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## General Committee

### Date

2016/06/29

### Time

9:00 AM

### Location

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

### Members

Mayor Bonnie Crombie	
Councillor Jim Tovey	Ward 1
Councillor Karen Ras	Ward 2
Councillor Chris Fonseca	Ward 3
Councillor John Kovac	Ward 4
Councillor Carolyn Parrish	Ward 5
Councillor Ron Starr	Ward 6
Councillor Nando Iannicca	Ward 7
Councillor Matt Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10 (Chair)
Councillor George Carlson	Ward 11

### Contact

Sacha Smith, Legislative Coordinator, Legislative Services  
905-615-3200 ext. 4516  
Email [sacha.smith@mississauga.ca](mailto:sacha.smith@mississauga.ca)

### Find it Online

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

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1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **PRESENTATIONS**

5. **DEPUTATIONS**

5.1. Johnny Bozzo, Chair, Paint the Town Red with respect to the Canada Day Celebration - Paint the Town Red.

5.2. Stephanie Scott, General Manager, Malton BIA and Sam Kohli, Malton BIA with respect to Malton Celebrates Canada Day.

5.3. Item 6.1 Marianne Mowbray, Vice President, Leash-Free Mississauga

5.4. Item 6.2 Helen Noehammer, Director, Transportation and Infrastructure Planning

5.5. Laura Wilson, Election Officer and Brian Bonner, Election Officer with respect to Potential enhancements for the 2018 Municipal Election: Internet Voting, Ranked Choice Elections and Vote Anywhere and Recommendation GOV-0010-2016 in the Governance Committee Report 3-2016 June 20, 2016.

6. **MATTERS TO BE CONSIDERED**

6.1. Leash-Free Zone Review For Information Only

6.2. Stormwater Programs for Residential Properties

6.3. All-Way Stop - Cardiff Boulevard and Lorimar Drive/Khalsa Drive (Ward 5)

6.4. All-Way Stop - Laird Road and Vega Boulevard (Ward 8)

6.5. Temporary Road Closures: Revus Avenue at the GO Transit Railway Crossing (between Marf Avenue and Shaw Drive), Alexandra Avenue at the Go Transit Railway Crossing (between Third Street and Fourth Street) (Ward 1)

6.6. Regulating AirBnB (Short-Term Accommodations) Overview

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- 6.7. Changes to the Tow Truck Licensing By-law 521-04, as amended, to include vehicle standards that all tow trucks be equipped with tint-free windows except where the vehicle contains original vehicle manufactured tinted glass
  - 6.8. Winter Maintenance and Snow Clearing for City Facilities
  - 6.9. Construction and Implementation of a Roundabout – Explorer Drive and Skymark Avenue (Ward 5).
  - 6.10. Draft Plan of Phased Condominium - 70, 80, 90 and 100 Little Creek Road & 5060 Four Springs Avenue CDM.16.002, Phase 2 (Ward 5)
  - 6.11. Single Source Purchase of Automatic Passenger Counters (APC) (FA.49.421-16) and Bus Camera Hardware Upgrade (FA.49.422-16)
  - 6.12. Mississauga Fire & Emergency Services Tiered Response Agreement
  - 6.13. Fire Protection Services Agreement between the City of Mississauga and the Town of Halton Hills
  - 6.14. Paul Coffey Arena and Park Improvements and Events
  - 6.15. Supporting Mississauga's Business Improvement Areas
  - 6.16. Development Charges Act Amendments through Bill 73 and Ontario Regulation 428/15

7. **ADVISORY COMMITTEE REPORTS**

- 7.1. Mississauga Cycling Advisory Committee Report 6-2016 June 14, 2016
- 7.2. Governance Committee Report 3-2016 June 20, 2016
- 7.3. Traffic Safety Council Report 4-2016 June 22, 2016

8. **COUNCILLORS' ENQUIRIES**

9. **OTHER BUSINESS/ANNOUNCEMENTS**

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10. **CLOSED SESSION**

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

- 10.1. The security of the property of the municipality or local board - Mississauga Transitway Settlement Agreement - Contracts 2 and 3 Dufferin Construction Company (a Division of CRH Canada Group Inc.)
- 10.2. A proposed or pending acquisition or disposition of land by the municipality or local board - Authority to Negotiate for Acquisition of 0 Meadowvale (Ward 9)
- 10.3. The security of the property of the municipality or local board - Mississauga Steelheads Update
- 10.4. Labour relations or employee negotiations - Labour Negotiations Update (Verbal)

11. **ADJOURNMENT**



# City of Mississauga Corporate Report



Date: 2016/05/31

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:  
2016/06/29

## Subject

**Leash-Free Zone Review**

## Recommendation

That the Corporate Report dated May 31, 2016 from the Commissioner, Community Services entitled "Leash-Free Zone Review" be approved in principle, subject to capital budget funding.

## Report Highlights

- The City of Mississauga has seven Leash-Free Zones operated by the volunteer group Leash-Free Mississauga.
- Leash-Free Mississauga has been an affiliated group since 1998.
- The first Leash-Free Zone was constructed in 1996.
- There is an identified need to revise the Leash-Free Zone funding model and design standard.
- Six parks were identified for potential new Leash-Free Zones to be considered as amenities during the development/redevelopment of the parks.

## Background

In 2015, Parks and Forestry staff were requested to review the current Leash-Free Zone funding model by Leash-Free Mississauga. Leash-Free Mississauga, a longstanding and committed volunteer group, historically funded the operating and capital costs of Leash-Free Zones. The last Leash-Free Zone was constructed in 2006. Thirteen requests have been received by staff since 2014 for new Leash-Free Zones to be constructed. The existing funding model is unable to support the development of new Leash-Free Zones.

The 2014 Parks and Forestry Future Directions Master Plan identified Leash-Free Zones as a community interest to be considered in the design and rejuvenation for all parks. Currently there is no provision level guideline within Future Directions for Leash-Free Zones. The existing

seven Leash-Free Zones service the City's estimated 75,000 dogs and owners, with one Leash-Free Zone per 106,000 residents [see Appendix 1].

## Present Status

Leash-Free Mississauga currently has approximately 500 members who pay annual fees of \$15 for one dog and \$20 for two dogs or more. These fees plus additional revenue from donations and fundraising are currently used to cover capital construction and annual operating costs. This existing funding model would be unable to support required capital and operating costs for future Leash-Free Zones.

As Mississauga's population continues to grow, there has been and will be an increase in resident requests for new Leash-Free Zones. Currently, the City's provision level (1:106,000) is significantly lower than nearby municipalities such as Toronto (1:41,500) and Oakville (1:30,500).

Below are additional highlights from a benchmarking study of municipalities [see Appendix 2]:

- Most cities do not have policies or formal plans for Leash-Free Zones.
- Some cities are adopting post and paddle fencing with wire mesh [see Appendix 4], such as Toronto and Pickering.
- All cities leverage community volunteers as park stewards.

## Comments

Additional Leash-Free Zones would allow for citywide coverage and create a City provision level similar to that of nearby municipalities. Six new or to be redeveloped park sites have been identified for potential new Leash-Free Zones that have been or will be included during the park design phase [see Appendix 3]. A provision level standard will be considered for development as a component of the next Parks and Forestry Future Directions Master Plan.

A Leash-Free Zone design standard that includes fencing will allow for consistency within each future site [see Appendix 4]. There are no plans at this time to include water or lighting as part of the design standard.

A Leash-Free Zone policy will allow for public consultation, compliance with zoning requirements, and identification of stakeholder roles and responsibilities for future Leash-Free Zone development.

The City would absorb the minimal operating costs for all Leash-Free Zones if the proposed funding model changes are supported.

Leash-Free Mississauga would be required to focus on public educational programming, Leash-Free Zone cleanups and continued membership development and fundraising to allow for additional amenities to be installed at their expense. Note that membership fees will remain non-mandatory for Leash-Free Zone users.

## Strategic Plan

Building additional Leash-Free Zones would provide residents with more opportunities to recreate with their dogs, supporting the Strategic Goal of Connect through Creating Great Public Spaces.

## Financial Impact

Park Planning will consider the inclusion of Leash-Free Zones for parks listed in Appendix 3. Estimated capital costs of \$50,000 per new Leash-Free Zone are based on revised design guidelines, and will be included in the development or redevelopment budget for each park.

If the proposed funding model is approved, the minimal maintenance costs for all existing and new Leash-Free Zones will be absorbed within the Parks Operations annual operating budget.

## Conclusion

As the population continues to grow, additional requests for new Leash-Free Zones will continue to be received by the City. To support these requests and the growth of the current Leash-Free Zone program, a provision level standard will be considered for development in the next Parks and Forestry Future Directions Master Plan. With the proposed funding model changes, the City will be able to add additional Leash-Free Zones through the park development process.

Leash-Free Mississauga would continue to partner and support the City by being responsible for public educational programming, zone cleanups, and continued membership development and fundraising to incrementally fund Leash-Free Zone amenities above the City's design standard.

These identified changes will provide necessary updates to the City's Leash-Free Zone program and facilitate growth in the future.

## Attachments

Appendix 1: Current State City Map and Provision Level

Appendix 2: City Benchmarking

Appendix 3: Potential Leash-Free Zones

Appendix 4: Revised Leash-Free Zone Design

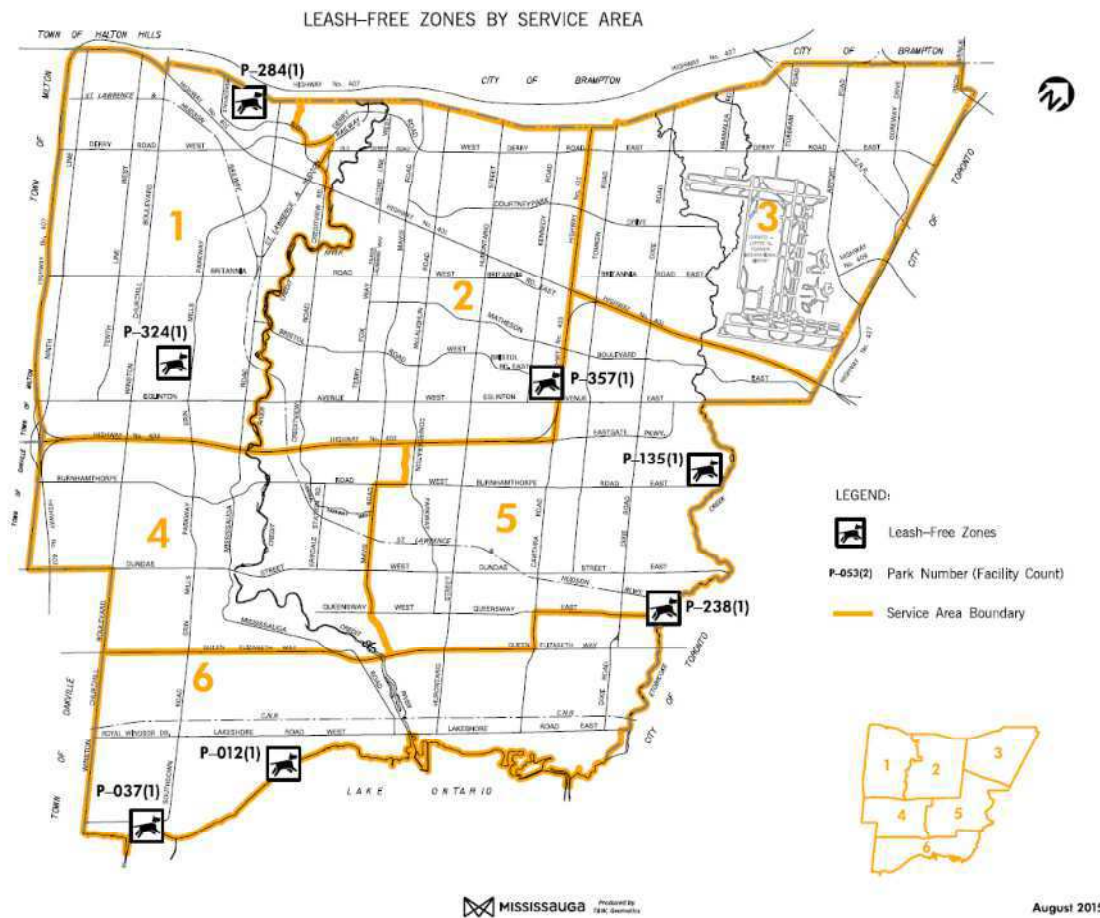


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Paul Mitcham, P. Eng, MBA, Commissioner of Community Services

Prepared by: Gavin Longmuir, Manager Parks Operations

## Current State City Map and Provision Level



Park	Common Name
P-012	Jack Darling Park
P-037	Lakeside Park
P-135	Garnetwood Park
P-238	Etobicoke Valley
P-284	Totoredeca Park
P-324	Quenippenon Meadows Park
P-357	Parkway Belt

Municipality	# Leash-Free Zones	Population*	Provision Level
Mississauga	7	742,700	1 : 106,000

\*SOURCE: Statistics Canada Census, 2011

Note: Service level rounded to the nearest 500 people.

## Appendix 2

## City Benchmarking

Municipality	# Leash-Free Zones	Population*	Provision Level	Operations (education, fundraising, clean-ups)	Maintenace (garbage pickup, grass cutting)	Capital Cost (fencing, amenities)	Annual User Fees
Calgary	150 Multi-Use	1,096,833	1 : 7,500	Volunteers / City	City	City	None
Ottawa	Multi-Use	883,391	HIGH	City	City	City	None
Vancouver	36 (6 fenced)	603,502	1 : 17,000	City	City	City	None
Edmonton	40+	812,201	1 : 20,500	Volunteers	City	City	None
Oakville	6	182,520	1 : 30,500	Volunteers	Volunteers	Volunteers	\$20 plus \$2 for each extra dog
Toronto	63	2,615,060	1 : 41,500	Volunteers	City	City	None
Milton	2	84,362	1 : 42,000	Volunteers	Volunteers	Volunteers / City	\$10 for 1 dog, \$15 for 2+
Barrie	2	135,711	1 : 68,000	City	City	City	None
Kitchener	3	219,153	1 : 73,000	City	City	City	None
Hamilton	6	519,949	1 : 86,500	Volunteers	Volunteers	Volunteers / City	None
Pickering	1	88,721	1 : 88,500	Volunteers / City	City	City	None
Waterloo	1	98,780	1 : 99,000	City	City	City	None
Mississauga	7	742,700	1 : 106,000	Volunteers	Volunteers / City	Volunteers	\$15 for 1 dog, \$20 for 2+
London	3	366,151	1 : 122,000	Volunteers	Volunteers	Volunteers / City	\$20
Brampton	4	523,911	1: 131,000	City	City	City	None
Markham	1	301,709	1 : 301,500	Volunteers	Volunteers	Volunteers	\$20

\*SOURCE: Statistics Canada Census, 2011

## New Leash-Free Zones



Year	Park	Common Name	Park Type
2016	P-519	Union Gas	Park Development
2019	P-059	Paul Coffey	Park Development
2019	P-459	[not yet named]	Park Development
TBD	P-215	Springbank Meadows	Existing Park
TBD	P-328	Meadowvale Conservation	Existing Park
TBD	P-294	Zonta Meadows	Park Development

	2011	2021	2031	2041
# LFZs	7	13	13	13
Provision Levels	106,000	60,500	64,000	67,500

\* SOURCE: GIS population projections

Revised Leash-Free Zone Design



# City of Mississauga

## Corporate Report



Date: 2016/06/15

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng, MBA, Commissioner of  
Transportation and Works

Originator's files:  
MG.23.REP

Meeting date:  
2016/06/29

## Subject

### Stormwater Programs for Residential Properties

## Recommendation

That the report dated June 15, 2016 from the Commissioner of Transportation and Works regarding the proposed Stormwater Programs for Residential Properties be approved in accordance with the following:

1. That staff develop in 2016 and implement in 2017 an enhanced Residential Stormwater Outreach and Education Program and that a new project PN16147 Residential Stormwater Outreach and Education Program Implementation be established with a net budget of \$40,000 and that funding be allocated from the Stormwater Capital Reserve Fund (Account #35992).
2. That Council approve in 2016 two permanent full-time positions for the operations and administration of an enhanced Residential Stormwater Outreach and Education Program with an annual cost of \$112,000 to be included in the 2017 Stormwater Business Plan and Budget. With an anticipated recruitment this fall, the 2016 staffing cost of \$28,000 will be funded from PN12129 Stormwater Financing Study.
3. That staff develop in 2016 and implement in 2017 a Residential Stormwater Home Visit Service for a two year period and that a new project PN16148 Residential Stormwater Home Visit Service be established with a net budget of \$65,000 and funding be allocated from the Stormwater Capital Reserve Fund (Account #35992).
4. That staff be authorized to develop a stormwater charge subsidy program for low-income seniors and low-income persons with disabilities in single residential homes to offset the stormwater charges received by those homeowners and report back to General Committee in the fall of 2016.
5. That all necessary by-laws be enacted.



## Report Highlights

- Through input received from residents at two workshops, feedback from the Residential Program Working Committee, discussions with industry experts and research about our municipal peers, staff has concluded that:
  - An enhanced Residential Stormwater Outreach and Education Program is the best value option to address public outreach and education desires;
  - A home visit service is the best mechanism through which to engage homeowners to apply general stormwater best practices on their property;
  - A subsidy for low income property owners would assist in offsetting stormwater charge costs;
  - Financial recognition programs have participation rates so low that it would not be a responsible use of stormwater charge funds to introduce such a program; and
  - Adjusting our best-in-class, scientifically sound assessment method to incorporate a wider variety of property characteristics would significantly redistribute the stormwater charge among property owners and increase the overall rate through added administrative cost.
- The question of how best to recognize homeowners who take actions to manage stormwater and encourage other homeowners to do so has been considered by staff and Council throughout the development of the stormwater charge. The issue was considered in the greatest detail to date through the formation of a Working Committee.
- The Working Committee evaluated further research and new information, of which the most important was public input, sought through two well-advertised public workshops and an online feedback tool.
- At the workshops and through on-going interaction with the public, the Working Committee received feedback on a number of themes, including:
  - Desire for contact from the City about greater diversity of stormwater topics, eg. infrastructure funded by the stormwater charge, and through a variety of formats, eg. Presentations;
  - Public education through means like presentations and home visits, along with promotions, is needed to enable homeowners to take actions to manage stormwater on their property;
  - Desire for financial compensation for homeowners who have taken actions to manage stormwater;
  - Senior homeowners with low incomes may not have the ability to pay for the stormwater charge, among rising household expenses; and
  - Desire to alter the stormwater charge assessment method to reflect various residential property characteristics not now considered.

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## Background

On October 28, 2015, Council supported an amended motion from Councillor Ras, Resolution 0252-2015, that Council establish a Working Committee of interested Councillors and appropriate staff to consider a separate credit program for residential properties which utilize volume control measures and that a report be brought back to Council by the Spring of 2016. This report has been prepared in response to this resolution.

## Previous Studies and Corporate Reports

Throughout the development of the City's Stormwater Charge Program, opportunities have been explored by staff for the City to introduce further resources to residents in the form of programs to: a) financially recognize homeowners who have taken steps to manage stormwater and reduce the risks of flooding on their properties, and b) to financially encourage other homeowners to do so. The following paragraphs summarize the findings and recommendations on residential program options that staff has brought forward in previous reports to General Committee and Council during the development and introduction of the stormwater charge.

On December 5, 2012, General Committee received the report titled *Stormwater Financing Study (Phase 1) – Funding Recommendations* dated November 23, 2012 which, along with recommending that the City's stormwater program move from a property tax supported program to a stormwater rate funded program, also recommended that a residential credit program not be implemented. The report stated that "although the City recognizes the importance of on-site stormwater management measures on residential properties, the anticipated high administration cost for a credit application, approval and processing program may outweigh the net savings in the City's stormwater program resulting from this initiative", and that "staff recommends that an incentive program be explored which offers a one-time discount on the capital cost of implementing stormwater controls such as rain barrels."

On December 4, 2013, General Committee received the report titled *Stormwater Financing Study (Phase 2) – Implementation Plan* dated November 22, 2013 which recommended that the implementation of a stormwater utility program be approved, including, among other matters, an incentive program for residential properties. The report recommended that a residential incentive program be developed with an offer of one-time incentives to homeowners for pre-approved stormwater measures such as rain barrels, rain gardens, soak-away pits or permeable pavements. Members of Committee expressed concern with the administrative costs and bureaucratic scale of implementing a residential incentive program and referred the matter back to staff for more information.

On May 20, 2015, General Committee received the report titled *Stormwater Charge Implementation Update* dated May 19, 2015 which recommended that an Outreach and Education Program be introduced for the single family residential sector to educate homeowners and direct them to existing programs and resources offered by partner organizations. The report summarized staff's research on residential incentive programs, including benchmarking of programs offered by municipalities across Canada and the United

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States and discussions with experts from Credit Valley Conservation, Toronto and Region Conservation Authority and the Region of Peel. It was found that uptake of financial incentives for stormwater best management practices on residential properties has commonly been very low (0% – 7%) and that low stormwater awareness and literacy were among the primary reasons for the low participation. Members of the Committee expressed concern that the report did not recommend incentives and requested more information on the residential stormwater credit program being offered by the City of Kitchener.

On May 27, 2015, Council received the report titled *Stormwater Charge Implementation Update – Additional Information on Residential Programs*, dated May 25, 2015, which highlighted the experiences of the City of Kitchener. The residential sector in Kitchener comprises approximately 60% of the total hard surface area in the City. Over several years, the residential credit program, with reductions of up to 45 percent, had achieved an uptake of about 5,000 homes, equivalent to about 7% of the total eligible properties. The majority of the applications were received within the first six months of the program.

The report estimated that the cost of delivering a residential stormwater credit program in Mississauga similar to that of Kitchener would be \$525,000 annually, of which \$275,000 is the value of credits awarded and \$250,000 the estimated administrative cost. Staff recommended that the greatest opportunity and best investment for financially incentivizing stormwater management improvements on private property in Mississauga was with the multi-residential and non-residential sector, which comprises 70% of the hard surface area in the City. Staff remained confident that a Residential Outreach and Education Program would be the most responsible and best approach for the City of Mississauga to recognize and support the efforts that single residential homeowners make on their properties.

## Comments

Beginning on January 18, 2016, the Residential Program Working Committee, comprised of Councillors Ras, Fonseca, Starr, Mahoney and Carlson, and staff from the Transportation and Infrastructure Planning Division, convened for a series of meetings over the winter and early spring months. Through a review of previous staff findings, new research, dialogue with experts, public consultation and deliberations, the Working Committee expended a significant level of effort in determining the most valuable program approach for the City's homeowners. Input received through public workshops demonstrated the thoughtfulness and preferences of the most interested residents and has contributed to the direction and development of recommendations.

## Public Workshops

Before any formal consideration of potential residential programs was undertaken, the Working Committee felt that public consultation in the form of a workshop was required. The workshop was designed to provide a brief history about stormwater issues and the stormwater charge, followed by facilitated round-table discussions on residential program considerations. Facilitators were recruited from outside of the City's Stormwater Team, to free these staff to

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answer technical questions and to give residents full confidence that the facilitators were unbiased in their moderation of the discussions. An online feedback mechanism was later added for those who could not attend the workshop.

The workshop was communicated to residents through social media, print newspaper advertisements, the City of Mississauga e-newsletter and websites, and Councillor newsletters. Individual emails were sent by staff to residents who had previously expressed their interest in a credit program or similar. Registration on Eventbrite was free.

After receiving a high number of advance registrations, staff added a second workshop which was communicated to residents through all channels described above, except print advertisements.

The two workshops were held on April 13, 2016 from 2:00 to 4:00 pm and 6:30 to 8:30 pm at the Living Arts Centre. In total, 179 people participated in the workshops. At the round table discussions, participants were asked to discuss the following questions:

- How do you think the City should recognize homeowners who take steps to manage stormwater and reduce the risks of flooding on their properties?
- What type of resources and guidance do you think would help homeowners take steps to manage stormwater and reduce the risks of flooding on their properties?

The discussions sparked by these questions were recorded by the table facilitators and transcribed by staff.

Through comment forms provided at the end of the workshops, participants were asked to rate their workshop experience and to provide additional comments. Overall, 79% of the 133 respondents rated the presentation program content as Excellent or Good and 90% of respondents rated the round-table discussion content as Excellent or Good.

Following the workshop, a video of the presentation was posted on the stormwater charge website, accompanied by the two questions and an email address for residents to submit their answers or ideas. Between April 18 and May 4, thirteen emails were received, of which five responded directly to the questions and eight shared general concerns about the stormwater charge.

Please see Appendix 1 for transcripts of the facilitator notes, as well as comment sheets and email input.

### **Resident Feedback**

In review and collation of the facilitator notes, comment sheets and emails received, a number of themes emerged. Some are outside the scope of the Working Committee, but are nonetheless shared below.

Residents expressed a desire for increased contact from the City, a general lack of exposure to and knowledge of stormwater management practices, dissatisfaction with the current stormwater charge assessment method, concern for fixed-income seniors' ability to pay, and interest in involvement in future program and policy development. They also expressed ideas related to potential residential programs, including education and personalized support to improve stormwater management practices on their property, compensation for works already done, interest in demonstration sites throughout the City, and community-building opportunities through hands-on stormwater projects.

### **Consideration of Feedback and Evaluation of Program Options**

Staff conducted research and consultation with industry experts to identify, evaluate and make recommendations on program options that could address the themes which emerged from the workshops and other public feedback.

#### Outreach and Education

The topics of outreach and education were the themes that emerged most often at the workshops. Many residents described little knowledge of stormwater issues and saw an increased number and variety of communication, outreach and education formats as the best way to help them learn. These formats included videos, bill inserts, the Mississauga News, website-based resources, presentations to homeowner groups, presence at library and community centres, and demonstration sites. The greatest topic of interest was about what actions homeowners could take on their properties, but also included the stormwater charge and how the City manages stormwater.

