	
	“SCI Invoice Payment Request” means a request submitted in Concur by an employee for payment to a third party when an SAP Purchase Order or SAP Draw Down is not required to make payment.	Definition added for clarity.
	“SCI PO Payment Request” means a request submitted in Concur by an employee for payment to a third party where an SAP Purchase Order or SAP Draw Down is required, as determined under the Purchasing By-Law, as amended.	Definition added for clarity.
	“Vendor” means the contractor, organization, business/supplier or individual recorded in SCI for the purposes of providing them payment. Vendors include anyone an Originator has entered into an agreement with for the purchase of goods and/or services or a resident who is owed a refund.	Definition added for clarity.

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 8 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p><b>STANDARD SIGNING AUTHORITY LIMITS</b> For the purposes of this policy “Standard signing authority limits” are:</p> <ul style="list-style-type: none"> <li>Up to the LVA dollar limit - may be delegated by Division Heads to supervisors with cost centre authority</li> <li>Up to \$50,000 – may be delegated by Department Heads to a sectional manager in a department who has cost centre authority</li> <li>Up to \$100,000 – Division Heads</li> </ul>	<p><b>STANDARD SIGNING AUTHORITY LIMITS</b> For the purposes of this policy “standard signing authority limits” are:</p> <ul style="list-style-type: none"> <li>Up to the LVA dollar limit - may be delegated by Directors to supervisors with cost centre authority</li> <li>Up to \$50,000 Canadian or US – may be delegated by Department Heads to a business unit manager who has cost centre authority</li> <li>Up to \$100,000 Canadian or US – Directors</li> </ul>	<p>Minor edit to align with definitions.</p> <p>Revised for clarity to indicate the amount is Canadian or US Dollars.</p> <p>Revised for clarity to indicate the amount is Canadian or US Dollars.</p>
<p><b>Exceptions to Standard Signing Authority Limits</b> The following exceptions to standard signing authority limits apply:</p> <ul style="list-style-type: none"> <li>Legal and insurance settlements, including property acquisitions – all payments - the City Solicitor or Deputy City Solicitor, and</li> <li>WSIB payments – all payments – Senior Manager, Healthy Workplace, Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>\$100,000 and over Canadian or US – Department Heads; Director, Revenue &amp; Materiel Management; City Solicitor, Legal Services; and Director, Human Resources – only for payment requests within their signing authority</li> </ul>	<p>Authorization for spends of \$100,000 and over may now be approved by additional senior positions. The current policy specifies certain items; however, SCI is unable to distinguish by type of item purchased in SCI. Once a limit is assigned to an employee that limit applies to all non-PO payment requests. The SCI Invoice Payment Request will always require authorization based on the dollar value. Approvers must be reviewing all payment requests to ensure it is within their authorization.</p>



## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2

2019 09 05

Page 9 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Where this policy notes that authorization by a specific commissioner is required and that commissioner or their written designate is not available, the Director also has signing authority.</p> <p>Managers and supervisors cannot delegate their signing authority.</p>		
<p><b>Acting Appointments</b></p> <p>An employee who is in an “acting appointment” will assume the signing authority for the position in which he/she is acting. In all cases, the “acting appointment” must be made in accordance with the “acting appointment” provisions of Corporate Policy and Procedure – Human Resources – Employee Recruitment.</p>		<p>Authorization will be completed in SCI. As noted above, Directors may only delegate signing authority to a sectional manager in a department who has cost centre authority.</p>
<p><b>PAYMENT TERMS POLICY - STANDARD PAYMENT TERMS</b></p> <p>“Standard payment terms” means that payment of the full invoice amount will be dated or released no earlier than 30 days from the invoice date. Accounts Payable, Finance Division, Corporate Services Department, will determine the method of payment (e.g. cheque, electronic fund transfer [EFT]).</p>	<p><b>STANDARD PAYMENT TERMS</b></p> <p>The City’s standard payment terms are:</p> <ul style="list-style-type: none"> <li>• Payment of the full invoice amount released no earlier than 30 days from the invoice receipt date</li> </ul>	<p>The 30 days is now calculated from the date the City receives the invoice and not from the date the Vendor entered on the invoice. This now aligns with the City’s purchasing agreements and the new <i>Construction Act</i> prompt payment requirements.</p>

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 10 of 35

Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.	Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
<p><b>PAYMENT TERMS POLICY – EXCEPTIONS</b></p> <p>Exceptions to the standard payment terms are made under the following conditions:</p> <ul style="list-style-type: none"> <li>• When other payment terms have been incorporated into a purchase contract with the vendor, the invoice will be paid in accordance with those terms</li> <li>• When payment terms are subject to legislation (e.g. construction liens) payment will be paid in accordance with the terms of the legislation</li> <li>• Invoices paid by Accounts Payable credit card will be processed and paid immediately and are not subject to the City’s standard payment terms</li> <li>• Utility bills, PCard statements and government agency statements will be paid in accordance with the due date noted on the statement, and</li> <li>• Standard payment terms may be waived by the Accounts Payable Supervisor to allow early payment, if the vendor offers a discount of at least 2% of invoice amount if paid within ten days and 1% of invoice amount thereafter</li> </ul>	<ul style="list-style-type: none"> <li>• Applied to all of the Corporation's suppliers of goods and/or services, unless: <ul style="list-style-type: none"> <li>– Otherwise noted in a purchase contract</li> <li>– Payment terms are subject to legislation (e.g. construction liens)</li> <li>– Paid by AP credit card, which are processed and paid immediately</li> <li>– They are paid in accordance with the due date noted on the statement (e.g. utility bills; procurement card (PCard) statements; government agency statements)</li> <li>– The vendor offers a discount of at least 2% of invoice amount if paid within ten days and 1% of invoice amount thereafter, in which case early payment will be made</li> </ul> </li> </ul>	<p>Reformatted with minor revisions to wording but no change to intent or practice.</p>

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	<b>Method of Payment</b> AP will determine the method of payment (e.g. cheque, electronic funds transfer [EFT], wire transfer or Accounts Payable Credit Card).	Added for clarity.
In the event that interest charges are incurred due to late payment by the City, the interest will be absorbed by the area which incurred the expense and not by Accounts Payable. Late fees will be included within the invoice expense allocation.	<b>INTEREST CHARGES</b> In the event that interest charges are incurred due to late payment by the City, the interest will be absorbed by the business area which incurred the expense.	Created a sub-section; minor revision, no change to process whereby the business unit absorbs interest charges.
Accounts Payable will not pay late fees in the following instances: <ul style="list-style-type: none"> <li>• To government agencies that are not preapproved by the Manager, Financial and Treasury Services. Please refer to the approved list of government agencies available from Accounts Receivable, and</li> <li>• Or any invoice except: <ul style="list-style-type: none"> <li>– For essential services (telephone, utilities, etc.), commodity taxes and government taxes when authorized by the Manager, Financial and Treasury Services, or</li> <li>– When authorized by the applicable department, within signing authority guidelines</li> </ul> </li> </ul>		This information has been removed. It is up to the department to ensure that the late fees are removed or determine when they are not required to be paid.

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Accounts Payable will redirect all invoices with late fees to the applicable department for authorization prior to payment. Departments must immediately address the late fees and return the invoice to AP with payment directions.</p> <p>Departments are responsible to follow-up with the vendor, with assistance from Accounts Payable as required, to remove late fees before payment. All late fees greater than \$100 that are not waived and require payment must be approved by the departmental director.</p>		
<p><b>Originator’s Role</b></p>	<p><b>ROLES AND RESPONSIBILITIES</b>  <b>Originator’s Role</b>  The Originator is responsible for:</p> <ul style="list-style-type: none"> <li>• Forwarding any Invoices sent to them directly to cityofmississauga_invoicecapture@concursolutions.com</li> <li>• Advising the Vendor to send all future Invoices to this email</li> <li>• Reviewing all Invoices routed to their SCI queue by Concur for accuracy</li> <li>• Ensuring the Invoice aligns with the goods and/or services received</li> <li>• Ensuring the Invoice matches the relevant</li> </ul>	<p>Roles and responsibilities have been revised to outline changes with the launch of SCI invoice requests.</p>

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2

2019 09 05

Page 13 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>The originator must complete and sign a Cheque Requisition, attach all supporting documentation as required by this or any other relevant policy and forward to the appropriate authorizer for approval.</p>	<p>PO, if applicable</p> <ul style="list-style-type: none"> <li>• If accurate, ensuring a SCI Invoice Payment or SCI PO Payment Request is completed, in accordance with this policy, indicating the Vendor (Note: if the Vendor does not appear in SCI the user will be prompted to request that AP add the Vendor. AP will assign a Vendor number and attach it to the payment request)</li> <li>• If inaccurate, following up with the Vendor to resolve any discrepancies, including cancelling the purchase or returning the goods, if applicable</li> <li>• Ensuring all returns and adjustments are reflected in SCI (e.g. credit Invoices issued)</li> <li>• Uploading or attaching all or additional supporting documentation as required by this or any other applicable policy</li> <li>• Avoiding late payment fees or interest charges</li> <li>• Forwarding to the appropriate authorizer for approval</li> <li>• Contacting the Vendor if the Invoice does not belong to the Originator but is addressed to them or forwarding the Invoice to the appropriate Originator</li> <li>• Contacting AP to remove the Invoice if the</li> </ul>	

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 14 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>If payment is by Cheque, any documents that are to be mailed with the payment must be attached to the Cheque Requisition for mailing by Accounts Payable and must be listed on the Cheque Requisition to ensure that Accounts Payable receives all documents. If payment is by electronic means, the originator of the request is responsible for mailing any related documents.</p> <p>Where circumstances dictate that the payment cannot be delivered by Accounts Payable directly to the payee (for example, if the payment must be made in person; or if the payment cannot be released until a signature of another party is obtained) the originator must make arrangements with either the Supervisor, Payables and Commodity Taxes or his/her designate in advance. These arrangements should be noted on the Cheque Requisition to ensure that payment is not inadvertently delivered to the payee directly. The Supervisor, Payables and Commodity Taxes or his/her designate is authorized to refuse to permit payment if he or she believes it is unwarranted.</p> <p>Note: All Cheque Requisitions must have two signatures – the originator and the</p>	<p>Invoice does not belong to the City, and</p> <ul style="list-style-type: none"> <li>• Making arrangements with either the Supervisor, Payables and Commodity Taxes or their designate for special payment handling</li> </ul> <p>Note: Originators cannot approve their own requests. All SCI Payment Requests must be forwarded to at least one approver</p>	

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 15 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>authorizer. Where an employee prepares a Cheque Requisition at the request of his or her supervisor, the supervisor's signature must appear as the originator and cannot also appear as the authorizer.</p>		
<p><b>Authorizer's Role</b> The authorizer is responsible for reviewing the Cheque Requisition and supporting documentation and approving payment. The authorizer's signature indicates:</p> <ul style="list-style-type: none"> <li>• That the payment is a legitimate business expense</li> <li>• That the payment is not a duplicate payment</li> <li>• That the cost centre/project number (PN) and GL account number is correct and that he/she is authorized to make payment from the particular cost centre/PN</li> <li>• That the payment meets the requirements of this policy and any other policy or by-law governing the particular payment</li> <li>• That the supporting documentation confirming the amount of payment has been reviewed and is appropriate for the expense, and</li> </ul>	<p><b>Approver's Role</b> Approvers are responsible for reviewing the payment request and supporting documentation and approving payment. The approver's signature indicates that:</p> <ul style="list-style-type: none"> <li>• No change</li> <li>• No change</li> <li>• The cost centre/statistical order/project number (PN) and GL account number are correct and that he/she is authorized to make payment from the particular cost centre/statistical order/PN</li> <li>• No change</li> <li>• No change</li> <li>• Avoiding late payment fees or interest charges,</li> </ul>	<p>Minor edits to reflect new payment request process.</p> <p>Added statistical order to ensure complete details are included.</p> <p>Approvers must ensure invoices are approved in a timely manner.</p>

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<ul style="list-style-type: none"> <li>That the payment is within his or her signing authority limits</li> </ul>	<ul style="list-style-type: none"> <li>That the payment is within his or her signing authority</li> </ul>	<p>Minor revision to remove “limit”, as some positions (e.g. HR Director) are only authorized for specific items.</p>
<p><b>Accounts Payable Role</b> Accounts Payable will process the Cheque Requisition by:</p> <ul style="list-style-type: none"> <li>Verifying that supporting documentation has been provided and is in compliance with this and any other relevant policy</li> <li>Verifying that the authorization of the expenditure complies with this and other relevant policies and the purchasing by-law, where applicable, and</li> <li>Confirming the authorizing signature</li> </ul> <p>Payments are made directly to the payee by Accounts Payable. Accounts Payable will mail any documents that are attached to the Cheque Requisition to the payee. If payment is by</p>	<p><b>Accounts Payable Role</b> Accounts Payable will process the payment by:</p> <ul style="list-style-type: none"> <li>No change</li> <li>Determining and approving the payment method and currency</li> <li>Monitoring outstanding invoices not actioned and advising the applicable department accordingly,</li> <li>Preparing and completing the payment</li> </ul> <p>Payments are made directly to the payee by AP. AP will mail any documents that the Originator has indicated should be attached to the payment.</p>	<p>Minor revision to remove reference to Cheque Requisition.</p> <p>AP’s role in determining compliance with policies is noted below.</p> <p>New bullet to fully describe AP’s role.</p> <p>New bullet to fully describe AP’s role.</p> <p>Language revised to reflect new payment request process.</p> <p>Language revised to reflect new payment request process.</p>



## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 17 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>electronic means, Accounts Payable will inform the payee of payment information.</p> <p>Where arrangements have been made for pick-up of a Cheque, Accounts Payable will notify the originator that the payment is ready for pick-up. The signature of the person picking up the Cheque will be required before the payment is released. If the Cheque is not picked up by the prearranged time it will be mailed to the payee directly, without further notification to staff.</p> <p>Accounts Payable staff will return to the authorizer, without payment, any Cheque Requisitions which are not in compliance with this or any other policy. Where non-compliance is significant or continues, the authorizer’s Division Head will be advised. Where the Requisition has been authorized by a Division Head, the relevant commissioner will be advised.</p>	<p>No change.</p> <p>AP staff may return to the approver, without payment, any payment requests that are not in compliance with this or any other policy or the Purchasing By-Law. Where non-compliance is significant or continues, the approver’s Director will be advised. Where the payment request has been authorized by a Director, the applicable Department Head will be advised.</p>	<p>Minor revision to reflect new process and definitions.</p>
<p><b>WHEN CHEQUE REQUISITIONS CAN BE USED</b></p> <p>Subject to the terms and conditions set out in this policy, Cheque Requisitions can be used to:</p> <ul style="list-style-type: none"> <li>Acquire certain goods and services that are not obtainable via a procurement card (PCard)</li> </ul>	<p><b>CONDITIONS FOR PAYMENT REQUESTS</b></p> <p>1. SCI PO Payment Request must be used for:</p> <ul style="list-style-type: none"> <li>SAP POs and SAP Draw Down POs</li> </ul>	

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 18 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<ul style="list-style-type: none"> <li>• Make payments which are required by statute</li> <li>• Issue Corporate grants</li> <li>• Donate to charity</li> <li>• Remit payroll deductions/taxes</li> <li>• Acquire real property</li> <li>• Issue refunds</li> <li>• Release securities</li> <li>• Make legal or insurance settlements</li> <li>• Remit taxes (HST)</li> <li>• Pay funds collected on behalf of a third party</li> </ul>		Bullets moved to #2 below.
<p><b>TERMS &amp; CONDITIONS</b></p> <p><b>1. Acquire Certain Goods and Services</b></p> <p>A Cheque Requisition may be used only to acquire those goods and services:</p> <ul style="list-style-type: none"> <li>• Where another by-law authority takes precedent</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• That qualify as a LVA and which are not subject to a policy or procedure that requires the use of another City of Mississauga form or purchasing method, such as a PCard. Refer to Corporate Policy and Procedure – Finance and Accounting – Procurement Cards for more information on PCards</li> </ul>	<p>2. SCI Invoice Payment Request are made to acquire certain goods and/or services:</p> <ul style="list-style-type: none"> <li>• That are not obtainable via a PCard</li> <li>• Where authority has been provided by a by-law other than the Purchasing By-Law</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• For purchases that qualify as an LVA and which are not subject to a policy or procedure that requires the use of another City of Mississauga form or purchasing method, such as a PCard. Refer to Corporate Policy and Procedure – Finance and Accounting – Procurement Cards for more</li> </ul>	<p>Bullet appeared under “Where Cheque Requisitions can be Used”.</p> <p>Revised for clarity.</p> <p>Minor revision for clarity.</p>

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 19 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>Or</p> <ul style="list-style-type: none"> <li>That are excluded from the Purchasing By-law and which are not subject to a policy or procedure that requires the use of another City of Mississauga form or purchasing method.</li> </ul>	<p>information on PCards</p> <p>Or</p> <ul style="list-style-type: none"> <li>No change.</li> </ul>	
<p>Goods and services which are excluded from the Purchasing By-law and which may be acquired using a Cheque Requisition are:</p> <ul style="list-style-type: none"> <li>Real estate (see specific terms and conditions outlined in this policy for real property purchases and leases)</li> </ul> <p>Cheque Requisitions to purchase real property (including related land transfer tax and registration costs) must be supported by a copy of the by-law authorizing the purchase or a fully executed copy of the purchase agreement (i.e. signed by both the purchaser and the seller) and fully executed copies of any other relevant documents supporting the amount of the payment. Where the payment must be produced prior to any supporting documents being fully executed (such as directions regarding payment of funds) the payment will be treated as an advance until a</p>	<p>Goods and/or services which are excluded from the Purchasing By-law and which may be acquired using a SCI Invoice Payment Request are:</p> <ul style="list-style-type: none"> <li>Real estate <ul style="list-style-type: none"> <li>Payment requests to purchase real property (including related land transfer tax and registration costs) must be supported by a copy of the by-law authorizing the purchase or a fully executed copy of the purchase agreement (i.e. signed by both the purchaser and the seller) and fully executed copies of any other relevant documents supporting the payment amount. Where the payment must be produced prior to any supporting documents being fully executed (such as directions regarding payment of</li> </ul> </li> </ul>	<p>The terms and conditions and lease payments previously appeared in #6 of the Cheque Requisition policy but have been moved here so all information pertaining to real estate is together.</p> <p>Minor revisions to reflect the new payment request process and remove detail on completing a Cheque Requisition.</p>

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>copy of all fully executed documents have been provided to Accounts Payable. The Cheque Requisition must be authorized by the City Solicitor or by a Deputy City Solicitor, in accordance with signing authority limits.</p> <p><b>Real Property – Acquired through Lease</b> Cheque Requisitions for lease payments for real property must be supported by a copy of the lease agreement and a schedule of payments for the duration of the particular lease. The Cheque Requisition may be authorized by the Manager, Realty Services or his or her director or commissioner, in accordance with standard signing authority limits, based on the annual amount to be paid.</p>	<p>funds) appropriate notice of direction must be attached and full executed documents must be attached once signatures have been obtained.</p> <ul style="list-style-type: none"> <li>- For more information on the purchase of real property, refer to Corporate Policy and Procedure – Acquisition and Disposal of Interest in Real Property. Where the acquisition is related to the over-dedication of parkland, refer to Corporate Policy and Procedure – Dedication of Land or Cash in Lieu Thereof, For Public Open Space.</li> <li>- Payment Requests for lease payments for real property must be supported by a copy of the lease agreement and a schedule of payments for the duration of the particular lease</li> </ul>	<p>Minor revisions to reflect the new payment request process and remove detail on completing a Cheque Requisition.</p>
<ul style="list-style-type: none"> <li>• Professional and other services limited to: <ul style="list-style-type: none"> <li>– Legal services, as required by the City</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Professional and other services limited to: <ul style="list-style-type: none"> <li>– No change</li> </ul> </li> </ul>	

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 21 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<ul style="list-style-type: none"> <li>– Arbitrators</li> <li>– Realty appraisers</li> <li>– Court reporters</li> <li>– Honoraria</li> <li>– Committee fees</li> </ul>	<ul style="list-style-type: none"> <li>– The defence of an insurance claim made against the City, as required by Risk Management</li> <li>– No change to remainder of bullets</li> </ul>	New bullet added, as this is noted in the Purchasing By-law
<ul style="list-style-type: none"> <li>• Registration fees for attendance at a function on City business</li> </ul>	No change.	
<ul style="list-style-type: none"> <li>• General City expenses limited to:               <ul style="list-style-type: none"> <li>– Postal charges</li> <li>– Any payments made by the City under statutory authority (for example, licences)</li> </ul> </li> </ul>	No change.	
<ul style="list-style-type: none"> <li>• Non-purchase order rebates/refunds to third parties, and</li> </ul>	<ul style="list-style-type: none"> <li>– Non-Purchase Order rebates/refunds to third parties               <ul style="list-style-type: none"> <li>– The Originator prepares a SCI Invoice Payment Request in Concur for the amount and attaches supporting documentation and/or proof of payment made to the City of Mississauga</li> </ul> </li> </ul>	This replaces the cheque requisition process.