The City's Stormwater Team currently has a short-term Outreach and Education program being delivered by two contract staff as part of the implementation of the stormwater charge. The program focuses on providing information tailored to the interests of residents including how the stormwater charge works, how their property drains, what common practices can put homes at risk of flooding, what actions can be taken to reduce risk, and what actions benefit the environment. Staff recommends enhancing and making permanent the existing Residential Stormwater Outreach and Education program as the best value option to respond to residents' interest in learning more about the stormwater program as a whole. It was clear from the workshops that residents appreciated the opportunity to hear information about stormwater directly from staff, as well as ask questions and receive answers from technical staff directly involved in policy and stormwater program development. A permanent program, delivered by two dedicated staff, would continue such face-to-face encounters at public events and at public facilities like libraries and community centres to reach the broadest cross-section of residents in Mississauga. In addition, Outreach and Education staff would have resources to host workshops with technical staff on topics of interest to engaged homeowners, such as flood protection and lot drainage. They would be able to organize tours of low-impact development installations in Mississauga to provide homeowners with direct exposure to stormwater best practices.

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Such a program would improve stormwater literacy and give residents the knowledge they need to better protect their homes and the environment. It would also represent a fair re-investment of funds received from residents through stormwater charges.

The proposed enhancements to the Residential Stormwater Outreach and Education Program have a start-up cost of \$40,000, 2016 staffing cost of \$28,000 and an annual staffing cost of \$112,000. The start-up cost includes permanent display equipment and the development of outreach and educational materials. The staffing cost includes two permanent full-time positions which will be recruited in the fall of 2016.

#### Stormwater Home Visit Service

At the workshops, a number of residents expressed interest in having someone come to their house to show them what they could do to improve stormwater management on their property. To provide a comprehensive, professional visit to help homeowners understand and address stormwater issues, staff recommends a home visit service to be implemented in association with a third-party provider. The “personal trainer” for stormwater would recommend specific priority actions, connect the homeowner with resources, and provide follow-up to assist in project completion. For homeowners who have already spoken with Outreach and Education staff and familiarized themselves with general stormwater concepts, participation in the home visit service would be a natural next step.

This type of program has a good track record in other jurisdictions, including Chicago, Calgary, Hamilton, Kitchener and Waterloo, with positive feedback from participants. According to a survey in Canada, nine out of ten program participants would recommend the program and 57% had taken an action to protect their property from stormwater in the first four months after the home visit. Most commonly implemented practices were eavestrough maintenance, downspout disconnection and rain barrel installation.

Staff recommends that a stormwater home visit service be offered to residents on a first-come, first-served basis, for a two-year period to gauge the long-term interest among homeowners. Assuming an uptake of approximately 100 homeowners, the service would cost approximately \$65,000, including the procurement of consulting services and/or contract resources to deliver it, the development and production of promotional materials, and a provision to offset the cost of purchasing a discounted rain barrel from the Region of Peel following the home visit. It is assumed that the administration of the Home Visit Service would be delivered by the recommended staff resources as part of implementing an enhanced Outreach and Education program, if approved.

#### Financial Recognition for Stormwater Best Practices

Some residents expressed interest in a reduction to the stormwater charge in recognition for an action they have taken or after taking action in the future. Financial recognition programs can be categorized as follows: a credit, based on the relative cost-saving to the City's system, or a rebate, based on the relative cost of purchase or installation of the stormwater measure.

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### *Credit Program*

A residential credit program would provide financial recognition for stormwater best practices. It would be administered as an ongoing reduction to a property's stormwater charge. Like the non-residential and multi-residential credit program, the amount of reduction would be based on the relative ongoing benefit to the City's stormwater program.

The non- and multi-residential credit program has four categories in which credits may be awarded: peak flow reduction, water quality treatment, runoff volume reduction, and pollution prevention. Their relative percentage in the credit schedule is based on the portion of the City's respective stormwater program costs which can potentially be influenced by stormwater measures on individual properties. Peak flow reduction and runoff volume reduction are the highest value credit categories and the ones most applicable to single residential properties.

Staff calculated the credit amounts that could be awarded by using Kitchener's residential credit schedule as a guide; specifically, providing credits based on the volume of water captured. A typical rain barrel has a volume of 200 litres (55 gallons); therefore, it was assumed that 800 litres (180 gallons), or four rain barrels, is a reasonable expectation of the volume of water captured from a typical residential stormwater investment. Based on staff analyses of peak flow and runoff volume reductions, a home with a rain barrel installed at each of its conceptual four corners would qualify for a credit of less than 5%, which is equivalent to less than \$3.50 annually, depending on the stormwater charge tier the home is within.

Homeowners who installed a permeable pavement driveway specifically designed to manage stormwater would receive higher credit percentages. Assuming that the driveway accounts for 75% of non-roof hard surface area on a single residential property, the homeowner could receive a credit ranging from 10% to 16%, or \$8 to \$17 per year. Permeable pavement driveway installations can cost several thousand dollars, greatly limiting the number of homeowners who would install them for the purpose of receiving a stormwater credit.

The expected start-up cost to implement a residential credit program is estimated at \$85,000, largely consisting of program development and IT staff resources. The annual administrative cost is estimated to be \$235,000, including two technical staff to review applications, two field staff to audit and inspect the stormwater installations, as well as related Region of Peel billing costs. Assuming an uptake rate of 7%, based on Kitchener's experience, and the estimated credit amounts discussed above, the value of the credits awarded is expected to be in the order of \$45,000 per year. It should be noted that this amount is less than the \$275,000 credit value estimated in the May 2015 Corporate Report. Through a more detailed review of the potential stormwater runoff volume and peak flow reductions that could be achieved through more common stormwater management measures it was determined that these volumes were significantly less than the May 2015 estimates.

Creating a mechanism to recognize and reward ongoing stormwater efforts would require ongoing administration. Many residents expressed their desire for staff to conduct site visits to determine the appropriate credit. This approach would raise the administrative staff costs even

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further. The administrative cost represents a balance of efficiency and fiscal accountability to payees of the stormwater charge. However, it still would be at least five times greater than the value of the credits awarded.

Staff sought other information to determine the relative value of a residential credit program. The Manager of the City of Kitchener's Stormwater Utility delivered a presentation to the Working Committee on the history and experience of the residential credit program in Kitchener. The development of the online application forms and IT data management system for its residential credit program took several months to complete by a small team of dedicated staff. While more than 4,000 credit applications were received in the first six months, significantly fewer were received in the following two years, with just 200 more applications deemed eligible.

The credit applications received were largely for rain barrels that had been distributed by the Region of Waterloo for free over a ten-year period, while applications for backyard infiltration galleries were for facilities previously installed by builders to satisfy development requirements. Based on the City of Kitchener's experience, the presenter recommended that Mississauga not implement a residential credit program.

Staff also updated its benchmarking research on financial recognition programs for homeowners across Southern Ontario. Beyond Kitchener and the neighbouring City of Waterloo, the other municipalities in Southern Ontario with stormwater charges (Aurora, London, Markham, Richmond Hill, St. Thomas) do not provide a credit or otherwise reduce the charge of residential properties based on the presence of stormwater management practices.

There are select homeowners in Mississauga who have been extraordinarily conscientious and taken steps to manage stormwater on their property proactively. Staff commends these homeowners as responsible property owners and environmental stewards. However, based on the research that has been completed and on the information gathered from other municipalities and experts, staff does not recommend the introduction of a residential credit program for the very small minority of properties expected to participate. A credit program could be effective in conditions where financial considerations are the greatest determining factor between a homeowner choosing to install a stormwater management practice or not. For most homeowners, other priorities, lack of knowledge or concern, uncertainty about installation approaches, hiring contractors, and personal time and effort are barriers to improving stormwater management practices on their properties. The credit amounts that could be offered are not expected to change the priorities or considerations of most homeowners. The credit program would be costlier to administer than its financial benefit to residents or the City.

### *Rebate Program*

In smaller numbers, residents expressed interest in a rebate program. Other residents expressed specifically that they would not be interested in a rebate program. In comparison to a credit program, a residential rebate program would allow for one-time payments to offset the cost of purchase or installation of prescribed stormwater best management practices. The value of the rebate would be a pre-set amount dependent on the type of recognized best management



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practices. The merit of a rebate program is that it reduces the upfront cost for a homeowner considering a new stormwater best practice and can financially recognize past work, although the latter poses some administrative challenges.

The expected start-up cost to implement a residential rebate program is estimated to be \$65,000, consisting primarily of program development and staff resources. The annual administrative cost is estimated to be \$115,000, including two program staff and ongoing print and web material updates. Assuming an uptake rate of 7%, or 9000 homes, the value of the rebates awarded is expected to be in the order of \$450,000 per year. This is based on \$50 rebates for rain barrels and larger rebates (ranging from \$100 to \$1000) for the installation of rain gardens, permeable pavement driveways, or large cisterns to collect water.

Single-digit participation rates are commonly experienced with other stormwater rebate programs across North America with higher rebate values. The City of Thunder Bay's downspout disconnection and rain garden rebate program has offered a rebate of \$500 to its 52,000 residential property owners since 2013 and only 478 applications have been received to date. This represents a 0.9% participation rate. In the past year, the City of Victoria has had roughly 50 applicants to its combined rebate/credit Rainwater Rewards program out of its 14,000 or so eligible properties – a 0.4% participation rate. In the City of Rochester, Minnesota, rebates of up to \$750 are offered for rain gardens. Since 2009, just 34 rain garden applications have been received and approved from its 35,000 residential customers, a 0.1% participation rate.

To help staff and the Working Committee understand why participation rates are typically so low, Ms. Tracy Patterson, Principal of the firm Freeman & Associates, was invited to present her findings on the attitudes of homeowners in the Cooksville area of Mississauga about their lawns and homes. Ms. Patterson is an environmental management and marketing consultant with nearly 20 years of experience in the field. Through her research in Cooksville, she found that homeowners have a strong sense of self-identity in their homes and typically react emotionally to questions about their property and landscape. This characteristic was consistent with the findings of similar research across the Greater Toronto Area. Jurisdictions that have been most successful in achieving uptake of rain gardens and other measures have focused on the beauty, status and sense of pride of stormwater management features.

Although a rebate structure would permit the City to remunerate property owners a greater amount upfront than a credit program could, rebates are not be expected to incentivize behavior or provide any measurable benefit to the City's stormwater system. For many of the same reasons as a credit program, staff does not recommend the introduction of a rebate program.

### *Community Grant Program*

Another option of financial support considered by the committee was a community grant program. A community grant program would consist of one-time grants awarded based on merit through an application process to community groups, rather than homeowners, for installation of stormwater management projects. Staff determined that community grants may be effective with informed and engaged groups of residents, but are not an effective city-wide program for encouraging homeowners to manage stormwater, due to the expected disparities of interest and resources among homeowners.

### Ability to Pay the Stormwater Charge

Residents expressed concern about the ability for low or fixed-income homeowners, seniors in particular, to pay the stormwater charge in light of other increasing expenses they may be facing.

There is currently no mechanism in the Stormwater Fees and Charges by-law to alter the assessment of a stormwater charge based on the income level or age of a property owner. However, a subsidy program could be developed to offset stormwater charges paid by low-income homeowners.

A key consideration for the development of a subsidy program for low-income seniors or low-income persons with disabilities is the range in annual stormwater charge amounts they are paying. For those living in single residential properties, their annual stormwater charge (based on the 2016 stormwater rate) could range from as high as \$170 if they own a home in the “Largest” tier to as low as \$50 in the “Smallest” tier. Owners of units in a high-rise condominium building may pay an annual stormwater charge as low as \$10 or less, though the stormwater charges for condominium properties are billed to the entire parcel of land occupied by the condominium corporation, not to the individual condominium owner, so the charge amount paid by a condominium owner would be included among other condo fees.

Given these circumstances, the existing credit program available for multi-residential properties, and through discussions with the Working Committee, it is recommended that a subsidy program be developed to off-set stormwater charges received only by those low-income seniors and low-income persons with disabilities who live in single residential properties. It is also recommended that staff report back to General Committee in the fall of 2016 with an implementation strategy.

There are a number of subsidy programs currently offered by the City to offset the cost of services, programs and property taxes for special interest groups. For example, Tax Rebate By-Law 56-10 provides financial assistance to low-income seniors and low-income persons with disabilities. In 2015, 1,159 homeowners across all 11 wards applied for and received a rebate of \$400 each.

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Among the 1,159 successful applicants, approximately 800 were living in single residential properties. Assuming a stormwater charge subsidy program is developed for those 800 applicants with similar eligibility criteria as the tax rebate program, the cost of fully subsidizing their stormwater charges would be \$72,690 per year. As with the stormwater charge subsidy programs for places of religious worship and veterans' organizations, the subsidy would need to be funded by the property tax base.

#### Stormwater Charge Assessment Methodology

The final theme that emerged from the workshops was that some residents felt the assessment methodology applied to single residential properties was unfair. Comments expressed by these residents was that the charge should be reduced based on a number of factors, including:

- the relative size of the lot in relation to the size of the house,
- adjacency to a creek or river,
- having a ditch instead of storm sewer systems on their street, or
- soil conditions.

Additionally, some residents expressed that the charge should be *increased* for properties with wider than average driveways and for properties at the highest end of the largest tier.

Further, some residents were interested in individual inspections of their properties, while residents of townhouse condominiums expressed that being charged for their private road was unfair.

The methodology for assessing stormwater charges in Mississauga was developed over several years with input from the Stormwater Financing Study consultant, AECOM, the Stormwater Financing Study Stakeholder Group, members of the public, and Council, in consideration of the various features of stormwater charge programs in municipalities across Canada and the United States. The approved method combines the features most advanced and best-suited for Mississauga. The methodology was approved in By-Law Number 135-15, as amended, "A By-Law to Set the Fees and Charges for Stormwater Capital and Operating Services," as described in Schedule "A" of the by-law as well as in the Stormwater Funding Policy, Policy No. 04-01-08.

Residents may be pleased to learn that the City of Mississauga already has the most fine-grained assessment methodology among its Southern Ontario peers. As shown in Table 1 below, most municipalities in Southern Ontario with stormwater charge programs charge residential properties a flat fee. Kitchener and Waterloo distinguish among three residential sizes. The City of London charges a single rate to residential properties below 0.4 hectares and a *per hectare* land area charge above that.

Table 1: Number of Residential Tiers Among Stormwater Charge Programs in Southern Ontario

Municipality	Number of Residential Tiers
Mississauga	5
Kitchener and Waterloo	3
London	2
Aurora, Markham, Richmond Hill and St. Thomas	1 (flat fee)

In Mississauga, the number of tiers, including how properties are placed into tiers based on roofprint area, is outlined in Schedule “A” of the Stormwater Fees and Charges by-law. Rooftop area has been statistically demonstrated to be a reliable indicator of total hard surface area on a residential property. Variation of hard surface area among residential properties because of differences in driveway width or patio size are small when compared to the limits of the tier size, and are very minor when put in scale against the average size of non-residential properties.

With more than 133,000 single residential properties in Mississauga representing just 30% of the total billed hard surface area in the City, it is not administratively reasonable to carry out site-level inspections.

The 200 km of creeks, rivers, watercourses and 250 km of ditches are all part of the City’s stormwater management system, as defined in the Stormwater Fees and Charges by-law. These assets are regularly monitored, maintained, improved and renewed through the City’s stormwater maintenance and capital programs.

While traditional lawns and gardens can absorb some stormwater from disconnected downspouts, these surfaces also produce and convey stormwater runoff, especially during large or intense rainfall events. The simplest proof of this phenomenon is the Credit River. While it has been modified to handle urban stormwater flows, the river existed as a natural drainage channel before there was any urban development within its watershed. The forests and fields produced stormwater. Therefore, the ratio of lot size to roofprint or specific soil conditions are not fair methods to assess the stormwater charge.

Adjusting the assessment method in response to a variety of concerns would greatly redistribute the stormwater charge among property owners and increase the overall rate through added administrative cost. The current tier structure and assessment methodology is consistent with the stormwater rate, as approved in principle on December 13, 2012 and in practice on May 27, 2015, and is a fair way to distribute the costs of providing stormwater services in Mississauga.

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### Additional Working Committee Comments

The staff recommendations contained in this report were developed in consultation with the Working Committee. A number of members of the Working Committee suggested additional changes to the assessment of stormwater charges, including:

- That residential properties that drain directly to a watercourse be exempt from the charge,
- That the definition of what constitutes a hard surface within the stormwater charge procedures be redefined to allow for more surface treatments to be considered permeable, thereby reducing the stormwater charge assessment, and,
- That the “Request for “Review” and associated appeal process be revised to allow for more properties to be exempt from the stormwater charge.

The above suggested changes would be contrary to the founding principles used to develop the existing Stormwater Funding Program Corporate Policy and Procedure. Implementing these suggested changes would result in reducing the total number of stormwater billing units in the City without reducing the needs and pressures of the stormwater program. As a result, a smaller number of billing units would still have to bear the cost of the total program while additional administrative costs would be created, thereby increasing the stormwater rate.

## **Strategic Plan**

The recommended enhanced Residential Stormwater Outreach and Education Program and the Stormwater Home Visit Service fall under the *Living Green* Strategic Pillar and all of its strategic goals to Lead and Encourage Environmentally Responsible Approaches, Conserve, Enhance and Connect Natural Environments and Promote a Green Culture.

The development of a Stormwater Subsidy Program for Low-Income Seniors and Low-Income Persons with Disabilities falls under the *Belong* Strategic Pillar and its goals to Ensure Affordability and Accessibility and Support Aging in Place.

## **Financial Impact**

The Stormwater Programs for Residential Properties will require staff to develop and implement an enhanced Residential Stormwater Outreach and Education Program. The financial impact of this initiative is an increase in 2016 capital funding and two new permanent staff funded by an existing capital project in 2016 and an increase to the 2017 operating budget.

The breakdown of the total cost of \$217,000 is as follows:

- PN16147 Residential Stormwater Outreach and Education Program Implementation cost is \$40,000, which includes the cost of permanent display equipment and the development of outreach and educational materials, that will be funded from the Stormwater Capital Reserve Fund (Account 35992),

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- PN16148 Residential Stormwater Home Visit Service cost is \$65,000 and includes the cost of developing home visit promotional materials and the funding required to offset the cost of rain barrels for homeowners and will be funded from the Stormwater Capital Reserve Fund (Account 35992), and,
- The administration of an enhanced Residential Stormwater Outreach and Education Program requiring two full-time permanent staff at Grade Level 'B' will be funded in 2016 at a cost of \$28,000 from PN12129 Stormwater Financing Study and in 2017 at an annual cost of \$112,000 to be included in the 2017 Stormwater Business Plan and Budget.

## Conclusion

To meet the directive and spirit of Council's resolution, the Working Committee and staff have carefully considered stormwater residential program options by listening to residents, talking with industry leaders and experts, and conducting careful research.

Based on this work, staff has concluded that an enhanced Residential Stormwater Outreach and Education Program is the best value option to address public outreach and education desires and that a stormwater home visit service is the best mechanism through which to engage homeowners to apply general stormwater best practices to their property and should be piloted to assess long-term interest. Further, the development of a subsidy program for low-income seniors and low-income persons with disabilities to offset stormwater charges is recommended.

Financial recognition programs, such as credits and rebates, are not recommended. Such programs do not incentivize good stormwater management practices or provide benefits to municipal stormwater programs, typically have very low participation rates, and are costly to provide.

## Attachments

Appendix 1: Public Input




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Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

Prepared by: Zach Youngerman, Researcher

## Appendix 1: Public Input

The appendix contains three formats of public input

Direct transcripts of facilitator notes from small group round-table discussions at public workshops

Scanned copies of comments sheets distributed at public workshops and filled out by participants

Emails submitted to a temporary email address set up specifically to receive feedback about residential programs

## Raw Transcript

### Stormwater Charge Residential Program Workshop

April 13, 2016

- reimbursement for downspout disconnection
  - information brochures circulated door to door
  - website difficult to navigate
  - Why are residents that are paying the majority of their properties not paying more? By-laws for this issue? Permit required?
  - How are multi-residential properties going to facilitate these programs?
  - Permanent, continuous, check and balance system
  - Tertiary ponds-growing plants, teaming up with other agencies for community plantings
  - circulate information that is tangible
  - Establish a source where materials can be recycled i.e. rain barrels distributed for free
  - look at best practices that other municipalities have implemented that are successful
- 
- Rebates-yes
  - city doesn't clean out drainage
  - ditches 1956-sitting on sand
  - sand and gravel ditches don't flow, they are not cleared- water
  - give advice
  - shift the tax to other areas that have the problem
- 
- education, awareness programs
  - Video-customer to be educated
  - planning for flooding areas, no charge to residents
  - stormwater charge absolutely not understood by people
  - send information out by media to educate and inform people in different languages
  - mobile signs "check your water insert to find more info"
  - How can we quickly identify High Risk Areas-are homeowners made aware of storm management to be able to be rated on the property-categories
  - help your neighbours with grading issues
- 
- disconnect between building codes and new technologies
  - smaller payment credits
  - over time get a credit for projects so you will become water neutral
  - have a system of re-evaluation, check properties
  - credits on bill overtime keeps people more honest than a 1 time rebate
  - has to be a fair ongoing system
- 
- Incentives!
- should reduce SW charge paid



-not a one-time rebate

Consider different in property (i.e. Meadowvale Village, don't treat the same), roof size vs. land size, Fairness!

Credit - give list of mitigation measures and associated charge reduction.

How to prove? Inspection? - use estimator tool to show property differences (roof vs. land area); same system as Heritage Grant; pictures of before and after

Give us rain barrels

Audit program

City helps us implement

Make it accessible to all – get the message out!

- Seniors: use existing groups

- New Canadian: community/church group

- send info with bill / prop tax / councillor newsletters

- flyer to houses / at library

- online info

- HOW-TO videos, air on TV (rogers/DVDs) – access for those without internet

- City Events

- neighbourhood groups

only a small fraction will take advantages of program

Audit program-visit properties to give ideas-who pays?

Have someone review properties and see how much runoff is being created

- propose charging based on % runoff rather than impermeable surface

- Could have students conduct audits

- Provide recommendations to homeowners at end of audit on how they can reduce runoff.

Financial incentives work best – rebate is okay, but would prefer credit program.

Provide rebates on specific products ie. Rainbarrels

We are all in the dark and need more education on the ways we can reduce runoff on properties

Self- audit kits so people know what to look for

A website that shows products and solutions for reductions runoff on properties

Leveraging expertise of professionals such as engineers and conservation authorities

What are the low-cost options?

Look at condominiums as a whole – approach condo boards about what they can do as a whole to decrease runoff – what can be done in limited spaces?

- Speak to someone directly at the City of Mississauga

- See annual stormwater charge numbers and how used-with numbers-financial reporting

- Driveway design that redirects water onto lawn so doesn't go into catch basins- available for homeowners/contractors

- Instructions for installation project such as rain barrels

## Q1

- Financial credit
- Criteria to get credit
- Determine how to access if qualify
- Community grants
- Non-monetary aspects
- Landscaping
- 5 yrs or change owners
- Shouldn't apply if have proven (automatic)
- Residential calculations should be calculated similar to ML/CT ~hard service
- No \$ to charge if all measures taken

## Grants – what are criteria

- Does it help or need to be “community/neighbour”
- Modelled after COB garden program
- Offer rewards
- 311, website
- City website > links to all resources
- Native plants
- “all-stars” rate ppl
- Green infrastructure

## Q2 Resources and Guidance

- Environmental days ~ cheaper rain barrels
- Rain barrels more local & accessible
- Education on resources that [are] currently available
- Ratepayer More awareness partnerships
- SNAP doing home audits
- Home audit program
- List of registered contractors
- Next step – link audit to credit program
- Look @ current landscape & offer advice
- soak@way
- physical inspections
- honour systems
- spot checks
- rebate amt ~ what would be fair? – graduated scale
- rain barrel \$5 per year per rainbarrel
- rain garden %
- downspout
- \* if all max discount per year

Consideration for septic systems? Sump to backyard?

capture actual amount that goes into the system?

Audits

Duck pond

Workshops for ratepayers and neighbourhoods

Audits

P.S.A. (communication)

Focus groups

Councillor Newsletters / e-mails

Students

Feedback to each attendee by e-mail

Postcards

Recognize and incentivise existing or new works that deal with Stormwater

Programs that may be considered:

- Credit on rate

- Rebate cost of installation

- Awards for leading community

- Community grant program

- Stormwater audits with suggestions/recommendations

- Consulting visits

Very little communication and typo on website

How should homeowners be encouraged?

Credit (reduction of bill)

Rebate

One time cost coverage eg. Downspout Disconnection (visible larger amount)

Assessment/audit

Community grants

Rain water harvesting – rain barrels

Consultation on gardens

Assessment of absorptive area of property – use formula that factors hard surface to total property area

Resources and guidance for homeowners – Community events, consulting, audits, website video, step-by-step, how-to, D/D kits, Mississauga News, mailings

Surcharge for the largest properties – no cap at \$170!

On-going year-round credits!

Recognition for current actions

Want reduction in the Charge – (Credits)

Size of property vs size of house (roof what % of Property size)

More customized info for specific properties ie. Property audits for stormwater

Better education on what programs available/resources  
 Interested in having audits of properties for stormwater  
 Want a more personalized approach to each property as they are all different  
 Work with Homeowners associations

#### Resource/guidance

Work with Fusion Landscape Consultation to offer Stormwater consultation + downspout disconnection program

Communication / Education Plan needed: email / reminder / flyers / newspapers

Work through contractors but need grant

Where do you purchase materials for these Stormwater practices?

Recognition options:

- grant cover cost of installed works
- monthly credit
- no monthly charge at all
- focus incentives in problem areas
- Home Insurance Premium Reduction
- Instead of Financial Grant compensate with providing additional rain barrels

Back flow valves-how would this be recommended by city?

Sanitary system... flooding... covered under this program, or under peel?

More information-credit vs rebate

Credit: eg. If disconnect downspout-monthly credits on water bill

Rebate: eg. If install infrastructure

How will it be managed? Who will check to make sure infrastructure is installed/functioning? – add \$ for salary, checks

What would be the incentive I want to disconnect downspouts?

Following Kitchener: % increase-is this going to happen here? when? Phased approached. Will the fee stay the same or increase over time (Kitchener)? Kitchener's fee has increased 3% each year since 2011, and it will increase 9.2% for the next few years.

Landscaping – completed extensive work neighbours may not have, is this recognized? Large trees to absorb, will this be recognized?

What are long-term budget and plans?

Clarify process-call by-law, application online

Accountable-who? Department? If agree to credit/rebate, it is assumed residents agree to the entire program?

Managing the weather: drought year, reduction in user fee

Not a large difference seen between city and region programs; boundary intercepts

Is the fee moving to the water bill, and off the tax bill? Additional fee? Why? Use the money from the tax bill!

### Education materials

- educate on how to get credit/rebate, eg. User friendly webpages; manuals
- what would be covered and to what capacity?
- would rain barrels be offered?
- transparency-cost? Discount?

Participation in Stormwater programs, etc. – call city when issues are seen, awareness!

Water meter reader-check infrastructures, downspouts, multiple services with one staff person

### Recognition can be expensive

Reassess – roof size only not equitable, not fair, driveway size + other hard surfaces have significant impact

How do we let City know?

Reassess – when water going into swales on own property

Recognition for:

- swales
- rain barrels – rebate
- disconnecting downspouts + already disconnected downspouts-redirected to softscape, like grass or garden
- changing hardscape to softscape, eg. Permeable paving, gravel driveways

ABILITY TO REASSESS

MAKE IT EASY

PROMPT FOLLOW-UP

PREFER HOME AUDIT WITH VISIT

### REWARDS/CREDIT

- lawn sign “this home is making changes” or “meets Stormwater standard”
- send in picture of property of project/initiative
- concern: spending \$\$ on reward
- reward could be related to program, eg. Free rain barrels
- concern: not everyone can install rain barrel themselves
- REDUCTION IN CHARGE BASED ON REASSESSMENT
- standard minimum for everyone (which there is)
- prompt/timely response: a form of reassessment or recognition is phone call, visit, email in timeframe, reporting back, esp. from this session to participating

Concern that Stormwater funds should go toward maintenance of creeks, rivers, sediment, debris removal, etc., not just hard infrastructures, even why they run through private property

Turtle creek erosion of concern

Hope Region of Peel, Brampton, Caledon practice best practices when developing

Home property consultation

- advising, suggestions

Fusion gardening home visits: key project, location on property, Map, Recommendation

Home audits

List of resources to achieve goals

-where to buy

-who to consult

-numbers of call

Discussion resulting from Question No. 1:

- Instead of just looking at the roof size, look at the actual hard surface (including driveways, paved patios, etc.) and compare to the overall lot size. The ratio of hard surface to permeable surface could be calculated and a factor applied to reduce the charge.
  - This would recognize those with large, vegetated lots compared to the size of their roof/hard surface as opposed to those with small lots or those that do not landscape, but “pave their whole property”.
  - This could be applied as an ongoing credit to the monthly bill (as opposed to a one-time rebate).
- A question was asked about how the amount of stormwater that is diverted could be quantified and if you even need to quantify in order to give a rebate (i.e. for a rain barrel). Additional study could be completed to justify/validate reductions and/or categories (i.e. rain barrel vs rain garden, vs downspout disconnection, etc.).
  - Ultimately any diversion/mangement should equate to a credit.
- The program should be very straightforward and transparent to administer.
- A discussion was had about what options new developments have (i.e. small homes on small lots with limited space between them) – how/where could the water be diverted?
  - The City could pre-emptively require stormwater management as part of new developments (i.e. mandate LID).
- A reward/recognition program (i.e. non-monetary) was not well received.
- The group confirmed its position for:
  - An ongoing credit for “permanent” diversion or calculation to show inherently less contribution (i.e. ratio of hard surface to permeable portion of a person’s lot),
  - A one-time rebate for “temporary” measures (i.e. purchase of a rain barrel, capital cost for rain garden, cost of downspout disconnection, etc.).
  - A combination of the above. It was recognized that while purchasing a rain barrel is a “one time” occurrence that could be recognized with a rebate, the long term implication would see a diversion in stormwater from the system and should therefore also be recognized as an ongoing credit.

Discussion resulting from Question No. 2:

- Aerial imagery could be used to assess the ratio of hard surface to lot size to calculate a percent reduction. No audit/site visit would be required.
- Any rebate (i.e. one time/lump sum) needs to be “worthwhile” to incentivize uptake.

- It was recommended that the City help to maintain a list/database of consultants and/or contractors that could assist residents with a stormwater management audit of their properties, installation of stormwater management “infrastructure”, etc.
  - It was recognized that the City could not be seen to be “endorsing” a particular business.
- Education/outreach is a process, and should be ongoing
  - It was suggested that residents don’t have a good understanding of what impact can be made by making changes to their properties/practices. It would be helpful to actually see what effect it is having – not only to support paying the charge, but also to incentivize to make the changes.
  - It was well received that residents (taxpayers) are being given a voice. They want to be heard.
  - Ways in which people liked to receive information included the Mississauga News and a leaflet in the water bill envelope.
    - If the water bill was paperless, perhaps the information could be printed right on the bill.
  - The City should make efforts to undertake and demonstrate its best management practices (i.e. LID, permeable pavement, etc.).
    - “People see, people do.”
- A question was asked about whether residents will have a say in how the charge is used.
- Success of the program could be recognized as follows:
  - A program is actually put in place and can be reasonably administered (i.e. cheap to run).
  - The program is seen to be “fair” (i.e. not purely based on size of roof, but is done as a “personalized” property-specific aerial image review).
  - Being able to quantify and demonstrate what has changed, what is different – being able to see advancements.

#### Discussion resulting from Question No. 1:

- Distinguish entire properties – instead of just roof tops:
  - Looks at overall amount of hard surfaces, or
  - Look at the ratio of hard surface to impermeable surface (i.e. those with large vegetated lots would benefit)
- The mechanism to review properties to assess the above cannot be onerous or cost prohibitive.
- Things like rain barrels and rain gardens could be considered for a one-time, lump sum rebate AND should also be considered for an ongoing credit to the monthly bill since those measures would also manage/divert stormwater on an ongoing basis.
- If a homeowner could manage 100% of their stormwater they should receive the full amount of the credit (it was also suggested that they could be exempted from the charge entirely).
- Similar to how garbage/recycle bins are provided to each home for free, a rain barrel should be provided for free.

- Having the rain barrel given for free would motivate a homeowner to disconnect their downspout (or have the City/Region do the disconnection).
- The preference was for a long term, ongoing credit on the monthly bill vs a lump sum rebate.
- It was felt that residents will only do what is in their own best interest, and will not consider their neighbours or invest time/money if it's not "worth it".
  - The uptake on any program will likely be based on the amount of the initial charge to be paid (i.e. if you paid the maximum amount you might be more motivated to do something to reduce it).
- It was suggested that a credit (or rebate) could be linked to the volume of water diverted/reduced/managed (i.e. a % reduction).
- A reward/recognition program (i.e. non-monetary) was not well received.

Discussion resulting from Question No. 2:

- The City could fund a program that would make an auditor/consultant available to come and provide a stormwater assessment of a property and provide stormwater management options.
- The Conservation Authority could be invited to City/Councillor events to answer questions/provide suggestions (including a pamphlet of achievable, "standard" stormwater management options for landowners).
  - A standing event (i.e. each week or month) the Conservation Authority could be available somewhere in the City (i.e. have a station at a library or community centre). This could rotate through the Wards.
  - Consideration should be given to those properties that do not have the space/ability to build rain gardens, or install rain barrels, etc.
- Education outreach was encouraged through the Mississauga News as well as a leaflet with the water bill, or printed right on the water bill.
- Credits/rebates could be given based on receipts. Audits could be done as "spot checks" to limit individual visits to properties to confirm installation of a rain barrel, for example.
  - University students could be hired to conduct the "spot checks".

Rebate or money, how much, people don't want water in their basement

10% rebate

Non-monetary plaque, community recognition, could help with resale?

100% rebate on rain garden installation (depending on diversion rate)

people who install mitigation, no charge, 100% rebate

interest in the gardening community

non-monetary, influence neighbours

How will the mitigation assessed – costly staff resources concern

Literature for advice/guidance, mailed with taxes

unaware that the run off goes underground, people do not care, unless something happens

education

rain barrels mass purchased by city for residents (Free)



have assessment, simple practical  
 awareness of GOAL will help get people on board  
 How current are landscapers on this issue? Educate/promote business, after coupons?  
 increase awareness of Ontario Landscape association  
 make it a condition of landscapers so they want to work in Mississauga. Education + awareness.

Individual recognition square footage reduction  
 Free rain barrels  
 Homeowner associations, increased reduction for group participants, peer pressure!  
 Create peer pressure, sign or flag for lawn to show participation  
 Information sharing with residents  
 How much – point system for rewards, 20% reduction on Stormwater  
 Is there an advantage of discount program?  
 Education component for homeowners, eg. What they use on their lawns  
 Rewarded program throughout schools, communication  
 What would make it easy? If the rebate is worth, one step process have pre-filled form  
 Email v.s. paper  
 DO IT SOON, MAKE IT FAST.  
 New developments - requirements “Stormwater friendly”  
 Incorporate Stormwater mitigation features with parks/play grounds  
 Workshops, TV adds, with bill, ie. How to start a rain garden!  
 Target flood prone areas  
 Provide links to webpages about downspout laws  
 Disconnecting cost to disconnect and deal with runoff  
 Assessment  
 More education, library, mall, community centres  
 Presentations to senior groups  
 Will there be an economic development impact? Business relocate? Concern about adding another tax  
 will scare business away  
 Big Box - implementing green roofs, reduction / permeable pavement  
 Other ways to capture and reuse rain water, may be in new developments  
 More separated Stormwater and sanitary systems, accommodate higher volumes

-rebate should be based on very specific steps  
 -Inspections of homeowners who have taken the steps to make changes to redirecting downspout-if  
 dumped on your property who is responsible?

Rate reduction %  
 Rebates full payment of services – disconnection % of total cost of work  
 Question: Does the rebate program cost more to resident? (staffing, resources)  
 Contractor services free of charge for work - % reduction in rate annually after that

Question: Once 1.9 billion is raised and work is done, will charge stop or be reduced?

Reduced Charge due to SWM practices on-site will be beneficial for home sale – encourage purchase of these homes (can it be put on title?)

Full rate reduced if fully disconnected?

Environmental Recognition

- Newspaper recognition
- Street plaque at household on curb
- Street signage
- Trees/gardens

Support:

- Sump pump Installation paid for
- Consultation to reduce hard surfaces – full assessment of actual hard surface (square metres)
- Re-grading assessments by City to assess Neighbour slopes.

Rebate - this can be done with pictures and emails, easy to administer, minimal staff incursion, don't want lots of bylaw staff

Reduce the bill – for actions already taken

for those who email, have a form they can mail in

rebate for expensive purchases – eg. Rainbarrals – or tax reduction

for those who already installed works, reduce the charge

3500 vs 12K sq ft house same charge -more fair charge - take into account property size

need incentives + technical help on how to reduce Stormwater

Credit for those who have done something; incentives for those who want to do something

some form of oversight (use technology like Google Earth) to prevent fraud (people should not just pretend it was done); at the same time, not overly bureaucratic.

for larger expenses (large re-diversion of water), there should be a larger rebate (one time) and then a credit on the charge thereafter.

Could have better understood the charge if it was called infrastructure levy - we all understand there are problems with it need to fix infrastructures.

a rebate that is eligible (i.e. \$10) wouldn't work; should be proportional to the works being proposed or done.

incentive has to be worth it or people won't do it, eg. Disconnecting downspout can be expensive

what if you do work yourself – should still set rebate even if no bill to show

home audits can be very expensive

City should have solutions on website, eg. What size rain barrels for what size house via telephone or website

For more technical projects, need expert to come out

Inform residents of any by laws or permits that may be required

Videos – eg. DIY - CVC, Region, City of Mississauga

Swale-good

City should organize a community meeting to help efforts of neighbours to achieve common outcome (not efforts at odds with each other) could result in some cost savings + efficiencies

City should have some technical staff on hand - their contact info – so we can consult them on how to undertake works on property. Just like when go to Home Depot, advice - products are available.

Resources + Guidances

opportunities for swales etc. on public land

concern - rain gardens shouldn't bring water to basement

on some properties, may not be good to keep water on property – may cause basement flooding – even more of a problem.

slowing water to catch basin is good, but maybe not keeping it there, sometimes water creates ice or hazards on sidewalk or driveway - city should address that in tools. 'what are we going to do – where to send water' –for some properties.

Photos online - as example, or send a card of contributions-generally-not spend too much

Eg. Mississauga News - examples of attractive rain gardens etc.

Don't want a certificate; don't spend money on it though!

Installation of rooftop gardens, green roofs

Rain barrels , subsidy, eg. 50% of cost + for those who already have one, maybe \$1 off bill – something to recognize these people and their efforts

Rate reduction if we undertake actions

A small reduction (\$1) would be nice, we do it for the flowers, but it would just be nice to recognize.

Voluntary questionnaire asking if you use it, reporting – effect of word of mouth + social pressure

Statistics on efforts by ward - to encourage others, put these stats on those mobile road signs, eg.

"Congratulations Ward 4 – achieved x%"

Environmental studies should be done for new development – to support more water storage on site

Multiple ways of sharing resources – information in water bill, mobile boards, etc.

Let people know where good practices are located - fosters city pride, acceptance of practice

List of green roofs in city - case studies to view, or other LID projects.

Good to have easy source of information on rain garden, website with information on products/practices but also events – eg. Garden club, rain garden tours

Some may not know how to install rain barrels, so maybe know delivery or/and installation assistance from municipality to help out

Community meetings to share information or organized by councillor?

Design a container to hold even more water than a rain barrel – city could help with design, or cascading rain barrels (need space)

Newsletters at planting time – spring – mention benefits of rain barrels – for flowers, vegetables

Contractor services to help with technical details.

Website of good examples of actions

If you buy one, maybe add a phone number with rain barrel to help install and maintain

Garden clubs - focus on rain gardens for the tours

Share best practices of other cities. Add information on home title - that rate is lowered due to actions on the lot – so may incent people to buy or to disconnect downspout for future

- community-based education programs
- rebate for purchasing rain barrel used as a forum for advertising green infrastructure
- rain barrel distributed by the city with educational stickers on them
- money incentive is best solution- single parents, seniors
- concerned that non-residential/commercial costs will be past down to the consumer
- concerned because residents that have already implemented measures to control volume of stormwater on their properties and they are not being recognized
- consultation provided to residents to help mediate concerns/actions of their neighbours
- Stronger influence on the enforcement side of audit- follow-up, penalties
- rather than see a percentage taken off the bill than an upfront rebate for a rainbarrel
- home visits/audits/consultations

We are all in the dark.

Need more education: here are the ways you can reduce runoff/ what are the solutions to the program

Self-audit kits so people know what to look for

Websites that shows solutions to runoff problems – what products are out there

Non-monetary – not interested

Incentives

Making the city unaffordable to live in

What is to stop the city from creating charges for many individuals programs?

Review properties - are drains going into sewer or garden

Students could inspect properties

Propose a plan and have an expert assess how much is going into the garden

Charge is based on the % runoff, that's actual leaving property

Want to see the charge adjusted

Rebate program – don't like the idea – would prefer credits/reassessment based on runoff of individual properties

Financial incentives

-Audit-you can do x, y, z, then you will reduce runoff by xx percent

-Rebate for rain barrels

Leveraging expertise of proficiency - conservation authorities, engineers

Condominium: suggest to board they should look at entire condo, used or modified at a low cost

As part of the inspection – look at current SWM

Flat fee for assistance

Face to face talks to rate payers association

Community events – bring info SW rates, what people can do on their properties

Contest – rain barrels/landscaping

Information – need to be shared

What was SW Budget From:

2009 – 2011 – 2013 – 2016

2010 – 2012 – 2014

Should have been in presentation

HOUSE AUDIT CHECKLIST TO REDUCE FLOOD RISK – what can a homeowner do?

Information should be provided to residents via email

Combination of incentives:

- people have done it get a rebate
- People who want to do it get a grant

Q1

Rebate program – seniors based on home income reduced?

Proactive measures

Incentive

Recycling

Best practice

Contest

- prize/ honour
- On site visit
- Audits
- User friendly
- Easy

\$ Compensation

- Photos online to reduce
- ¼ of measures you have taken
- Categories not enough XS-XL should be more

What % of Councillors agreed to Stormwater Charge? Current Councillors?

Y double taxed?

-education

Recognition ~ non- monetary

Roof charge absurd Exceptions

Inspections randomly inspect complaint process

Self- initiated

rainbarrel

- Fair
- Clear rules
- Encouraged
- Good for environment

Grant

- has to be worthwhile
- identify locations that need improvement to soak up the water

Q2

- Education, illustrations
- Free sample barrel– buy from City
- Consultations
- How to disconnect downspout
- Provide URL/web link
- Workshop
- Outreach
- Utilize community groups/centers
- Promotions
- Education
- I recognize \$\$
- 20% based
- Not enough categories- unfair
- Disproportionate categories Lto XL
- Y not hard surface calculations
- Home footprint should be relevant factor
- Catchbasin clearance

- if a rebate is to be given to resident first, inspection has to be done first
- homes to be assessed
- yes; should be rewarded by City of Mississauga
- yes; on a investing on more expensive items i.e. permeable driveways
- landscaping to be changed
- older property downspouts ensure that entire residential area takes part
- don't need to recognize individuals, not fair to the common person
- educational materials at public events (bread & honey, port credit, & native plants)
- Don't do home audits-too expensive, no consultants
- Community clean-up of creeks, help with flow
- sales for native plants
- resident driven, need to be responsible for own property
- education & information in schools
- get rid of auto sprinkler systems
- Importance of programs
- Environmental Issues-don't dump oil/paint into storm sewers
- “Green” corporate- hybrids
- Slogan to “Welcome to Green Mississauga”
- Credit Valley Conservation planting trees
- need technical information “Why”
- Qualified engineers to tap into their knowledge
- Programs that may help- rain barrels, water flowers-lawns-save-water usage
- Ward 6-flooding- has more than Ward 2- all must take part in comm. & should be monitored
- if there is a problem need to fix it
- certain areas should be mandatory
- city knows the areas that are prone to flooding
- rebate may not be the answer

- some have grading and drainage issues
- who is going to dictate –grading is right
- property owner and city must work together
- communities can come together, work on a project together
- ward level, city, and community
- Peel recognition of Individuals- Mississauga sign to recognize the homeowner, visual sign on the grass to show that were a part of the program- solution
- list of measures that you can take to apply for a rebate
- shutting water off-flooding due to find a leak- sandy soil in area (Credit River) houses built in the 50s
- I live in Cooksville Creek we don't disconnect the drain, now controlling the Cooksville creek
- Landscaping expense-would like a tax deductible, should be a monthly rebate
- Rebates for disconnecting downspouts too small, I would like to see a large rebate
- Why disconnect your downspout, it flows to the storm sewer
- How will it be done right? Inspectors must check
- City guidance for what we can and cannot do in the Community
- If you are in a high risk flooding area rebate is not an issue, should be handled by the city
- no awards, prefer money, tax
- city doesn't value opinion
- better base output of water (all hard surfaces, pools, soil conditions)
- reduction on home insurance
- pool drainage needs to be enforced
- rather than have consistent reduction in bill, not lump sum rebate
- house size & property size should be considered, ratio
- why are we paying for charges when it's the city's fault
- what is the formula-why did water bill change?
- need more of these meetings
- seniors can't afford
- looking for advice to reduce risk
- toilet rebate program
- 2 way program
- will property tax go down?
- do this a long time ago
- more education
- clean up ditches
- very few people know about it
- Mississauga News- read about it
- people are not educated about the problem
- not educated
- Why is my roof of shed added into the cost?
- flood plan-more hard surfaces that are built= more stress on infrastructure
- studies-channelized creeks
- but all these homes near Rattray Marsh causes flooding
- whole program is poorly organized
- feel unfair-wanted to ask about the tax, get the people's opinion
- meeting should have been before tax was added

Additional Comments and Questions:

The city should not implement more fees, as we already pay very high property tax!

This is a "Money Grab"



Additional Comments and Questions:

There should be an storm charge appeal avenue.

ie large monster homes should be assessed differently v.s. smaller homes

When you implment a storm water program ie rainbarrel it may have life expectancy of syrs.

home owner should be rebated for the extent of that syrs on his/her storm water charge.

Additional Comments and Questions:

Excellent idea to have this meeting

Communication in Mississauga sorely lacking.

- No newspaper
- No Radio station
- No TV.

Additional Comments and Questions:

- Good start: hoping for more information to follow.
- Thank you: feels a lot less "scarey"!
- In fact, excited to try at least a rain barrel!



Additional Comments and Questions:

What do elderly / disabled / low income implement these mandates?

Make info avail for people that may not have access to internet  
Options: Rogers Cable

DND

Community groups

Seniors Activity Organizations

Churches

Additional Comments and Questions:

Such an information session is very necessary. Thank you.

I also like to thank the presenters and facilitators. Also the presence of some councillors was appreciated.

**Additional Comments and Questions:**

ALL FUNDS SHOULD BE 100% DESIGNATED TO STORM  
WATER MANAGEMENT. THIS IS OBVIOUSLY JUST ANOTHER TAX

THANK YOU.

Additional Comments and Questions:

Let's face it this stormwater charge is just another tax grab. If this was the only charge, fine - but it is not. Not only that if this charge will truly go into infrastructure - great but I don't believe you!

I have to take this in the context of all of the new fees, charges, surtaxes, etc that are being imposed by the level of gov't or other. It is closely approaching the level where I can no longer afford to live in Mississauga.

True, I got a small increase on my pension but it is all gone + even more

Mississauga taxes went up.

Now a roof tax

the ability to heat my house is (has) gone up.

This would be O.K. but the services that I receive have declined dramatically. Mayor Crombie on a telephone hall meeting claimed that there were being maintained - what nonsense. She is living in "Wonderland"

### Additional Comments and Questions:

This is an excuse to make an additional tax - Stormwater Management an additional tax. I always people this way is good - we all have to participate in limiting the effects of Climate Change.

We need to learn that voting simply for politicians who promise not to raise taxes as the people of Mississauga have over the past 30 years is naive and short sighted and infrastructure failure <sup>challenge</sup> the result in Mississauga



**Additional Comments and Questions:**

Raw notes and final report should be distributed to participants of workshop. This will improve the perception of improved communication & transparency.

**Additional Comments and Questions:**

INFORMATION FROM Round TABLE Discussion  
should be shared.



Additional Comments and Questions:

- Need feedback on results of today's session
- PROVIDE RESULTS TO THOSE RESIDENTS WHO HAVE/WILL TAKE INITIATIVES TO MANAGE AND REDUCE STORMWATER

rogers.com

Additional Comments and Questions:

I AM IN FAVOUR OF THIS NEW TAX AS  
LONG AS THERE IS ACCOUNTABILITY + THAT  
ALL FUNDS REMAIN FOR THE EXCLUSIVE USE  
OF STORMWATER INFRASTRUCTURE

HOWEVER, I DO NOT FEEL THIS TAX  
IS BEING APPLIED IN A FAIR & EQUITABLE  
WAY. I HAVE A LARGE ROOM ON A BUNGALOW  
ON A LARGE GRASSED LOT. MY DRAIN PIPES ARE  
DISCONNECTED. I HAVE ~~VERY~~ A SMALL AREA  
THAT IS CONCRETE. I AM PAYING THE  
MAXIMUM TAX. NOT FAIR!!

**Additional Comments and Questions:**

I wish my councillor was here. I feel the system to charge homeowners is flawed. It is only based on roof size not percentage of whole property. I am just in the top charge \$170/year, so I would be interested in finding ways to reduce ~~in~~ this charge. If there was a way to do something to the roof so I would fall into the large, not the extra large group, would be very helpful. I can't really change the design of my home & I will be paying the most. Larger homes in Horne Park (million \$ ones) ~~are~~ are charged less than mine. I'm a little frustrated.

Thanks.

PS Our facilitator was great!

**Additional Comments and Questions:**

When our water bills were doubled for usage in & out about 25/30 yrs ago; we were told this additional charge was for the maintenance of the storm sewage system!

~~What~~ What was these funds used for?

**Additional Comments and Questions:**

Feedback - summary of discussion points

Who are the persons on the Stormwater  
Committee.

**Additional Comments and Questions:**

Education: informative website with suggestions and "how to" info.

It should be easily accessible.



**Additional Comments and Questions:**

I would rather see this issue as a part  
of our taxes - "Property Taxes" listed with  
the other areas we pay

**Additional Comments and Questions:**

It was beneficial to have a spokesperson/staff at each table to be the facilitator and keep the discussion on track.

Thank you

**Additional Comments and Questions:**

More information workshops should be made available

**Additional Comments and Questions:**

Issues regarding assisting Condo Corporation to implement procedures to reduce water flowing into the storm system needs to be addressed. Since Condo Corporations have By-laws governing improvements, one cannot easily make changes.