22

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 23 of 35

<b><i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i></b>	<b><i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i></b>	<b><i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i></b>
<p>cheque requisition must be supported by proof of the amount to be paid, signed by a City representative having signing authority for the particular settlement</p> <ul style="list-style-type: none"> <li>– Payment of legal settlements must be authorized by the City Solicitor or by a Deputy City Solicitor</li> <li>– Payment of insurance settlements up to \$50,000 may be authorized by the Manager, Risk Management. All other insurance settlements must be authorized by the City Solicitor or by a Deputy Solicitor</li> </ul>	<p>supported by proof of the amount to be paid</p> <ul style="list-style-type: none"> <li>- No change.</li> <li>- No change.</li> </ul> <p>Note: In accordance with the Exceptions to Policy section, above, supporting documentation for proof of payment (e.g. settlement agreements) must not contain confidential information. Supporting documentation that does not contain confidential information must be scanned and uploaded with the SCI Payment Request.</p>	<p>Reiterated here to ensure compliance with the policy.</p>
<ul style="list-style-type: none"> <li>• Labour or employee relations settlements               <ul style="list-style-type: none"> <li>– Must be supported by a Memorandum in Support of Cheque Requisition for Labour/Employee Relations Settlement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Labour relations settlements to non-employees               <ul style="list-style-type: none"> <li>– Must be supported by a Memorandum in Support of Payment Request for Labour/Employee Relations Settlement form signed by the City</li> </ul> </li> </ul>	<p>Payments to employees are covered below and are made on the new Payment Request form.</p>

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 24 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>form signed by the City Solicitor or, for settlements of less than \$50,000, their delegate</p> <ul style="list-style-type: none"> <li>– Will not be processed until fully executed (i.e. Signed by all parties)</li> </ul>	<p>Solicitor or their delegate</p> <ul style="list-style-type: none"> <li>– Will not be processed until fully executed (i.e. signed by all parties)</li> </ul> <p>Note: In accordance with the Exceptions to Policy section, above, supporting documentation for proof of payment (e.g. settlement agreements) must not contain confidential information. Supporting documentation that does not contain confidential information must be scanned and uploaded with the SCI Payment Request.</p>	<p>Reiterated here to ensure compliance with the policy.</p>
	<ul style="list-style-type: none"> <li>– Other:</li> <li>– Payments which are required by statute</li> <li>– Issuing Corporate grants</li> <li>– Donations to charity</li> <li>– Issuing refunds</li> <li>– Remitting taxes (HST)</li> <li>– Paying funds collected on behalf of a third party</li> <li>– Ad hoc requests, approved by the Manager, Financial and Treasury Services, in consultation with the Supervisor, Accounts Payable</li> </ul>	<p>These items were previously in numbered sections, without any substantive detail, so have been included as a list. A bullet for ad hoc items that may arise has also been added.</p>



## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2

2019 09 05

Page 25 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	<p>3. Payment requests processed outside of a SCI Payment Request must be completed on the Payment Request Form, signed in accordance with signing authority limits and forwarded to AP to process payment.</p> <ul style="list-style-type: none"> <li>• Labour or employee relations settlements when payment of settlement is to an employee or terminated employee <ul style="list-style-type: none"> <li>– Must be supported by a Memorandum in Support of Payment Request for Labour/Employee Relations Settlement form signed by the City Solicitor or, for settlements of less than \$50,000, their delegate</li> </ul> </li> </ul>	<p>Payment requests for employees cannot be processed in SCI; only Vendors are paid in SCI.</p> <p>No change to process or amounts.</p>
<p><b>Payroll Remittances – (Deductions and Taxes)</b> Cheque Requisitions to remit payroll deductions and taxes must be supported by a copy of the relevant payroll report(s) or remittance form. Cheque Requisitions to remit payroll deductions and taxes must be authorized by the Payroll Supervisor or, in his/her absence, the Manager, Financial and Treasury Services or the Director.</p>		<p>Payroll deductions are not paid in SCI. They are interfaced from HCM to FI in SAP and a form is provided to AP to release it for payment. Therefore a manual signature is required for this.</p>
	<ul style="list-style-type: none"> <li>• Property Tax/Levy Refunds and Rebates <ul style="list-style-type: none"> <li>– Tax refunds must be authorized by</li> </ul> </li> </ul>	<p>This was previously an exception under #7 in the Cheque Requisition policy. Tax</p>

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	the Director, Revenue and Materiel Management or his/her designate, regardless of the amount being refunded	rebates will also follow this process.
<p>Reimbursable expenses incurred by employees or elected officials in accordance with City policies and consulting or professional services that are delivered in a manner that constitutes an employee/employer relationship, are also exempt from the Purchasing By-law. However, reimbursement of expenses may not be made by Cheque Requisition unless specifically permitted by a Corporate Policy or Procedure.</p> <p>Payments to employees may not be made using a Cheque Requisition. Cheque Requisitions for goods or services are to be used for direct payment to vendors only.</p>		This information has been moved to the Exclusions section at the beginning of the policy, with reference provided to the Allowable Business Expenses/ Reimbursements policy.
Cheque Requisitions for goods or services must be supported, wherever possible, by an original invoice or supporting documentation that substantiates and clearly describes the goods or services being purchased and the vendor's payment terms. The vendor's invoice number or appropriate vendor reference must be noted on		This section is no longer required due to the new SAP Concur Invoice SCI Payment Requests system.

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 27 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>the Cheque Requisition. Where payment terms are not noted on the supporting document, the agreed-upon payment terms must be noted on the Cheque Requisition. Refer to Corporate Policy and Procedure – Payment Terms for more information. Where a supporting document does not exist, such as for a filing fee, the purpose of the payment must be clearly stated on the Cheque Requisition.</p> <p>The Cheque Requisition must be authorized in accordance with Standard Signing Authority Limits and/or the applicable Corporate Policy or Procedure.</p>		
<p><b>2. Payments Required by Statute</b> Payments which are required by statute are exempt from the Purchasing By-law and may be made by Cheque Requisition, as outlined above for acquisitions of goods and service</p>		<p>This item is now listed under “Other”, above.</p>
<p><b>3. Corporate Grants</b> Corporate grants are issued to community groups in accordance with Corporate Policy and Procedure – Community Grant Administration. Cheque Requisitions to issue grants must be authorized by the applicable Community Services</p>		<p>This item is now listed under “Other”, above.</p>

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
staff and supported by a copy of the relevant resolution of Council.		
<b>4. Donations to Charity</b> The Corporation does not make charitable donations, except as an expression of sympathy. Refer to Corporate Policy and Procedure – Expressions of Sympathy for eligibility requirements, limits on donations and responsibilities. The Cheque must be made payable to a charitable organization and cannot be made payable to an individual.		This item is now listed under “Other”, above. The detail is included in the Expressions of Sympathy policy.
<b>5. Payroll Remittances – (Deductions and Taxes)</b> Cheque Requisitions to remit payroll deductions and taxes must be supported by a copy of the relevant payroll report(s) or remittance form. Cheque Requisitions to remit payroll deductions and taxes must be authorized by the Payroll Supervisor or, in his/her absence, the Manager, Financial and Treasury Services or the Director.		These cannot be processed through SCI, as they are integrated with the SAP Payroll system and SAP Finance system.
<b>6. Real Property Acquired through Purchase</b> For more information on the purchase of real property, refer to Corporate Policy and Procedure – Acquisition and Disposal of Real Property.		See above, under Conditions for Payment Request, #2, Real estate.

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 29 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
Where the acquisition is related to the over-dedication of parkland, refer to Corporate Policy and Procedure – Dedication of Land or Cash in Lieu Thereof, For Public Open Space.		
Cheque Requisitions to purchase real property (including related land transfer tax and registration costs) must be supported by a copy of the by-law authorizing the purchase or a fully executed copy of the purchase agreement (i.e. signed by both the purchaser and the seller) and fully executed copies of any other relevant documents supporting the amount of the payment. Where the payment must be produced prior to any supporting documents being fully executed (such as directions regarding payment of funds) the payment will be treated as an advance until a copy of all fully executed documents have been provided to Accounts Payable. The Cheque Requisition must be authorized by the City Solicitor or by a Deputy City Solicitor, in accordance with signing authority limits.		See above, under Conditions for Payment Request, #2, Real estate.
<b>Real Property – Acquired through Lease</b> Cheque Requisitions for lease payments for real property must be supported by a copy of the lease agreement and a schedule of payments for the		See above, under Conditions for Payment Request, #2, Real estate.

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 30 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
duration of the particular lease. The Cheque Requisition may be authorized by the Manager, Realty Services or his or her director or commissioner, in accordance with standard signing authority limits, based on the annual amount to be paid.		
<p><b>7. Refunds</b></p> <p>Cheque Requisitions may be used to issue refunds. Refunds processed by a computer interface for amounts over \$100,000 must be approved by the departmental director or his/her designate. Any Cheque Requisition for a refund must be supported by proof that the original payment has been received and must be authorized in accordance with standard signing authority limits and/or the applicable corporate policy or procedure.</p> <p>Note: The following exception will apply: Tax refunds issued by Cheque Requisition must be authorized by the Director, Revenue and Materiel Management or his/her designate, regardless of the amount being refunded.</p>		<p>This is now included under Conditions for Payment Request, #3, Sub-systems or Batch Refunds.</p> <p>This has been moved to Conditions for Payment Request, under#3.</p>
<p><b>8. Securities</b></p> <p>Securities are generally released through a file</p>		Securities are a batch file, coming from a

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 31 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>that is uploaded into SAP and authorized by the Manager, Treasury. However, in some instances a Cheque Requisition is required.</p> <p>Cheque requisitions related to the release of securities must be authorized in accordance with the applicable policy, must be supported by proof of the original payment and payable only to the original payer.</p> <p>Requirements for the release of securities are outlined in the following Corporate Policies and Procedures:</p> <ul style="list-style-type: none"> <li>• Development Securities</li> <li>• Procurement Securities</li> <li>• Securities Other than Development or Procurement Securities</li> </ul>		<p>sub-system, so will follow the process under #3, above.</p>
<p><b>9. Settlements – Legal or Insurance</b></p> <p>Legal and insurance settlements are paid by Cheque. Supporting documentation for proof of payment (e.g. settlement agreements) must not contain confidential information.</p> <p>The following processes apply:</p> <ul style="list-style-type: none"> <li>• Legal and insurance settlements <ul style="list-style-type: none"> <li>– May be supported by an email or letter</li> </ul> </li> </ul>		<p>This has been moved to Conditions for Payment Request, under#2.</p>

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>from the applicable insurance adjuster or solicitor advising that a settlement has been achieved and stating the amount to be paid</p> <ul style="list-style-type: none"> <li>– The claim/file number must be noted on the cheque requisition</li> <li>– Where the cheque must be produced prior to the agreement being fully executed (i.e. signed by all parties to the agreement) the cheque requisition must be supported by proof of the amount to be paid, signed by a City representative having signing authority for the particular settlement</li> <li>– Payment of legal settlements must be authorized by the City Solicitor or by a Deputy City Solicitor</li> <li>– Payment of insurance settlements up to \$50,000 may be authorized by the Manager, Risk Management. All other insurance settlements must be authorized by the City Solicitor or by a Deputy Solicitor</li> </ul>		
<ul style="list-style-type: none"> <li>• Labour or employee relations settlements               <ul style="list-style-type: none"> <li>– Must be supported by a Memorandum in Support of Cheque Requisition for Labour/ Employee Relations Settlement form</li> </ul> </li> </ul>		This has been moved to Conditions for Payment Request, under#2.



## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 33 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
<p>signed by the City Solicitor or, for settlements of less than \$50,000, their delegate</p> <ul style="list-style-type: none"> <li>– Will not be processed until fully executed (i.e. signed by all parties)</li> </ul>		
<p><b>10. Tax Remittance</b></p> <p>Remittance of taxes such as commodity taxes (HST) or withholding taxes may be made through Cheque Requisition. The Requisition must be supported by a copy of the remittance form and a copy of the calculation used to determine the amount of the remittance. Cheque Requisitions to remit taxes must be prepared by the Supervisor, Payable and Commodity Taxes or his/her designate and authorized by the Manager, Financial and Treasury Services.</p>		<p>This item is now included in the list under Other, above.</p>
<p><b>11. Third Party Funds</b></p> <p>The City may collect funds on behalf of a third party and issue payment to the third party for the funds collected. (For example, fees collected on behalf of other municipalities, including Provincial Offences Act funds; development charges; transit ticket sales.) Cheque Requisitions for payment of funds collected on behalf of a third party must be supported by proof of receipt of payment (i.e.</p>		<p>The detail in this section isn't required, as we indicate, under the Approver's Role, that appropriate supporting documentation must be attached: "That the supporting documentation confirming the amount of payment has been reviewed and is appropriate for the expense."</p>

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 34 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>	<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>								
<p>journal entry or General Ledger [GL] printout, official receipt, cash register tape) and a copy of the calculations used to determine the amount of payment to the third party.</p> <p>Where a specific agreement exists, a copy of the agreement should also be attached. The Cheque Requisition must be authorized in accordance with standard signing authority limits.</p> <p>Note: The following exception will apply:</p> <p style="padding-left: 40px;">All payments to the Region of Peel and the Peel district school boards for development charge are made by EFT and must be authorized by the Planning &amp; Building Department and approved by the Supervisor, Accounting and Reporting.</p>										
<p>Appendix 1 – Invoice Sample</p> <p>The Originator must ensure that the Vendor is advised to include the information below:</p> <table><tr><td>Bill to:</td><td>The Corporation of the City of Mississauga 300 City Centre Drive Mississauga ON L5B 3C1</td></tr><tr><td>Ship to:</td><td>The location the goods were delivered or the service was performed.</td></tr><tr><td>Attention:</td><td>The name of the person who placed or requested goods/services and their City email address.</td></tr><tr><td>Purchase Order No:</td><td>If available, the PO Number must be 10 digits in length. The number may</td></tr></table>		Bill to:	The Corporation of the City of Mississauga 300 City Centre Drive Mississauga ON L5B 3C1	Ship to:	The location the goods were delivered or the service was performed.	Attention:	The name of the person who placed or requested goods/services and their City email address.	Purchase Order No:	If available, the PO Number must be 10 digits in length. The number may	<p>Appendix 1 has been added to provide a snapshot to staff of what information is required on an Invoice.</p>
Bill to:	The Corporation of the City of Mississauga 300 City Centre Drive Mississauga ON L5B 3C1									
Ship to:	The location the goods were delivered or the service was performed.									
Attention:	The name of the person who placed or requested goods/services and their City email address.									
Purchase Order No:	If available, the PO Number must be 10 digits in length. The number may									

## Comparison of Current and Proposed Policy – Payment Requests and Cheque Requisitions and Payment Terms policies

Appendix 2  
2019 09 05  
Page 35 of 35

<i>Current Policy – What Exists Today in the Cheque Requisition policy and Payment Terms policy.</i>		<i>Proposed Policy – Payment Requests – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.</i>	<i>Rationale – Why changes (deletions and/or additions) to the revised policy were made.</i>
	be hand written but must be clearly identified with “PO Number” proceeding the 10 digit number.		
GST/HST Registration Number	This number must appear on all Invoices when GST/HST is included on the invoice.		

City of Mississauga

# Corporate Policy & Procedure



**Policy Title: Payment Terms**

**Policy Number: 04-06-04**

Section:	<b>Finance and Accounting</b>	Subsection:	<b>Cash Management</b>
Effective Date:	<b>February 28, 2017</b>	Last Review Date:	<b>February, 2017</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Accounts Payable, Finance Division Corporate Services Department</b>		

## Policy Statement

Standard payment terms are applied to all of the Corporation's suppliers of goods and services, unless a specific exception applies.

## Purpose

Adherence to standard payment terms with specific exceptions ensures consistent treatment of all suppliers.

This policy identifies the standard payment terms utilized by Accounts Payable staff in disbursing funds and establishes when an exception may be made.

## Scope

Direct payment of goods and services to suppliers using an employee Procurement Card (PCard) is not subject to the standard payment terms in this policy.

## Definitions

"Director" means the Corporation's Director of Finance and Treasurer and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office.

## Authority

By-law 187/2013, a by-law to appoint a Treasurer for the Corporation of the City of Mississauga, as amended, authorizes the Director to pay accounts for goods or services supplied to the Corporation, where such accounts are supported by all necessary documentation and authorization as prescribed by by-law or by resolution of Council.

## Standard Payment Terms

"Standard payment terms" means that payment of the full invoice amount will be dated or released no earlier than 30 days from the invoice date. Accounts Payable, Finance Division,

Policy Number: 04-06-04

Effective Date: February 28, 2017

Policy Title: Payment Terms

Last Review Date: February, 2017

2 of 3

Corporate Services Department, will determine the method of payment (e.g. cheque, electronic fund transfer [EFT]).

## Exceptions

Exceptions to the standard payment terms are made under the following conditions:

- When other payment terms have been incorporated into a purchase contract with the vendor, the invoice will be paid in accordance with those terms
- When payment terms are subject to legislation (e.g. construction liens) payment will be paid in accordance with the terms of the legislation
- Invoices paid by Accounts Payable credit card will be processed and paid immediately and are not subject to the City's standard payment terms
- Utility bills, PCard statements and government agency statements will be paid in accordance with the due date noted on the statement, and
- Standard payment terms may be waived by the Accounts Payable Supervisor to allow early payment, if the vendor offers a discount of at least 2% of invoice amount if paid within ten days and 1% of invoice amount thereafter

## Interest Charges/Late Payment Fees

Staff in all departments are responsible for noting the due date on incoming invoices and ensuring that all required documentation is forwarded to Accounts Payable in order to ensure prompt payment and avoid unnecessary interest charges. In the event that interest charges are incurred due to late payment by the City, the interest will be absorbed by the area which incurred the expense and not by Accounts Payable. Late fees will be included within the invoice expense allocation.

Accounts Payable will not pay late fees in the following instances:

- To government agencies that are not preapproved by the Manager, Financial and Treasury Services. Please refer to the approved list of government agencies available from Accounts Receivable, and
- Or any invoice except:
  - For essential services (telephone, utilities, etc.), commodity taxes and government taxes when authorized by the Manager, Financial and Treasury Services, or
  - When authorized by the applicable department, within signing authority guidelines

Accounts Payable will redirect all invoices with late fees to the applicable department for authorization prior to payment. Departments must immediately address the late fees and return the invoice to AP with payment directions.

Policy Number: 04-06-04

Effective Date: February 28, 2017

Policy Title: Payment Terms

Last Review Date: February, 2017

3 of 3

Departments are responsible to follow-up with the vendor, with assistance from Accounts Payable as required, to remove late fees before payment. All late fees greater than \$100 that are not waived and require payment must be approved by the departmental director.

## Revision History

Reference	Description
GC-344-93 - 1993 05 26	
LT – 2009 09 17	Revised late payment fee guidelines
August, 2015	Revised policy to reflect definition of Director in By-law 0188-2015.
February 28, 2017	Scheduled review – admin revisions; additional exceptions noted

City of Mississauga  
**Corporate Report**



Date: 2019/09/30

To: Chair and Members of Council

From: Andrew Whittemore, M.U.R.P., Commissioner of  
 Planning and Building

Originator's files:  
 OZ 17/002 W6 &  
 T-M17001 W6

Meeting date:  
 2019/10/23

## Subject

### RECOMMENDATION REPORT (WARD 6)

Official plan amendment, rezoning and plan of subdivision applications to permit  
 75 townhomes on a common element condominium road

1707-1725 Barbertown Road, north side of Barbertown Road, west of Creditview Road

Owner: Barbertown Ventures Inc.

Files: OZ 17/002 W6 & T-M17001 W6

## Recommendation

1. That notwithstanding that subsequent to the public meeting, changes to the applications have been proposed, Council considers that the changes do not require further notice and, therefore, pursuant to the provisions of subsection 34(17) of the *Planning Act*, any further notice regarding the proposed amendment is hereby waived.
2. That the applications under File OZ 17/002 W6, Barbertown Ventures Inc., 1707-1725 Barbertown Road to amend Mississauga Official Plan to **Residential Medium Density** and **Greenlands**; to change the zoning to **RM6-Exception** (Townhouses on a CEC – Road) and **G1** (Greenlands) to permit 75 townhomes on a common element condominium road in conformity with the provisions outlined in Appendix 1, Information Report and that the draft plan of subdivision under File T-M17001 W6, be approved subject to the conditions referenced in the staff report dated September 30, 2019 from the Commissioner of Planning and Building.
3. That the applicant agree to satisfy all the requirements of the City and any other external agency concerned with the development.
4. That the decision of Council for approval of the rezoning application be considered null and void, and a new development application be required unless a zoning by-law is passed within 36 months of the Council decision.

Council	2019/09/30	2
---------	------------	---

Originator's files: OZ 17/002 W6 and T-M17001 W6

5. That notwithstanding subsection 45.1.3 of the *Planning Act*, subsequent to Council approval of the development application, the applicant can apply for a minor variance application.

## Report Highlights

- The applications are to amend the policies of the official plan, change the zoning by-law and permit a plan of subdivision to allow 75 townhomes on a common element condominium road
- The applicant has made minor revisions to the proposal to address issues raised at the Public Meeting and by staff, including encroachments into buffer lands, noise from adjacent land uses and flood free access
- Staff are satisfied with the changes to the proposal and find it to be acceptable from a planning standpoint, and recommend that the applications be approved

## Background

A public meeting was held by the Planning and Development Committee on February 19, 2019, at which time an Information Report was received for information (the following link to a digital copy (Item 4.4):

[https://www7.mississauga.ca/documents/committees/pdc/2019/2019\\_02\\_19\\_Evening\\_PDC\\_Agenda.pdf](https://www7.mississauga.ca/documents/committees/pdc/2019/2019_02_19_Evening_PDC_Agenda.pdf)). Recommendation PDC-0013-2019 was then adopted by Council on March 6, 2019.