**Additional Comments and Questions:**

What can we do to help seniors who are physically unable to deal with certain things themselves?

How do we know exactly what should be done on our property to make things better?

**Additional Comments and Questions:**

Thanks,

Presentation - Educational  
Well presented

### Additional Comments and Questions:

People who are already diverting and using run-off water must be recognized and rewarded, not shuffed off and ignored after being told the cost is not really that much. Only by encouraging the responsible people can we expand the use of good conservation practices.

Thanks to The committee for caring and involving members of the general public.

### Additional Comments and Questions:

Facilitator was good.

Presentation was well done + informative.

Looking forward to receiving additional info after today's session.

Education + awareness - via videos or ppt's (Not inserts)

If inspector is required to come - no charge to homeowner.



### Additional Comments and Questions:

There were not enough demonstration from the city to show it has considered alternatives to deal with the issue within its current framework without ~~incurring~~ <sup>more</sup> ~~the~~ changes to residents.

It (the city) also has not demonstrated in its own planning and practices that ~~it~~ aim at mitigating/preventing the ~~existing~~ <sup>its</sup> potential issues. By demonstration, I mean it in its development plans, in its transportation/road standards & planning.

Widening roadways  $\Rightarrow$  encourage residents to have more cars ( $\therefore$  hard  
(more road surfaces) (8 forces)

to get around the city without one)  $\Rightarrow$  widening pavement/driveway  
in residential setting  $\Rightarrow$  more hard surface  $\Rightarrow$  .... It's a downward  
spiral where city ~~and~~ and its staff need to ~~change~~ change  
their mindset to address the issues holistically.

There is general distrust because the city has not shown itself  
to be good steward of the taxpayers money. Sometimes, issues  
can be resolved without needing additional money.

The change assessment base on roof-scape does not encourage  
~~the~~ residences to act on measures to mitigate the stormwater run-off.

The change should be based on what residents can do about the cost.

The rebate / incentive should also ~~be~~ have <sup>some</sup> the life span as a  
change.

Though I'm sure the city staff has worked hard, but...  
 $\Rightarrow$  More money to the city  $\neq$  better outcome so far....

**Additional Comments and Questions:**

\* I still feel that older homes on large lots with lots of grass / trees / swells / shrubs that already mitigate rainwater should NOT HAVE to pay the same as the same size home on a small lot that has less grass / trees to mitigate the rain

**Additional Comments and Questions:**

I <sup>applaud</sup> APPRAISED THIS OUTLINE  
WENT OPEN DISCUSSION

I BELIEVE THAT SHOULD HAVE  
BEEN HELD 6-12 MONTH AGO

IT SEEMS THAT TYPE OF DISCUSSION  
IS FAR MORE ADVANCED WITH RETURN  
TO NON-RESIDENTIAL RATES/LEASES

Additional Comments and Questions:

We hope this "dedicated" tax all does remain where it is intended to go.

Tax bill should show this charge & add it to total taxes for the year - especially important for those who qualify for a tax credit

**Additional Comments and Questions:**

WAS THE TAX REMOVED FROM THE BILL (APPROVED) + APPROVED (1706)

**Additional Comments and Questions:**

*We learned of the opinions of the people  
at our table but not other tables*

**Additional Comments and Questions:**

Looking forward to see implementation  
of some suggestions made at  
this meeting.

Most interested in

*equitable* - equitable costs according  
to load surface of residence  
in comparison to industrial  
- Rebate for rain barrel etc

Additional Comments and Questions:

We think that the process and how the charges are assigned is unfair.

We think it is outrageous that this issue was not addressed in the election. I am fairly sure the chosen methodology would be rejected by the electorate.



Additional Comments and Questions:

1. WHY WAS WATER BILL CHANGED) FROM LITRES TO CUBIC METERS
2. ~~WILL~~ WILL PROPERTY TAXES GO DOWN NOW A SEPARATE RAIN TAX INTRODUCED)
3. HOW WAS FORMULA FOR CHARGES DECIDED)
4. IS THIS A DEDICATED TAX OR SLUSH FUND)
5. ARE PARKING LOTS TAXED)
6. IF THE RAIN FROM MY ROOF HAS BEEN DIVERTED TO MY GARDEN WHY AM I TAXED)

Additional Comments and Questions:

Suggest change should be:

Hard surface as a % of total lot  $\square$  footage

So a large house on a huge landscaped lot  
would pay less than a small bungalow filling  
a tiny lot. [Politically tough to do]

**Additional Comments and Questions:**

- Facilitator needs to control the conversation speaking
- More.
- would appreciate individuals having the opportunity to speak as one individual dominated the table.

**Additional Comments and Questions:**

I support the concept of a stormwater levy  
rather than including stormwater funding in the  
property tax.

**Additional Comments and Questions:**

My family and I request a reduction/rebate since we've implemented rain water conservation practises extensively for decades.

# Additional Comments and Questions:

Felt a bit smoke & mirror (Rain gardens & barrels)

We need extra money to pay for infrastructure to support future floods that will come.

Should have a fair way to ~~collect~~ <sup>charge</sup> money for all. if square area <sup>FEE</sup>

EXAMPLE 50-100 = \$50

101-150 = \$100

151-200 = \$150

201-250 = \$200

etc.

you may collect more money this way to fund big project for catastrophic storm to come that will wash away the rain barrels & Rain gardens.

**Additional Comments and Questions:**

Stephanie captured our discussions  
thoroughly

**Additional Comments and Questions:**

Winter time issues with water diversion that will result in ice formation on the side walks.

With clay soil the water can not absorb into soil, so most of the water run off from the roof will end up onto the street.

\* Would like to suggest special consideration to allow the ~~at~~ melt water from the roof be diverted back into the storm ~~water~~<sup>sewer</sup> system.



**Additional Comments and Questions:**

IN MY OPINION THIS IS NOTHING BUT A USER FEE

THAT IS MORE PREFERRED BY THE CITY <sup>OVER A</sup> ~~OVER A~~ TAX INCREASE

**Additional Comments and Questions:**

Why can't the city and Region work together?

Information for the homeowner seems fragmented, incomplete, not followed up on and not well dispersed.

**Additional Comments and Questions:**

My RESIDENTIAL PROPERTY INTERFACES WITH OTHER INFRASTRUCTURE SYSTEMS SUPPLIED BY THE CITY.

WHAT CHANCE I'LL SEE SIMILAR CHARGES TO COVER COSTS ASSOCIATED WITH THOSE SYSTEMS?

**Additional Comments and Questions:**

*good discussion. No solid results*

**Additional Comments and Questions:**

Our 2 facilitators, Ryan & Aivya, were excellent. They led the discussion & kept us on track.

It is good to know that the city is addressing this problem.

**Additional Comments and Questions:**

good first step to learn more  
about the issue.



Additional Comments and Questions:

A LOT OF OPEN QUESTION + PROMISSES THAT THIS  
MONEY WILL STAY IN THIS BUT THIS HAS BEEN  
PROVEN WRONG AGAIN.

**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** Ideas for preventing runoff in the storm drains  
**Date:** 2016/04/28 3:34:43 PM

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## **Suggestions for Preventing Storm water Runoff**

### **Disconnect downspouts and use Rain barrels instead**

Reduce storm water runoff, conserve water usage and minimize the use of chemical fertilizers by collecting rainwater for watering lawns and gardens. The natural nutrients in rain water are more beneficial than tap water, which has chlorine and fluoride in it.

### **Compost bins**

Composting yard waste and vegetable and fruit scraps encourages the recycling of nutrients returning them to the soil. Compost enriches soil promoting plant growth thereby reducing the need for chemical fertilizers. Composting also reduces the amount of solid waste that goes to a landfill.

### **Use a broom**

Use a broom to sweep the sidewalks and driveway instead of water from the hose.

### **Washing vehicles at home**

Soapy water runoff from washing vehicles on the driveway pollutes the waterways. Instead, the City should give incentives for taking the car to the local car wash where wastewater is recycled.

### **Disposal of Contaminants**

Increase fines for illegal dumping of cooking oil, motor oil and paint in neighbourhood drains. Promote recycling centres to dispose of these items.

### **Don't empty pool water in the drain**

Discourage the draining of chlorine water from swimming pools in the neighbourhood drains.

### **Minimize the use of asphalt and concrete around the house**

Instead promote the use of bricks, gravel, cobbles, natural stone, or permeable pavers through incentives.



**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Date:** 2016/04/27 3:46:46 PM

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Hello There,

I was speaking to one of the representatives from the Conservation Team. His name was Kyle and I had given my email address to his female colleague. Please have one of them contact me in regards to their follow up for water conservation.

Thank You

**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Date:** 2016/05/01 10:54:38 PM  
**Attachments:** [STORM WATER WORKSHOP COMMENTS.pdf](#)

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The best way to reduce pollution from storm water is to prevent it. And the single best way is to minimize the amount of water flow from properties into watercourses in the first instance. Our goal then has to maximize the amount of runoff from impervious surfaces that is **contained on the source site**, using bio-filter methods to drain the land. We therefore **must reward residential and commercial facilities for the amount of water they prevent from flowing directing into the storm drain system**. Our goal, as a city, ought to have all roof drains treated on-site and unconnected with the storm drain system.

In the body of the report there was reference to a maximum of 45% reduction in storm water fees for those residents who don't add roof water to the storm drain system. In my view **40% would be satisfactory**, given that this is a community effort, to have a flood-free, pollution-free city. Now the management of this 'rebate' system will cost some money and the way I'd handle that is one gets the rebate after the 'inspection fee' has been amortized, which will be about a year, by my estimate of the inspection cost once it's done in a bulk manner. In this way, citizens really see the cause and effect. And this has to be an ongoing goal of keeping roof water out of the storm water system. As for keeping an eye on properties, an observant water-meter reader can be a wonderful source of timely information; in other ways a water pro and with training could be an advice help to home-owners!

I do not support the idea of providing free rain barrels to homeowners who keep roof drainage on their own property. It makes little sense. Here's my logic. Say a barrel holds 250 litres; saving that amount of water will reduce a water/waste water bill by 50 cents! There will not be a return for the home owner's investment and it's a waste of city funds. Over a summer, how many 50 cents will be saved? This seems like a 'feels good, pays bad' proposal!

As a city we must actively increase the tree canopy, which has several ancillary benefits: cools the air, treats airborne pollution and therefore reduces water pollution, stabilizes soil, reduces sediment runoff and increases evaporation-transpiration. This is more than just boulevard planting, however important that is. While outside the immediate scope of this review, the availability of oak saplings (2' high), instruction as where to best plant them, together with some planting media (compost) could, in time, provide safe, strong canopies close to homes, cooling buildings and the immediate area, yet be strong enough to handle wind load and drought-like condition, given oak's strong fibres and vertical tap root. And that will help the goal of reduced storm water runoff.

Given that there will be local flash floods of a magnitude greater than the 100-year flood, **home owners would benefit from city-prepared hydro-geological**

**information** so they can prepare, with sand bags etc, to block basement windows and divert instantaneously forming, ad hoc, rising storm streams. Similarly, those properties dependent on sump pump operation, however infrequent, need to be prepared with back-up sump pumps and portable generators, since one can anticipate a severe enough storm causing simultaneous power interruptions. While it is expected that this be a homeowner's responsibility, emergency preparedness advice should come from the municipality, for those locations likely to be most affected.

The presentation, at I understood it, used 'global warming' as the driving rationale that we have a storm water management problem without any reference to measured flows, anticipated flooding areas, nor with any modelling for 100- and 300-year magnitude one-hour and daily rain falls. That data was absent. Indeed this whole study should be data-driven, down to the detail of neighbourhoods. Such information would be a much better 'call to arms' for citizens and something that they can readily understand.

By far the largest component of the proposed expenditures of a 'storm water charge' is for replacement of concrete drain pipes. To date, as a city, **we have not being accumulating the funds for their replacement.** As now indirectly recognized, this is an apparent failure to prepare! This failure or omission was either a choice or simply ignored. It could happen again, without proper recognition and preventative action. Which begs the question: Are there other aspects of city management being neglected, for the long haul?

At the workshop we heard that the dollar amount for this 'enhanced' storm water management system would work out as an average increase of \$125 for a residential property, if simply the residential mill rate was increased to pay for the funds proposed. Based on ratios of impervious surfaces, the average increase would be \$100 per residential property with a proportionally larger share borne by the industrial and business sector. While the \$25 is indeed significant, I am certain that inefficiencies will considerably reduce the benefit for home owners. In other words, we will spend the apparent benefits mostly on bureaucracy and complexity. Indeed we have already spent over \$1 million on 'studies' for 'financing'; not a dollar has been spent to improve any water course.

Notwithstanding the fairness aspects, I can understand why another 'charge' rather than a simple tax increase has appeal to our city's leaders; it will be an 'easier sell'. It's also more visible and that's a double-edged sword. Let's look at an example.

For a comparative of what happens to another line item, I looked at the Region of Peel's Sewer charges. In April 2006 it was \$0.559/m<sup>3</sup> and ten years later in April 2016 it is \$0.87717/m<sup>3</sup>. In the same period the consumer price increase inflated annually by 1.3%. Yet our waste water charges increased annually by 4.6%. The difference between the two is over 37% at the end of ten years!

A municipal budget has many parts and lines of expense. Indeed just like one's personal finances: One or possibly two pay cheques of family income and a myriad of expenses, savings, emergency funds and debt repayments. It's a really poor excuse that we, as a city, need a separate charge, on a separate bill, to assure that the funds go to the right account. But all this does confuse and confound us, the taxpayers!

Finally, at our roundtable the opportunity to meet other city residents and some professionals in the field was indeed interesting, useful and worthwhile. If we could enlist some of that conviviality and joint, problem-solving good sense, we'd have an improved community.

**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** QUESTION  
**Date:** 2016/04/28 11:21:39 AM

---

Are there any provisions for stormwater charge exemptions for Mississauga charities/non-profits?

Thank you.

--



**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** Questions about Flood Prevention  
**Date:** 2016/04/28 3:58:02 PM

---

Hello,

I currently live in Mississauga, and I am looking to move, however I came across an issue where I found out that 187 houses were flooded in the Lisgar area between 2008-2013. I know the city has taken action, but I have many questions on the topic.

The first one is, are there certain streets in the Lisgar neighbourhood affected, and if so, where could I find that information? That would help prevent us from purchasing a previously flooded house. The reason why Lisgar is attractive, is because it the cheapest place in Mississauga to get a detached house at the moment (based on where we are looking □ West and South West Mississauga).

Are there any upcoming flood related workshops that I could attend to learn more about basement flooding?

Also, do you have a list pre-qualified plumbing professionals that could help with the installation of sump pumps, backwater valves, etc?

How would I go about finding someone who could help with lot grading?

I feel it would be beneficial for me to talk to someone with expertise in terms of weeping tiles, disconnecting downspouts, and especially sump pumps. I know sump pumps are in the vast majority of homes in Milton, and that eventually turned us off of purchasing a home in Milton. Now, I know they are a safeguard, but in Mississauga I never came across anyone who had the need for a sump pump in the house. Combined with the fact that some people we knew said that even during regular thunderstorms their sump pumps are working, it made us feel uneasy. Perhaps the problem was the grading around the house, but who knows?

I know for myself, it would be 100% beneficial if I could meet with a licensed plumber or engineer to discuss these questions. There are no □how to use and maintain a sump pump□

classes, from what I can see. I feel like to be fully educated on the matter of basement flooding, I would like to speak to someone who is an expert.

Thank you for your time. I really appreciate it.

Regards,



**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** Questions  
**Date:** 2016/05/02 1:10:50 PM

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It's great that the example makes it seem as though it's a small charge for this (\$17.21 for 90 days) but in reality the charge ends up being \$70 for my mother in law and \$35 for my Mother.

Will this rate fluctuate? For example, in the Summer months when there is less rain will the charge also be less?

The rain barrels that are suggested for purchase to collect this water you're being charged for, how are residence expected to line these around their property on top of the huge garbage, recycling and green bins?

These are just a few questions I have from the mentioned ladies who do not have access to a computer...

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**From:**  
**To:** [Stormwaterprograms.Stormwaterprograms](#)  
**Cc:**  
**Subject:** Re: Region of Peel Stormwater rate  
**Date:** 2016/05/09 5:10:49 PM

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Good Afternoon,

I spoke with one of the representatives from the City earlier today and she confirmed that the forecasted increase for the storm water charge is \$102 for 2017 and \$104 for 2018. Can you please confirm if the increase would be effective Jan 1, 2017 or if it would follow the Peel Region Rate increase on April 1, 2017?

Please let me know when you have a moment.

Thanks,

--

**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Cc:**  
**Subject:** Region of Peel Stormwater rate  
**Date:** 2016/05/05 11:55:45 AM

---

Good Morning,

I am writing in regards to the storm water charge which will appear on the Region of Peel water utility bills, starting this year. Would you know if there will be any changes to the rates or calculations for 2017?

Thanks in advance,

Regards,

**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** Residential program workshop response.  
**Date:** 2016/04/28 5:39:19 PM

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Dear recipient, the methodology of assessment leaves something to be desired. I note that commercial hardtop assessment includes the surrounding parking pavement, and yet residences do not have that in their calculation. This discrepancy seems unfair amongst residential owners as driveways, which are engineered to slough off rainwater, plays a significant contributing factor, and those who have large, and/or impermeable driveways ought contribute more than those who do not. As well, permeable driveways should be encouraged, and recognised as an both an ecological and economical asset to both the homeowner, and the City in general. The presentation made mention of rain gardens, and water butts, as a method of retaining storm water in a localised setting for gradual dispersal into the surrounding ground. Why not distribute water butts to interested individuals? It would reduce volume loads on the storm water system, and reduce lawn watering bills for the homeowner, which would perhaps be incentive enough for their productive use. In an effort to employ storm water management best practices in a residential setting, (long before it was a topic of interest in Mississauga), I created my own rain garden, utilising c. 80% of my roof runoff, which supports wildlife, the remaining 20% of which I contain in my yard for absorption by configuring the terrain on my property. I benefit from lower water bills as I do not need to water my yard very often, however, it would be nice that such conservation efforts were to be recognised by a lower storm water assessment. It is not the money involved in the assessment which prompts this remark, (for I think our water bills are very low), but rather a desire to see an equitable assessment which reflects contributing factors to storm water system use. The only aspect of my property which dismays me, is that we used to have a gravel driveway till 20 or so years ago. It is presently asphalt paved, and I regret it having been done so. I am presently looking into a water permeable paved driveway, but will probably opt to going back to a gravel one. Seeing the water slough off into the road is too much of a waste. Perhaps the City could advise a best practice in that area? Regards,

,( ., Streetsville).

**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** Storm water  
**Date:** 2016/05/03 8:33:25 PM

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If I collect all my run off in rain barrel why do I have to pay the tax?

Sent from my iPad

**From:**  
**To:** [Stormwaterprograms.Stormwaterprograms](#)  
**Subject:** STORMWATER CHARGES  
**Date:** 2016/04/19 2:29:07 PM  
**Importance:** High

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Hi there.

I live in the house, that the total roof area is 242.4 m<sup>2</sup> ,.  
according to your calculation, which is more less correct.  
The only think is, that there are many houses in Mississauga,  
that they roof area is much larger, that in example mine.  
Sometimes 2 times more or even more than that.  
So the owners of a lot bigger houses, for example 2 times bigger,  
should pay a lot more, than the owners, that have a lot smaller houses like me.  
According to your calculation, they pay the same amount as we pay.  
It should not be like that.  
We all should pay accordingly to the size of the roof area,  
so the rest of the owners will pay a bit less and the owners of the large houses will pay more.  
Why someone with 2 times larger house pay the same as me and many other owners,  
that they have the roof area similar to mine ?  
You should calculate the fees based on more tiers than only five,  
way above 242.1 m<sup>2</sup> and then charge the owners of the properties accordingly.  
So now the owners with the smaller roof area have to pay more,  
so the owners with 2 times larger roof area can pay the same as us ?

Let me know, if you are going to add and correct the tiers and the fees.

If on the other hand there is a reason for your current calculation,  
please let me know as well.

Also I understand, why the roofs smaller, than 26.7 m<sup>2</sup> do not pay the fees.

Best Regards,

**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** Stormwater Charges  
**Date:** 2016/04/20 11:44:39 AM

---

Dear Mississauga:

I was unable to attend the workshops, but I still do have some comments on the stormwater charge.

*The workshop focused on table top discussions about the following two questions:  
 How do you think the City should recognize homeowners who take steps to manage stormwater and reduce the risks of flooding on their properties?  
 What type of resources and guidance do you think would help homeowners take steps to manage stormwater and reduce the risks of flooding on their properties?*

The two questions asked are significant, and perhaps my comments relate, and perhaps not.

I would suggest that the present calculation is not realistic - roof area without consideration of property area is not valid. A small property with a large roof area will necessarily send more water to the storm system than a large property with lots of drainage with the same size roof area. A property with high drainage such as sand or gravel will send much less water to the storm system than a property built on clay or rock. Properties with the roof drainage aimed away from the roads will send little water to the storm system and properties with the roof drainage aimed towards the road will send most of the storm water to the system.

Perhaps the above can be fitted under the category of homeowners taking steps to manage the stormwater. If one's property is large enough with good drainage, then the home owner took the step of buying a non-contributing-to-the-storm-water-system property, which should be recognized as a valid consideration.

How should the city recognize such steps taken? - simple, reduce the storm water charges according to the area's actual storm water usage and to the property's contribution to the storm water system.

A simple measurement is to monitor the flow in the storm water systems. In areas with high usage in a normal year, the charge should be higher than an area with low usage. We measure how much electricity we use, how much water we use, why not measure how much storm water usage our neighborhood uses? The cost should be minimal and the usage fee much more realistic. You are proposing that the stormwater charge is NOT a tax, but a usage fee - so in fairness, it is necessary to calculate that usage.

In my present neighborhood, the land is primarily sand. The roofs are a small portion of the property size, and the water coming off the roofs mainly disappears into the sand and does not get anywhere near the road or storm water ditches and culverts. So the "Usage Fee" should be nearly zero. In previous areas I have lived in, the ditches and culverts fill rapidly and the roads got covered with storm water in a few minutes of raining. In these areas the storm water system was over used and needed to be improved. Here the charges for usage should be higher.

A measurement of the actual flow in the storm water pipes would measure the differences and correctly calculate the usage fees. If electronic measurement systems are not available, then hiring some summer students to go around measuring flows during rain falls would approximate the measurement. A Simple measure is how full is the storm water pipe. A better measure is flow meters actually measuring the speed and volume of flow in the pipes.

And the number of trees and sources of garbage that plug the systems is also important. How often the pipes need cleaning in an area should factor into the storm water usage charge, since it is a measure of both the actual flow of water and of the maintenance required to provide the service. Some areas will need cleaning often, other areas rarely or never.

With realistic measures of flow, then some areas would have a lower cost per sq ft of roof and others areas would have a higher cost per sq ft of roof.

With recognition that larger properties will have drainage that prevents water from reaching the storm water system, then the roof area should be divided by the property area to get a more realistic charge for the property.

Best Regards,



**From:**  
**To:** [Stormwaterprograms Stormwaterprograms](#)  
**Subject:** You need to add a tab that goes straight to the stormwater bylaw on your info page.  
**Date:** 2016/05/06 8:11:23 AM

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**From:**  
**To:** [Zach Youngerman](#)  
**Subject:** RE: Top City News Stories  
**Date:** 2016/06/08 5:23:37 PM  
**Attachments:** [image001.png](#)

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Thank you.

Comments are below (in black).

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From: Zach.Youngerman@mississauga.ca  
 To:  
 Subject: RE: Top City News Stories  
 Date: Fri, 27 May 2016 17:02:11 +0000

Hi ,

Thank you very much for talking with me and for forwarding this e-newsletter.

In follow up to our discussion, please see below the questions which were posed to the stormwater residential program workshop participants and also posted online.

The workshop focused on table top discussions about the following two questions:

How do you think the City should recognize homeowners who take steps to manage stormwater and reduce the risks of flooding on their properties?

- The calculations are based on the square footage of hard surface area that is draining water into the city's sewer system, therefore, for every square footage of area that has the water diverted, this area should be removed from the calculations. In this manner, it does not matter how the water is diverted: rainbarrel, grading, water garden. The process of re-calculating each properties coverage area would require the owner to submit a drawing of the area where the water is diverted and this will be a task that will need development to implement.

What type of resources and guidance do you think would help homeowners take steps to manage stormwater and reduce the risks of flooding on their properties?

The electronic newsletter is a good start. The display sign on Lakeshore, by Richard's Memorial Park (I think it is there) is also a good communication device...other signs on major streets would be positive. Another flyer distributed with the water bill is also a good avenue (and to encourage residents to sign up for the email newsletter).

City of Mississauga  
**Corporate Report**



Date: 2016/06/15

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng., MBA, Commissioner of  
 Transportation and Works

Originator's files:  
 MG.23.REP  
 RT.10.Z-50

Meeting date:  
 2016/06/29

## Subject

**All-Way Stop - Cardiff Boulevard and Lorimar Drive/Khalsa Drive (Ward 5)**

## Recommendation

That a by-law be enacted to amend the Traffic By-law 555-00, as amended, to implement an all-way stop control at the intersection of Cardiff Boulevard and Lorimar Drive/Khalsa Drive.

## Background

The Transportation and Works Department is in receipt of a request from a local area resident to implement additional signs and pavement markings at the intersection of Cardiff Boulevard and Lorimar Drive/Khalsa Drive.

As a result, the Transportation and Works Department completed a comprehensive review of the intersection of Cardiff Boulevard and Lorimar Drive/Khalsa Drive to determine if the intersection would benefit from the installation of additional signs and pavement markings.