1. That the report dated January 25, 2019, from the Commissioner of Planning and Building regarding the applications by Barbertown Ventures Inc. to permit 83 townhomes on a private condominium road, under Files OZ 17/002 W6 and T-M17001 W6, 1707-1725 Barbertown Road, be received for information, and notwithstanding planning protocol, that the Recommendation Report be brought directly to a future Council meeting.
2. That two oral submissions made to the Planning and Development Committee at its meeting dated February 19, 2019, be received.

## Comments

### REVISED DEVELOPMENT PROPOSAL

The applicant has made some minor modifications to the proposed concept plan including:

- Reduction to the number of townhomes from 83 to 75
- Realignment of the road network
- Inclusion of a central amenity area for the subdivision
- Reduction of encroachments into G1 buffer lands

### COMMUNITY ENGAGEMENT

Notice signs were placed on the subject lands advising of the proposed official plan and zoning change. All property owners within 120 m (393 ft.) were notified of the applications on



February 24, 2017. A community meeting was held on July 17, 2018. Approximately 25 members of the public attended the community meeting. Less than 10 written comments and phone calls were also received by the Planning and Building Department.

The public meeting was held on February 19, 2019. Two members of the public made deputations regarding the applications. Responses to the issues raised at the public meeting and from correspondence received can be found in Appendix 2.

### **PLANNING ANALYSIS SUMMARY**

A detailed Planning Analysis is found in Appendix 2. The applications are consistent with the *Provincial Policy Statement* and conform to the *Growth Plan for the Greater Golden Horseshoe*, the Region of Peel Official Plan and Mississauga Official Plan. An official plan amendment is required to change the designation from Greenlands to Residential Medium Density.

The proposed development will consist of 75 townhomes, communal outdoor amenity areas, and a common element condominium road. There are floodplain or greenbelt lands that will be gratuitously dedicated to the City and incorporated into the City's greenlands system. Other parts of the property are flood prone and not suitable for development and will remain in the applicant's ownership. These lands are described as "Adjacent Lands owned by Applicant" on the draft plan of subdivision (see Appendix 3). Due to the nature of these lands, the City has requested that the applicant also gratuitously dedicate the hazard lands but this request has been declined.

The subject property is located in proximity to the ADM Agri-Industries flour mill (ADM Mill), which produces wheat flour and by-products such as wheat germ, bran and animal feed ingredients. The applicant has submitted a revised noise and vibration feasibility study (dated May 7, 2018) to address the impact of noise and vibration from adjacent noise sources such as the ADM Mill located to the south (municipally known as 1770 Barbertown Road). The study concluded that the impacts of noise meet the applicable guidelines, subject to the inclusion of a noise warning clause in all purchase and sale and lease agreements for the applicant's land.

Given concerns from ADM Mill, the noise and vibration feasibility study was peer reviewed by Jade Acoustics on behalf of the City. The peer reviewer has concluded that the proposed residential development is feasible subject to mitigation measures, which will be secured in the subdivision agreement.

The proposed development is complimentary to the neighbourhood character, is compatible with the East Credit Neighbourhood and maintains the City Structure policies related to intensification and protection of the natural system. The development is sensitive to the existing context and provides for the development of underutilized lands within the City.

## Strategic Plan

The applications are consistent with the Connect pillar of the Strategic Plan by contributing a choice of housing type to residents that supports the principle of building complete communities to accommodate growth.

## Financial Impact

All fees paid by developers are strictly governed by legislation, regulation and City by-laws. Fees are required to be paid prior to application approval, except where otherwise may be prescribed. These include those due to the City of Mississauga as well as any other external agency.

## Conclusion

In summary, the proposed development has been designed to be sensitive to the existing and planned character of the neighbourhood and provides an appropriate transition to adjacent residential uses. The proposed official plan amendment, rezoning and draft plan of subdivision are acceptable from a planning standpoint and should be approved.

Should the applications be approved by Council, the implementing official plan amendment and zoning by-law will be brought forward to Council at a future date.

## Attachments

- Appendix 1: Information Report
- Appendix 2: Detailed Planning Analysis
- Appendix 3: Draft Plan of Subdivision
- Appendix 4: City Conditions of Draft Approval



---

Andrew Whitemore, M.U.R.P., Commissioner of Planning and Building

Prepared by: Adam Lucas, Development Planner

City of Mississauga  
**Corporate Report**



Date: January 25, 2019

To: Chair and Members of Planning and Development Committee

From: Andrew Whittemore, M.U.R.P., Commissioner of Planning and Building

Originator's files:  
 OZ 17/002 W6 &  
 T-M17001 W6

Meeting date:  
 2019/02/19

## Subject

### **PUBLIC MEETING INFORMATION REPORT (WARD 6)**

**Applications to Permit 83 townhomes on a private condominium road**

**1707-1725 Barbertown Road, north side of Barbertown Road, east of Creditview Road**

**Owner: Barbertown Ventures Inc.**

**Files: OZ 17/002 W6 & T-M17001 W6**

**Pre-Bill 139**

## Recommendation

That the report dated January 25, 2019, from the Commissioner of Planning and Building regarding the applications by Barbertown Ventures Inc. to permit 83 townhomes on a private condominium road, under Files OZ 17/002 W6 and T-M17001 W6, 1707-1725 Barbertown Road, be received for information.

## Background

The applications have been deemed complete and circulated for technical comments. The purpose of this report is to provide preliminary information on the applications and to seek comments from the community. The report consists of two parts, a high level overview of the applications and a detailed information and preliminary planning analysis (Appendix 1).

## PROPOSAL

The official plan amendment, rezoning and draft plan of subdivision applications are required to permit 83 townhomes on a private condominium road. The applicant is proposing to amend the official plan for a portion of the lands from **Greenlands – Exempt Site 4 to Residential Medium Density** to allow for the townhome development. The remainder of the lands would remain designated **Greenlands**. A portion of the lands is proposed to be retained by the applicant. The zoning by-law will also need to be amended from **G1-6** (Greenlands – Natural Hazards) to **RM6 – Exception** (Townhouse Dwellings) to implement this development proposal.

During the ongoing review of these applications, staff may recommend different land use designations and zoning categories to implement the proposal.

## Comments

The property is located on the north side of Barbertown Road, east of Creditview Road within the East Credit Neighbourhood Character Area. The site is currently occupied by 3 detached homes. The surrounding neighbourhood contains, detached, semi-detached and townhomes with a private park located south of the property and the Credit River located to the west.

Aerial image of 1707-1725 Barbertown Road



Applicant's elevations of the proposed townhomes



**LAND USE POLICIES AND REGULATIONS**

The relevant policies of Mississauga Official Plan are consistent with the *Provincial Policy Statement* (PPS), *Growth Plan for the Golden Horseshoe* (Growth Plan) and Region of Peel Official Plan (ROP). The *Greenbelt Plan* and *Parkway Belt Plan* policies do not apply. The proposed development is being reviewed for consistency with the PPS and conformity to the Growth Plan and the ROP. The conformity of this proposal with the policies of Mississauga Official Plan is under review.

Additional information and details are found in Appendix 1, Section 6.

**AGENCY AND CITY DEPARTMENT COMMENTS**

Agency and department comments are summarized in Appendix 1, Section 9.

**Financial Impact**

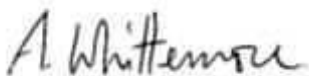
All fees paid by developers are strictly governed by legislation, regulation and City by-laws. Fees are required to be paid prior to application approval, except where otherwise may be prescribed. These include those due to the City of Mississauga as well as any other external agency.

**Conclusion**

Most agency and City department comments have been received. The Planning and Building Department will make a recommendation on this project after the public meeting has been held and the issues have been resolved. Key issues include: resolution of the limits of development; to address flooding and erosion hazards; safe access to the site; protection of natural heritage features; resolution of noise impacts from the railway and the ADM Mill and providing the required setback to the CP rail line.

**Attachments**

Appendix 1: Detailed Information and Preliminary Planning Analysis



---

Andrew Whittemore, M.U.R.P., Commissioner of Planning and Building

Prepared by: Aiden Stanley, Development Planner

## Detailed Information and Preliminary Planning Analysis

**Owner: Barbertown Ventures Inc.**

### Table of Contents

1. Site History.....	2
2. Site Context .....	2
3. Neighbourhood Context .....	4
Other Development Applications .....	4
Community Services .....	5
4. Project Details .....	5
Draft Plan of Subdivision, Concept Plan and Elevations.....	6
5. Community Comments.....	8
6. Land Use Policies and Regulations .....	9
Excerpt of East Credit Neighbourhood Character Area - Existing Land Use.....	9
Excerpt of East Credit Neighbourhood Character Area – Proposed Land Use .....	10
Existing Zoning and General Context .....	11
Proposed Zoning and General Context .....	11
Summary of Applicable Policies .....	12
Existing and Proposed Mississauga Official Plan Designation for the Subject Site.....	13
Existing Designation .....	13
Proposed Designation .....	13
<i>Provincial Policy Statement (PPS) and Growth Plan Analysis</i> .....	13
Consistency with <i>Provincial Policy Statement 2014</i> .....	13
Conformity with <i>Growth Plan 2017</i> .....	19
Region of Peel Official Plan.....	26
Relevant Mississauga Official Plan Policies .....	26
Existing and Proposed Zoning.....	32
7. Section 37 Community Benefits (Bonus Zoning) .....	33
8. School Accommodation.....	34
9. Development Issues.....	35
Development Requirements .....	39
Other Information .....	39

## 1. Site History

- 1960-1990 – The lands were historically used as an apple orchard and farm residence
- 1975-1976 – Two additional detached dwellings were built on the property
- June 20, 2007 – Zoning By-law 0225-2007 came into force. The subject lands are zoned **G1-6** (Greenlands – Natural Hazards) which permits food control, conservation uses and the three existing detached dwellings
- December 7, 2011 – General Committee discussed the potential acquisition of the property in closed session. The land was not acquired by the City
- August 13, 2012 – Two severance applications ('B' 57-12 and 'B' 58-12) were filed and withdrawn
- November 14, 2012 – Mississauga Official Plan came into force except for those site/policies which have been appealed. The subject lands are designated **Greenlands – Exempt Site 4** in the East Credit Neighbourhood Character Area

## 2. Site Context

The property is located southeast of Streetsville between the Credit River to the west and Carolyn Creek to the east. There are townhomes and detached homes built within the last 15 years on Barbertain Road. The tree-lined road continues north down a hill, becomes less travelled and ends in a pedestrian bridge across the Credit River. The immediate area is park-like with trees, manicured lawns and creeks. The property is located on the north side of Barbertain Road across from Koliba Park (a private park owned by the Slovak Canadian Culture Society). The site is within the East Credit Neighbourhood Character Area and is currently occupied by three detached homes. The property slopes up towards the CP rail line/ Milton Go Line which runs along the northeast boundary of the site and separates it from the residential neighbourhoods to the north.

The property is regulated by Credit Valley Conservation due to the location between the Credit River and Carolyn Creek and their associated valley systems. The property contains floodplain and erosion hazards and Regional Core Greenlands. The site is within the city's Natural Heritage System and a portion of the lands contains a Significant Natural Area.



Aerial Image of 1707-1725 Barbertown Road



Property Size and Use	
Frontages:	
Barbertown Road	135.5 m (444.5 ft.)
Depth:	284.7 m (934.1 ft.)
Gross Lot Area:	4.58 ha (11.3 ac.)
Existing Uses:	Three detached homes

The surrounding land uses are:

North and East: CP Rail Line, detached homes, Carolyn Creek

South: Barbertown Road, Koliba Park

West: Credit River, ADM Mill

The site is served by MiWay transit routes along Eglinton Avenue West (Routes 35, 35A and 9) with service to Square One transit terminal and Islington Subway Station.



Image of existing conditions facing northeast from Barbertown Road



### 3. Neighbourhood Context

The subject property is located within the East Credit Neighbourhood Character area. The neighbourhood is an established residential area generally characterized by large, detached homes built in the 1980s.

#### Demographics

Based on the 2011 census, the existing population of the neighbourhood is 65,850 with a median age of 27 (compared to the City's median age 72.4% of the neighbourhood population are of working age (15 to 64 years of age), with 18% children (0-14 years) and 12% seniors (65 years and over). By 2031 and 2041, the population for this character area is forecasted to be 70,900 and 71,600 respectively. The average household size is 4 persons with 60 % of people living in detached homes (higher than the City's average of 39.09%). Housing tenure for the neighbourhood is a mix of 89.99% owned (15,485 units) and 10.98 % rented (1,910 units) with an apartment vacancy rate of approximately 0.8% according to data from Canada Mortgage and Housing Corporation.

#### Other Development Applications

There is some development activity in Streestville to the northwest of the site, as well as the following applications in the immediate area which have been approved in principle but have not yet received final approval:

- 6727 Melody Drive, northeast quadrant of Mississauga Road and Melody Drive: proposal for five commercial buildings and ten detached homes

- 5155 Mississauga Road, northeast corner of Mississauga Road and Barbertown Road: proposal for detached, semi-detached and townhomes and conversion of the Old Barberhouse into residential units

Another application for 34 townhomes is being processed by staff at 1745-1775 Thornybrae Place at the southeast corner of Mississauga Road and Eglinton Avenue West.

#### Community Facilities and Services

The proposal is served by major City of Mississauga facilities in the Streetsville and Erin Mills Neighbourhoods. Streetsville Library and Vic Johnston Community Centre and Arena are 3 km (1.9 mi.) to the north. Erin Meadows Library is approximately 4 km (2.5 mi.) to the west. The site is also served by nearby Barberton Park to the east. Additional comments from Community Services regarding city parks and facilities can be reviewed within Section 9 of this Appendix.

#### 4. Project Details

The applications are to permit 83 townhouses on a common element condominium private road and a greenlands block through a plan of subdivision. The land is in the flood plain as identified by Mississauga Official Plan and Credit Valley Conservation authority mapping. The area of land proposed for development is the only portion of the site that is not subject to significant environmental constraints, particularly flooding as demonstrated by supporting studies and drawings. If the subdivision is approved as proposed, two additional lots will also be created through the registration of the plan. The future of the potential retained lots is to be determined as they would not have flood free access to a public road and they are identified as being in the floodplain. The proposal will require the reconfiguration of the driveway in order to achieve flood free access to the site; a noise and crash wall adjacent to the rail line and rezoning of the undevelopable lands for environmental buffers, conservation and naturalization. The limits of potential development remain under consideration.

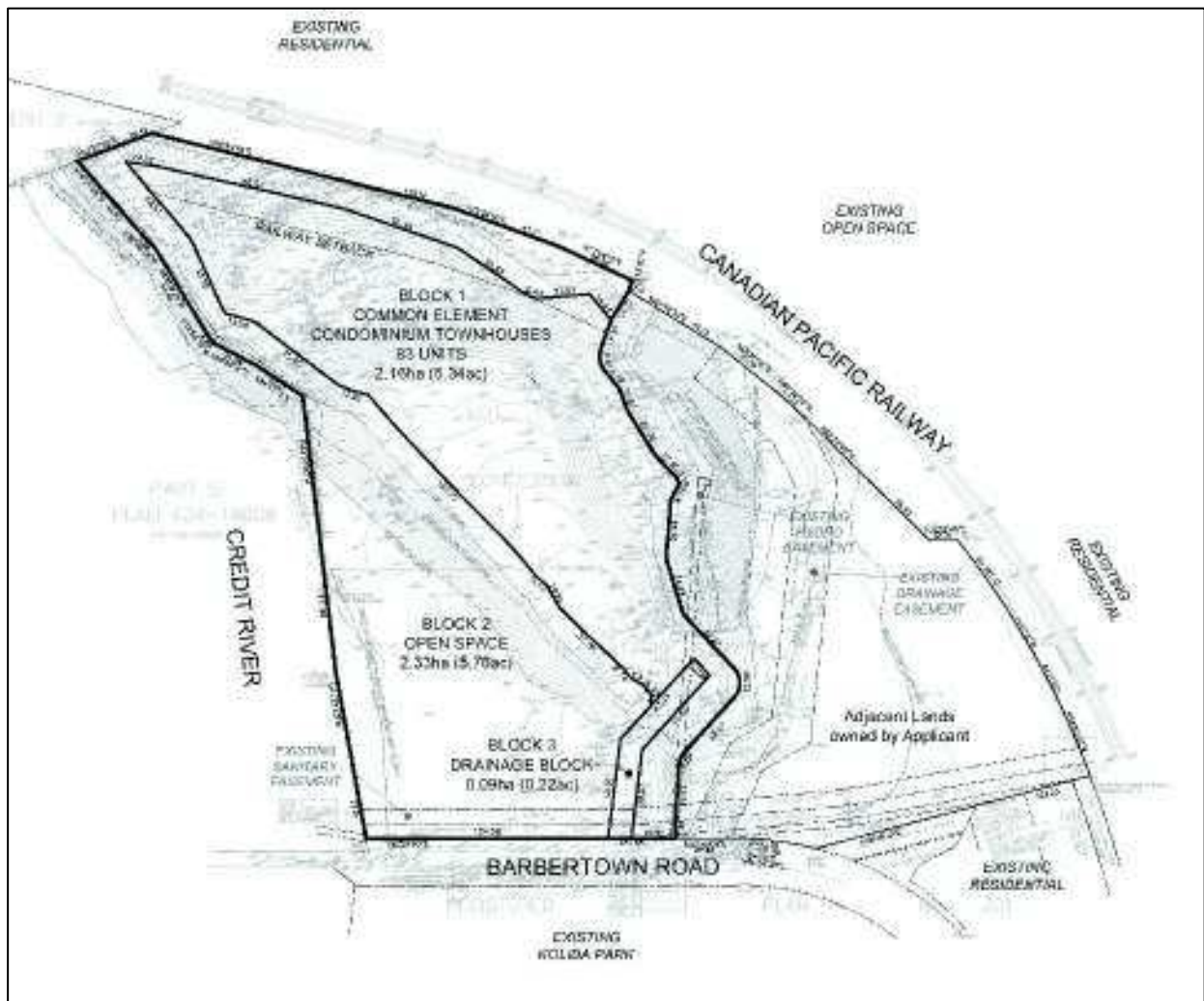
It is recommended that all hazard lands, natural features and buffers be dedicated to the City and zoned appropriately for their long term conservation and management.

<b>Development Proposal</b>	
Applications submitted:	Received: January 27, 2017 Deemed complete: February 24, 2017 Revised: May 16, 2018
Developer/ Owner:	Barbertown Ventures Inc.
Applicant:	Glen Schnarr and Associates Inc. / Sterling Group
Number of units:	83 townhomes
Height:	3 storeys
Lot Coverage:	7.9 %
Landscaped Area:	1 357 m <sup>2</sup> (14,606.1 ft <sup>2</sup> )
Road Type:	Common element condominium private road (CEC)
Anticipated Population:	252*

Development Proposal		
	*Average household sizes for all units (by type) based on the 2016 Census	
Parking:	Required	Proposed
resident spaces	166	166
visitor spaces	21	21
Total	187	187
Green Initiatives:	<ul style="list-style-type: none"> <li>• Restoration and extent of natural areas to be determined</li> <li>• Permeable paving and bio-retention island around parking spaces</li> </ul>	

Draft Plan of Subdivision, Concept Plan and Elevations

Draft Plan of Subdivision





[illegible]

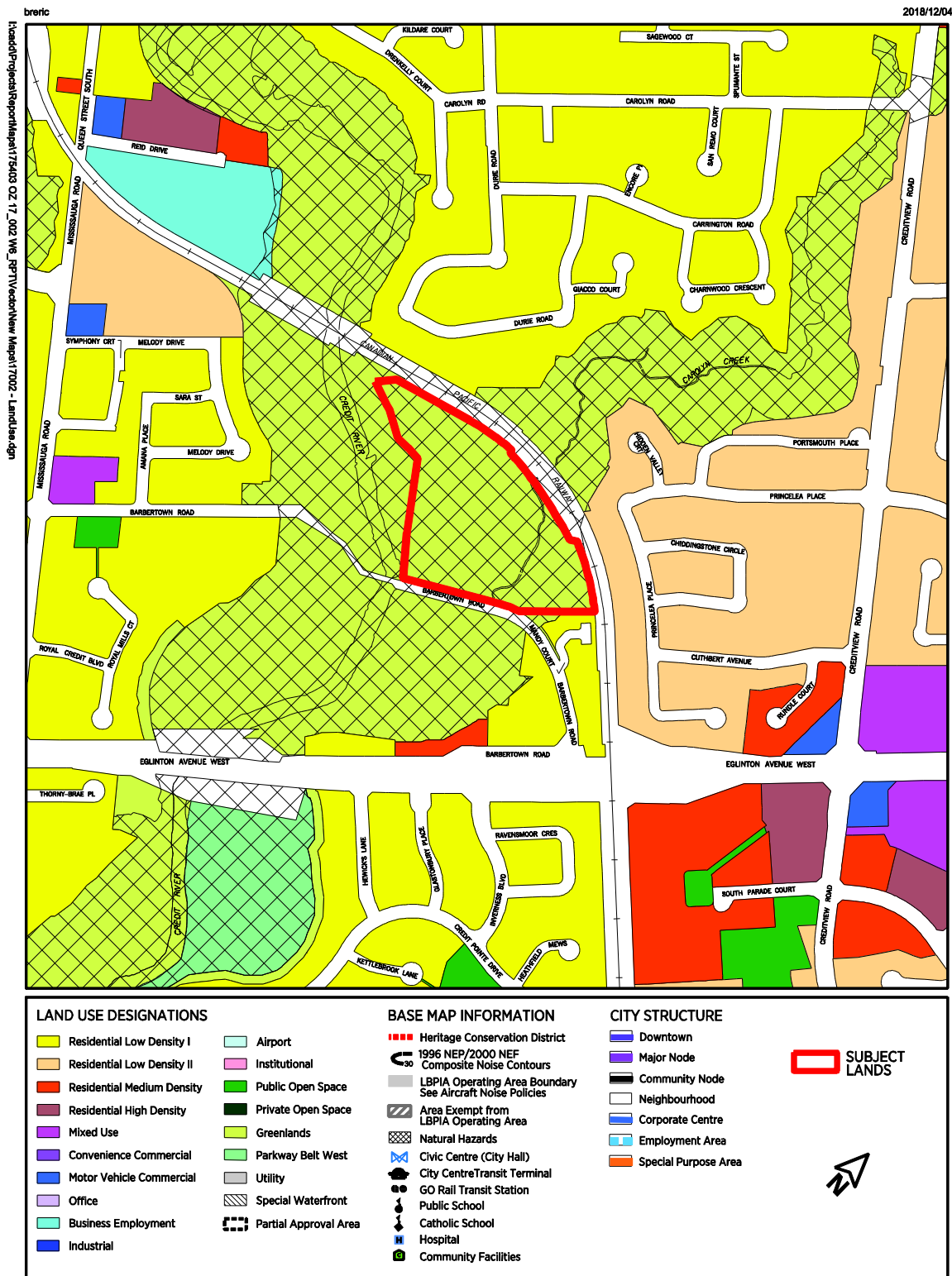
## Elevations

**5. Community Comments**

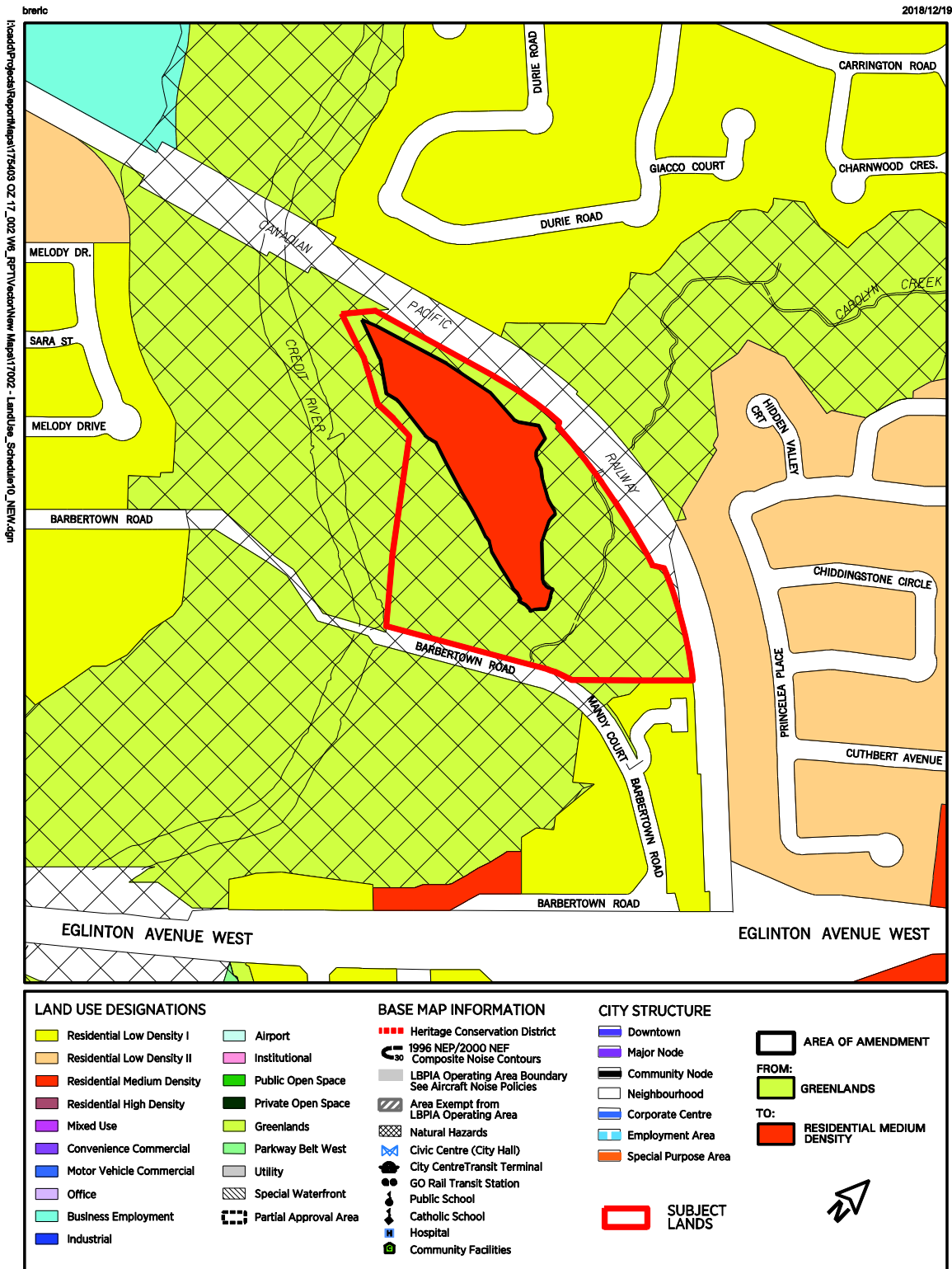
A community meeting was held by Ward 6 Councillor, Ron Starr on July 17, 2018. Written comments and phone calls were also received by the Planning and Building Department. The following, summarized comments made by the community as well as any others raised at the public meeting will be addressed in the Recommendation Report, which will come at a later date:

- The area should remain in the Greenlands designation and should not be intensified
- Too many units are proposed
- Any increase in units will result in negative traffic impacts to Barbertown Road and the intersection of Barbertown Road and Eglinton Avenue West
- The development will cause environmental impacts to the Credit River and natural areas
- Additional residential development may impact the operations of the existing ADM mill

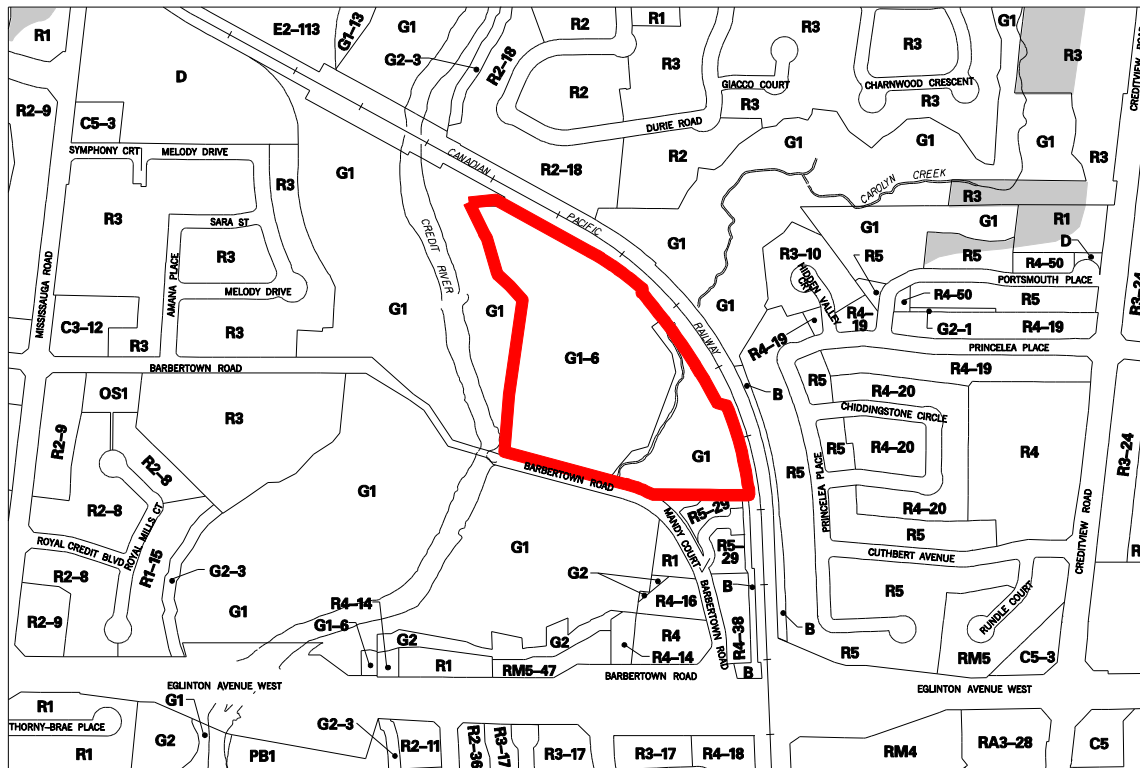
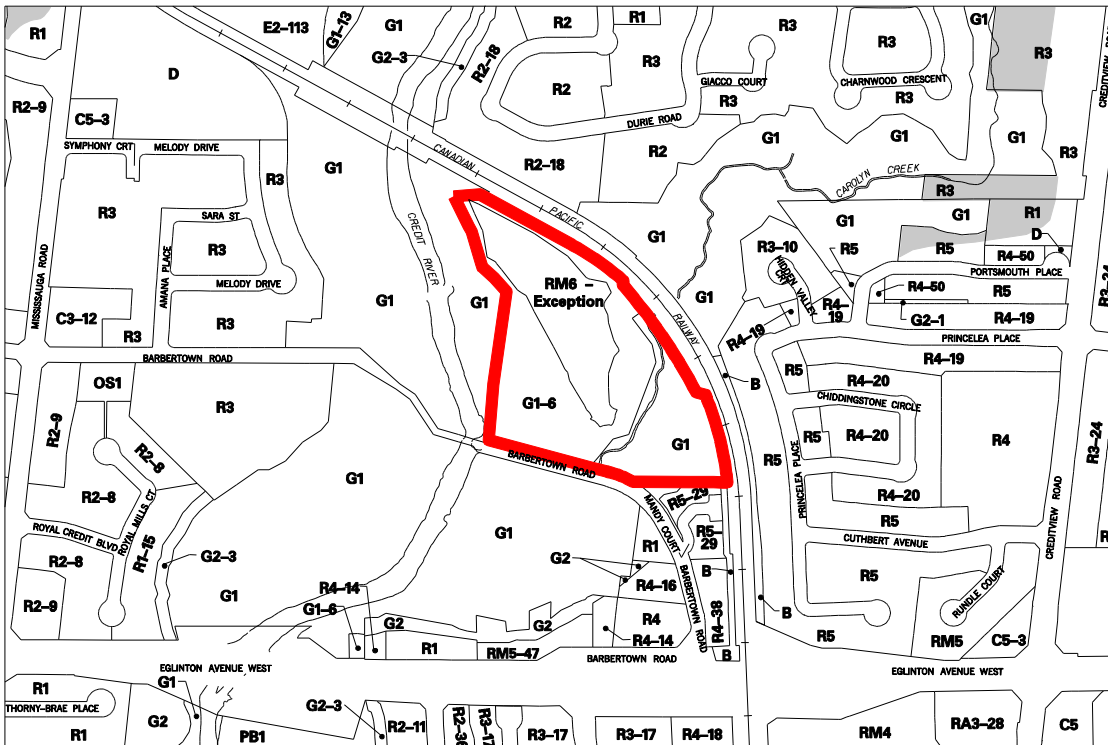
### Excerpt of East Credit Neighbourhood Character Area - Existing Land Use



## Excerpt of East Credit Neighbourhood Character Area – Proposed Land Use





**Existing Zoning and General Context****Proposed Zoning and General Context**



### Summary of Applicable Policies

The following table summarizes the applicable policy and regulation documents that affect these applications:

Policy	Mississauga Official Plan (MOP) Policies	Proposal
<b>Provincial Policy Statement (PPS)</b>	The existing policies of MOP consistent with the PPS.	The proposed development is being reviewed for consistency with the PPS.
<b>Growth Plan for the Greater Golden Horseshoe (Growth Plan)</b>	The relevant existing policies of the MOP conform with the <i>Growth Plan</i> .  Mississauga Official Plan must conform with a hierarchy of policy and legislation at the federal, provincial, regional and municipal levels.	The proposed development is being reviewed for conformity with the <i>Growth Plan</i> .
<b>Greenbelt Plan</b>	n/a	Only public lands are subject to the Urban River Valley policies in the <i>Greenbelt Plan</i> . Since this proposal is on privately owned lands, it is not subject to these policies.
<b>Parkway Belt Plan</b>	n/a	n/a
<b>Region of Peel Official Plan</b>	The existing policies of MOP are consistent with the ROP.	The lands are identified as a Core Area of the Greenland System. The proposed application is exempt from Regional approval and its consistency is being considered during the review of this application.
<b>Mississauga Official Plan</b>	The lands are located within the East Credit Neighbourhood Character Area and are designated <b>Greenlands – Exempt Site 4</b> which permits flood control and/or erosion management, conservation uses and the existing detached dwellings.  Neighbourhoods will not be the focus for intensification and should be regarded as stable residential areas where the existing character is to be preserved. Neighbourhoods will accommodate the lowest densities and building heights, will focus on residential uses and associated services. Neighbourhoods are intended to preserve the character, cultural heritage and livability of the community and provide a range of housing types.	The applicant is proposing to change the designation of a portion of the site to <b>Residential Medium Density</b> . The applicant will need to demonstrate consistency with the intent of MOP with regard to environmental, servicing and built form policies outlined in the development issues section below.

Policy	Mississauga Official Plan (MOP) Policies	Proposal
<b>Zoning By-law 225-2007</b>	The lands are zoned <b>G1-6</b> (Greenlands – Natural Hazards) which permits flood control, stormwater management, erosion management, natural heritage features, conservation and the existing detached dwellings.	A rezoning is proposed to <b>RM6 - Exception</b> (Townhouse Dwellings on a CEC – private road) to permit townhouses on a common element condominium (private) road.

### Existing and Proposed Mississauga Official Plan Designation for the Subject Site

#### Existing Designation

**Greenlands – Exempt Site 4** which permits conservation, bridges, stormwater management, flood control, erosion management, passive recreation activities, parkland, accessory uses and the existing dwellings.

#### Proposed Designation

A portion of the site is proposed to be designated **Residential Medium Density** which permits all forms of townhouse dwellings. The remainder of the lands will retain the Greenlands designation.

### Provincial Policy Statement (PPS) and Growth Plan Analysis

#### Consistency with Provincial Policy Statement 2014

The *Provincial Policy Statement* 2014 (PPS) is issued under Section 3 of the *Planning Act* and all decisions affecting land use planning matters "shall be consistent" with the *Provincial Policy Statement*.

The following table has been prepared to demonstrate how MOP policies are consistent with the relevant PPS policies (i.e. "Mississauga Official Plan Policies" column). In addition, the table provides a preliminary assessment as to how the proposed development is consistent with PPS and MOP policies (i.e. "OZ 17/002 W6 and T-M17001 W6 Consistency" column). Only key policies relevant to the application have been included, and the table should be considered a general summary of the intent of the policies.

Official Plan Amendment No. 47 to MOP added and amended policies in the Official Plan so that it is consistent with the PPS. This amendment came into force on May 18, 2016.

**Consistency Analysis**

<b>Provincial Policy Statement (PPS)</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Consistency</b>
<b>1.0 Building Strong Healthy Communities</b>		
<b>General Statement of Intent:</b> Promoting efficient land use and development patterns are important to sustainable, liveable, healthy, resilient communities, protecting the environment, public health and safety and facilitating economic growth.	The development of Neighbourhoods (as defined in MOP) supports the general intent of the PPS with respect to building strong, healthy communities.	Residential intensification promotes the efficient use of lands and additional population facilitates economic growth.  As part of the next staff report, the applications will be assessed with regard to whether the proposal represents appropriate infill.
1.1.1 (b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs (c) avoiding development and land use patterns which may cause environmental or public health and safety concerns (h) promoting development and land use patterns that conserve biodiversity and consider the impact of a changing climate	The East Credit Neighbourhood is identified as a Neighbourhood which is an element in the City's urban structure that is not targeted for intensification. Intensification within neighbourhoods may be considered where the proposed development is compatible in built form and scale to surrounding development.  As the City continues to grow, it is imperative that growth does not compromise the natural environment.	The area contains a mix of low-rise housing types. Condominium townhomes are proposed to be located on a private road.  Development within Neighbourhoods can occur subject to meeting MOP policies with respect to appropriate design and sensitivity to the surrounding context.  The remaining portion of the subject property will retain the Greenlands designation and is recommended to be rezoned from G1-6 (Greenlands - Natural Hazards) to G1 (Greenlands – Natural Hazards) to retain and protect natural features.
1.1.3.2 Land use patterns within settlement areas shall be based on: a) Densities and a mix of land uses which: 1. efficiently use land and resources 2. are appropriate for and efficiently use infrastructure and public service	The East Credit Neighbourhood is identified as a Neighbourhood which is an element in the City's urban structure that is not targeted for intensification. Intensification within neighbourhoods may be considered where the proposed development is compatible in built form and	The area contains a mix of detached, semi-detached and street townhomes. Condominium townhomes are proposed to be located on a private road. The built form will be evaluated within the context of the MOP policies.

<b>Provincial Policy Statement (PPS)</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Consistency</b>
<p>facilities</p> <p>3. minimize negative impacts to air quality and climate change and promote energy efficiency</p> <p>4. support active transportation</p> <p>5. are transit supportive</p> <p>b) A range of uses and opportunities for intensification and redevelopment in accordance with criteria in 1.1.3.3</p>	<p>scale to surrounding development.</p>	
<p>1.1.3.3 Planning authorities shall identify appropriate locations for intensification and redevelopment where it can be accommodated taking into account building stock, brownfields, availability of infrastructure and public service facilities required to accommodate projected needs.</p>	<p>The East Credit Neighbourhood is an area not considered for intensification. MOP policy 5.3.5.1 states that neighbourhoods will not be the focus for intensification and should be regarded as stable residential areas where the existing character is to be preserved.</p>	<p>The applications will be evaluated to ensure development is in accordance with the Direct Growth policies of MOP.</p>
<p>1.1.3.4 Appropriate development standards should facilitate intensification, redevelopment and compact form, while mitigating risks to public health and safety.</p>	<p>Policies in MOP ensure development is in accordance with the wise management and resource of protecting health and safety.</p>	<p>The subject property is located within an established neighbourhood and represents intensification. Flood-free access to the site is required and the proposed solution is under review.</p>
<p>1.2.6.1 Major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities.</p>	<p>In order to discourage the encroachment of sensitive land uses on existing industrial noise sources, a feasibility and/or detailed noise impact study will be submitted prior to approval of development in proximity to an existing industrial noise source. This will identify options for mitigation at the source and at the proposed development site.</p>	<p>A Noise and Vibration Feasibility Study has been submitted for review to address noise from the railway as well as from the ADM mill.</p>

<b>Provincial Policy Statement (PPS)</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Consistency</b>
	Railways in urban areas require particular consideration not only because of the high levels of noise they generate, but also because of ground borne vibration. Safety is also a concern as intensification occurs in the vicinity of railway tracks. In addition, the encouragement of active modes of transportation will require consideration of cyclist and pedestrian safety in conjunction with railway operations.	
1.4 Housing 1.4.1 Planning Authorities shall provide for an appropriate range and mix of housing that is affordable	Mississauga will provide opportunities for the development of a range of housing choices in terms of type, tenure and price.	These applications could contribute to the diversity of housing choices by providing an additional townhouse form of development.
1.5.1 Healthy, active communities should be promoted by: (d) recognizing provincial parks, conservation reserves, and other protect areas, and minimizing negative impacts on these areas.	Mississauga will promote and protect green infrastructures. Buffers which are vegetated protected areas will provide a physical separation of development and maintain the green system (6.3.7)	Only a portion of the site is proposed to be developed for residential uses. The remainder of the lands is proposed to stay zoned as G1-6 which will provide for the long term protection and conservation of a woodlot and valley lands.
<b>2.0 Wise Use and Management of Resources</b>		
<b>General Statement of Intent:</b> Ontario's long-term prosperity, environmental health, and social well-being depend on conserving biodiversity, protecting the health of the Great Lakes, and protecting natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources for their economic, environmental and social benefits.	Mississauga will establish strategies that protect, enhance and expand the Green System and will include a target for lands within the City that will be included in the Green System. The City's strategy for protecting, enhancing and restoring the Green System consists of initiatives including some of the following: (d) land securement; (e) stewardship; (g) naturalization/restoration	A portion of the lands will remain designated Greenlands. However, the future use of a portion of these lands has not been identified and are proposed to remain in private ownership.
2.1.1 Natural features and areas shall be protected for the	The policies in Section 6.3.12 speak to the long	The applicant has submitted an Environmental Impact

<b>Provincial Policy Statement (PPS)</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Consistency</b>
<p>long term.</p> <p>2.1.2 The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.</p> <p>2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.</p>	<p>term protection of Significant Natural Areas.</p> <p>In addition to MOP policies, Mississauga undertakes a Natural Areas Survey (NAS) which contains an inventory of natural heritage features. The NAS was last updated in 2018.</p>	<p>Study in support of the application. A portion of the subject property is located within the Natural Heritage System. The applicant is currently working with the Credit valley Conservation to determine the limits of development.</p>
<b>3.0 Protecting Public Health and Safety</b>		
<p><b>Statement of Intent:</b></p> <p>Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.</p>	<p>Access for development to or within the floodplain will be subject to appropriate conservation authority policies and the policies of the City.</p>	<p>The applicant has submitted an environmental impact study to delineate the floodplain boundaries and the exact limits of development.</p>

<b>Provincial Policy Statement (PPS)</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Consistency</b>
<p>3.0 Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.</p> <p>3.1.1 Development shall generally be directed to areas outside of:</p> <p>hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and hazardous sites.</p> <p>3.1.7 Development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved: Development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;</p> <p>a. Vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;</p> <p>b. New hazards are not created and existing hazards are not aggravated; and c. No adverse environmental impacts will result.</p>	<p>Development adjacent to valleylands and watercourse features must incorporate measures to ensure public health and safety; protection of life and property; as well as enhancement and restoration of the Natural Heritage System.</p>	<p>The applicant has submitted the required environmental reports which is currently under review and will be addressed.</p>



<b>Provincial Policy Statement (PPS)</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Consistency</b>
<b>4.0 Implementation and Interpretation</b>		
<b>General Statement of Intent:</b> Provides direction on how the <i>Provincial Policy Statement</i> is to be implemented and interpreted.  4.2 Decisions of the council of a municipality shall be consistent with the <i>Provincial Policy Statement</i>  4.7 The Official Plan is the most important vehicle for implementation of the <i>Provincial Policy Statement</i>		The applications for townhouses are being further evaluated under MOP policies with respect to environmental impact, traffic, servicing capacity, context and built form.