The intersection of Cardiff Boulevard and Lorimar Drive/Khalsa Drive is a four-leg intersection with stop control for eastbound/westbound traffic on Lorimar Drive and Khalsa Drive.

## Comments

A preliminary review of the intersection indicated that the intersection has some operational concerns and would benefit from the installation of pavement markings (centreline and stop bars) and supplementary stop signs.

The subsequent comprehensive review of Cardiff Boulevard and Lorimar Drive/Khalsa Drive confirmed that the intersection would benefit from the installation of pavement markings (centreline and stop bars) and supplementary stop signs. A site investigation conducted by staff also revealed the intersection does not operate well given the observed traffic volumes, intersection alignment, and driver behaviour.

A review of the collision history at this intersection revealed ten reported collisions within the past three years that would be considered correctable by the use of all-way stop. Based on the reported collision history, an all-way stop is warranted at Cardiff Boulevard and Lorimar Drive/Khalsa Drive.

The installation of an all-way stop will provide the opportunity to provide supplemental stop signs and pavement markings on all approaches of the intersection. In addition, staff will monitor the intersection to determine the effectiveness of the all-way stop and plan for potential geometric improvements at the intersection if additional corrective measures are required.

## Financial Impact

Costs for the signs and pavement markings can be accommodated in the 2016 Current Budget.

## Conclusion

Based on the reported collision history, observed traffic volumes, intersection alignment, and driver behaviour, the Transportation and Works Department recommends the installation of an all-way stop at the intersection of Cardiff Boulevard and Lorimar Drive/Khalsa Drive.

## Attachments

Appendix 1: Location Map - All-Way Stop - Cardiff Boulevard and Lorimar Drive/Khalsa Drive (Ward 5)



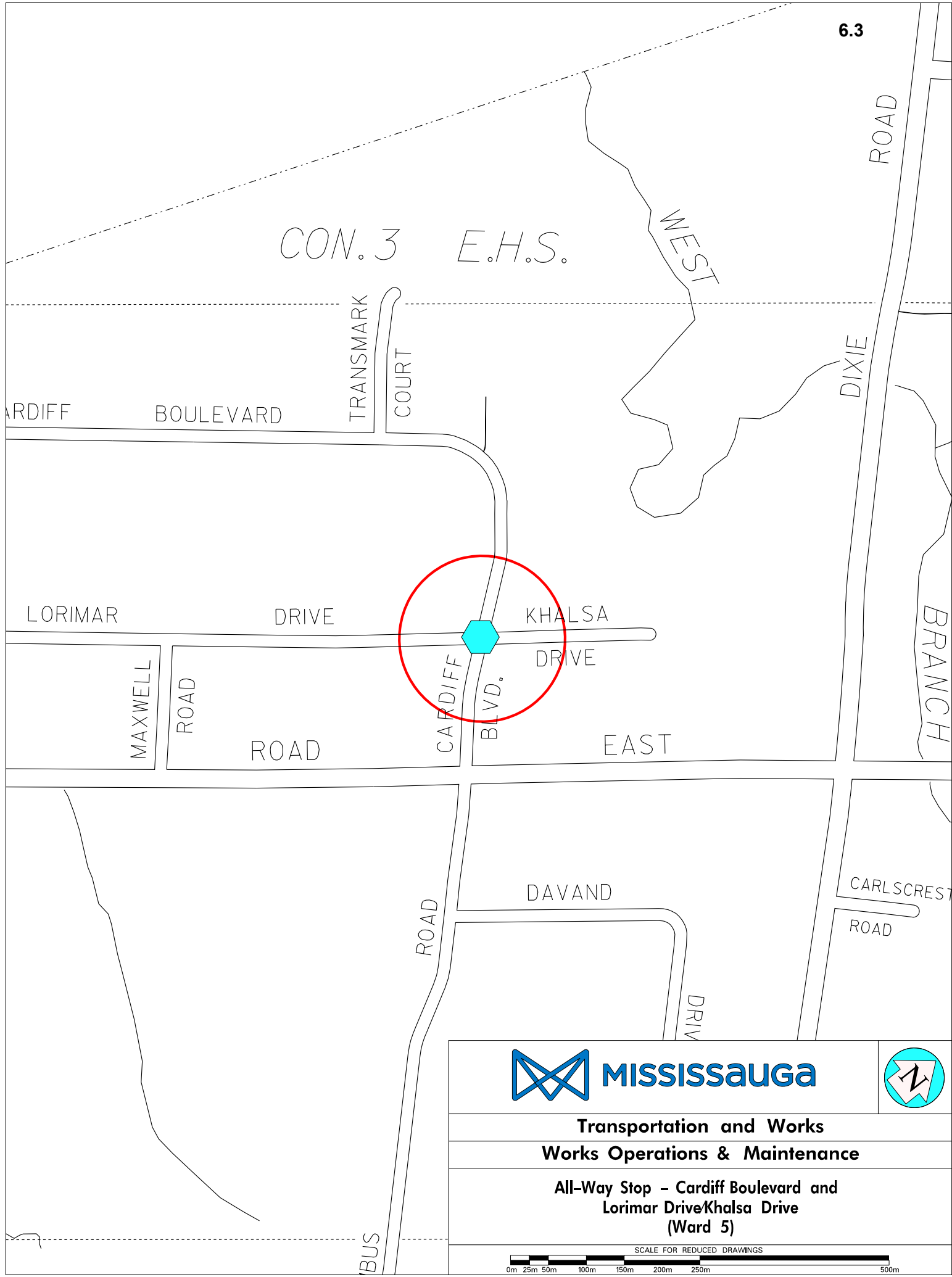
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Geoff Wright, P. Eng., MBA, Commissioner of Transportation and Works

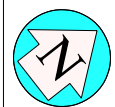
Prepared by: Colin Patterson C.E.T., Supervisor, Road Safety

6.3

CON. 3 E.H.S.



**MISSISSAUGA**



**Transportation and Works  
Works Operations & Maintenance**

**All-Way Stop – Cardiff Boulevard and  
Lorimar Drive/Khalsa Drive  
(Ward 5)**



# City of Mississauga

## Corporate Report



Date: 2016/06/9

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng., MBA, Commissioner of  
Transportation and Works

Originator's files:  
MG.23.REP RT.10.Z-59

Meeting date:  
2016/06/29

## Subject

**All-Way Stop - Laird Road and Vega Boulevard (Ward 8)**

## Recommendation

That a by-law be enacted to amend the Traffic By-law 555-00, as amended, to implement an all-way stop control at the intersection of Laird Road and Vega Boulevard.

## Background

The Transportation and Works Department is in receipt of a request from a resident regarding the lack of a pedestrian crossing and the feasibility of implementing an all-way stop at the intersection of Laird Road and Vega Boulevard.

Currently, the intersection of Laird Road and Vega Boulevard is a three-legged intersection with a stop control on Vega Boulevard.

## Comments

The Transportation and Works Department completed a comprehensive review of Laird Road and Vega Boulevard to determine the need for additional intersection controls.

An A.M./P.M. manual turning movement count was completed on December 12, 2015. The data was used to calculate an all-way stop warrant, which revealed the following values:

### Laird Road and Vega Boulevard - December 12, 2015

Part A: Volume for All Approaches: 100%

Part B: Volume Splits: 100%

In order for an all-way stop to be warranted, both warrants must equal 100%. Based on these results, an all-way stop is warranted at the intersection of Laird Road and Vega Boulevard.

A review of the collision history at this intersection did reveal two reported collisions within the past three (3) years that would be considered correctable by the installation of an all-way stop.

The installation of an all-way stop will provide the opportunity to install a sidewalk connection and crosswalk on the east side of the intersection for pedestrians to cross Laird Road.

The Ward Councillor supports the proposal for the installation of an all-way stop at the intersection of Laird Road and Vega Boulevard.

## Financial Impact

Costs for the signs and sidewalk installation can be accommodated in the 2016 Current Budget.

## Conclusion

Based on the manual turning movement count, the Transportation and Works Department recommends the installation of an all-way stop at the intersection of Laird Road and Vega Boulevard.

## Attachments

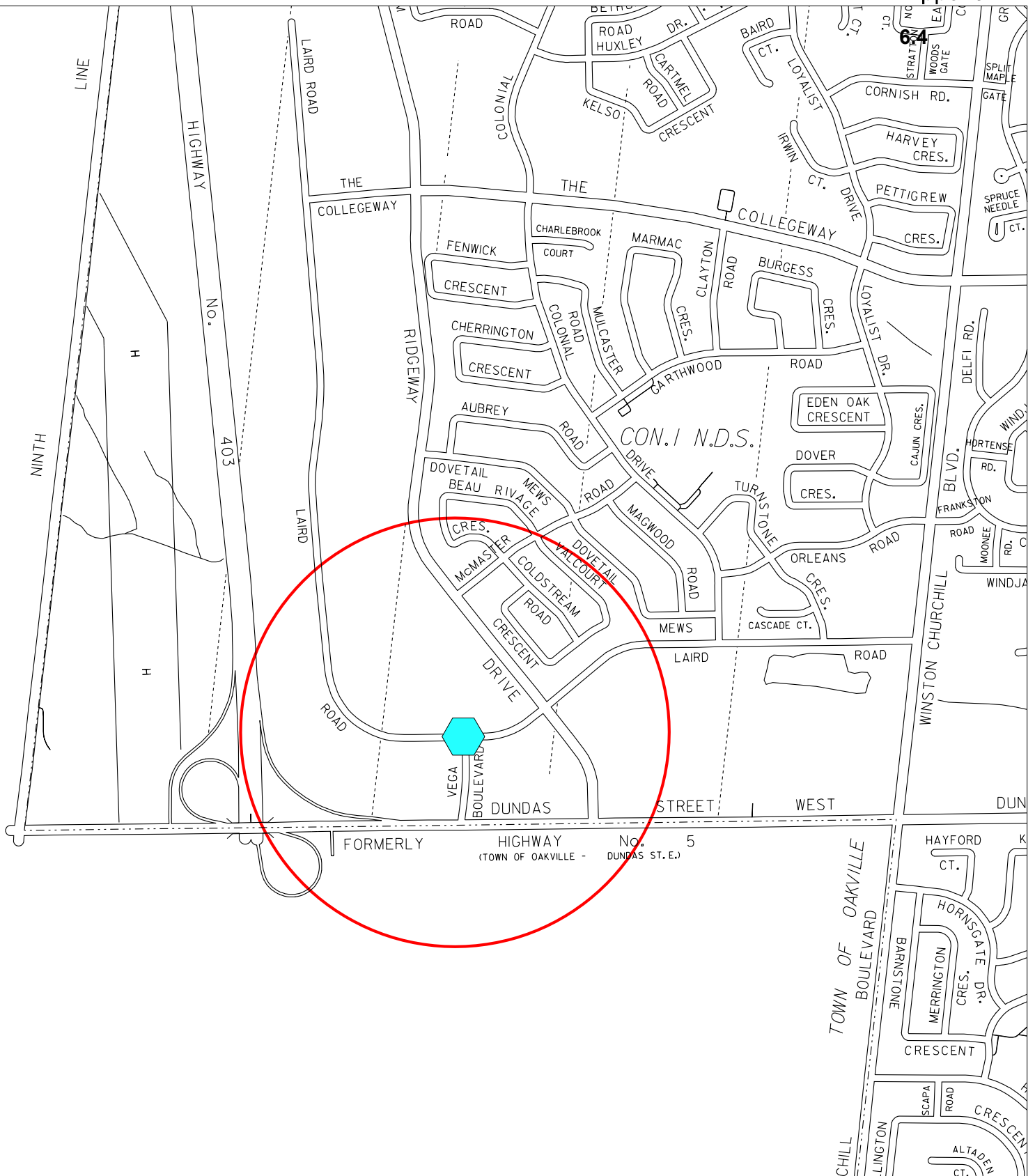
Appendix 1: Location Map - All-Way Stop - Laird Road and Vega Boulevard (Ward 8)



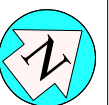

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Geoff Wright, P. Eng., MBA, Commissioner of Transportation and Works

Prepared by: Magda Kolat, Road Safety Technician

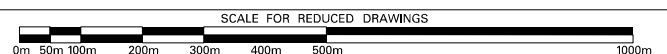


MISSISSAUGA



**Transportation and Works  
Works Operations & Maintenance**

**All-Way Stop  
Laird Road and Vega Boulevard  
Ward 8**





# City of Mississauga

## Corporate Report



Date: 2016/06/15

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng., MBA, Commissioner of  
Transportation and Works

Originator's files:  
MG.23.REP RT.10.Z06  
RT.10.Z07

Meeting date:  
2016/06/29

### Subject

**Temporary Road Closures - Revus Avenue at the GO Transit Railway Crossing (between Marf Avenue and Shaw Drive) and Alexandra Avenue at the Go Transit Railway Crossing (between Third Street and Fourth Street) (Ward 1)**

### Recommendation

That a by-law be enacted to implement the following temporary road closures necessary for GO Transit to complete the removal and replacement of track material and reconstruction of the railway crossings at:

- a) Revus Avenue - commencing at 8:00 p.m. on Friday, July 8, 2016 and ending at 8:00 p.m. on Sunday, July 10, 2016.
- b) Alexandra Avenue - commencing at 8:00 p.m. on Friday, July 22, 2016 and ending at 4:00 a.m. on Monday, July 25, 2016.

### Background

The Transportation and Works Department is in receipt of a request from GO Transit to temporarily close Revus Avenue and Alexandra Avenue at the railway crossings in order to facilitate the removal and replacement of track material and resurfacing of the asphalt pavement at the crossings and crossing approaches.

### Comments

The GO Transit railway crossings on Revus Avenue and Alexandra Avenue are in need of repair. In order to complete the construction safely and expediently, it is necessary to close the above roadways.

The work at the crossings will consist of the removal and replacement of track material and resurfacing of the asphalt pavement at the crossings and crossing approaches.

In an effort to minimize the inconvenience to local businesses and residents, the closures were scheduled to occur on weekends. Please note that some overnight work is scheduled at both locations. As all the overnight construction activities will occur within the railway right-of-way, which is under federal jurisdiction, it is not subject to the municipal Noise Control By-law 360-79 provisions. Consequently, the exemption to the above is not required in this particular case.

Nonetheless, staff will work with GO Transit to ensure the general public is notified well in advance of the anticipated construction activities through appropriate signage and a communication plan.

If approved, GO Transit will supply and install the appropriate advanced road closure and notification signage. GO Transit will also arrange to notify area residents of the temporary road closure, overnight work, and provide a project description in writing prior to commencing work.

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

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

## Financial Impact

Not Applicable.

## Conclusion

In recognition of the need to complete the removal and replacement of track material and reconstruction of the railway crossings at Revus Avenue and Alexandra Avenue, the Transportation and Works Department supports the following temporary road closures:

- a) Revus Avenue - commencing at 8:00 p.m. on Friday, July 8, 2016 and ending at 8:00 p.m. on Sunday, July 10, 2016.
- b) Alexandra Avenue - commencing at 8:00 p.m. on Friday, July 22, 2016 and ending at 4:00 a.m. on Monday, July 25, 2016.

## Attachments

Appendix 1: Location Map - Temporary Road Closure - Revus Avenue at GO Transit Railway Crossing (Ward 1)

General Committee

2016/06/15

3

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Originators files: MG.23.REP, RT.10.Z06, RT.10.Z07

Appendix 2: Location Map - Temporary Road Closure - Alexandra Avenue at Go Transit  
Railway Crossing (Ward 1)

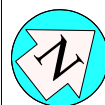


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Geoff Wright, P. Eng., MBA, Commissioner of Transportation and Works

Prepared by: Darek Koziol, Traffic Operations Technologist





Transportation and Works
Works Operations & Maintenance

**Location Map – Temporary Road Closure  
Alexandra Avenue at GO Transit Railway Crossing  
Ward 1**

SCALE FOR REDUCED DRAWINGS



# City of Mississauga Corporate Report



Date: 2016/06/15

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng, MBA, Commissioner of  
Transportation and Works

Originator's files:

Meeting date:  
2016/06/29

## Subject

**Regulating AirBnB (Short-term Accommodations) Overview**

## Recommendation

That the report from the Commissioner of Transportation and Works, dated June 15, 2016 and entitled "Regulating AirBnB (Short-term Accommodations) Overview" be received for information.

## Report Highlights

- Compliance and Licensing Enforcement staff were asked to review options on how to regulate Short-term Accommodations (STAs), otherwise known as AirBnBs.
- Staff conducted a jurisdictional scan of 15 municipalities in Ontario to determine their by-law standards regarding STAs. Many of the municipalities do not have provisions for STAs and have identified that amendments would be required to their zoning by-laws in order to capture STAs.
- Town of Blue Mountains has amended their zoning by-law to include STAs.
- The City's Zoning By-law 0225-2007, as amended, does not prohibit STA rental usage. Bed and Breakfasts (B&Bs) on the other hand are not permitted. The property owner of a B&B would need to apply for a variance or rezoning in order to comply with the Zoning By-law.
- To regulate STAs, the Zoning By-law needs to be amended.

## Background

The purpose of this report is to respond to direction from Council on March 9, 2016 and April 27, 2016 to the Commissioner of Transportation and Works requesting options on how to regulate STAs. STAs are identified as dwelling units that are used to provide accommodations to persons on a temporary basis. B&Bs on the other hand are dwelling units where the owner or

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landlord provides meals for gain as an occupation, which is secondary to the use of the dwelling unit for residential purposes. Concerns have been raised by Council and residents regarding the accompanying problems of noise, on-street parking, property standards, and other by-law issues related to residents offering their homes as short-term rentals through the AirBnB internet platform.

## Comments

### Sharing Economy

AirBnB is an internet platform company that connects individuals desiring to rent a personal dwelling unit with anyone searching for temporary residence. Rentals are usually for a period of less than 30 days and can range from renting out a spare room to an entire apartment or house. The closest establishment to that of an AirBnB is a regular B&B, which includes temporary accommodation with breakfast, offered to the public in an owner-occupied, private residential dwelling for an all-inclusive fee.

AirBnB is part of the wider sharing economy, which connects consumers to sellers for the purposes of buying, renting, or borrowing a product or a service. AirBnB operates in more than 34,000 cities and 191 countries. As of May 20, 2016, there are more than 300 listings on AirBnB for apartment/house rentals and private room/shared room rentals in Mississauga. Many Canadians are aware of, and have used, the AirBnB service. A 2016 study conducted by the Angus Reid Institute (ARI) found that 1 in 10 Canadians have used at least one sharing economy service (either AirBnB or Uber). According to the ARI study, when asked whether AirBnB should be allowed to operate without the same regulations as hotels, 57% percent of Canadians were in favour of this hands-off approach.

AirBnB has recently employed an active recruiting strategy similar to Uber, with a message on their website encouraging people to offer their homes for rent. The company also held a social event in Toronto on May 25, 2016 to provide individuals with hosting tips and ideas, and to further promote the use of their internet platform.

### Provincial Regulation and Status

Pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, municipalities can pass zoning by-laws to prohibit the use of lands, except for such purposes as may be set out in the by-laws. Under Section 34(6) of the *Planning Act*, a municipality may pass a by-law requiring a zoning certificate to change the type of use of any land or building covered by the by-law. At the provincial level, a few steps have been taken in response to the emergence of AirBnB. In 2015, MPP Tim Hudak developed a Private Member's bill, "*Opportunity in the Sharing Economy Act*," that would permit Ontario residents to rent out their properties for up to 120 days in a year, without acquiring a municipal licence. The bill has been moved to Second Reading and referred to the Standing Committee on Finance and Economic Affairs.

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In the meantime, the Province of Ontario has partnered with AirBnB to launch a pilot project to raise awareness about homeowners' and consumers' rights and responsibilities when offering or booking online accommodations. The province plans to work with AirBnB to create a webpage explaining consumer rights in regards to cancellations/refunds, and accessibility, regulatory and safety requirements. AirBnB has also agreed to send users an email during tax season, reminding them to report AirBnB rental income when filing taxes.

### **Municipal Scan**

Staff benchmarked 15 municipalities to determine the by-law standards provisioned under their legislation for B&Bs and STAs. These municipalities included Oakville, Oshawa, London, Hamilton, Toronto, Markham, Newmarket, Brampton, Waterloo, Town of Blue Mountains, Burlington, Caledon, Kitchener, Vaughan and Whitby.

The first nine municipalities listed are all currently researching options to regulate STAs, and many identified that a zoning by-law amendment would be required prior to implementing any licensing regulation (Appendix 1). While Burlington, Caledon, Kitchener, Vaughan and Whitby have rental listings on AirBnB, these municipalities are not actively pursuing regulations at present.

The Town of Blue Mountains has amended their zoning by-law to address STAs. The Town of Blue Mountains had been facing pressure to manage the proliferation of STAs and developed a new zoning category to specifically define its standards. Following amendment to the zoning by-law in 2011, a new STA licensing by-law was enacted in 2014 (Appendix 2). This by-law governs STAs listed on all rental management sites, including AirBnB, Vacation Rentals by Owner and Kijiji, by requiring property owners to obtain a licence for rentals of 30 days or less.

In May 2016, the Town of Blue Mountains' Planning and Development Services By-Law Division authored a report examining the effects of the Short-term Accommodation Licensing Program with respect to applications, licences issued, and the status of ongoing investigations (Appendix 3). The report noted that 188 STA licences have been issued to date, and the Town has earned revenue of \$438,175 since the program's inception in 2014. Five STA owners were found to be operating without a licence; however, all ceased operation immediately following proactive enforcement. Since 2014, enforcement of STAs has been successful.

### **Zoning By-law 0225-2007, as amended**

Current provisions of the City of Mississauga's Zoning By-law 0225-2007, as amended, do not prohibit STAs. Traditional B&Bs are not permitted under the provisions of Zoning By-law 0225-2007, as amended. B&Bs wishing to operate must apply to the Committee of Adjustment for a minor variance or rezoning. In the example of STA, there is no change of use since the residential character has not changed; however, in the example of B&Bs, the occupation for gain creates a secondary commercial use to the residential use. Committee of Adjustment staff



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have advised that five applications for B&B operations have been submitted in the past 17 years with three out of the five being approved by the Committee of Adjustment and the remaining two being granted approval upon appeal to the Ontario Municipal Board. Staff from Legal Services, Planning and Zoning confirmed that STAs are not prohibited under the Zoning By-law 0225-2207, as amended. As such, Enforcement staff can only take enforcement action on external issues associated with STA rental use that are presently regulated through City by-laws; such as noise, parking, and property standards, on a reactive basis in response to complaints received.

Planning staff have advised that in order to amend the Zoning By-law to regulate B&Bs and/or STAs, they will need to conduct a study to determine best practises for dealing with these land uses. In addition, amendments to the Zoning By-law could define the use, provide minimum parking standards, identify areas within the City where they would be permitted, and include other design related standards.

### **Resolution 0119-2016**

At its meeting on June 8, 2016 Council approved the following recommendation:

*Whereas the City of Mississauga has an extremely low vacancy rate of 1.7%;*

*And whereas access to affordable, quality rental housing in Mississauga is limited;*

*And whereas, the City of Mississauga's zoning and development by-law currently does not recognize short-term accommodations of thirty days or less;*

*And whereas new online technologies such as AirBnB and other popular websites are enabling short-term rentals in cities throughout Ontario;*

*And whereas, owners of many properties in Mississauga are renting out their premises on a short-term basis;*

*And whereas, many renters have no affinity for the otherwise quiet, established neighbourhoods resulting in many by-law infractions such as excess waste, parking and noise, etc.;*

*And whereas, many residents are concerned about the negative impacts of these short-term accommodations;*

*Therefore, be it resolved that City Staff report to Council as soon as possible to examine the issue of short-term rentals in Mississauga, the impact of short-term rentals on housing stock; options to mitigate negative impacts and best practices across North America;*

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*Be it further resolved that Council direct staff to consult with the Mississauga Real Estate Board, Mississauga Landlords and Tenant associations, along with the Tourism industry, and others as needed in order to develop appropriate by-laws, if any, to address the situation;*

*And further that the matter be referred to the Premier of Ontario and all MPPs, for action, and that this resolution be circulated to other municipalities in Ontario for information.*

## Financial Impact

There is no financial impact.

## Conclusion

This report responds to the requests received by the Commissioner of Transportation and Works from Council to conduct research on regulating STAs. STAs are not currently prohibited under the Zoning By-Law 0225-2007, as amended. As a result, only external issues related to AirBnB can be monitored for compliance. Staff from Legal Services have confirmed that if Council wishes to regulate STAs, amendments to the Zoning By-Law 0225-2007, as amended, would be required in order to allow for licensing regulations to be brought forward. Further, Planning staff have confirmed that they will be bringing forward a report in regards to Council Resolution No. 0119-2016.

## Attachments

Appendix 1: Municipal Scan

Appendix 2: Town of Blue Mountains Short-term Accommodation Licensing By-law Amendment

Appendix 3: Town of Blue Mountains Short-Term Accommodation Licensing Program Update




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Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

Prepared by: Afsheen Adam-Haji, Policy Research Intern, Enforcement

Municipality	Zoning Provisions/ Licensing By-Law Regulating B&B's	Status on Plans to Regulate AirBnB
Oakville	Permitted under zoning, no licensing requirement	No revisions currently in process to regulate AirBnB - B&Bs previously a category under business licensing, but removed in 2015.
Oshawa	Permitted under zoning, no licensing requirement	No review in process.
London	Permitted under zoning, no licensing requirement	Considering possibility of licensing B&Bs to capture AirBnB.
Hamilton	Permitted under zoning, license required	Business licensing will be undergoing review in 2017. They are adopting a "wait-and-see" approach to determine whether to capture AirBnB under the new licensing by-law.
Toronto	Permitted under zoning, no licensing requirement	Will possibly be reviewing options with respect to zoning by-law in late Summer 2016.
Markham	Permitted under zoning, no licensing requirement	Reviewing zoning by-law, discussion with Council will be underway in June.
Newmarket	Permitted under zoning (only in a detached dwelling), no licensing requirement	Business Licensing will be updated and licensing AirBnB may be a consideration.
Brampton	No zoning or licensing provisions	No resident complaints or issues raised by Council on AirBnB usage. Zoning by-law amendments would be required for any B&B operation.
Blue Mountains	Permitted under zoning, license required	Zoning by-law amended in 2011 and licensing enacted for Short-Term Accommodations in 2014.
Waterloo	Permitted under zoning and residential licensing by-law	Residential licensing by-law already in place, currently reviewing zoning by-law to potentially include AirBnB.

# The Corporation of The Town of The Blue Mountains

## By-law No. 2013- 50 OFFICE CONSOLIDATION (By-law 2014-45)

A By-law to licence, regulate and govern short term accommodation uses.

**WHEREAS** the *Municipal Act, 2001* authorizes a municipality to provide for a system of licences with respect to a business and to regulate and govern any business carried on within the municipality;

**AND WHEREAS** the *Municipal Act, 2001* authorizes a municipality to require the payment of licence fees and to pass By-laws to impose fees or charges for permits and services;

**AND WHEREAS** the *Municipal Act, 2001* authorizes a municipality to add outstanding fees and charges to the tax roll and collect them in the same manner as municipal taxes;

**AND WHEREAS** notice of a public meeting was given, and a public meeting was held, at which time any persons who attended had an opportunity to make representation with respect to this By-law or to provide written comments;

**AND WHEREAS** Council of the Corporation of the Town of The Blue Mountains has duly considered representations and written comments with respect to this By-law;

**AND WHEREAS** Council of the Corporation of the Town of The Blue Mountains considers it desirable to exercise its licensing powers, including the imposition of conditions as are set out in this By-law;

**NOW THEREFORE** the Council of The Corporation of the Town of The Blue Mountains enacts as follows:

### 1.0 DEFINITIONS

1.1 In this By-law:

**Action** means a proceeding under Part I or Part III of the *Provincial Offences Act*;

**Agencies** means those agencies, authorities, boards, commissions, departments and ministries that are involved in the review of an application; commenting on an application; or, where applicable, the inspection of a premise;

**Agent** means a person duly appointed by the Owner to act on their behalf;

**Applicant** includes a person seeking a licence or renewal of a licence or a person whose licence is being considered for revocation or suspension;

**Bedroom** means a room or area used, designed, equipped or intended for sleeping;

**Building & By-law Services Division** means the Building & By-law Services Division or, in the event of organizational changes, another unit designated by Council to carry out the Division's responsibilities for the administration and enforcement of this By-law;

**Chief of Police** means the local Ontario Provincial Police Detachment Commander;

**Committee** means the Committee to which Council has delegated the responsibility of handling appeals, suspensions and revocations;

**Council** means Council of the Corporation of the Town of The Blue Mountains;

**Disturbance** means an event where an action has commenced with respect to nuisance, noise or other disturbance;

**Division** means the Building & By-law Services Division;

**Fee** means those fees as set out in By-law No. 2000-90, as amended, or reenacted from time to time, being the Town's Tariff of Fees By-law;

**Fire Chief** means the individual appointed to this position by Council or his/her designate;

**Health Unit** means the Grey Bruce Health Unit;

**Licence** means a licence issued under this By-law;

**Licencee** means a person who holds a licence under this By-law;

**Manager** means the Manager, Building & By-law Services, or his/her designate;

**Medical Officer of Health** means the Medical Officer of Health of the Grey Bruce Health Unit or his/her designate;

**Officer** means the person, or persons, who have been appointed to enforce the provisions of this By-law and includes a provincial offences officer as defined by the *Provincial Offences Act*;

**Owner** means the person holding title to the lands on which the short term accommodation premises is located;

**Parking Management Plan** means a plan, drawn to scale, depicting the size and location of all parking spaces intended to be used for parking on the premises;

**Premises** means any place, premises or location, or part thereof, in which a trade, business or occupation of short term accommodation is carried on;

**Property Management Plan** means a plan that identifies those measures the Owner will implement so as to ensure compliance with the Town's Property Standards By-law, Waste Collection By-law and any other By-law related to property maintenance and/or management;

**Property Standards By-law** means the Property Standards By-law of the Town enacted under S. 15.1 of the *Building Code Act* that prescribes standards for the maintenance and occupancy of property;

**Renter** means the person responsible for the rental of the premises by way of concession, permit, lease, licence, rental agreement or similar commercial arrangement;

**Renter's Code** means a document that has been prepared by the Owner that has been approved by the Town that is agreed to in writing by a renter that sets out the roles and responsibilities of the renter, including behavioral expectations as they relate to non-disturbance; which provides a warning related to the making of a disturbance; and, which identifies applicable Town By-laws that the renter must comply with including the provisions of this By-law as they relate to, amongst other things, the Parking Management Plan;

**Responsible Person** means the person assigned by the owner or operator of a short term accommodation premises to ensure the premises are operated in accordance with the provisions of this By-law, the licence and the relevant provisions of the Fire Code;

**Short Term Accommodation** means a building or structure or any part thereof that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, licence, rental agreement or similar commercial arrangement for any period less than thirty (30) consecutive calendar days, throughout all or any part of a calendar year. Short term Accommodation uses shall not mean or include a motel, hotel, bed and breakfast establishment, tourist cabin or cottage, hospital, commercial resort unit, village commercial resort unit or similar commercial or institutional use;

**Town** and **Town of The Blue Mountains** mean the Town of The Blue Mountains;

**Zoning By-law** means a By-law enacted under section 34 of the *Planning Act* that restricts and/or regulates the use of land.

1.2 Words or phrases contained herein and which are not defined by this By-law, are firstly to be assigned the definition or meaning attributable to them in the applicable zoning By-law and, failing such a definition or meaning, the everyday meaning of such word or phrase.

## **2.0 APPLICATION**

- 2.1 The requirements of this By-law apply to the trade, business or occupation of providing short term accommodation within the geographic limits of the Town as of the date this By-law comes into effect (By-law 2014-45).
- 2.2 Persons who own, operate or offer a premises for short term accommodation as of the effective date of this By-law must file an application for a licence under this By-law:
- (1) no later than July 2, 2014, for existing premises located within the geographic areas identified by Schedule A-1 to this By-law; and
  - (2) no later than December 1, 2014, for existing premises located within the balance of the geographic limits of the Town (By-law 2014-45).
- 2.3 The determination of whether a licence application is "complete" in accordance with the requirements of this By-law shall be within the sole discretion of the Manager (By-law 2014-45).
- 2.4 For greater certainty, the requirements of this By-law do not apply to a hotel, motel, bed and breakfast establishment, hospital, commercial resort unit, village commercial resort unit or similar commercial or institutional use as defined by the applicable zoning By-law.

## **3.0 LICENSING REQUIREMENTS**

- 3.1 No person shall carry on any trade, business or occupation of short term accommodation unless that person has first obtained a licence (By-law 2014-45).
- 3.2 A person who obtains a licence shall comply with the regulations set out in this By-law for such licence. Failure to comply with the regulations constitutes an offence.
- 3.3 An agent of persons who own, operate or offer a premise for short term accommodation purposes without a licence shall also be personally liable for the compliance of his principal, beneficiary or persons he represents. Failure by such a person to comply with this By-law constitutes an offence.
- 3.4 Licences issued pursuant to this By-law are conditional upon compliance by the licensee with all municipal By-laws and compliance with all Provincial and Federal Laws and Regulations and any conditions imposed to the holding of the licence.

## **4.0 ADMINISTRATION**

- 4.1 The Building & By-law Services Division is responsible for the administration and enforcement of this By-law.
- 4.2 Every application for a new licence or a renewal or extension of an existing licence shall be submitted to the Division on the forms prescribed.
- 4.3 Every application for a new licence or a renewal or extension of an existing licence shall include:
- (1) each owner, applicant and/or agent's name, address, telephone number, facsimile transmission number and e-mail address;
  - (2) a copy of the transfer/deed evidencing the ownership of the premises;
  - (3) in the instance of an applicant or agent acting on behalf of the Owner, an Owner's written authorization permitting the applicant or agent to act on their behalf;
  - (4) the rental agent's or agency's name, address and telephone number;
  - (5) in the instance of a corporation or partnership, the name, address and telephone number of each director and officer or partner of the Owner and/or rental agent or agency;
  - (6) the name, address, telephone number and e-mail address of a person who has been assigned by the owner or operator to be the responsible person for the operation and conduct of the inhabitants of the licenced short term accommodation premises;

- (7) a statement from the Owner certifying the accuracy, truthfulness, and completeness of the application;
- (8) proof of placement of insurance specific to the rental nature of the property that includes a limit of liability of not less than \$2 million per occurrence for property damage and bodily injury and includes provisions that the Town will be notified of any intended cancellation by the insurer no fewer than 15 days prior to such cancellation;
- (9) floor plans and a site plan, drawn to scale and fully dimensioned, of the short term accommodation premises depicting the use of the premises including the proposed occupancy of each room; occupant load for sleeping purposes of each room; location of smoke detection and early warning devices; location of fire extinguishers, and, related site amenities including parking, landscaping and other buildings or structures on the land;
- (10) a Parking Management Plan that complies with the applicable Town zoning by-law;
- (11) a Property Management Plan identifying measures the Owner will implement for the purpose of complying with the Town's Property Standards By-law, Waste Collection By-law and any other By-law related to property maintenance and/or management;
- (12) a Renter's Code;
- (13) the prescribed fees; and,
- (14) any outstanding fees or fines owed to the Town by the Owner respecting any short term accommodation premises.

- 4.4 A licensee shall inform the Division of any changes to the information provided in 4.3 within a period of 15 days.
- 4.5 In addition to the requirements of 4.3, an applicant shall provide, if requested, evidence that the use of the short term accommodation premises is protected by virtue of S. 34(9)(b) of the *Planning Act* with such evidence including, but not be limited to, a sworn Statutory Declaration confirming the continued use of the premises for short term accommodation purposes from prior to the enactment of a By-law that prohibited such use through to the present; rental receipts, advertisements and any other records that may be relevant that are supportive of the establishment and continued use of the premises for short term accommodation purposes; and, an opinion, from a solicitor licensed to practice in Ontario, as to whether the premises is protected by virtue of S. 34(9)(b) of the *Planning Act* and, in support of that opinion, the reasons why (By-law 2014-45).
- 4.6 Every application for a licence will be reviewed by the Manager to determine whether it meets the requirements of this By-law.
- 4.7 As part of the review referenced at 4.6, the application will be circulated to those agencies deemed necessary and/or relevant by the Manager.
- 4.8 Those agencies referenced at 4.7 may require an inspection of the premises prior to the provision of comments and prior to the consideration of the application by the Manager. The applicant shall cooperate and facilitate in arranging the inspection of the premises in a timely manner and shall be in attendance during the inspection. In the instance of the requirement of the payment of fees for such an inspection, the applicant shall pay the fees as required prior to the inspection.
- 4.9 If it is determined that an application meets the requirements of this By-law and all circulated agencies, the Manager shall issue the licence.
- 4.10 If it is determined that an application does not meet the requirements of this By-law and the requirements of all of the circulated agencies, the Manager shall refuse the issuance of the licence.
- 4.11 A licence shall be issued to the owner of the short term accommodation premises.
- 4.12 A licence is valid for a period of 2 years from the date of issuance.
- 4.13 Adjustments in the fees prescribed shall automatically be effected each year based on the percentage change in the Consumer Price Index of Statistics Canada.

- 4.14 A licensee is not eligible for the renewal or extension of an existing licence unless the licensee has provided an application form.
- 4.15 A licence is not transferable.
- 4.16 No person shall enjoy a vested right in the continuance of a licence.
- 4.17 Licences shall remain the property of the Town.
- 4.18 If at any time the Manager determines as a result of evidence that is provided that the operation of a licenced short term accommodation premises does not conform to the requirements of this By-law, the Manager may impose an Administrative Penalty or refer the matter to the Committee.
- 4.19 If at any time the Manager determines as a result of evidence that is provided that the operation of a licenced short term accommodation premises does not conform to the requirements of this By-law, the Manager may commence with proceedings pursuant to the *Provincial Offences Act*.
- 4.20 A person whose application for a new licence or a renewal of a licence has been refused may, within fifteen days of being notified of the Manager's decision, apply to the Committee for a review of the decision. If an application for review has not been applied for within fifteen days, the licence application will be deemed to be closed. An application for a review of a decision is not complete until the fee as prescribed is paid.
- 4.21 A person who has been imposed an Administrative Penalty may, within fifteen days of being notified of the Administrative Penalty, apply to the Committee for a review of the decision. If an application for review has not been applied for within fifteen days, or if the Administrative Penalty has been paid, the Administrative Penalty levied is deemed to be confirmed. An application for a review is not complete until the fee as prescribed is paid.
- 4.22 A person who has applied for a review to the Committee of the Manager's decision noted at 4.10 or 4.18 will be given an opportunity to make written representations to or to appear before the Committee when it reviews the matter.
- 4.23 The Committee will review the matter and may affirm, modify or rescind the decision of the Manager or, in the instance of a licence refusal, direct that the licence be issued with such terms and/or conditions deemed appropriate by the Committee or, suspend or revoke a licence.
- 4.24 Decisions of the Committee as they relate to a licence refusal may be appealed to Council.
- 4.25 A person who wishes to appeal the Committee's decision to Council as noted at 4.24 shall file an application for a hearing and pay the fee as prescribed. If an application for appeal has not been applied for within fifteen days of the Committee's decision, the Committee's decision is deemed to be confirmed. An application for appeal is not complete until the fee as prescribed is paid.
- 4.26 A person who has appealed the Committee's decision noted at 4.24 will be given an opportunity to make written representations to or to appear before Council when it reviews the matter.
- 4.27 Council will review the matter and may affirm, modify or rescind the decision of the Committee or, in the instance of a licence refusal, direct that the licence be issued with such terms and/or conditions deemed appropriate by Council.
- 4.28 Decisions of Council are final.
- 4.29 Applications for licence and issued licences, along with the legal description and/or emergency number and associated owner, agent, applicant and responsible person contact information will be posted to the Town's website.
- 4.30 Matters to be considered by the Committee and/or Council, including that information identified at 4.29 and the location, date and time of the Hearing shall be posted to the Town's website.



- 4.31 Matters, notices, orders and communications related to a non-compliance under a Federal or Provincial Law or Regulations or a municipal By-law, including, but not limited to, the Property Standards By-law; the *Building Code Act*; the Building Code; the *Fire Protection and Prevention Act*; the Fire Code; the Ontario Electrical Safety Code; or, an order of the Medical Officer of Health are not appealable to the Committee or Council.

## 5.0 GENERAL REGULATIONS

- 5.1 No person shall carry on any trade, business or occupation of short term accommodation for which a licence is required under this By-law unless that person has first obtained a licence.
- 5.2 No person shall carry on any trade, business or occupation of short term accommodation for which a licence is required under this By-law if the licence has expired or been revoked; or, while the licence is under suspension.
- 5.3 A person is not eligible to hold a licence if the proposed use of the land, building or structure is not permitted by the zoning By-law that applies to the property.
- 5.4 A person is not eligible to hold a licence unless the person has provided a statement prepared by the Fire Chief dated within a period of 24 months of the date of application for licence indicating that the premises conforms to the *Fire Protection and Prevention Act* and its regulations as they relate to the operation and use of the premises for short-term accommodation purposes with such statement indicating the occupant load for sleeping purposes for the premises.
- 5.5 A person is not eligible to hold a licence unless the person has provided a certificate from the Electrical Safety Authority dated within a period of 24 months of the date of application for licence indicating that the premises conforms to the Electrical Safety Code.
- 5.6 A person is not eligible to hold a licence if the person is indebted to the Town in respect of fines, penalties, judgments or any other amounts owing, including awarding of legal costs and disbursements and outstanding property taxes and late payment charges against all properties owned by the owner.
- 5.7 A person is not eligible to hold a licence if the property to be used for carrying on the trade, business or occupation does not conform with applicable Federal and Provincial Law and Regulations or municipal By-laws, including, but not limited to, the Zoning By-law; Property Standards By-law; the *Building Code Act*; the Building Code; the *Fire Protection and Prevention Act*; the Fire Code; the Ontario Electrical Safety Code; or, an order of the Medical Officer of Health.
- 5.8 A person is not eligible to hold a licence unless a Renter's Code for the premises has been submitted to and approved by the Manager (By-law 2014-45).
- 5.9 The owner shall operate the short term accommodation premises in accordance with the Parking Management Plan and Property Management Plan that has been approved by the Manager (By-law 2014-45).
- 5.10 The owner shall keep a record of the renter with such record containing the date of entry, the length of stay, home address of the renter and confirmation of receipt of the Renter's Code with such record readily available for inspection at all times by an Officer for a period of one year (By-law 2014-45).
- 5.11 The owner shall display the licence permanently in a prominent place in the short term accommodation premises to which it applies (By-law 2014-45).
- 5.12 Each licence shall include the following:
- (1) Building/site/location address/identifier (i.e. Emergency or 911 Number);
  - (2) Licence number;
  - (3) Effective date and expiry date of the licence;
  - (4) Owner's name and contact information;
  - (5) Rental agent or agency's name and contact information;
  - (6) Responsible person's name and contact information; and,

- (7) A plan, that is plaqued or framed, that depicts the location of each bedroom, smoke alarm, extinguisher and exit/egress door or window (By-law 2014-45).

- 5.13 The owner of a short term accommodation premise shall ensure that there is a responsible person available to attend to the short term accommodation premises at all times within a period of no greater than one hour from the time of contact by way of telephone or e-mail (By-law 2014-45).
- 5.14 The owner or agent of a short term accommodation premise shall ensure that each renter has been provided with the Renter's Code with the owner retaining a copy of the confirmation of receipt of the Renter's Code for a period of one year (By-law 2014-45).
- 5.15 The owner of a short term accommodation premise for which a licence is required under this By-law shall allow, at any reasonable time, an employee or agent of the Town to inspect the premises used for the purposes of short term accommodation so as to determine compliance with the requirements of this By-law, Fire Code, Building Code, Property Standards By-law or other applicable law (By-law 2014-45).
- 5.16 No person shall obstruct, hinder or otherwise interfere with an authorized employee or agent of the Town while carrying out an investigation, making inquiries, or performing an inspection for the purposes of enforcing this By-law or any other municipal By-law or Provincial legislation or regulation (By-law 2014-45).
- 5.17 No person shall construct or equip a place of business or premises used for the business so as to hinder the enforcement of this By-law (By-law 2014-45).
- 5.18 Every owner shall maintain the short term accommodation premises in a clean and sanitary condition, with adequate measures for the storage and disposal of garbage and waste and sufficient levels of illumination to permit the safe use of the premises. For the purposes of this subsection, adequate measures for the storage and disposal of waste shall mean a self enclosed building, structure or container, located outside of the short-term accommodation premises, which is of a sufficient size that will store the garbage and waste generated by the premises until such garbage and waste is disposed of (By-law 2014-45).
- 5.19 Every licensee shall ensure that the short term accommodation premises is operated and used in a fashion such that the operation or use will not cause a disturbance (By-law 2014-45).
- 5.20 Every licensee shall provide an undertaking to operate the short term accommodation premises in accordance with all Town By-laws including, but not limited to, the Town's Noise Control By-law, Property Standards By-law and Garbage Collection By-laws, and any applicable Provincial or Federal laws or statutes including the Ontario Fire Code and laws related to the making of a disturbance. Further, every licensee shall include in such undertaking a confirmation that they will require that each renter enter into a Renter's Code (By-law 2014-45).
- 5.21 No licensee or employee of a licensee shall discriminate in the carrying on of the trade, business or occupation of short term accommodation against any member of the public on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability (By-law 2014-45).
- 5.22 The Manager may revoke a licence if it was issued on mistaken, false or incorrect information (By-law 2014-45).

## **6.0 DEMERIT POINT SYSTEM**

- 6.1 A demerit point system is established as follows without prejudice to options otherwise available to enforce this By-law or any other By-law of the municipality or Provincial Act or Regulation including, but not limited to, administrative penalties as set out in this By-law and actions pursuant to the *Building Code Act*, *Fire Protection and Prevention Act* and the *Provincial Offences Act*:

- (1) The number of demerit points referenced in Column 3 of Table 1 below will be assessed against a short term accommodation premises in respect of the matter noted in Column 1 upon the following event respecting a contravention:

(a) the expiry of the period for appealing a fine imposed pursuant to Part I or Part III of the *Provincial Offences Act*;

(b) the expiry of the period for appealing against a conviction in the Ontario Court of Justice;

(c) the confirmation of an administrative penalty; or,

(d) the confirmation of an order.
- (2) Demerit points shall remain in place until the two year anniversary of the date on which the demerit points were assessed.
- (3) Meeting with the Committee

(a) If the total of all demerit points in effect respecting a short term accommodation premises is at least seven, the Manager will require the Owner to attend a meeting with the Committee.

(b) Notice shall be provided by e-mail or regular mail at the address given in accordance with 4.3 a minimum of two weeks in advance of the meeting date.

(c) The provision of Notice as set out in 3(b) shall be deemed to be sufficient Notice with, or without, confirmation of receipt of the Notice.

(d) The fee payable by the Owner for the Meeting shall be as prescribed.

(e) The purpose of the meeting is for the Owner to identify to the Committee what steps and/or measures that they intend on implementing so as to mitigate further instances of the levying of demerit points.

(f) If the Owner fails to attend the meeting, the Manager shall require the Owner to attend a Hearing.
- (4) Hearing with Committee

(a) If the total of all demerit points in effect respecting a short term accommodation premises is at least fifteen, the Manager will require the Owner to attend a Hearing with the Committee.

(b) Notice shall be provided by e-mail and regular mail at the addresses given in accordance with 4.3.

(c) The provision of Notice as set out in 4(b) shall be deemed to be sufficient Notice with, or without, confirmation of receipt of the Notice.

(d) The fee payable by the Owner for the Hearing shall be as prescribed.

(e) If the Owner fails to attend the Hearing the Committee may proceed in absentia.

(f) After hearing the matter, the Committee may impose conditions as they deem appropriate for the continued holding of the licence, suspend the licence or revoke the licence.

Table 1		
Column 1	Column 2	Column 3
Infraction	Reference	Demerit Points
<i>Fire Protection &amp; Prevention Act</i> /Fire Code	FPPA	15 (1)
Operating without a licence	3.1	7
<i>Building Code Act</i> (construction w/o a permit)	BCA	7 (2)
Sleeping in excess of maximum permitted	5.4 (1) & 5.9	5
Non-availability of Responsible Person	5.14	5
Noise By-law Infraction	N/A	5
Not providing updated information	4.4	3
Contrary to Parking Management Plan	5.10	3
Contrary to Property Management Plan	5.10	3
Not posting licence	5.12	3
Property Standards	N/A (2)	3
Long Grass	N/A (2)	2
Waste/Garbage Collection	N/A (2)	2

(1) See 4.31, 5.4 and 5.7

(2) See 4.31

7.0 LICENSING COMMITTEE

7.1 Council shall appoint a Licensing Committee.

- 7.2 The term of the Committee shall coincide with the term of Council.
- 7.3 The Committee shall be comprised of a minimum of three members.
- 7.4 Quorum of the Committee shall mean a majority (more than half) of the whole members of the Committee but shall be not less than three members.
- 7.5 The Committee shall hear appeals as set out in 4.20 and 4.21 save and except for determinations related to conformity with applicable Federal and Provincial Law and Regulations or municipal By-laws, including, but not limited to, the Property Standards By-law; the *Building Code Act*; the Building Code; the *Fire Protection and Prevention Act*; the Fire Code; or, an order of the Medical Officer of Health.
- 7.6 The Committee may hear appeals to the revocation of a licence as set out in 5.22.

## **8.0 COUNCIL (COMMITTEE APPEAL)**

- 8.1 Council shall hear all appeals to decisions of the Committee.

## **9.0 REVOCATION AND SUSPENSION**

- 9.1 In accordance with 4.23, the Committee may affirm, modify or rescind the decision of the Manager or, in the instance of a licence refusal, direct that the licence be issued with such terms and/or conditions deemed appropriate by the Committee or, suspend or revoke a licence.
- 9.2 Regard to the nature, severity and frequency of non-compliances related to the premises, and any other premise owned by the owner, shall be considered by the Committee in considering the length of a suspension and/or a revocation.

## **10.0 OFFENCE AND PENALTY PROVISIONS**

- 10.1 Any person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is subject to a fine as provided in the *Municipal Act, 2001* or the *Provincial Offences Act* and to any other applicable penalties.
- 10.2 If this By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 10.3 If this By-law is contravened and a conviction entered, the court may also order that the premises or part of the premises be closed to any use as short term accommodation.

## **11.0 ADMINISTRATIVE PENALTIES**

- 11.1 An Officer who finds that a person has contravened any provision of this By-law may issue a penalty notice addressed to that person.
- 11.2 Any person who contravenes any provision of this By-law shall, upon issuance of a penalty notice pursuant to Section 11.1, be liable to pay to the Town an administrative penalty in the amount of \$250.00.
- 11.3 The penalty notice shall be given to the person to whom or to which it is addressed as soon as is reasonably practicable and shall include the following information:
  - (1) Particulars of the contravention, including to which property it applies;
  - (2) The amount of the administrative penalty;
  - (3) Information respecting the process by which the person may exercise the person's right to request a review of the administrative penalty; and,
  - (4) A statement advising that an administrative penalty will, unless modified or rescinded pursuant to the review process, constitute a debt to the Town.
- 11.4 A person may appeal an administrative penalty to the Committee as set out in 4.21.