### **Conformity with Growth Plan 2017**

The *Growth Plan for the Greater Golden Horseshoe* (Growth Plan) (2017) was issued under Section 7 of the *Places to Grow Act* and all decisions affecting lands within this area will conform with this Plan.

The following table has been prepared to demonstrate how MOP policies conform with the relevant Growth Plan policies (i.e. "Mississauga Official Plan Policies" column). In addition, the table provides a preliminary assessment as to how the proposed development conforms with Growth Plan and MOP policies (i.e. "(i.e. "OZ 17/002 W6 and T-M17001 W6 Conformity" column). Only key policies relevant to the application(s) have been included, and that table should be considered a general summary of the intent of the policies.

MOP was prepared and approved in accordance with the Growth Plan 2006. Mississauga is in the process of reviewing MOP policies to ensure conformity with the new Growth Plan 2017. The development application has been reviewed against Growth Plan 2017 policy direction to ensure conformity.

### **Conformity Analysis**

<b>Growth Plan for the Greater Golden Horseshoe</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
<b>1.1 The Greater Golden Horseshoe</b>		
<b>General Statement of Intent:</b> The Greater Golden Horseshoe plays an	People of diverse backgrounds, ages and abilities are choosing to live, work and invest in	The development applications represent intensification within the existing urban boundary.



<b><i>Growth Plan for the Greater Golden Horseshoe</i></b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
important role in accommodating growth, however, the magnitude of anticipated growth will present challenges to infrastructure, congestion, sprawl, healthy communities, climate change and healthy environment	Mississauga. They not only want to raise their families in the community, but they also want to spend their senior years in communities that offer appealing amenities and health, urban lifestyle options (section 4.3)	Matters associated with accommodating growth on the subject site are under evaluation.
<b>1.2.1 Guiding Principles</b>		
<b>General Statement of Intent for this Section:</b> The policies of this Plan are based on the following principles: <ol style="list-style-type: none"> <li>Complete communities</li> <li>Prioritize intensification</li> <li>Provide flexibility to capitalize on new employment opportunities</li> <li>Support a range and mix of housing options</li> <li>Integrate land use planning and investment in infrastructure</li> <li>Provide different approaches to manage growth that recognize diversity of communities</li> <li>Protect natural heritage, hydrologic, landforms</li> <li>Conserve and promote cultural heritage</li> <li>Integrate climate change considerations</li> </ol>	Neighbourhoods are not appropriate areas for significant intensification, however, they will not remain static and redevelopment should be sensitive to the existing neighbourhood's character.  Intensification may be considered where the proposed development is compatible in built form, density and scale to the surrounding neighbourhood. (Chapter 5)	The proposal is for intensification in the neighbourhood and would provide another choice of housing type. The applications are supportive of many Growth Plan principles, however, the manner in which the applications implement those principles will be evaluated against applicable MOP policies.
<b>1.2.3 How to Read this Plan</b>		
<b>General Statement of Intent for this Section:</b>	MOP has been reviewed in respect of the <i>Growth Plan</i>	The applications are under review.

<b><i>Growth Plan for the Greater Golden Horseshoe</i></b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
Outlines the relationship between the <i>Growth Plan</i> and other planning documents, and how to read the plan	and other applicable Provincial planning documents.	
<b>2. Where and How to Grow</b>		
<b>2.1 Context</b>		
<b>General Statement of Intent:</b> This Plan is about building compact and complete communities. Better use of land and infrastructure can be made by prioritizing intensification, building compact and complete communities, and increasing the modal share for transit and active transportation.	Complete communities should meet the day-to-day needs of people throughout all stages of their life.  The housing mix should accommodate people with diverse housing preferences and socioeconomic characteristics and needs while making use of existing infrastructure and services.	The applications are for an infill development. It is important to ensure that the manner in which these uses are planned and designed are appropriate. The applications are subject to further analysis.
<b>2.2 Policies For Where and How To Grow</b>		
<b>2.2.1 Managing Growth</b>		
<b>General Statement of Intent for this Section:</b> Growth will be primarily directed to appropriate locations that support complete communities and infrastructure, as directed by the upper tier municipality.	Neighbourhoods are non-intensification areas which will have lower densities and lower building heights. Neighbourhoods are stable areas where limited growth is anticipated. (Section 9)  Mississauga will provide a wide assortment of housing choices, employment opportunities and numerous commercial, social and institutional venues allowing its inhabitants to experience the benefits of city living. (Section 7)	The subject lands are within a Neighbourhood Character Area, which allows for limited intensification in accordance with applicable MOP policies.
<b>Relevant Policies:</b> a. Growth should be primarily directed to settlement areas that: i. Are within the built boundary and have planned municipal water and wastewater systems	Mississauga's population and employment growth will be encouraged in areas with existing and proposed service and infrastructure capacity, particularly transit and community infrastructure. Housing and job growth will be balanced and phased to	The appropriateness of the applications is being evaluated against the MOP policies.

<b><i>Growth Plan for the Greater Golden Horseshoe</i></b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
<p>and support complete communities (2.2.1.2 a i, ii, iii)</p> <p>ii. that are in delineated built-up areas, strategic growth areas, locations with existing or planned transit and public service facilities (2.2.1.2. c i, ii, iii, iv),</p> <p>iii. that is generally away from hazardous lands (2.2.1.2. e)</p> <p>b. Integrated planning to manage forecasted growth will:</p> <p>i. Be supported by planning for infrastructure and public service facilities that consider the full life cycle cost and payment (2.2.1.3.b)</p> <p>ii. Provide direction for an urban form that will optimize infrastructure (2.2.1.3.c)</p> <p>iii. Support the environment (2.2.1.3.d)</p> <p>iv. Be implemented through a municipal comprehensive review (2.2.1.3.e)</p> <p>c. The <i>Growth Plan</i> will support the achievement of complete communities that</p> <p>i. Features a diverse</p>	<p>ensure that required services and amenities keep pace with development.</p>	

<b>Growth Plan for the Greater Golden Horseshoe</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
<ul style="list-style-type: none"> <li>ii. mix of land uses</li> <li>iii. Improves social equity</li> <li>iv. Provides mix of housing options</li> <li>v. Expands convenient access to transportation, public service facilities, open space, healthy food options</li> <li>vi. Ensures high quality compact built form, attractive public realm, including open spaces, through site design and urban design</li> <li>vii. Mitigates climate change</li> <li>viii. Integrates green infrastructure</li> </ul>		
<b>2.2.2 Delineated Built-up Areas</b>		
<b>Statement of Intent:</b> The majority of growth is directed to lands within the delineated built-up area (i.e. limits of the developed urban area identified by the Minister of Municipal Affairs and Housing).	MOP provides the framework for the City to achieve a sustainable urban form which includes intensification and non-intensification areas.  Neighbourhoods are physically stable and new development should be sensitive to the existing and planned character of the neighbourhood. Development should be compatible with built form and scale.	The subject property is located within a Neighbourhood which is considered to be within the built-up area. The proposal and how growth is accommodated will be further evaluated.
<b>2.2.6 Housing</b>		
<b>General Statement of Intent:</b> A range and mix of housing is to be provided, including affordable housing. A housing strategy prepared by the Region is an important tool that can be	Mississauga Council has recently approved a citywide affordable housing strategy that is currently being implemented. The strategy can be accessed at: <a href="http://www7.mississauga.ca/documents/pb/planningreports/2017/Affordable_Housing_Strategy_Appendix1&amp;2-Web.pdf">http://www7.mississauga.ca/documents/pb/planningreports/2017/Affordable_Housing_Strategy_Appendix1&amp;2-Web.pdf</a>	The application proposes medium density residential development.  How the proposal addresses this strategy will be further evaluated.

<b>Growth Plan for the Greater Golden Horseshoe</b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
used.		
<p>Relevant Policies:</p> <ul style="list-style-type: none"> <li>a. The Region is responsible for preparing a housing strategy (2.2.6.1)</li> <li>b. Municipalities will support complete communities by accommodating growth forecasts, achieve minimum intensification targets, consider a range of housing options, and planning to diversify the housing stock. (2.2.6.2)</li> </ul>	<p>MOP policies provide opportunities for the development of a range of housing choices in terms of type, tenure and price</p>	<p>This development proposal proposes additional townhome units.</p>
<b>3.2.2 Transportation - General</b>		
<p>The transportation system within the GGH will be planned and managed to:</p> <ul style="list-style-type: none"> <li>a. provide connectivity among transportation modes for moving people and for moving goods;</li> <li>b. offer a balance of transportation choices that reduces reliance upon the automobile and promotes transit and active transportation;</li> <li>c. be sustainable and reduce greenhouse gas emissions by encouraging the most financially and environmentally appropriate mode for trip-making and supporting the use of zero- and low-emission vehicles;</li> </ul>	<p>MOP contains policies that encourage the development of a multi-modal transportation system that includes all modes of travel. In addition, policies look to encourage redevelopment to support multi-modal transportation. (MOP Policy 8.1.1., 8.1.4., 8.1.7.)</p>	<p>The site is served by MiWay transit routes along Eglinton Avenue West.</p>

<b><i>Growth Plan for the Greater Golden Horseshoe</i></b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
<ul style="list-style-type: none"> <li>d. offer multimodal access to jobs, housing, schools, cultural and recreational opportunities, and goods and services;</li> <li>e. accommodate agricultural vehicles and equipment, as appropriate; and provide for the safety of system users.</li> </ul>		
<b>4.2 Policies for Protecting What is Valuable</b>		
<b>General Statement of Intent:</b> Natural Heritage Assets must be protected and managed as part of planning for future growth. Beyond the Natural Heritage System, including within settlement areas, the municipality will continue to protect any other natural heritage features in a manner that is consistent with the <i>PPS</i> . (4.2.2.6)	MOP contains policies (Section 6.3) that provide for the protection of natural heritage features.	The applicant has submitted an Environmental Impact Study in support of the application. A portion of the subject property is located within the Natural Heritage System. The applicant is currently working with the Credit valley Conservation to determine the limits of development.
<b>5 Implementation</b>		
<b>Statement of Intent:</b> Comprehensive municipal implementation is required to implement the <i>Growth Plan</i> . Where a municipality must decide on planning matters before its official plan has been updated it must still consider impact of decision as it relates to the policy of the plan.  The policies of this section address implementation matters such as: how to interpret the plan, supplementary direction on how the Province will	Not directly applicable, as these policies speak to interpretation and how to read the plan and are contained in Section 1.0 of MOP.	Applications will have regard to the <i>Growth Plan</i> and Mississauga Official Plan.

<b><i>Growth Plan for the Greater Golden Horseshoe</i></b>	<b>Mississauga Official Plan Policies (MOP)</b>	<b>OZ File17/002 W6 and T-M17001 W6 Conformity</b>
implement, co-ordination of the implementation, use of growth forecasts and targets, performance indicators and monitoring, interpretation of schedules and appendices.		

### **Region of Peel Official Plan**

The Region of Peel approved MOP on September 22, 2011. The proposed development applications were circulated to the Region who has advised that in its current state, the application meets the requirements for exemption from Regional approval. The property is identified as a Core Area within the Greenlands System as governed by the Region of Peel Official Plan. The Region of Peel relies on the expertise of the Credit Valley Conservation Authority to determine the exact limits of the Greenlands system. Local official plan amendments are generally exempt from approval where they have had regard for the *Provincial Policy Statement* and applicable Provincial Plans, where the City Clerk has certified that processing was completed in accordance with the *Planning Act* and where the Region has advised that no Regional official plan amendment is required to accommodate the local official plan amendment.

The Region provided additional comments which are discussed in Section 9 of this report.

### **Relevant Mississauga Official Plan Policies**

There are other policies in Mississauga Official Plan (MOP) that are also applicable in the review of this/these applications, some of which are found below.

	<b>Specific Policies</b>	<b>General Intent</b>
<b>Chapter 4 Vision</b>	Section 4.4.2 Section 4.4.5 Section 4.5	Mississauga will provide the guiding principles that are to assist in implementing the long-term land use, growth and development plan for Mississauga and sets out how the City will achieve these guiding principles

	<b>Specific Policies</b>	<b>General Intent</b>
<b>Chapter 5 Direct Growth</b>	Section 5.1.2 Section 5.1.3 (a) (c) Section 5.1.5 Section 5.1.7 Section 5.1.9	<p>Mississauga will ensure that there is adequate land capacity to accommodate population and employment growth.</p> <p>Forecast growth will be directed to appropriate locations to ensure that resources and assets are managed in a sustainable manner to: (a) project ecological functions, public health and safety; (c) minimize environmental and social impacts</p> <p>Mississauga will ensure that the City's natural, environmental, and cultural resources are maintained for present and future generations.</p>
	Section 5.2 Section 5.2.1 Green System	Mississauga will establish strategies that protect, enhance and expand the Green System and will include a target for lands within the City that will be included in the Green System. The City's strategy for protecting, enhancing and restoring the Green System consists of initiatives including some of the following: (d) land securement; (e) stewardship; (g) naturalization/restoration
	Section 5.3.5 Section 5.3.5.1 Section 5.3.5.5 Section 5.3.5.6 Neighbourhoods	<p>Mississauga will protect and conserve the character of stable residential neighbourhoods.</p> <p>Neighbourhoods will not be the focus for intensification and should be regarded as stable residential areas where the existing character is to be preserved.</p> <p>Intensification within neighbourhoods may be considered where the proposed development is compatible in built form and scale to surrounding development, enhances the existing or planned development and is consistent with the policies of this Plan.</p> <p>Development will be sensitive to the existing and planned context and will include appropriate transitions in use, built form, density and scale</p>



	<b>Specific Policies</b>	<b>General Intent</b>
<b>Chapter 6 Value the Environ- ment</b>	Section 6.1	Mississauga will: (a) protect, enhance and expand the Natural Heritage System; (b) encourage the stewardship and enhancement of other areas within the Green System, particularly where it contributes to the function and linkage of the Natural Heritage System; (c) protect life and property from natural and human made hazards
	Section 6.1.1	
	Section 6.1.2	
	Section 6.1.5	
	Section 6.1.11	
	Section 6.1.12	
	Section 6.2.6	Mississauga will promote an ecosystem approach to planning.
	Section 6.3	Mississauga will encourage naturalized landscaped areas using native, non-invasive species, especially on lands within the Green System.
	Section 6.3.1	
	Section 6.3.2	
	Section 6.3.3	Access for development to or within the floodplain will be subject to appropriate conservation authority policies and the policies of the City.
	Section 6.3.4	
	Section 6.3.5	
	Section 6.3.6	
	Section 6.3.9	The loss of any portion of the Natural Heritage System diminishes the entire system. The exact limits and potential refinements to the boundaries of the Natural Heritage System will be determined through specific studies such as an Environmental Impact Study.
	Section 6.3.12	
	Section 6.3.23	
	Section 6.3.30	
	Section 6.3.51	Significant Natural Areas are areas which contain significant life science areas of natural and scientific interest (ANSI), environmentally sensitive or significant areas, habitats, significant woodlands and significant wetlands.
	Section 6.3.53	
	Section 6.3.54	
		The Natural Heritage System will be protected, enhanced, restored and expanded. New lots that will have the effect of fragmenting the ownership of Significant Natural Areas, Natural Green Spaces, Residential Woodlands and buffers will generally be discouraged and will be supported by an Environmental Impact Study.
		Lands identified as or meeting the criteria of a Significant Natural Area, as well as their associated buffers will be designated Greenlands and zoned to ensure their long term protection. Uses will be limited to conservation, flood and/or erosion control, essential infrastructure and passive recreation.

	<b>Specific Policies</b>	<b>General Intent</b>
<b>Chapter 6 Value the Environ- ment (cont'd)</b>	Section 6.10.1 Section 6.10.4	<p>Development adjacent to valleylands and watercourse features must incorporate measures to ensure public health and safety; protection of life and property; as well as enhancement and restoration of the Natural Heritage System.</p> <p>In order to discourage the encroachment of sensitive land uses on existing industrial noise sources, a feasibility and/or detailed noise impact study will be submitted prior to approval of development in proximity to an existing industrial noise source. This will identify options for mitigation at the source and at the proposed development site.</p> <p>Railways in urban areas require particular consideration not only because of the high levels of noise they generate, but also because of ground borne vibration. Safety is also a concern as intensification occurs in the vicinity of railway tracks. In addition, the encouragement of active modes of transportation will require consideration of cyclist and pedestrian safety in conjunction with railway operations.</p> <p>Development and site alterations are generally prohibited on lands subject to flooding.</p> <p>The construction of buildings or structures permitted in or adjacent to the flood plain will be protected to the elevation of the Regulatory Flood and will not impact upstream or downstream properties. Access for development adjacent to the flood plain and additional flood protection measures to be implemented relative to individual development applications will be determined by the City and the conservation authority.</p>

	<b>Specific Policies</b>	<b>General Intent</b>
<b>Chapter 7 Complete Communities</b>	Section 7.1 Section 7.1.1 Section 7.1.6  Section 7.2 Section 7.2.1 Section 7.2.2	<p>MOP supports the creation of complete communities that meet the day-to-day needs of people through all stages of their life offering a wide assortment of housing options and employment opportunities as well as numerous commercial and social venues. The provision of suitable housing is important to ensure that youth, older adults and immigrants thrive.</p> <p>Mississauga will ensure that housing is provided in a manner that maximizes the use of community infrastructure and engineering services, while meeting the housing needs and preferences of Mississauga residents.</p> <p>Mississauga will provide for opportunities for:</p> <ul style="list-style-type: none"> <li>a. The development of a range of housing choices in terms of type, tenure and price;</li> <li>b. The production of a variety of affordable dwelling types for both the ownership and rental markets; and,</li> <li>c. The production of housing for those with special needs, such as housing for the elderly and shelters.</li> </ul> <p>Design solutions that support housing affordability while maintaining appropriate functional and aesthetic quality will be encouraged.</p>

	<b>Specific Policies</b>	<b>General Intent</b>
<b>Chapter 9 Build a Desirable Form</b>	Section 9.1 Section 9.1.1 Section 9.1.3 Section 9.1.6 Section 9.1.10  Section 9.2 Section 9.2.2 Section 9.2.2.3 Section 9.2.3.1  Section 9.3 Section 9.3.1.1 Section 9.3.1.4 Section 9.3.5 Section 9.3.5.3 Section 9.3.5.6  Section 9.4  Section 9.5 Section 9.5.1.1 Section 9.5.1.2 Section 9.5.2 Section 9.5.2.7	<p>MOP will ensure that non-intensification area (Neighbourhoods) will experience limited growth and change, limit height to 4 storeys and will generally not allow for tall buildings. New development in neighbourhoods will respect existing lotting patterns, setbacks, minimize overshadowing and overlook on adjacent neighbours, incorporate stormwater best management practice, preserve existing tree canopy and design the buildings to represent the existing scale, massing, character and grades of the surrounding area.</p> <p>Appropriate infill in non-intensification areas will help to revitalize existing communities by developing vacant or underutilized lots and by adding to the variety of building forms and tenures. It is important that the infill fits within the existing urban context and minimizes undue impacts on the adjacent properties.</p> <p>Site development should respect and maintain the existing grades on-site.</p>
<b>Chapter 11 General Land Use Designation</b>	Section 11.2 Section 11.2.3 Section 11.2.5	<p>Greenlands are associated with natural hazards and/or natural areas where development is restricted to protect people and property from damage and to provide for the protection, enhancement and restoration of the Natural Heritage System.</p> <p>Residential uses are permitted within the Low Density Residential and Medium Density Residential designation.</p>
<b>Section 16 Neighbour- hood</b>	Section 16.1.1 Section 16.1.2 Section 16.17.1 Section 16.17.3.1 Section 16.17.3.2	<p>Residential neighbourhoods will maintain their existing character. Infill development should be consistent with the density and scale of the existing developments within the area.</p>

	<b>Specific Policies</b>	<b>General Intent</b>
<b>Section 19 Implementation</b>	Section 19.5.1 Section 19.18	<p>This section contains criteria which requires an applicant to submit satisfactory planning reports to demonstrate the rationale for the proposed amendment as follows:</p> <ul style="list-style-type: none"> <li>• The proposal would not adversely impact or destabilize the following: the overall intent, goals and objectives of the Official Plan; and the development and functioning of the remaining lands which have the same designation, or neighbouring lands;</li> <li>• The lands are suitable for the proposed uses, and compatible with existing and future uses of surrounding lands;</li> <li>• There are adequate engineering services, community infrastructure and multi-modal transportation systems to support the proposed application;</li> <li>• A planning rationale with reference to Mississauga Official Plan policies, other relevant policies, good planning principles and the merits of the proposed amendment in comparison with the existing designation has been provided by the applicant</li> </ul> <p>As a condition of development approval, Natural Hazard Lands may be placed in public ownership for their long term protection.</p>

**Existing and Proposed Zoning**

**Existing Zone – G1-6** (Greenlands – Natural Hazards) which permits flood control, stormwater management, erosion management, natural heritage features, conservation uses and the existing detached dwellings

**Proposed Zone: RM6** (Townhouse Dwellings on a CEC – Private Road) and **G1-6** (Greenlands – Natural Hazards)

**Proposed Zoning Regulations – RM6** (Townhouse Dwellings on a CEC – Private Road)

<b>Zone Regulations</b>	<b>RM6 Zone Regulations</b>	<b>Proposed RM6-Exception Zone Regulations</b>
The minimum setback for all <b>buildings, structures, parking areas</b> and <b>swimming pools</b> in Residential Zones to all lands zoned G1 or G2 Base Zone	7.5 m ( 24.6 ft.)	0 m (0 ft.)