- 11.5 An administrative penalty that is deemed to be affirmed constitutes a debt to the Town of each person to whom or to which the penalty notice was given.
- 11.6 An administrative penalty that is not paid may be added to the tax roll to the property to which it applies and collected in the same manner as taxes.

## **12.0 DELEGATION**

- 12.1 For the purposes of subsection 23.2(4) of the *Municipal Act*, it is the opinion of Council that the powers delegated pursuant to this By-law are minor.

## **13.0 VALIDITY**

- 13.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every provision of this By-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

## **14.0 SHORT TITLE**

- 14.1 This By-law shall be known as the "Short Term Accommodation Licensing By-law"

## **15.0 EFFECTIVE DATE**

- 15.1 This By-law comes into effect on July 2, 2014.

Enacted and passed this \_\_\_\_ day of \_\_\_\_\_, 2013.

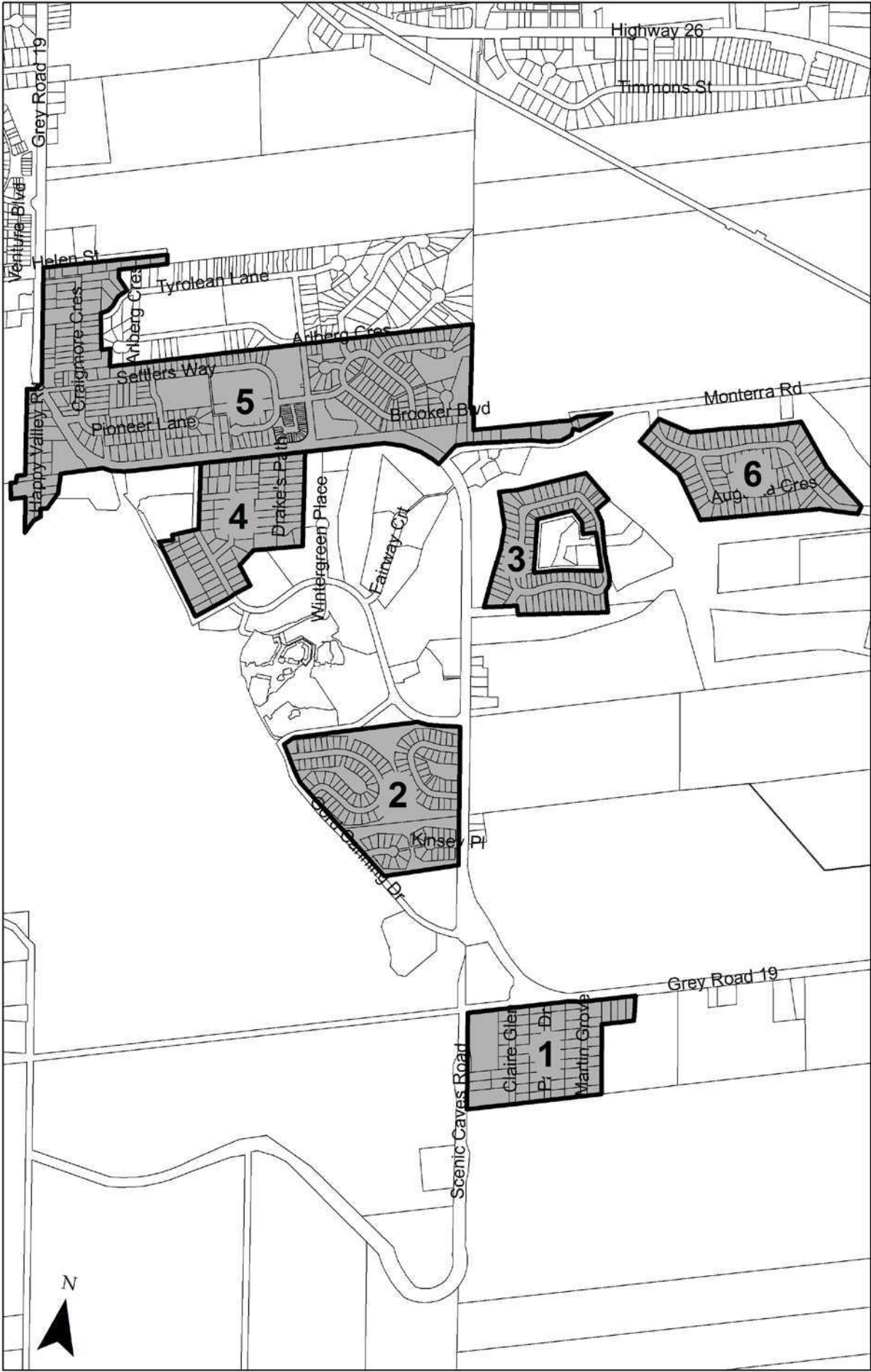
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**Ellen Anderson, Mayor**

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**C. Giles, Clerk**

Schedule 'A-1'  
By-law No. \_\_\_\_\_



**STAFF REPORT: Planning & Development Services: By-Law Division**

**REPORT TO:** Committee of The Whole  
**MEETING DATE:** May 16, 2016  
**REPORT NO.:** PDS.16.60  
**SUBJECT:** STA Licensing Program Activity: 1<sup>st</sup> Quarter Summary 2016  
**PREPARED BY:** Greg Miller, Manager, Building & By-law/Chief Building Official

**A. Recommendations**

THAT Council receive Staff Report PDS.16.60 "STA Licensing Program Activity: First Quarter Summary 2016", for information purposes.

**B. Background**

The purpose of this report is to provide Council with an update on the Short Term Accommodation (STA) Licensing Program with respect to applications, licences issued and status of ongoing investigations of same.

**STA LICENSING ACTIVITY****Applications Received and Licenses issued**

The Short Term Accommodation By-law, By-law 2013-50 as amended, came into force July 2<sup>nd</sup>, 2014. Since this time 198 STA licence applications have been submitted and 188 licences have been issued.

A current summary of the STA license application activity is summarized in Table 1 below:

**Table 1: STA Licence Application Activity (1<sup>st</sup> Quarter 2016)**

<b>STA Licence Applications</b>	<b>2014</b>	<b>2015</b>	<b>2016 YTD</b>	<b>Total</b>
Applications Received	143	47	8	198
Applications Deemed Complete	142	47	3	192
STA Licences Issued	0	178	10	188

Attached to this Staff report is a map entitled "Short Term Accommodation – Licensing Applications" (Attachment G.1). The map is updated regularly by Staff and posted to the Town website.

**STA Premises Inspection Activity**

Prior to the STA licence being issued, the STA premises is required to be inspected to ensure that the Town's Property Standards and STA Fire Safety requirements are being met. A summary of the STA Premises inspections completed during this reporting period is summarized in Table 2 below:

**Table 2: STA Inspection Activity (1<sup>st</sup> Quarter 2016)**

STA Premises Inspections	2014	2015	2016 YTD	Total
Property Standards/Fire Safety Inspection	0	178	3	181
Re-Inspections	0	173	8	181
<b>Total Inspections Completed</b>	<b>0</b>	<b>351</b>	<b>11</b>	<b>362</b>

Of the 192 active STA licence applications, Staff have completed the required Property Standards and Fire Safety inspections and required re-inspections on 181 STA premises. (94%)

### STA Licensing Program Revenue

A summary of the STA Licensing Program revenue is shown in Table 3 below:

**Table 3: STA Licensing Revenue (1<sup>st</sup> Quarter 2016)**

Revenue Type	2014	2015	2016 YTD	Total
STA Licence Applications	\$288,000.00	\$132,375.00	\$11,000.00	\$431,125.00
STA Premises Inspection Fees	-	\$3,350.00	\$450.00	\$3,800.00
Appeal Fees	-	-	\$500.00	\$500.00
<b>Total Revenue</b>	<b>\$288,000.00</b>	<b>\$138,225.00</b>	<b>\$11,950.00</b>	<b>\$438,175.00</b>

Year to date to the end of March 2016:

- \$11,950.00 in revenue has been received with a total \$438,175.00 since the Program's inception in 2014.

### STA ENFORCEMENT & PROSECUTIONS

Investigations into an unlawful operation of a STA premises continues to be a priority for By-Law Services Staff. An investigation is commenced where evidence has been obtained through proactive enforcement or by way of a complaint that a STA premises is operating without a licence, contrary to the STA Licensing By-law. Proactive investigations continue to be the main method of an initial investigation.

A summary and current status of the STA investigations files is summarized in Table 4 below:

**Table 4: STA Investigation Files**

STA Investigation Files	2014*	2015	2016 YTD	Total
Files Opened	68	159	14	241
Files Closed	53	72	4	129
<b>Active</b>	<b>15</b>	<b>87</b>	<b>10</b>	<b>112</b>

\*Jul. 2, 2014 to Dec. 31, 2014

A summary of the STA investigations and communications is summarized in Table 5 below:



**Table 5: STA Investigations & Communications (2015)**

<b>STA INVESTIGATIONS &amp; COMMUNICATIONS (2015)</b>								
	Phone Calls	Emails	Notices Sent	Meetings	Site Inspections	Patrol (Hours)*	Investigations (Hours)	STA Cease Operation
<b>JAN</b>	14	110	2	4	1	36.25	16	0
<b>FEB</b>	89	300	13	6	19	72.75	6	0
<b>MAR</b>	<b>51</b>	<b>198</b>	<b>328</b>	<b>4</b>	<b>62</b>	<b>31</b>	<b>20</b>	<b>5</b>
<b>Q1</b>	<b>154</b>	<b>608</b>	<b>343</b>	<b>14</b>	<b>82</b>	<b>140</b>	<b>42</b>	<b>5</b>

Year to date to the end of March 2016:

- 14 new STA investigations have been initiated and 4 files have been closed
- 112 investigation files remain active
- 5 unlawful STA premises have been ordered to cease to operate as a STA premises and are no longer operating as a STA
- 82 site inspections and 42 investigation hours
- 140 patrol hours that includes the Family Day long weekend

### **Overview of the Investigation and Prosecution Process**

Full details of investigation techniques used by By-Law Services Staff will remain confidential, however, legal counsel has been provided and incorporated into the investigation processes used by the By-Law Services Staff.

An investigation may commence by one or all three of the following methods:

- Notification from a community member (a “complaint”);
- Site inspections while on another by-law matter (i.e. garbage complaint); or
- Rental website monitoring.

During the initial phase in of the STA Licensing Program, where it was determined that an owner was operating a STA premises unlawfully (without a licence); they were provided with a “warning letter” and were given 15 business days to respond. After the 15 business day grace period, and the owner continues to operate unlawfully or has not responded to the warning letter - charges are laid under the *Provincial Offences Act* for violating s. 34 of the *Planning Act*.

Given that the STA Licensing Program has been in full operation and the majority of the STA licences issued, any owners operating a STA Premises without a licence or that has not submitted an application for same are charged under the *Provincial Offences Act* with no warnings provided.

By-law Enforcement has initiated a zero tolerance enforcement approach in this regard.

## Overview of the Prosecution Process

As previously mentioned, Staff continue to prosecute unlawful premises that are being operated on a short term basis and operating same without a licence as is required by the STA Licensing By-law No. 2013-50. Investigations and the successful prosecution of same is very time consuming and attention to detail is required to substantiate evidence gathered during an investigation in order to be used successfully in court.

Prosecutions have commenced under the *Provincial Offences Act* for one count each of “operating a STA without a licence” contrary to s. 5.1. of the STA Licensing By-law 2013-50; carrying a maximum fine of \$5,000.00 each.

To date 17 charges have been laid under the STA By-law for operating without a licence with first court appearances for these began in September 2015 and are summarized in Table 6 below:

**Table 6: Operating without STA Licence**

	2015	2016	Total
Operating without STA licence	11	6	17
Pending Disposition	3	5	8
Conviction Registered	8	1	9
Fines Assessed	\$20,500*	\$2,500*	\$23,500*

\*Not inclusive of court costs

To date, the Municipal Prosecutor has successfully prosecuted 9 instances with convictions registered which typically includes

- A guilty plea entered To Operate Without a STA Licence;
- Payment of \$2,500.00 fine plus Victim Fine Surcharge fee of \$3,215.00 and six months to pay; and
- A Sworn Affidavit received that no further rentals on a short term basis unless a STA licence obtained

## DEMERIT POINTS / ADMINISTRATIVE PENALTIES

The STA By-law contains provisions for the issuance of Demerit Points and Administrative Penalties in the amount of \$250.00 for certain violations of the By-law as noted in Table 7 below.

**Table 7: STA Infractions and Demerit Points**

Infraction	Demerit Points
Fire Protection & Prevention Act/Fire Code	15
Operating without a licence	7
Building Code Act (construction w/o a permit)	7
Sleeping in excess of maximum permitted	5
Non-availability of Responsible Person	5
Noise By-law Infraction	5

Not providing updated information	3
Contrary to Parking Management Plan	3
Contrary to Property Management Plan	3
Not posting licence	3
Property Standards	3
Long Grass	2
Waste/Garbage Collection	2

A summary of the STA Infractions, Demerit Points and Administrative Penalties assessed is shown in Table 8 below:

**Table 8: STA Infractions and Demerit Points Summary**

<b>Infraction Type</b>	<b>2015</b>	<b>2016</b>	<b>Total</b>
Noise By-law infractions	4	3	7
Parking By-law infractions	0	1	1
Administrative Penalties collected	1	2	3
Fines Collected	\$250.00	\$500.00	\$750.00
Noise By-law infractions Appeals	0	3	3
Parking By-law infractions Appeals	0	1	1

Year to date to the end of March 31, 2016, the Municipal Licensing Officer has:

- Issued a total of 8 Infraction Notices, 3 in 2016;
- 7 Noise By-law Infractions; 4 in 2015 and 3 YTD 2016;
- 1 Parking By-law violation; and
- Collected \$750.00 in administrative penalties, \$500.00 YTD 2016.

Of the 7 infraction notices given:

- 4 Appeals to the STA Licensing Committee have been received. A hearing date of June 21, 2016 has been scheduled for the Committee to hear these.

### **OPP Noise Occurrences vs. STA Licensed Premises**

As previously reported to Council, By-law Services Staff receive the monthly OPP noise occurrences and are logged within the City View database system which are then reviewed and compared to the subject property for the determination as to whether the said property is a licensed STA premises.

A summary of the OPP Noise Occurrences between January to the end of March 2016 is summarized in Table 9 below:

**Table 9: OPP Noise Occurrence Summary**

	2015						2016					
	No. of Occurrences			Charges Laid			No. of Occurrences			Charges Laid		
	TOTAL	STA	% STA	TOTAL	STA	% STA	TOTAL	STA	% STA	TOTAL	STA	% STA
JAN.	10	4	40.0%	2	0	-	15	4	27.0%	5	2	40.0%
FEB.	7	3	42.9%	0	0	-	11	5	27.0%	2	1	50.0%
MAR.	5	2	40.0%	1	0	-	5	2	40.0%	0	0	-
APRIL	2	2	100.0%	0	0	-						
MAY	19	11	57.9%	3	1	33.3%						
JUNE	29	13	44.8%	2	2	100.0%						
JULY	22	7	31.8%	1	1	100.0%						
AUG.	18	8	44.4%	3	3	100.0%						
SEPT.	14	6	42.8%	0	0	-						
OCT.	2	1	50.0%	0	0	-						
NOV.	-	-	-	-	-	-						
DEC.	-	-	-	-	-	-						
<b>TOTAL:</b>	<b>128</b>	<b>57</b>	<b>44.5%</b>	<b>12</b>	<b>7</b>	<b>58.3%</b>	<b>31</b>	<b>11</b>	<b>41.0%</b>	<b>7</b>	<b>3</b>	<b>43%</b>

- Between January to the end of March 2016, there have been 31 OPP occurrences as a result of a noise complaint vs. 22 during the same period in 2015;
- Of the 31 total OPP occurrences, 11 occurrences were to a licensed STA premises vs. 9 during the same period in 2015; a 22.0% decrease

### **C. The Blue Mountains' Strategic Plan**

Goal #1 - Create opportunities for sustainability

### **D. Environmental Impacts**

N/A

### **E. Financial Impact**

A highlighted in this Staff Report

### **F. In Consultation With**

Municipal Licensing Officer

### **G. Attached**

G.1. STA Licensing Applications: Map

Prepared by:

Respectfully Submitted by:

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Greg Miller, BSSO, CBCO, C.E.T.  
Manager, Building & By-law Services

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Michael Benner, MCIP RPP  
Director, Planning & Building Services

# City of Mississauga

## Corporate Report



Date: 2016/06/16

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng, MBA, Commissioner of  
Transportation and Works

Originator's files:

Meeting date:  
2016/06/29

### Subject

**Changes to the Tow Truck Licensing By-law 521-04, as amended, to include vehicle standards that all tow trucks be equipped with tint-free windows except where the vehicle contains original vehicle manufactured tinted glass**

### Recommendation

That a by-law be enacted to amend the Tow Truck Licensing By-law 521-04, as amended, to require that all tow trucks be equipped with tint free-windows as outlined in the report from the Commissioner of Transportation and Works, dated June 16, 2016 and entitled "Changes to the Tow Truck Licensing By-law 521-04, as amended, to include vehicle standards that all tow trucks be equipped with tint-free windows except where the vehicle contains original vehicle manufactured tinted glass."

### Background

At its meeting of June 22, 2016 Council approved the following recommendations:

*"TIAC-0007-2016*

*That the Towing Industry Advisory Committee supports removing vehicle tint on tow trucks and that drivers comply with the tint removal by their next mandatory vehicle inspection.*

*TIAC-0008-2016*

*That the Towing Industry Advisory Committee provides comments to staff, for inclusion in a future report to General Committee, on the report from the Acting Commissioner of Transportation and Works dated May 3, 2016 and entitled "Amendments to the Tow Truck Licensing By-law 521-04, as amended, to address Tow Truck Vehicle Tinting".*

The purpose of this report is to respond to the above noted recommendations.

### Comments

#### TIAC Approval

At its meeting of March 22, 2016 the Towing Industry Advisory Committee (TIAC) considered a report from the Acting Commissioner of Transportation and Works, dated May 3, 2016 and

General Committee	2016/06/16	2
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entitled “Amendments to the Tow Truck Licensing By-law 521-04, as amended, to address Tow Truck Vehicle Tinting”, which recommended that:

*“the by-law be amended to include requirements that all windows are clear of any tint or film, which may obstruct the view of the interior of the tow truck and its occupants. Tinted glass which is manufactured specifically for the vehicle in accordance with manufacturer specification will be exempted.”*

TIAC approved the recommendations in the report and agreed that tow trucks should maintain tint-free standards in accordance with the requirements of the *Highway Traffic Act (HTA)*. TIAC members requested that the industry be given time to bring tow trucks into compliance with the new tint-free requirements and requested that the enforcement of the new tint-free provisions of the by-law not take effect until the 2016 fall mandatory tow truck inspections.

Staff agree with the comments and feel that it is a reasonable request.

## Financial Impact

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

## Conclusion

The provisions of the Tow Truck Licensing By-law 420-04, as amended, do not contain window tint restrictions for tow trucks, which leaves the occupants of the trucks in a vulnerable position and creates a potential concern for enforcement agencies who are required to interact with the towing industry during routine investigations.

Staff recommend that the Tow Truck Licensing By-law 521-04, as amended, be amended to include tow truck standards that include tint-free windows except where the vehicle contains original manufactured tinted glass, in accordance with the requirements of the *HTA*.

Furthermore, staff recommend that the by-law amendments be effective November 1, 2016 and that enforcement of the amendments begin during the 2016 fall mandatory tow truck inspections, to provide the towing industry with reasonable time to comply with the new by-law requirements.

General Committee

2016/06/16

3

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## Attachments

Appendix 1: Report from the Acting Commissioner of Transportation and Works, dated May 3, 2016 and entitled "Amendments to the Tow Truck Licensing By-law 521-04, as amended, to address Tow Truck Vehicle Tinting".



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Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

Prepared by: Daryl Bell, Manager, Mobile Licensing Enforcement



City of Mississauga  
**Corporate Report**



Date: 2016/05/03	Originator's files:
To: Chair and Members of Towing Industry Advisory Committee	
From: Geoff Marinoff, P. Eng, Acting Commissioner of Transportation and Works	Meeting date: 2016/05/17

## Subject

Amendments to the Tow Truck Licensing By-law 521-04, as amended, to address Tow Truck Vehicle Tinting

## Recommendation

That the Towing Industry Advisory Committee provide comments to staff, for inclusion in a future report to General Committee, on the report from the Acting Commissioner of Transportation and Works dated May 3, 2016 and entitled "Amendments to the Tow Truck Licensing By-law 521-04, as amended, to address Tow Truck Vehicle Tinting".

## Background

Staff have raised concerns about being able to identify occupants of tow truck vehicles due to the dark tint on tow truck vehicle windows. The issue has also been raised by Peel Regional Police due to concerns about identifying the individuals in tow trucks as well as about the activities occurring within tow trucks.

The by-law is silent on the issue of window tinting; however, the *Highway Traffic Act (HTA)*, contains provisions, which restrict the tinting of the windshield and the window to the driver's right and left. Section 73 (3) of the *HTA*, states:

*"No person shall drive on a highway a motor vehicle on which the surface of the windshield or any window to the direct left or right of the driver's seat has been coated with any coloured spray or other coloured or reflective material that substantially obscures the interior of the motor vehicle when viewed from outside the motor vehicle."*

## Comments

The Tow Truck Licensing By-law 521-04, as amended, regulates owners and drivers of tow trucks for the purposes of public safety and consumer protection, as well as to control nuisance.

Towing Industry Advisory Committee

2016/05/03

2

Tinted windows on tow trucks leads to speculation and concern about the driver and members of the public who may be required to ride in the tow truck when their vehicle is towed as a result of an accident or vehicle break down. Further, tinted tow truck windows have a safety impact on enforcement staff who cannot appropriately gage a situation with a tow truck that they may be investigating.

In order to ensure transparency, staff recommend that the by-law be amended to include requirements that all windows are clear of any tint or film, which may obstruct the view of the interior of the tow truck and its occupants. Tinted glass which is manufactured specifically for the vehicle in accordance with manufacturer specifications will be exempted.

This recommendation provides reasonable assurance to the public and the driver that when they are in a tow truck they will be visible to the surrounding environment, reducing any risks to personal safety. This recommendation also affords enforcement staff the ability to properly assess each situation when approaching a tow truck.

## Financial Impact

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

## Conclusion

Staff recommend that the Tow Truck Licensing By-law 521-04, as amended, be amended to include tow truck standards that include tint-free windows except where the vehicle contains original manufactured tinted glass.



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Geoff Marinoff, P. Eng., Acting Commissioner of Transportation and Works

Prepared by: Daryl Bell, Manager, Mobile Licensing Enforcement

# City of Mississauga

## Corporate Report



Date: 2016/06/10

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:  
2016/06/29

## Subject

**Draft Corporate Policy: Winter Maintenance and Snow Clearing for City Facilities**

## Recommendation

That the draft Corporate Policy 05-06-03 "Winter Maintenance and Snow Clearing for City Facilities" attached as Appendix 1 to the Corporate Report dated June 10, 2016 from the Commissioner of Community Services be approved.

## Report Highlights

- Parks and Forestry is responsible for winter maintenance activities for 65 parking lots located in City facilities and 116 km's of recreational trails to support the safe use of City facilities during the winter months;
- Staff have updated the existing Corporate Policy – Snow Clearing 05-06-03 to provide additional information on winter maintenance activities and provide residents with a clearer picture on winter maintenance activities and service timelines for City facilities;
- The revised policy outlines information on parking lot closures, classification of City facilities and service levels based on snowfall accumulation.

## Background

During the winter months, Parks and Forestry is responsible for performing winter maintenance and snow clearing activities for 65 parking lots located in City Community Services facilities and 116 km's of recreational trails, including the following facilities:

- Civic Centre and Mississauga Celebration Square
- Libraries, Community Centres, Banquet Halls (including golf course locations), Arenas, Indoor Pools
- Park parking lots and trails

- Facilities maintained under a Shared Use Agreement with the City

Winter maintenance activities are performed to support the safe use of City facilities during the winter months, and maintain trails and walkways that provide linkages for local communities.

## Present Status

The existing Corporate Policy and Procedure 05-06-03 “Snow Clearing” was last reviewed in 2007, and outlines the minimum maintenance guidelines for applicable City facilities. Parks Operations, in consultation with staff from the Works Operations and Maintenance Division and the Corporate Policy Analyst, have reviewed the policy. This report introduces proposed changes to the policy that provides additional information on winter maintenance activities and gives residents a clearer picture on winter maintenance activities and service timelines for City facilities.

## Comments

The following summarizes the key focus areas of the policy:

### Temporary Suspension of Winter Maintenance

Extreme weather conditions may reach a point where winter maintenance activities cannot continue without compromising public and/or employee safety. The policy grants authority to the Director of Parks and Forestry, or designate, to temporarily suspend winter maintenance activities. Parks and Forestry will be responsible for notifying the following if winter maintenance is suspended:

- Mayor and Members of Council
- 3-1-1 Citizen Contact Centre
- Communications Division
- Leadership Team
- Works Operations
- Transportation and Works Dispatch

### Parking Lot Closures

Park Parking lots may be closed for the following reasons during the winter season:

- Gravel parking lots where de-icing application and plowing is ineffective
- Parking lots for facilities that are only used seasonally (e.g. sports parks)
- Parking lots for facilities that are unsafe to use over the winter months
- Facilities where winter maintenance cannot be performed due to facility layout

Parking lots deemed to be closed for the winter period will be closed prior to the first significant snowfall. Signage and barriers will be installed notifying the public of the closure. Prior to the winter season, a list of parking lots not receiving winter maintenance will be distributed to the following:

- Mayor and Members of Council

- 3-1-1 Citizen Contact Centre
- Communications Division

### Classification of City Facilities

Each City facility and multi-use recreational trail network segment is classified into one of three service levels:

Service Level	Description
Level A	Parking lots, trails and walkways for highly developed parkland and community and/or banquet facilities with high visitation and use that serve a regional purpose (e.g. parkland adjacent to community centres, waterfront parks, downtown parkland, libraries, etc.)
Level B	Trails and walkways that serve a neighbourhood purpose and serve as linkages for local communities (e.g. trails, walkways and easements to schools).
Level C	Naturalized parkland, parking lots and multi-use recreational trails in which little to no maintenance is to be performed. User expectations are for a more natural environment, used for activities such as hiking, cross country skiing, snow-shoeing and bird watching.