<b>Zone Regulations</b>	<b>RM6 Zone Regulations</b>	<b>Proposed RM6-Excpetion Zone Regulations</b>
Minimum <b>exterior side yard</b> for a lot with an <b>exterior lot line</b> abutting a CEC- private road	4.5 m (14.8 ft.)	3.2m (10.5 ft.)
Minimum interior <b>side yard</b> , unattached side	1.5 m (4.9 ft.)	1.2 m (3.9 ft.)
Minimum <b>rear yard</b>	7.5 m (24.6 ft.)	7.0 m (23.0 ft.)
Maximum <b>height</b>	10.7 m (35.1 ft.)	13.0 m (42.7 ft.)
Maximum encroachment of a <b>porch</b> or <b>deck</b> inclusive of stairs located at and accessible from the <b>first storey</b> or below the <b>first storey</b> into the required <b>front yards</b>	1.6 m (5.2 ft.)	2.5 m (8.2 ft.)
Minimum setback of a <b>townhouse dwelling</b> to a CEC – visitor parking space	3.3 m (10.8 ft.)	2.0 m (6.6 ft.)
Minimum width of a sidewalk	2.0 m (6.6 ft.)	1.5 m (4.9 ft.)
Maximum width of a driveway	3.0 m (9.8 ft.)	6.0 m (19.7 ft.)
Minimum setback of a dwelling to a railway right-of-way	30.0 m (98.4 ft.)	25.0 m (82.0 ft.)
Note: The provisions listed are based on information provided by the applicant, which is subject to revisions as the applications are further refined.		

## 7. Section 37 Community Benefits (Bonus Zoning)

Should these applications be approved by Council, staff will report back to Planning and Development Committee on the provision of community benefits as a condition of approval.

**8. School Accommodation**

<b>The Peel District School Board</b>	<b>The Dufferin-Peel Catholic District School Board</b>																																								
<ul style="list-style-type: none"> <li>Student Yield:               <table> <tr> <td>15</td><td>Kindergarten to Grade 6</td></tr> <tr> <td>7</td><td>Grade 7 to Grade 8</td></tr> <tr> <td>8</td><td>Grade 9 to Grade 12</td></tr> </table> </li> <li>School Accommodation:               <p>Ray Underhill Public School</p> <table> <tr> <td>Enrolment:</td><td>279</td></tr> <tr> <td>Capacity:</td><td>364</td></tr> <tr> <td>Portables:</td><td>1</td></tr> </table> <p>Dolphin Senior Public School</p> <table> <tr> <td>Enrolment:</td><td>505</td></tr> <tr> <td>Capacity:</td><td>625</td></tr> <tr> <td>Portables:</td><td>0</td></tr> </table> <p>Streetsville Secondary School</p> <table> <tr> <td>Enrolment:</td><td>842</td></tr> <tr> <td>Capacity:</td><td>1,008</td></tr> <tr> <td>Portables:</td><td>0</td></tr> </table> </li> </ul>	15	Kindergarten to Grade 6	7	Grade 7 to Grade 8	8	Grade 9 to Grade 12	Enrolment:	279	Capacity:	364	Portables:	1	Enrolment:	505	Capacity:	625	Portables:	0	Enrolment:	842	Capacity:	1,008	Portables:	0	<ul style="list-style-type: none"> <li>Student Yield:               <table> <tr> <td>7</td><td>Junior Kindergarten to Grade 8</td></tr> <tr> <td>5</td><td>Grade 9 to Grade 12</td></tr> </table> </li> <li>School Accommodation:               <p>St. Herbert</p> <table> <tr> <td>Enrolment:</td><td>230</td></tr> <tr> <td>Capacity:</td><td>533</td></tr> <tr> <td>Portables:</td><td>0</td></tr> </table> <p>St. Joseph Catholic Secondary School</p> <table> <tr> <td>Enrolment:</td><td>1,369</td></tr> <tr> <td>Capacity:</td><td>1,265</td></tr> <tr> <td>Portables:</td><td>22</td></tr> </table> </li> </ul>	7	Junior Kindergarten to Grade 8	5	Grade 9 to Grade 12	Enrolment:	230	Capacity:	533	Portables:	0	Enrolment:	1,369	Capacity:	1,265	Portables:	22
15	Kindergarten to Grade 6																																								
7	Grade 7 to Grade 8																																								
8	Grade 9 to Grade 12																																								
Enrolment:	279																																								
Capacity:	364																																								
Portables:	1																																								
Enrolment:	505																																								
Capacity:	625																																								
Portables:	0																																								
Enrolment:	842																																								
Capacity:	1,008																																								
Portables:	0																																								
7	Junior Kindergarten to Grade 8																																								
5	Grade 9 to Grade 12																																								
Enrolment:	230																																								
Capacity:	533																																								
Portables:	0																																								
Enrolment:	1,369																																								
Capacity:	1,265																																								
Portables:	22																																								

## 9. Development Issues

The following is a summary of comments from agencies and departments regarding the applications:

Agency / Comment Date	Comment
<p>Region of Peel (December 4, 2018)</p>	<p>The Region relies on the environmental expertise of the Credit Valley Conservation Authority (CVC) Staff for the review of development applications located within or adjacent to Core Areas of the Greenlands Systems in Peel and their potential impacts on the natural environment. Regional Planning staff therefore, request that City staff consider comments from the CVC and incorporate their conditions of approval appropriately.</p> <p>Policy 2.1.6 of the Provincial Policy Statement (2005) states that development and site alterations shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.3, 2.1.4 and 2.1.5 unless the ecological function of the adjacent lands have been evaluated and it has been demonstrated that there will be no negative impacts on the natural feature or on their ecological functions. The applicant has previously submitted an Environmental Impact Study which has been reviewed by the Region and CVC Staff. Prior to receiving Regional Clearance, all outstanding CVC requirements must be satisfied.</p> <p>There is a 150 mm (5.9 in) diameter watermain and a 675 mm (26.6 in) diameter sanitary trunk sewer on Barbertown Road. The watermain will be replaced at the same time as the proposed watermain extension by the developer. The sanitary sewer must be upsized to 250 mm (9.8 in).</p> <p>Additional hydrant flow will be required to be arranged for emergency fire flow.</p> <p>External and construction easements will be required.</p>
<p>Dufferin-Peel Catholic District School Board and the Peel District School Board (May, 2018)</p>	<p>The Peel District School Board and the Dufferin-Peel Catholic District School Board responded that they are satisfied with the current provision of educational facilities for the catchment area and, as such, the school accommodation condition as required by City of Mississauga Council Resolution 152-98 pertaining to satisfactory arrangements regarding the adequate provision and distribution of educational facilities need not be applied for this development application.</p>



Agency / Comment Date	Comment
	<p>In addition, if approved, the Peel District School Board and the Dufferin-Peel Catholic District School Board also require certain conditions be added to the applicable Development Agreements and to any purchase and sale agreements.</p>
<p>Credit Valley Conservation (September 17, 2018)</p>	<p>The property is regulated due to the presence of Carolyn Creek and the Credit River and their associated valley systems. The property also contains floodplain and erosion hazards associated with Carolyn Creek. The property contains Regional Core Greenlands. A portion of the site is within the City of Mississauga's Natural Heritage System and is designated Significant Natural Site.</p> <p>Limits of development and associated grading should be established to adhere to required setbacks from environmental constraints. It is recommended that all hazard lands, natural features and buffers be dedicated to the City and zoned appropriately for their long term conservation and management.</p> <p>Additional information is required on the detailed design of the relief culvert.</p> <p>Updates are required to the Hydraulic Report, Safe Access Assessment, Environmental Impact Statement, Stormwater Management Report, Functional Servicing Report, grading plan and HEC-RAS flood modelling.</p>
<p>City Community Services Department – Parks and Forestry Division/Park Planning Section (December 6, 2018)</p>	<p>Barberton Park (P-311) is located approximately 500 m (1,640 ft.) to the east of the site which contains a play site. In addition, the Greenlands associated with Carolyn Creek are located to the northeast and south of the site. In consultation with CVC, all lands below the established top-of bank, including natural features and associated buffer is recommended to be dedicated to the City. This Department is also requesting a 10 meter (32.9 ft.) buffer setback to be maintained from the staked woodland dripline without any encroachments, grading or structures. The addition of the Greenlands and buffer within the subject property will serve to provide an uninterrupted connection between the existing Carolyn Creek Greenlands and contribute directly to long term conservation and preservation of natural areas.</p>

Agency / Comment Date	Comment
	<p>A satisfactory Environmental Impact Statement, Tree Inventory and Preservation Plan including a Buffer Restoration and Enhancement Plan are still outstanding. All associated requirements and securities related to Greenlands and associated buffers will be reviewed through the Development Engineering Submission review process.</p> <p>Prior to the issuance of building permits, for each lot or block, cash-in-lieu for park or other public recreational purposes is required.</p>
<p>City Transportation and Works Department (December 7, 2018)</p>	<p><i>Noise Study</i> The report is to provide additional clarification regarding nearby noise sources as well as noise fence/berm requirements. All calculations are to be provided in the report. If required, noise mitigation measures will be secured for through the Subdivision Agreement. Approval from CP Rail will be required.</p> <p><i>Functional Servicing Report</i> The report is to provide additional clarification regarding a storm sewer outlet, capacity and quality control issues. Credit Valley Conservation Authority approval is also required with regards to the flood free access and any proposed fill works.</p> <p><i>Grading Servicing Plan</i> The engineering drawings are to show that necessary municipal services can be provided for the proposed development, in particular a safe access for the site must be determined, as well as the storm water outlet. Additional grading information, including cross-sections and any noise fences/berms, are to be shown on the drawings. The site design is also to conform to the City's Common Element Condominium standards.</p> <p><i>Municipal Works</i> Municipal Works will be required to support this development and these works shall form part of the Subdivision Agreement. The extent of the works will be determined prior to the Recommendation Report. Detailed design, securities and insurance will be addressed through the Subdivision Agreement.</p>

Agency / Comment Date	Comment
	<p><i>Traffic</i></p> <p>The Traffic Impact Study (TIS) is to be revised to provide more information regarding signals timing in the vicinity of the subject property and any recommended Transportation Demand Management (TDM) measures. Provision of a new sidewalk will be required and will be determined through subsequent circulations. Approvals from Fire and Peel Waste Collection are required.</p> <p><i>Environmental</i></p> <p>Additional information is required to confirm how potential environmental constraints identified in the Phase I Environmental Site Assessment will be managed. Further, as lands will be dedicated to the City for Greenbelt purposes, the owner is to confirm the presence and quality of fill material on those lands.</p>
CP Rail (June 11, 2018)	The applicant's proposed berm and noise wall requires additional review. The concept plan shows an insufficient setback to the CP rail line.
Other City Departments and External Agencies	<p>The following City Departments and external agencies offered no objection to these applications provided that all technical matters are addressed in a satisfactory manner:</p> <p>City Community Services Department – Culture Division  City Community Services Department – Fire and Emergency  City Planning and Building Department – Development Services  Economic Development Office  Go Transit/Metrolinx  Mississauga Transit Services Division  Bell Canada  Rogers Cable  Canada Post  Alectra  Greater Toronto Airport Authority</p>
	<p>The following City Departments and external agencies were circulated the applications but provided no comments:</p> <p>Trillium Health Partners  Conseil Scolaire Viamonde  City Realty Services Division</p>

Based on the comments received and the applicable Mississauga Official Plan policies, the following matters will have to be addressed:

- Are the policies and principles of Mississauga Official Plan maintained by this project?
- Is the table land identified for development able to be protected against natural hazards to ensure safe access if a flood should occur
- Are site constraints related to natural features, natural hazards, noise, servicing, grading and access identified and resolved
- Are there environmental impacts to the natural heritage features
- Is the proposal compatible with the character of the area given the project's land use, density, setbacks, grading and building configuration
- Are the proposed zoning by-law exception standards appropriate
- What are the expected traffic impacts
- Should the applications apply to the owners' entire land holding – is it appropriate to create two flood-prone parcels of retained land if the subdivision proceeds
- Provision of a satisfactory Servicing Report to determine if there is capacity and resolution of all servicing and utility issues

### **Development Requirements**

In conjunction with the proposed development, there are other engineering and conservation matters including: grading, engineering, servicing and stormwater management that will require the applicant to enter into agreements with the City, the details of which will be dealt with during the processing of the plan of subdivision. Prior to any development proceeding on-site, the City will require the submission and review of an application for site plan approval.

### **Other Information**

The applicant has submitted the following information in support of the applications:

- |   |   |
|---|---|
| • Site Plan and Context Plan              | • Phase Two Environmental Site Assessment                           |
| • Draft Plan of Subdivision               | • Slope Stability Study Letter                                      |
| • Survey and Draft R-Plan                 | • Functional Servicing and Preliminary Stormwater Management Report |
| • Building Elevations                     | • Stage 1 and 2 Archaeological Assessment                           |
| • Site Servicing and Grading Plans        | • Shadow Study  |
| • Composite Constraint Plan               | • Noise and Vibration Feasibility Study                             |
| • Barbertown Road Plan and Profile        | • Safe Access Assessment  |
| • Pre and Post-Development Drainage Plans | • Restrictions on Title   |
| • Tree Inventory and Preservation Plan    | • Public Consultation Strategy                                      |
| • Photometric Plan                        | • Green Building and Site Initiatives                               |
| • Planning Justification Report           | • Draft Zoning By-law   |
| • Environmental Impact Study              | • Draft Official Plan Amendment                                     |
| • Transportation Study                    |   |
| • Phase One Environmental Site Assessment |   |

## **Recommendation Report Detailed Planning Analysis**

**Owner: Barbertown Ventures Inc.**

**1707-1725 Barbertown Road**

### Table of Contents

1.	Community Comments.....	2
2.	Updated Agency and City Department Comments .....	3
3.	<i>Provincial Policy Statement, 2014 (PPS) and the Growth Plan for the Greater Golden Horseshoe (Growth Plan) 2017 .....</i>	5
4.	Consistency with PPS .....	5
5.	Conformity with Growth Plan .....	7
6.	Region of Peel Official Plan.....	8
7.	Mississauga Official Plan (MOP) .....	9
8.	Bonus Zoning.....	11
9.	Zoning.....	11
10.	Site Plan .....	12
11.	Draft Plan of Subdivision .....	13
12.	Conclusions .....	13

## 1. Community Comments

Through the community and public meetings held, comments from the public were generally directed towards traffic, environmental, both loss of trees and potential for flooding, and compatibility of new homes with the ADM Mill. Below is a summary and response to the specific comments heard.

### Comment

The proposal will cause traffic issues on Barbertown Road.

### Response

A traffic impact study (TIS) was submitted which, among other matters, analyzed the traffic volumes on Barbertown Road resulting from the proposed development. The TIS has been reviewed by the Transportation and Works Department and it has been determined that the traffic volumes on Barbertown Road can be managed and accommodated within the original planned capacity.

### Comment

The proposal will result in a loss of green space and trees.

### Response

The applicant is proposing to gratuitously dedicate Block 2 of the draft plan of the subdivision to the City for the long term protection of the lands. Further, the applicant is proposing to restore vegetation on portions of Block 2 and on adjacent lands that are owned by the applicant that are not part of the plan of subdivision. The proposed restoration will be secured through the subdivision agreement. The development of the

blocks on the draft plan will be subject to site plan approval. As part of the site plan process, the applicant will be required to provide a landscape plan to meet the requirements of the zoning bylaw.

### Comment

The property is susceptible to flooding and new housing should not be sited on the property.

### Response

The applicants have submitted a functional servicing report, stormwater management report, and hydraulic assessment, all of which to demonstrate that flood free access can be provided to the development. Credit Valley Conservation and the Transportation and Works Department have reviewed the reports/assessment and have indicated no concerns with the applications from a flood free access perspective.

### Comment

The proposal will have land use compatibility issues associated with an adjacent industrial use (existing flour mill) pertaining to noise.

### Response

The applicant has submitted an updated noise and vibration feasibility study (dated May 7, 2018) to address the impact of noise and vibration from adjacent noise sources such as the Canadian Pacific railway corridor to the north and the ADM Agri-Industries flour mill (ADM Mill) located to the south (municipally known as 1770 Barbertown Road). Further detail is provided in the Mississauga Official Plan section.

**Comment**

The development may hinder ADM Mill's ability to undertake future expansions or modifications to their current operation if the changes result in increased noise impacts.

**Response**

It is difficult to anticipate ADM Mill's future expansion rights, or changes to their current operation, in the absence of details for future expansions / operational changes. However, mitigation measures to address the impact of noise to sensitive land uses surrounding the use may be required.

Further, the ADM property is designated **Greenlands** in MOP and zoned G1 (**Greenlands**) in Zoning By-law 0225-2007. The use of the property for a flour mill is not permitted within the official plan or zoning by-law. However, given its historical existence and continued use on ADM lands, the flour mill is considered legal non-conforming. It should be noted that any expansions to the use would require a planning act approval.

## **2. Updated Agency and City Department Comments**

The applications were circulated to all City departments and commenting agencies on February 28, 2017. A summary of the comments are contained in the Information Report attached as Appendix 1. Below are updated comments.

**Transportation and Works**

Comments updated June 13, 2019, state that the Transportation and Works Department has no objection to the proposal subject to the following engineering matters being addressed in the subdivision agreement.

**Noise and Vibration Study**

The report has not been updated to analyze the acoustical feasibility of the development to reflect the updated subdivision layout.

The Transportation and Works Department staff retained an acoustical engineering consultant (Jade Acoustics) to conduct a peer review of the noise and vibration study on behalf of the City. The peer reviewer concluded that the proposed residential development is feasible subject to the implementation of mitigation measures, which will be secured in the subdivision agreement.

**Land Dedication and Conveyances**

All lands dedicated to the City must be subject to an Environmental Site Assessment. The Transportation and Works Department has requested a Land Schedule be provided with an appropriate survey plan to delineate and determine the environmental suitability of these lands.

### Stormwater Management

The Geomorphic study indicates some of the gabion baskets will need to be replaced. This will be dealt with during the detailed design for the municipal infrastructure.

Clarification of the hydraulic assessment is required for the increase in the existing culvert velocity in the post-development scenario.

### Environmental

Additional information is required to confirm how potential environmental constraints in relation to the decommissioning of two domestic wells and five monitoring wells, three septic systems, and one aboveground storage tank (AST) on the property and identified in the Phase I Environmental Site Assessment will be managed. Written documentation must be provided to the satisfaction of the Transportation and Works Department.

### Municipal Works

Municipal Works will be required to support this development and these works shall form part of the Subdivision Agreement. These works include but are not limited to:

- Construction of an appropriate storm sewer outlet to service these lands;
- Reconstruction of Barbertown Road, including boulevard works and sidewalks;
- Slope stability, greenbelt lands and creek works;

- Site grading and drainage plans; and,
- Land dedication and easements.

Detailed engineering design, securities and insurance will be addressed through the subdivision agreement.

### Community Services

Comments updated June 13, 2019, state that Barberton Park (P-311) is located approximately 500 m (1,640 ft.) to the west of the site, which contains a play site. In addition, the natural areas associated with the Credit River are to the west the site and identified as a Significant Natural Area in the Natural Heritage System. Natural areas associated with Carolyn Creek are to the east of the proposed development. In consultation with Credit Valley Conservation (CVC), all lands below the established top-of bank, including natural features and associated buffer are to be deeded gratuitously to the City. A 10 m (32.8 ft.) buffer setback is to be maintained from the staked woodland dripline without any encroachments, grading or structures. The applicant has proposed minor encroachments into the buffer to facilitate the private road and a berm adjacent to the Canadian Pacific Railway. The encroachments are acceptable. The addition of the natural area and buffer within the subject property will serve to provide an uninterrupted connection between the existing Credit River and Carolyn Creek system and contribute directly to the long term conservation and preservation of Natural Heritage System.



All associated requirements and securities related to Greenlands and associated buffers will be reviewed through the Development Engineering Submission review process.

Furthermore, prior to the issuance of building permits, for each lot or block, cash-in-lieu for park or other public recreational purposes is required pursuant to Section 42 of the *Planning Act* and in accordance with City Policies and By-laws.

### **Credit Valley Conversation (CVC)**

Comments updated June 13, 2019, state that CVC provides planning and technical clearance services to the City of Mississauga and Region of Peel as it relates to natural heritage protection and natural hazard management. The development limits have been finalized through the most recent submission. Through the detailed design process, clarification regarding safe access, the stormwater management strategy as well as the restoration and enhancement of the valleylands (to be placed in public ownership) will be finalized.

### **Canadian Pacific Railway (CPR)**

Comments updated August 7, 2019 state that CPR does not have concerns with the applications as the crash wall heights have been determined. Final review and approval of the crash wall design can be completed prior to final approval of the plan of subdivision.

## **3. Provincial Policy Statement, 2014 (PPS) and the Growth Plan for the Greater Golden Horseshoe (Growth Plan) 2019**

The *Provincial Policy Statement* (PPS) and the *Growth Plan for the Greater Golden Horseshoe* (Growth Plan) provide policy direction on matters of provincial interest related to land use planning and development and directs the provincial government's plan for growth and development that supports economic prosperity, protects the environment and helps communities achieve a high quality of life.

Both the PPS and the Growth Plan recognize that the official plan is the most important vehicle for implementation of these policies as "comprehensive, integrated and long-term planning is best achieved through official plans".

Under the *Planning Act*, all planning decisions must be consistent with the PPS and conform to the Growth Plan.

## **4. Consistency with PPS**

The following addresses the proposal in the context of the PPS and MOP conformity.

### *Intensification*

Section 1.1.3.3 of the PPS states that "planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock" and Section 1.1.3.4 of the PPS states that "appropriate development standards should be

promoted which facilitate intensification, redevelopment, and compact form, while avoiding or mitigating risks to public health and safety."

The PPS is implemented through the City's official plan policies. Specifically as it relates to this proposal, Section 5.3.5.6 of MOP (Neighbourhoods) states that development will be sensitive to the existing and planned context and will include appropriate transitions in use, built form, density and scale.

Section 9.2.2 of MOP (Non-intensification Areas) indicates that neighbourhoods are stable areas where limited growth is anticipated. Development in Neighbourhoods will be required to be context sensitive and respect the existing or planned character and scale of development.

The applications seek to permit 75 townhomes on a common element condominium road. The proposal represents a compact form that is appropriate for the area, while avoiding risk to public health and safety.

#### *Compatibility of Sensitive Land Uses with Major Facilities*

Section 1.2.6 of the PPS states that "major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities."

Section 6.5.5 of MOP states that when determining land use compatibility, regard will be given to odours, air particulates, noise and other contaminants, which may impact adjacent or nearby land uses and that incompatible land uses such as sensitive land uses and those uses that are sources of noise, odour and dust will be separated and/or the nuisances will be mitigated, so they do not interfere with each other.

To assess the compatibility of sensitive land uses with industrial uses municipalities rely on the *D-6 Compatibility between Industrial Facilities* guidelines from the Ministry of Environment, Conservation and Parks. Further, noise and vibration studies are required to address the guidelines and potential conflicts.

Based on the D-6 guidelines, the subject lands fall within the area of influence of the ADM Agri-Industries flour mill (ADM Mill) located to the south (municipally known as 1770 Barbertown Road).

In support of the proposal an updated noise and vibration study (dated May 7, 2018) was submitted. The study concluded that the impacts of noise meet the applicable guidelines, subject to the inclusion of a noise warning clause in all purchase and sale and lease agreements for the applicant's land. The noise and vibration feasibility study was peer reviewed by Jade Acoustics on behalf of the City. The peer reviewer indicated no objections to the approval of the applications, subject to the implementation of mitigation measures, which will be secured in the subdivision agreement.

*Natural Heritage / Flood Free Access*

Section 2.1.1 of the PPS states that "natural features and areas shall be protected for the long term" and Section 2.1.8 of the PPS states that "development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological function.

Section 3.1 b) of the PPS a states that "development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards."

Section 3.1.2 c) of the PPS states that "development and site alteration shall not be permitted within areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it can be demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard."

The subject property is currently designated **Greenlands** on Schedule 10 of MOP, and contain significant natural areas and natural green spaces, and natural hazards (floodplain) as identified on Schedule 3 of MOP. Section 6.3.32 of MOP indicates that development and site alteration will not be permitted within or adjacent to Natural Green Spaces, Linkages and Special Management Areas unless it has been

demonstrated that there will be no negative impact to the natural heritage features and their ecological functions and opportunities for their protection, restoration, enhancement and expansion have been identified.

The applicant submitted an Environmental Impact Study (EIS) by Beacon Environmental demonstrating that there will be no negative impacts on the natural features or their ecological function and the proposed development would be located outside the floodplain. Further, the EIS is proposing restoration of vegetation within portions of Block 2 and adjacent lands that are owned by the applicant that are not part of the plan of subdivision. The applicants have submitted a functional servicing report, stormwater management report, and hydraulic assessment, all of which to demonstrate that flood free access can be provided to the development. The Transportation and Works Department, Community Services Department and the Credit Valley Conservation have indicated no concerns with the applications from a flood free access perspective, no objection to the proposed findings of the EIS and development proceeding subject to the dedication of Block 2 on the draft plan and the mitigation measures provided in the EIS; both of which will be secured in the subdivision agreement.

## 5. Conformity with Growth Plan

Section 2.2.2.3 c) of the Growth Plan directs municipalities to "encourage intensification generally throughout the delineated built up area". The PPS and Growth Plan indicate that

development must be governed by appropriate standards including density and scale.

Section 4.2.2 of the Growth Plan states that "a Natural Heritage System for the Growth Plan has been mapped by the Province to support a comprehensive, integrated, and long term approach to planning for the protection of the region's natural heritage and biodiversity. The Natural Heritage System for the Growth Plan excludes land within settlement area boundaries that were approved and in effect as of July 1, 2017." Given the lands are within a settlement boundary that has been approved prior to July 1, 2017, the Natural Heritage System for the growth plan does not apply to the subject property.

Section 5.3.5.2 of MOP states that residential intensification within Neighbourhoods will generally occur through infilling. Section 5.3.5.5 of MOP states that intensification within Neighbourhoods may be considered where the proposed development is compatible in built form and scale to surrounding development, enhances the existing or planned development and is consistent with the policies of this plan.

Section 9.2.2 *Non-intensification Areas* of MOP states that while new development need not mirror existing development, new development in Neighbourhoods will: respect existing lotting patterns, respect the continuity of front, rear and side yard setbacks, respect the scale and character of the surrounding area, minimize overshadowing and overlook on adjacent neighbours, incorporate stormwater best management practices, preserve mature high quality trees and ensure replacement of the tree canopy, and be designed to

respect the existing scale, massing, character and grades of the surrounding area.

The relevant MOP policies in this report conform to the Growth Plan for the Greater Golden Horseshoe.

The policies of the Greenbelt Plan and the Parkway Belt Plan are not applicable to these applications.

## 6. Region of Peel Official Plan

The subject property is located within the Urban System and more specifically within a Core Area within the Greenlands System within the Region of Peel. General Objectives in Section 5.3.1 and General Policies in Section 5.3.2 direct development and redevelopment to the Urban System to achieve an urban structure, form and densities which are pedestrian oriented, transit supportive and context appropriate. General Policies in Section 2.1.3 seek to identify, protect and support the restoration and rehabilitation of the Greenlands System.

Section 9.1 of MOP (Introduction – Build a Desirable Urban Form) states that urban form refers to the physical layout and design of the city. It addresses the natural and built environments and influences that lead to successful cities. This section emphasizes where growth will be directed and other areas where limited growth will occur. It envisions that limited growth will be directed to Non-Intensification Areas comprised of Neighbourhoods (among others) that will be

context sensitive and respect the existing or planned character and scale of development.

The relevant MOP policies in this report are in conformity with the Region of Peel Official Plan.

Comments were provided by the Region of Peel indicating that the Official Plan Amendment has been exempted from Regional Approval.

## 7. Mississauga Official Plan (MOP)

The proposal requires an amendment to the Mississauga Official Plan Policies for the East Credit Neighbourhood Character Area, to permit 75 townhomes on a common element condominium road. Section 19.5.1 of Mississauga Official Plan provides the following criteria for evaluating site specific official plan amendments:

- ***Will the proposal adversely impact or destabilize the overall intent, goals and objectives of the Official Plan; and the development or functioning of the remaining lands which have the same designation, or neighbouring lands?***
- ***Are the lands suitable for the proposed uses, and are the proposed land uses compatible with existing and future uses of the surrounding lands?***
- ***Are there adequate engineering services, community infrastructure and multi-modal transportation systems to support the proposed application?***

- ***Has a planning rationale with reference to Mississauga Official Plan policies, other relevant policies, good planning principles and the merits of the proposed amendment in comparison with the existing designation been provided by the applicant?***

Planning staff have undertaken an evaluation of the criteria against this proposed development application.

### *Directing Growth*

The subject site is located in the East Credit Neighbourhood Character Area and more specifically within the Natural Heritage System of MOP. The anticipated population of 252 people is well within the forecasted growth for the neighbourhood.

The subject site is designated **Greenlands**, containing significant natural areas and natural green space, and natural hazards (floodplain). Permitted uses in this designation include conservation, passive recreational activity, parkland, and municipal infrastructure.

The proposal seeks to permit 75 townhomes on a condominium road. Through the submission and review of supporting studies, it has been determined that there are lands that are suitable for residential development (Block 1) and portions of the property that are to be protected and left in their natural state (Block 2). Block 2 lands are proposed to be gratuitously dedicated to the City. Further, a portion of the property is not subject to the planning applications. No development is proposed on these lands except for the

restoration of vegetation along the Carolyn Creek as recommended in the EIS. These works will be secured for through the subdivision agreement.

#### *Compatibility with the Neighbourhood*

Intensification within Neighbourhoods is to be compatible in built form and scale to surrounding development and will be sensitive to the existing and planned context. The site is located within the East Credit Neighbourhood Character Area. Permitted uses include a range of residential uses. The subject land is bounded by the Canadian Pacific railway corridor to the north, the Credit River to the west and Carolyn Creek to the east. Protected Greenlands surround the proposed residential lands on this property. The proposed amendment would result in the construction of 75 townhomes on a common element condominium road. Subject to satisfying the conditions of draft plan approval, the proposed development is compatible with the surrounding residential neighbourhood. Through the implementation of noise mitigation measures, compatibility with the flour mill to the west will be addressed.

#### *Natural Heritage*

The applicant submitted an Environmental Impact Study (EIS) by Beacon Environmental demonstrating that there will be no negative impacts on the natural features or their ecological function and the proposed development would be located outside of the floodplain. The Community Services Department and the Credit Valley Conservation have indicated no objection to the proposed findings of the EIS and development

proceeding, subject to the dedication of Block 2 on the draft plan and the mitigation measures provided in the EIS; both of which will be secured in the subdivision agreement.

#### *Flood Free Access*

The applicants have submitted a functional servicing report, stormwater management report, and hydraulic assessment, which demonstrate that flood free access can be provided to the development. Credit Valley Conservation and the Transportation and Works Department have reviewed the reports/assessment and have indicated no concerns with the application from a flood free access perspective. Detailed design addressing flood free access will be undertaken through the subdivision agreement.

#### *Noise and Vibration*

With the original application, the applicant submitted a noise and vibration feasibility study to address the impact of noise and vibration from adjacent noise sources such as the Canadian Pacific railway corridor to the north and the ADM Agri-Industries flour mill (ADM Mill) located to the south (municipally known as 1770 Barbertown Road). The study was peer reviewed by Valcoustics Canada Ltd. on behalf of an adjacent property owner, ADM Agri-Industries, and the peer review comments were forwarded to the applicant. In response to the peer review, the applicant submitted an updated noise and vibration feasibility study. The study concluded that the impacts of noise meet the applicable guidelines, subject to the inclusion of a noise warning clause in all purchase and sale and lease agreements for the applicant's land. The noise and

vibration feasibility study was peer reviewed by Jade Acoustics on behalf of the City. The peer reviewer indicated no objections to the approval of the applications, subject to the implementation of mitigation measures, which will be secured in the subdivision agreement.

#### *Services and Infrastructure*

Based on the comments received from the applicable City Departments and external agencies, the existing infrastructure is adequate to support the proposed development.

The Region of Peel has advised that there is adequate water and sanitary sewer capacity to service this site.

The site is currently serviced by the following MiWay Transit routes:

- Routes 35, 35A and 9 on Eglinton Avenue West having direct access to the Square One transit terminal and Islington Subway Station.

There is a transit stop on Eglinton Avenue West within approximately 550 m (1,804 ft.) of the site.

The proposal is served by major City of Mississauga facilities in the Streetsville and Erin Mills Neighbourhoods. Streetsville Library and Vic Johnston Community Centre and Arena are 3 km (1.9 mi.) to the north. Erin Meadows Library is approximately 4 km (2.5 mi.) to the west. The site is also served by nearby Barberton Park to the east.

For these reasons, these applications are consistent with MOP, the Region of Peel Official Plan, the Growth Plan for the Greater Horseshoe and the PPS.

## **8. Bonus Zoning**

Council adopted Corporate Policy and Procedure 07-03-01 – Bonus Zoning on September 26, 2012. In accordance with Section 37 of the *Planning Act* and policies contained in the Official Plan, this policy enables the City to secure community benefits when increases in permitted height and/or density are deemed to be good planning by Council through the approval of a development application.

The subject lands are currently zoned **G1-6** (Greenlands), which permits three detached dwellings legally existing on the date of the passing of this By-law. The applicant is seeking to permit 75 townhomes on a common element condominium road. As the project is of a greater density than what is currently permitted, it meets the minimum threshold for a Section 37 contribution.

## **9. Zoning**

The proposed **H-RM6-Exception** (Townhouses on a CEC – Road) is appropriate to accommodate the proposed proposal.

Below is an updated summary of the proposed site specific zoning provisions:

**Proposed Zoning Regulations**

<b>Zone Regulations</b>	<b>RM6 Zone Regulations</b>	<b>Proposed RM-6-Exception Zone Regulations</b>
Minimum <b>Interior Side Yard</b> – unattached side	1.5 m (4.9 ft.)	1.2 m (3.9 ft.)
Maximum <b>Rear Yard</b>	7.5 m (24.6 ft.)	7.0 m (23.0 ft.) 6.0 m (19.7 ft.)*
Maximum <b>Height</b>	10.7 m (35.1 ft.) and 3 storeys	14.0 m (45.9 ft.) and 3 storeys
Maximum encroachment of a <b>porch</b> or <b>deck</b> inclusive of stairs located at and accessible from the <b>first storey</b> or below the <b>first storey</b> into a required <b>front yard</b>	1.5 m (4.9 ft.)	2.5 m (8.2 ft.)
Maximum encroachment of a balcony beyond the <b>garage face</b>	N/A	1.5 m (4.92 ft.)
Maximum encroachment of stairs with a maximum of three risers into a required side yard	N/A	0.6 m (2.0 ft.)

<b>Zone Regulations</b>	<b>RM6 Zone Regulations</b>	<b>Proposed RM-6-Exception Zone Regulations</b>
Minimum setback of a <b>townhouse dwelling</b> to a CEC – visitor <b>parking space</b>	3.3 m (10.8 ft.)	2.0 m (6.6 ft.)
Maximum width of a <b>driveway</b> providing access to a <b>garage</b> having a minimum width of 6.0 metres	N/A	6.0 m (19.6 ft.)
Minimum setback of a dwelling to a railway right-of-way	30.0 m (98.4 ft.)	25.0 m (82.0 ft.)
Maximum area occupied by a pergola within the <b>amenity area</b>	10.0 m <sup>2</sup> (107.6 ft <sup>2</sup> )	20 m <sup>2</sup> (215.3 ft <sup>2</sup> )
* for one lot only		

**10. Site Plan**

Prior to development of the lands for townhomes, the applicant will be required to obtain site plan approval. A site plan application has not been submitted to date for the proposed development.



While the applicant has worked with City departments to address many site plan related issues through review of the rezoning concept plan, further revisions will be needed to address matters such as block design, landscaping and amenity area design.

As the applicant has addressed the relevant provincial and City policies and the technical requirements of the City, staff recommend approval of the official plan amendment, rezoning and draft plan of subdivision subject to the conditions in the staff report dated August 19, 2019.

## **11. Draft Plan of Subdivision**

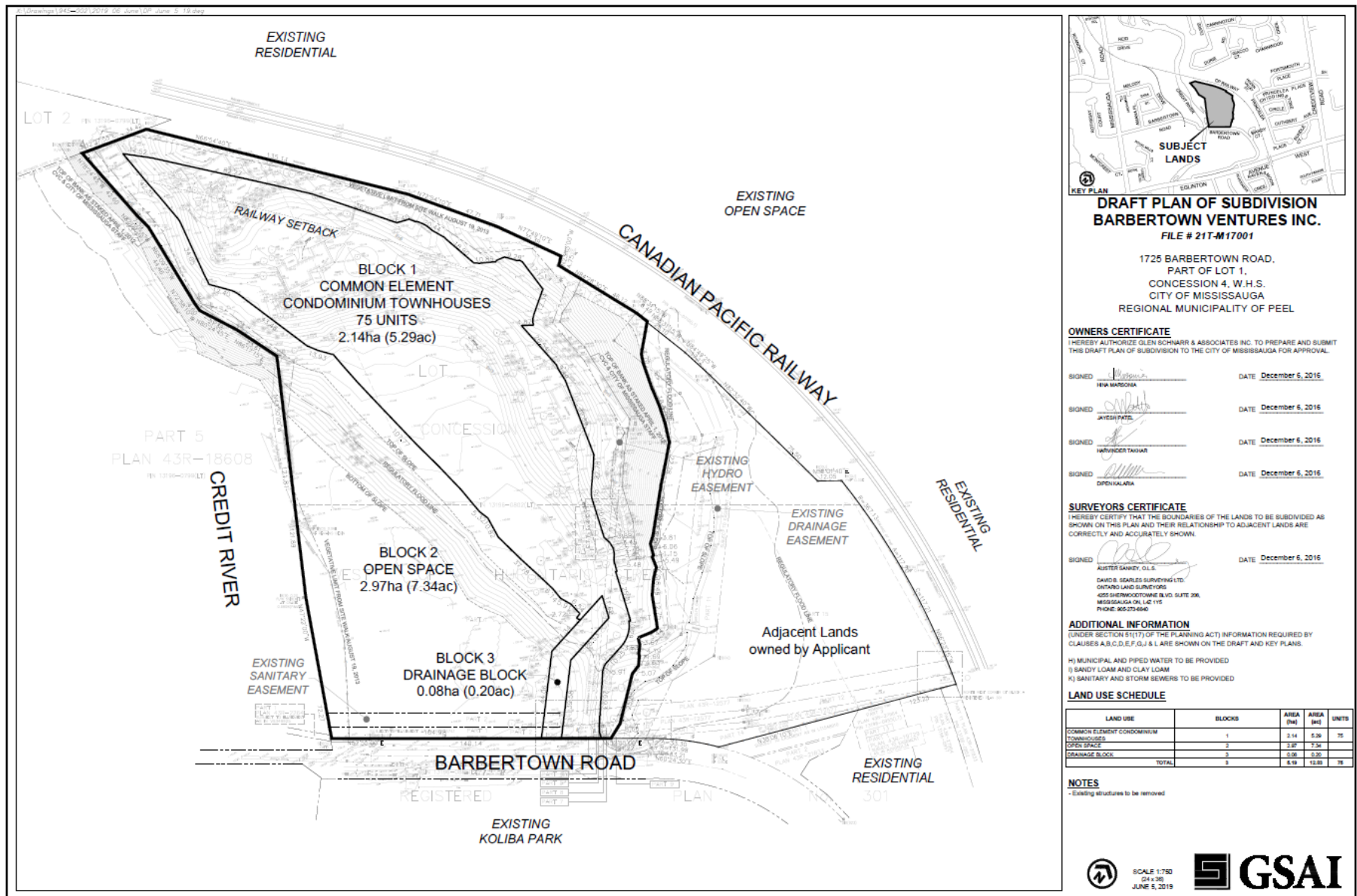
The lands are the subject of a draft plan of subdivision. The proposed plan of subdivision was reviewed by City Departments and agencies and is acceptable subject to certain conditions (attached as Appendix 4).

Development will be subject to the completion of services and registration of the plan.

## **12. Conclusions**

In conclusion, City staff have evaluated the applications to permit 75 townhomes on a common element condominium road against the *Provincial Policy Statement*, the *Growth Plan for the Greater Golden Horseshoe*, Region of Peel Official Plan and Mississauga Official Plan.

The proposed development is compatible with the neighbourhood and maintains the existing and planned character of the surrounding area. The natural features have been evaluated and will remain in a protected zoning. Portions of these lands will be dedicated gratuitously to the City. Adjacent lands owned by the applicant will remain designated and zoned Greenlands.






---

**SCHEDULE A  
CONDITIONS OF APPROVAL**

**FILE:** T-M17001 W6

**SUBJECT:** Draft Plan of Subdivision  
1707 – 1725 Barbertown Road  
Part of Lot 1, Concession 4, West of Hurontario Street  
City of Mississauga  
Barbertown Ventures Inc.

---

Approval of a draft plan of subdivision granted under Section 51 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, will be valid until approval is either withdrawn or the plan is registered. Approval may be withdrawn by the Commissioner, Planning and Building Department if approval of the final plan has not been given three (3) years after the date of approval of the draft plan.

**NOTE:** City is "The Corporation of the City of Mississauga"  
Region is "The Regional Municipality of Peel"

The City has not required either the dedication of land for park or other public recreational purposes, or a payment of money in lieu of such conveyance as a condition of subdivision draft approval authorized by Section 51.1 of the *Planning Act*, R.S.O. 1990, c.P13 as amended. The City will require payment of cash-in-lieu for park or other public recreational purposes as a condition of development for each lot and block, prior to the issuance of building permits pursuant to Section 42(6) of the *Planning Act*, R.S.O. 1990, c.P13, as amended, and in accordance with the City's policies and by-laws.

- 1.0 Approval of the draft plan applies to the plan dated June 5, 2019.
- 2.0 That the owner agree, in writing, to satisfy all the requirements, financial and otherwise of the City and the Region.
- 3.0 That the applicant/owner shall enter into a Subdivision and any other necessary agreements, satisfactory to the City, Region or any other appropriate authority, prior to ANY development within the plan. These agreements may deal with matters including, but not limited to, the following: engineering matters such as municipal services, road widenings, construction and reconstruction, signals, grading, fencing, noise mitigation, and warning clauses; financial issues, such as cash contributions, levies (development charges), land dedications or reserves, securities, or letters of credit; planning matters such as residential reserve blocks, buffer blocks, site development plan and landscape plan approvals and conservation. THE DETAILS OF THESE REQUIREMENTS ARE CONTAINED IN COMMENTS IN RESPONSE TO THE CIRCULATION OF THE PLAN FROM AUTHORITIES, AGENCIES, AND DEPARTMENTS OF THE CITY AND REGION WHICH HAVE BEEN FORWARDED TO THE APPLICANT OR HIS CONSULTANTS, AND WHICH COMMENTS FORM PART OF THESE CONDITIONS.
- 4.0 All processing and administrative fees shall be paid prior to the registration of the plan. Such fees will be charged at prevailing rates of approved City and Regional Policies and By-laws on the day of payment.

- 
- 5.0 The applicant/owner shall agree to convey/dedicate, gratuitously, any required road or highway widenings, 0.3 m (1 ft.) reserves, walkways, sight triangles, buffer blocks and utility or drainage easements to the satisfaction of the City, Region or other authority.
  - 6.0 The applicant/owner shall provide all outstanding reports, plans or studies required by agency and departmental comments.
  - 7.0 That a Zoning By-law for the development of these lands shall have been passed under Section 34 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, and be in full force and effect prior to registration of the plan.
  - 8.0 The proposed streets shall be named to the satisfaction of the City and the Region. In this regard, a list of street names shall be submitted to the City Transportation and Works Department as soon as possible after draft plan approval has been received and prior to any servicing submissions. The owner is advised to refer to the Region of Peel Street Names Index to avoid proposing street names which conflict with the approved or existing street names on the basis of duplication, spelling, pronunciation, and similar sounding.
  - 9.0 Prior to final approval, the Engineer is required to submit, to the satisfaction of the Region, all engineering drawings in Micro-Station format as set out in the latest version of the Region of Peel "Development Procedure Manual".
  - 10.0 Prior to final approval, the applicant shall enter into a Section 37 agreement to the satisfaction of the City.
  - 11.0 Provisions shall be made in the subdivision agreement that satisfactory arrangements will be made with the Region of Peel Waste Collection Staff to provide Regional collection of material.
  - 12.0 Prior to final approval, the City shall be advised by the School Boards that satisfactory arrangements regarding the adequate provision and distribution of educational facilities have been made between the developer/applicant and the School Boards for this plan.
  - 13.0 Prior to execution of the Subdivision Agreement, the developer shall name to the satisfaction of the City Transportation and Works Department the telecommunications provider.
  - 14.0 Prior to execution of the Subdivision Agreement, the developer must submit in writing, evidence to the Commissioner of the City Transportation and Works Department, that satisfactory arrangements have been made with the telecommunications provider, Cable TV and Hydro for the installation of their plant in a common trench, within the prescribed location on the road allowance.
  - 15.0 That prior to signing of the final plan, the Commissioner of Planning and Building is to be advised that all of the above noted conditions have been carried out to the satisfaction of the appropriate agencies and the City.

**THE REQUIREMENTS OF THE CITY WILL BE EFFECTIVE FOR THIRTY-SIX (36) MONTHS FROM THE DATE THE CONDITIONS ARE APPROVED BY THE COMMISSIONER, PLANNING AND BUILDING DEPARTMENT. AFTER THIS DATE REVISED CONDITIONS WILL BE REQUIRED. NOTWITHSTANDING THE SERVICING REQUIREMENTS MENTIONED IN SCHEDULE A, CONDITIONS OF APPROVAL, THE STANDARDS IN EFFECT AT THE TIME OF REGISTRATION OF THE PLAN WILL APPLY.**

---

## **REPORT 9 - 2019**

To: MAYOR AND MEMBERS OF COUNCIL

The Heritage Advisory Committee presents its ninth for 2019 and recommends:

HAC-0075-2019

1. That the deputation and supporting documents from Julie Daly, Resident regarding a request to consider 51 Tannery House for Heritage Designation be received;
2. That 51 Tannery House not be subject to designation under Part IV of the Ontario Heritage Act, as the property does not meet the criteria under Ontario Regulation 9/06;
3. That staff be requested to contact the building officials to discuss the possibility of retaining or repurposing the property located at 51 Tannery House.

(Ward 11)

(HAC-0075-2019)

HAC-0076-2019

That the property at 1174 Mississauga Road, which is listed on the City's Heritage Register, is not worthy of heritage designation, and consequently, that the owner's request to demolish proceed through the applicable process, as per the Corporate Report from the Commissioner of Community Services dated September 10, 2019.

(Ward 2)

(HAC-0076-2019)

HAC-0077-2019

That the reference plan of the designation by-law for 5520 Huronraio Street, which is designated under Part IV of the Ontario Heritage Act, be amended; as per the Corporate Report from the Commissioner of Community Services dated September 17, 2019.

(Ward 5)

(HAC-0077-2019)

HAC-0078-2019

1. That the Corporate Report entitled "Allocations to the Designated Heritage Property Grant Program - Round Two" dated September 10, 2019 from the Commissioner of Community Services be approved.
2. That the Heritage Advisory Committee support a recommendation to Council to transfer \$22,302 from the Arts Reserve to fund an additional five applications as part of the Designated Heritage Property Grant program.

(HAC-0078-2019)

HAC-0079-2019

That the Memorandum from Megan Piercey, Legislative Coordinator dated September 27, 2019, entitled "2020 Heritage Advisory Committee Meeting Schedule" be received.

(HAC-0079-2019)

## **REPORT 15 - 2019**

To: MAYOR AND MEMBERS OF COUNCIL

The Planning and Development Committee presents its fifteenth report for 2019 and recommends:

PDC-0062-2019

1. That the report dated September 13, 2019 from the Commissioner of Planning and Building regarding variances to the Sign By-law under File SGNBLD 18-4282 VAR (W1), Pattison Outdoor Advertising, 1675 Queensway East be received for information.
2. That the request to permit one (1) single sided billboard sign with 100% electronic changing copy sign face and a sign area of 32.52 m<sup>2</sup> (350 ft<sup>2</sup>), be approved.

PDC-0063-2019

1. That the report dated September 13, 2019 from the Commissioner of Planning and Building regarding variances to the Sign By-law under File SGNBLD 17-6915 VAR (W3), Pattison Outdoor Advertising, 765 Dundas Street East be received for information.
2. That the request to permit one (1) double sided billboard sign with electronic changing copy sign faces, be approved

PDC-0064-2019

1. WHEREAS the Recommendation Report dated August 23, 2019 from the Commissioner of Planning and Building recommends the application by Yee Hong Centre for Geriatric Care for Official Plan Amendment to permit an 18 storey seniors' apartment building, 13 storey retirement home/seniors' apartment building, hospice, and retention of the existing 5 storey long term care home, under File OZ 19/001 W6, 5510 Mavis Road, cannot be supported;

AND WHEREAS the Provincial Policy Statement directs municipalities to accommodate an appropriate range and mix of residential uses (including housing for older persons) and institutional uses (including long-term care homes) to meet long term needs;

AND WHEREAS the Provincial Growth Plan's policies are based on key principles including building complete communities, prioritizing intensification, and supporting a range and mix of housing options;

AND WHEREAS the Region of Peel Official Plan seeks to provide for the needs of the Region's changing age structure and allow opportunities for residents to live in their own communities as they age, and making available housing for residents with special needs including provision of accessible housing and appropriate support services;

AND WHEREAS Mississauga Official Plan directs that the City will provide opportunities for the production of housing for those with special needs, such as housing for the elderly;

AND WHEREAS the 2016 population of seniors aged 65 plus in Mississauga was 101,780 people (14% of the population), and is projected to more than double by 2041 to 234,220 people (27% of the population);

AND WHEREAS Yee Hong Centre for Geriatric Care is a well-respected non-profit leader in the provision of senior care in the Greater Toronto Area;

AND WHEREAS the Yee Hong Centre for Geriatric Care currently has a waiting list of 416 individuals in Mississauga;

NOW THEREFORE LET IT BE RESOLVED THAT the application by Yee Hong Centre for Geriatric Care for an official plan amendment to permit a maximum of 18 storey seniors' apartment building, a maximum of a 13 storey retirement home/seniors' apartment building, hospice, and retention of the existing 5 storey long term care home, under File OZ 19/001 W6, 5510 Mavis Road, be approved, and that staff be directed to prepare the official plan amendment for Council's passage.

2. That the twelve oral submission be received.

PDC-0065-2019

That the report dated September 13, 2019 from the Commissioner of Planning and Building regarding the application by 2629604 Ontario Ltd. to permit four semi-detached homes, under File OZ 19/007 W7, 2476 and 2482 Confederation Parkway, be received for information, and further that notwithstanding planning protocol, that the Recommendation Report and applicable by-laws go directly to Council.

PDC-0066-2019

That the report dated September 13, 2019, from the Commissioner of Planning and Building recommending approval of the removal of the "H" holding symbol application, under File H-OZ 18/004 W3, Hazelton Development Corp., 4064, 4070 and 4078 Dixie Road, be adopted and that the Planning and Building Department be authorized to prepare the by-law for Council's passage.

PDC-0067-2019

That the report dated September 13, 2019, from the Commissioner of Planning and Building recommending approval of the removal of the "H" holding symbol application, under File H-OZ 18/003 W3, DeZen Realty Company Limited, 4560-4570 and 4572 Tomken Road, be adopted and that the Planning and Building Department be authorized to prepare the by-law for Council's passage.



## PDC-0068-2019

1. That the report dated September 13, 2019, from the Commissioner of Planning and Building regarding the application by Edenshaw Ann Developments Limited to permit a 22 storey condominium apartment building with 313 residential units, 3 live/work units and four levels of underground parking, under File OZ 19/008 W1, 78 Park Street East and 22 – 28 Ann Street, be received for information.
2. That the three oral submission be received.

## PDC-0069-2019

That the report dated September 13, 2019, from the Commissioner of Planning and Building regarding potential zoning by-law amendments for accessory motor vehicle sales under File BL.09-MOT (All Wards), be received for information.

## PDC-0070-2019

1. That the submissions made at the public meeting held on October 7, 2019, to consider the report “Gateway Corporate Centre Character Area – City-initiated Zoning By-law Amendment – Public Meeting” dated September 13, 2019, be received; and,
2. That staff report back to the Planning and Development Committee on the submissions made, outlining any modifications to the original proposed zoning changes, if necessary.
3. That the two oral submissions be received.

## PDC-0071-2019

1. That the report titled “*Draft Provincial Policy Statement 2019*” from the Commissioner of Planning and Building, dated August 23, 2019, be received for information.
2. That Council endorse positions and comments contained in this report and Appendix 1.
3. That the City Clerk forward the report to the Ministry of Municipal Affairs and Housing.



---

## **REPORT 16 - 2019**

To: MAYOR AND MEMBERS OF COUNCIL

The Planning and Development Committee presents its sixteenth report for 2019 and recommends:

PDC-0072-2019

That the report dated August 23, 2019, from the Commissioner of Planning and Building regarding the application by OMERS Realty Management Corporation to permit reduced parking requirements and broadened shared parking permissions for the subject lands, under File OZ 19/005 W4, 2, 97, 100 and 101 City Centre Drive, 25-155 Square One Drive, 30-309 Rathburn Road West, and 4220 Living Arts Drive, be received for information.

PDC-0073-2019

That the report dated August 23, 2019, from the Commissioner of Planning and Building regarding the applications by 2462357 Ontario Inc. to permit a two storey detached home, 37 three storey street townhouses and the extension of Thorny-Brae Place, under Files OZ 17/018 W8 and T-M17006 W8, 1745, 1765 and 1775 Thorny-Brae Place, be received for information.

PDC-0074-2019

1. That the report dated August 23, 2019, from the Commissioner of Planning and Building regarding the applications by 151516 Canada Inc. (RioCan) to permit 16 and 25 storey residential apartment buildings connected by a 6 storey podium with retail and service commercial uses on the ground floor, under File OZ 19/004 W5, 60 Bristol Road East, be received for information.

2. That eight oral submissions be received.

PDC-0075-2019

1. That notwithstanding that subsequent to the public meeting, changes to the application have been proposed, Council considers that the changes do not require further notice and, therefore, pursuant to the provisions of subsection 34(17) of the Planning Act, any further notice regarding the proposed amendment is hereby waived.

2. That the application under File OZ 18/007 W1, Brown Maple Investments Ltd., 55 Port Street East, to amend Mississauga Official Plan to Residential High Density; to change the zoning to RA2-Exception (Apartments) to permit a nine storey condominium apartment building with 35 units and one level of underground parking, be approved subject to the conditions referenced in the staff report dated August 23, 2019, from the Commissioner of Planning and Building.

3. That the applicant agree to satisfy all the requirements of the City and any other external agency concerned with the development.
4. That the decision of Council for approval of the rezoning application be considered null and void, and a new development application be required unless a zoning by-law is passed within 18 months of the Council decision.
5. Notwithstanding subsection 45.1.3 of the Planning Act, subsequent to Council approval of the development application, the applicant can apply for a minor variance application, provided that the height and FSI shall not increase.
6. That fourteen oral submissions be received.

## NOTICE OF MOTION

### RESOLUTION AGAINST BILL 21

Moved by: B. C. C. C. Seconded by: \_\_\_\_\_

WHEREAS in 2019 the Province of Quebec enacted Bill 21 (An Act Respecting the Laicity of the State) which prohibits public servants from wearing religious symbols including turbans, hijabs, yarmulke, the cross and many others;

AND WHEREAS Mississauga is a multicultural, socially diverse, and inclusive city that is home to many different faiths, religions, genders, languages, and cultures;

AND WHEREAS the wearing of signs or clothing as a religious symbol is a fundamental right in the exercise of "freedom of thought, conscience and religion," as written in Article 18 of the Universal Declaration of Human Rights;

AND WHEREAS Freedom of religion in Canada is protected by the Canadian Charter of Rights and Freedoms and the Canadian Human Rights Act;

AND WHEREAS The City of Mississauga stands firmly to support religious freedom as this is aligned with the Canadian Charter of Rights and Freedoms;

AND WHEREAS Government has an important role in protecting our shared values of tolerance and diversity;

AND WHEREAS Mississauga City Council and the Corporation of the City of Mississauga have time and again affirmed our commitment to diversity, equity, and the values of tolerance, diversity, and inclusion;

AND WHEREAS a secular and religiously neutral state is achieved by treating all citizens fairly through unbiased governance structures that do not favour one religion over another;

AND WHEREAS forcing citizens to abandon certain cultural and religious practices will only serve to create an environment that fosters intolerance and inequity;

AND WHEREAS Bill 21 is a divisive law that perpetuates exclusion, discrimination, and class division by increasing systematic barriers to employment for religious groups;

AND WHEREAS The National Council of Canadian Muslims (NCCM), the Canadian Civil Liberties Association (CCLA), the World Sikh Organization (WSO), and others have initiated a constitutional challenge against Bill 21;

AND WHEREAS Mississauga is a welcoming community that provides equal opportunities to people from across Canada and the world;

AND WHEREAS the City of Calgary recently passed a resolution to support a nationwide initiative with the Canadian Coalition of Municipalities Against Racism and Discrimination to address the harms of Bill 21, and its impact on the unity, reputation and well-being of Canada;

AND WHEREAS on October 10, 2019, the Council of the Region of Peel passed a motion expressing opposition to Bill 21;

AND WHEREAS this is an issue of national importance, with ramifications across our country;

NOW THEREFORE BE IT RESOLVED that Mississauga City Council opposes Quebec's Bill 21 and continues to support building a welcoming city where everyone has access to opportunity and prosperity.

AND That the City of Mississauga support in principle the legal challenge against the discrimination of freedom of religion proposed in Quebec's Bill 21;

AND that Mississauga Council endorse the nationwide initiative proposed by Calgary City Council in conjunction with the Canadian Coalition of Municipalities Against Racism and Discrimination that addresses the harms of Bill 21, and its impact to the unity, reputation and well-being of Canada;

AND that City Council calls on the federal government to challenge Bill 21.

**NOTICE OF MOTION**

WHEREAS the Government of Ontario recently passed legislation allowing all municipalities within the Province to establish speed limits of lower than 50 km/h within their local neighbourhoods;

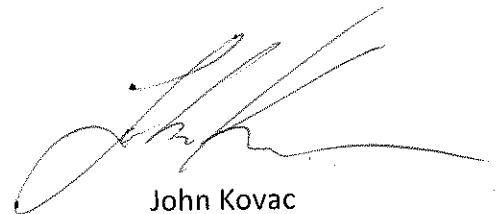
AND WHEREAS the City of Mississauga has recently enacted a by-law to amend the Traffic By-law 555-2000 to establish 40 km/h neighbourhood area speed limits within the neighbourhoods identified in the report dated September 13, 2019 from the Commissioner of Transportation and Works, entitled, "40 km/h Neighbourhood Area Speed Limit Implementation (All Wards)" and further that a by-law be enacted for all municipal wards, including Wards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11, to allow for the reduction of speed limits to 40 km/h in identified neighbourhoods;

AND WHEREAS the City of Mississauga has championed the Vision Zero initiative and remains focused on ending motor vehicle collisions resulting in injuries and/or fatalities;

AND WHEREAS the safety of our children and the safety of School Zones remains of paramount concern to parents, local residents and our Council;

AND WHEREAS a distinction in speed limits should continue to exist between neighbourhood roads and School Zones for added clarity and increased safety;

THEREFORE IT BE RESOLVED that staff be directed to review the establishing of 30 km/h area speed limits for all School Zones within the City of Mississauga and subsequently prepare a report and recommendation to General Committee.



John Kovac

October 15, 2019





WHEREAS the Mayor, Members of Council and staff at the City of Mississauga are saddened to learn of the passing of Robert G. McFarland Sr. on October 5, 2019;

AND WHEREAS Robert started with Mississauga Transit November 17, 1975 and retired January 28, 2000;

AND WHERE AS Robert was well-liked by his passengers and well respected by his peers and was a strong supporter of transit and the ATU;

AND WHERE AS Robert will be dearly missed by his family and friends;

NOW THEREFORE BE IT RESOLVED that sincere condolences be extended on behalf of the Mayor, Members of Council and staff of the City of Mississauga to the McFarland Family.



WHEREAS the Mayor, Members of Council and staff at the City of Mississauga are saddened to learn of the passing of Robert G. Elliott on October 16, 2019

AND WHEREAS Robert started with the City in 1981 and retired November 2012 and held numerous positions in Community Services and in Finance;

AND WHEREAS Robert was well known for his sense of humour, love of family and his sound advice;

AND WHEREAS Robert will be dearly missed by his family and friends;

NOW THEREFORE BE IT RESOLVED that sincere condolences be extended on behalf of the Mayor, Members of Council and staff of the City of Mississauga to the Elliott Family.