### Service Levels

Winter maintenance activities are planned annually for the winter seasonal period, and include snow plowing, de-icing application and the removal of snow banks and windrows caused by plowing. Activities will be performed according to the following minimum standards for each service level and will begin as soon as it is safe enough to respond. Extreme weather may result in delays in completion time.

Snowfall Accumulation	Level A	Level B	Level C
15cm (6") or less	Within 12 Hours	Within 24 hours	Only performed to allow safe passage for work performed on facilities
15cm (6") - 30cm (12")	Within 24 Hours	Within 36 Hours	
More than 30cm (12") or successive storms	As soon as attainable	As soon as attainable	

### Financial Impact

The service levels outlined in the draft policy reflect the current maintenance practises delivered by Parks and Forestry. Therefore, there is no financial impact associated with this policy.

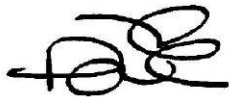
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## Conclusion

Winter maintenance activities are performed to support the safe use of City facilities during the winter months, and maintain trails and walkways that provide linkages for local communities. The draft Corporate Policy for Winter Maintenance and Snow Clearing for City Facilities provides additional information on winter maintenance activities and provides residents with a clearer picture on service timelines.

## Attachments

Appendix 1: Draft Corporate Policy: Winter Maintenance and Snow Clearing for City Facilities



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

Prepared by: Wesley Anderson, Manager, Operational Planning & Analysis

# Corporate Policy and Procedure



Policy No.

Appendix 1  
6.8

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TAB: PROPERTY AND FACILITIES

SECTION: FACILITY CONSTRUCTION AND MAINTENANCE

SUBJECT: SNOW CLEARING AND WINTER MAINTENANCE FOR CITY FACILITIES

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**POLICY STATEMENT** The Parks and Forestry Division, Community Services Department, is responsible for winter maintenance for applicable City Facilities within Mississauga.

**PURPOSE** The purpose of this policy is to provide minimum winter maintenance guidelines for applicable City Facilities. Winter Maintenance Activities are in place to support the safe use of City Facilities during the winter months.

All activities performed by Parks and Forestry must be in compliance with this policy.

**SCOPE** This policy applies to all staff responsible for the supervision, oversight and performance of Winter Maintenance Activities for City Facilities.

This policy does not apply to Winter Maintenance Activities conducted by the Transportation and Works Department, where different standards may apply, and therefore does not include work performed on the following

- streets, including bus stops and transit facilities
- sidewalks
- private roads
- facilities or properties not under a shared use agreement with the City
- multi-use recreational trails within the right-of-way, and
- street-to-street easements and alleys

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



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City	City means the Corporation of the City of Mississauga.
City Facilities	City Facilities means the Civic Centre, libraries, Mississauga Celebration Square, community centres, arenas, indoor pools, banquet facilities, parks and other open spaces within Mississauga, multi-use recreational trails and parking lots, easements connected to parks and other City Facilities and facilities maintained under a shared use agreement.
Winter Maintenance Activities	Winter Maintenance Activities means snow plowing, application of de-icing material, removal of snow banks and the installation of applicable signage and/or barriers.
Winter Seasonal Period	Winter Seasonal Period means the last Monday in November until the last Friday in March.
ACCOUNTABILITY	
Directors	Directors are accountable for ensuring applicable managers/supervisors are aware of and trained on this policy.
Managers/Supervisors	Managers/supervisors are accountable for <ul style="list-style-type: none"><li>• ensuring applicable staff are aware of and trained on this policy</li><li>• ensuring applicable staff comply with this policy, and</li><li>• ensuring service levels are met, where applicable</li></ul>
EXTREME WEATHER	The service levels outlined in this policy are based on a typical winter season. The City acknowledges that extreme or extraordinary weather, which is beyond the City's control, may impact the City's ability to achieve winter maintenance standards within the stated time frames. During extreme weather all attempts will be made to reduce hazardous conditions and keep City Facilities open and safe.

The City expects that the public and users of City Facilities will



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exercise reasonable care for their own safety during winter weather conditions.

## Temporary Suspension of Winter Maintenance

When extreme weather conditions reach a point where winter maintenance operations cannot continue without compromising public and/or employee safety, Winter Maintenance Activities can be temporarily suspended.

The Director of Parks and Forestry, or his/her designate, will make the decision to temporarily suspend Winter Maintenance Activities. When this occurs, the Parks and Forestry Division will contact the following

- Mayor and Members of Council
- 3-1-1 Public Call Centre
- Communications Division, Corporate Services Department
- Members of the Leadership Team (City Manager and Commissioners )
- Works Operations, Transportation and Works Department
- Transportation and Works dispatch

## PARKING LOT CLOSURES

The Manager, Parks Operations, will be responsible for determining the service status of parking lots for Winter Maintenance Activities prior to the start of the Winter Seasonal Period. Specific parking lots may be closed for the following reasons

- Gravel parking lots where de-icing application and plowing is ineffective in controlling ice accumulation
- Parking lots for facilities that can only be used seasonally (e.g. sports parks)
- Parking lots for facilities that are unsafe to use over the winter months
- Winter maintenance cannot be performed due to the facility design or layout, and
- Parking lots exhibiting low use that would compromise the

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service response times outlined in this policy or significantly increase the costs of delivering Winter Maintenance Activities

Parking lots deemed to be closed for the Winter Seasonal Period shall be closed prior to the first significant snowfall. Signs will be posted notifying the public of the closure.

Prior to the commencement of Winter Maintenance Activities Parks and Forestry will provide an annual list of parking lots not receiving winter maintenance to the following

- Mayor and Members of Council
- 3-1-1 Citizen Contact Centre
- Communications Division

## CLASSIFICATION OF CITY FACILITIES

The Manager, Parks Operations, is responsible for maintaining the winter maintenance classifications and the application of these classifications to City Facilities.

Each City Facility and multi-use recreational trail network segment is classified into one of three service levels

Service Level	Description
Level A	Parking lots, trails and walkways for highly developed parkland and community and/or banquet facilities with high visitation and use that serve a regional purpose (e.g. parkland adjacent to community centres, waterfront parks, downtown parkland, libraries, etc.)
Level B	Trails and walkways that serve a neighbourhood purpose and serve as a linkages for local communities (e.g. trails, walkways and easements to schools).
Level C	Naturalized parkland, parking lots and multi-use recreational trails in which little to no maintenance is to be performed. User expectations are for a more natural environment, used for activities such as hiking, cross country skiing, snow-shoeing and bird watching.

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## SERVICE LEVELS

Winter Maintenance Activities are planned annually for the Winter Seasonal Period. Activities will be performed according to the following minimum standards for each service level and will begin as determined by forecasted and/or current weather conditions and as soon as it is safe enough for staff to respond. Snow events and extreme winter weather outside of this period may result in delays in completion time.

### Level A

The primary objective of Level A is to achieve bare pavement within the following completion times following the end of a snow event:

Snowfall Accumulation	Completion Time
15cm (6 ") or less	Within 12 Hours
15cm (6 ") - 30cm (12 ")	Within 24 Hours
More than 30cm (12 ") or successive storms	As soon as attainable

- De-icing application will begin when snow or ice accumulation is less than 0.5cm (.2 "). Follow-up salting will be determined by the precipitation, pavement conditions and ongoing weather. Salt spreading application should be limited to amounts that prevent snow and ice from sticking to the pavement or to remove ice already formed.
- Plowing will begin when snow or slush accumulation exceeds 8cm (3 ") and will continue, along with any required salting, until bare pavement is achieved. Depending on the intensity and duration of expected snow accumulation, this threshold may be reduced to 5cm (2 ") at the discretion of Parks and Forestry staff.
- The emergency removal of snow, along with de-icing application for entranceways to City community centre buildings is the responsibility of community centre staff. De-

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icing materials are supplied by Parks Operations.

- Windrows caused by plowing are to be removed from areas that could inhibit access to parking lots or trails within the established response times.
- Culverts and drains are cleared as required to facilitate drainage.

## Level B

The primary objective of Level B is to allow for the safe use of the City Facility as soon as possible following the end of a snow event within the following completion times:

Snowfall Accumulation	Completion Time
15cm (6 ") or less	Within 24 hours
15cm (6 ") - 30cm (12 ")	Within 36 Hours
More than 30cm (12 ") or successive storms	As soon as attainable

- De-icing application is to be undertaken as warranted when slippery conditions are detected by staff.
- Plowing will begin when snow or slush accumulation exceeds 8cm (3 "). Depending on the intensity and duration of expected snow accumulation, this threshold may be reduced to 5cm (2 ") at the discretion of Parks and Forestry staff.
- Windrows caused by plowing are to be removed from areas that could inhibit access to parking lots or trails within the established response times.
- Culverts and drains are cleared as required to facilitate drainage.

## Level C

The primary objective of Level C is to perform minimal winter maintenance to meet user expectations for a more natural

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environment. Winter Maintenance Activities are only to be performed to allow for the safe passage of City vehicles and equipment performing work on City Facilities.

## SNOW BANK REMOVAL

Plowing and ice control activities take precedence over the removal of snow banks, both during and following a snow event. Snow bank removal operations will begin following the completion of all plowing and ice control activities. Snow bank removal operations may be temporarily suspended to ensure that resources can be allocated to address non-typical winter conditions.

## RECORDS RETENTION

Records of Winter Maintenance Activities will be retained for the period specified in the City of Mississauga's Records Retention By-law 537-96, as amended.

## REFERENCE:

## LAST REVIEW DATE:

## CONTACT:

For more information, contact the Manager, Parks Operations, Parks and Forestry, Community Services Department.

# City of Mississauga

## Corporate Report



Date: 2016/06/15

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng., MBA, Commissioner of  
Transportation and Works

Originator's files:  
MG.23.REP RT.10.Z34

Meeting date:  
2016/06/29

### Subject

**Construction and Implementation of a Roundabout - Explorer Drive and Skymark Avenue (Ward 5)**

### Recommendation

1. That a by-law be enacted to implement the temporary road closure of the intersection of Explorer Drive and Skymark Avenue commencing Monday, August 8, 2016 and ending on Saturday, August 27, 2016.
2. That a by-law be enacted to amend the Traffic By-law 555-00, as amended, to implement the following:
  - a) Yield conditions on Explorer Drive and Skymark Avenue for all movements entering the roundabout.
  - b) One-way traffic in a counter-clockwise direction for traffic within the roundabout.

### Background

A number of concerns were received by the Transportation and Works Department requesting the installation of traffic control signals and regarding the overall operation of the intersection of Explorer Drive and Skymark Avenue. As a result, the Transportation and Works Department scheduled a review of the intersection and observed that there was obvious confusion at the intersection from both motorists and pedestrians regarding the right-of-way at the intersection.

The Transportation and Works Department completed a traffic signal warrant study at the intersection of Explorer Drive and Skymark Avenue to determine the need for traffic control signals. The results from the most recent traffic studies indicate that traffic control signals are not warranted at Explorer Drive and Skymark Avenue.

Due to the intersection geometrics, reported collision history, and recorded vehicle and pedestrian volumes at the intersection, the installation of a roundabout was recommended to

provide traffic control, mitigate driver and pedestrian confusion regarding right-of-way, and provide a protected crossing for pedestrians. Subsequently, a capital project was approved for the design and construction of the roundabout.

## Comments

The construction of a single-lane roundabout at the intersection of Explorer Drive and Skymark Avenue necessitates a number of changes, including the installation of a yield condition for all approaches at the intersection and one-way traffic within the roundabout.

The construction of the roundabout will be a phased approach, with the majority of the construction activity occurring while the intersection of Explorer Drive and Skymark Avenue is open to traffic. The final phase of the roundabout construction, involving the construction of the centre traffic island, requires the intersection of Explorer Drive and Skymark Avenue to be temporarily closed for a scheduled period of three weeks.

The Transportation and Works Department will supply and install the appropriate advanced road closure and notification signage, as well as detour signage to guide motorists around the road closure.

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

The Ward Councillor is aware of the proposed roundabout and the requirement of a temporary road closure to facilitate the construction.

## Financial Impact

Costs for the fabrication and installation of all advanced road closure and notification signage can be accommodated in the 2016 Current Budget.

## Conclusion

In recognition of the need to complete the construction of the roundabout at the intersection of Explorer Drive and Skymark Avenue, a temporary road closure of the intersection is required commencing on Monday, August 8, 2016 and ending on Saturday, August 27, 2016.

A by-law should be enacted to amend the Traffic By-law 555-00, as amended, to implement the following measures to facilitate the operation of the roundabout at the intersection of Explorer Drive and Skymark Avenue:

- a) Implement yield conditions on Explorer Drive and Skymark Avenue for all movements entering the roundabout.
- b) Implement one-way traffic in a counter-clockwise direction for traffic within the roundabout.

## Attachments

Appendix 1: Location Map - Proposed Temporary Road Closure - Explorer Drive and Skymark Avenue (Ward 5)

Appendix 2: Location Map - Proposed Yield Signs and One-way Traffic within the Roundabout at the Intersection of Explorer Drive and Skymark Avenue (Ward 5)



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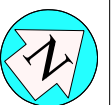
Geoff Wright, P. Eng., MBA, Commissioner of Transportation and Works

Prepared by: Darek Koziol, Traffic Operations Technologist



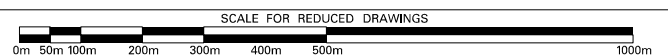


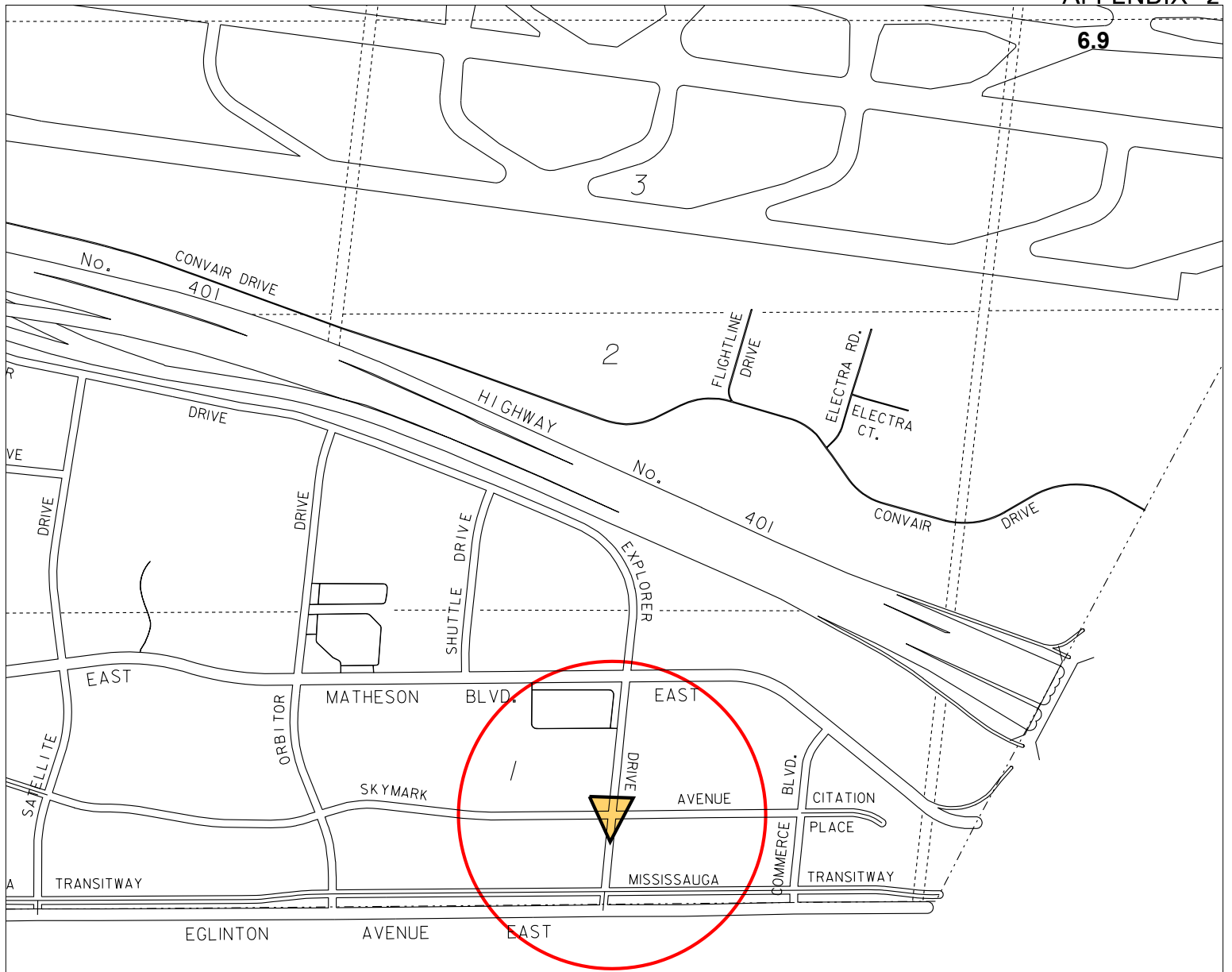
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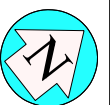
**Transportation and Works**  
**Works Operations & Maintenance**

**Location Map – Temporary Road Closure**  
**Explorer Drive and Skymark Avenue**  
**Ward 5**





**MISSISSAUGA**



**Transportation and Works  
Works Operations & Maintenance**

**Yield signs and one way traffic in roundabout  
Explorer Drive and Skymark Avenue  
Ward 5**

SCALE FOR REDUCED DRAWINGS  
0m 50m 100m 200m 300m 400m 500m 1000m

# City of Mississauga

## Corporate Report



Date: 2016/05/25

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng, MBA, Commissioner of  
Transportation and Works

Originator's files:  
MG.23.REP  
CDM-16002

Meeting date:  
2016/06/29

### Subject

**Draft Plan of Phased Condominium**

**70, 80, 90 and 100 Little Creek Road & 5060 Four Springs Avenue**

**CDM.16.002, Phase 2 (Ward 5)**

### Recommendation

That a by-law be enacted to authorize the Commissioner of Transportation and Works and the City Clerk to execute and affix the Corporate Seal to the *Statement from the Municipality* to be added to *Schedule G to Declaration for a Standard or Phased Condominium Corporation* for Draft Plan of Phased Condominium CDM-16002 located at 70, 80, 90 and 100 Little Creek Road and 5060 Four Springs Avenue.

### Background

A phased condominium is a condominium that is developed in stages and keeps increasing in size until the project is complete.

A phased condominium development starts with the registration of the declaration and description creating the initial units and common elements of the condominium. Afterwards, further units and/or common elements are added to the condominium by the registration of amendments to the declaration and description.

Pinnacle International (Ontario) Ltd. is the owner of a parcel of land described as part of Block 9 on Registered Plan 43M-1957 which is being developed as a phased condominium. The location of the phased condominium is illustrated in Appendix 1 to this report. Pinnacle has registered the first phase of its development as Peel Standard Condominium Plan (PSCP) 988 and is now proceeding to register the second phase as a phased condominium which when registered, will form part of PSCP 988.

## Comments

In accordance with the Condominium Act, 1988, and Ontario Regulation 48/01, registration of amendments to the declaration and description for the first phase of Pinnacle International (Ontario) Ltd.'s condominium development to include its second phase cannot proceed without a municipal statement that facilities and services associated with the second phase have been installed to ensure the independent operation of the condominium or that sufficient securities have been posted to ensure the installation of services for the independent operation of the condominium development.

In regards to the second phase of the Pinnacle International (Ontario) Ltd.'s phased condominium development, the City has received adequate securities to guarantee the completion of the facilities and services required to support the second phase of the condominium development. As a result, staff is satisfied that the City can proceed with the signing of the *Statement from the Municipality* to be added to Schedule G of the condominium's declaration.

## Financial Impact

Not applicable.

## Conclusion

The City has received adequate securities to guarantee the completion of the services within the second phase of the proposed condominium under File PSCP 988; therefore the City may proceed with signing of the *Statement from the Municipality*.

## Attachments

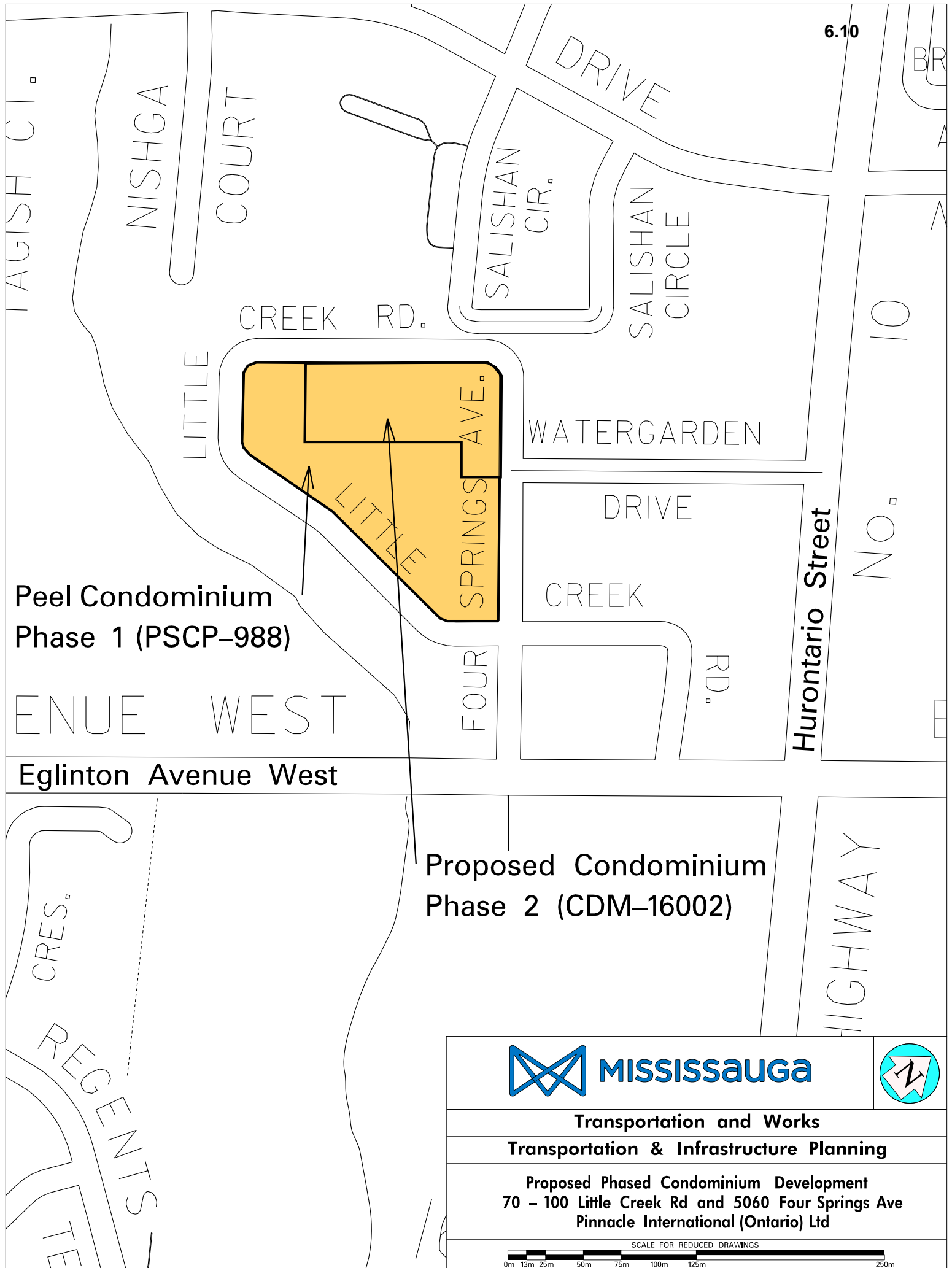
Appendix 1: Site Location Map



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Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

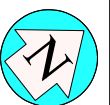
Prepared by: Drew Haines, Development Engineering



Peel Condominium  
Phase 1 (PSCP-988)

Eglinton Avenue West

Proposed Condominium  
Phase 2 (CDM-16002)



Transportation and Works  
Transportation & Infrastructure Planning

Proposed Phased Condominium Development  
70 - 100 Little Creek Rd and 5060 Four Springs Ave  
Pinnacle International (Ontario) Ltd



City of Mississauga  
**Corporate Report**



Date: 2016/06/13

To: Chair and Members of General Committee

From: Geoff Wright, P. Eng, MBA, Commissioner of  
 Transportation and Works

Originator's files:

FA.49.421-16

FA.49.422-16

Meeting date:

2016/06/29

## Subject

**Single Source Purchase of Automatic Passenger Counters (APC) (FA.49.421-16) and Bus Camera Hardware Upgrade (FA.49.422-16)**

## Recommendation

1. That the report from the Commissioner of Transportation and Works dated June 13, 2016 entitled Single Source Purchase of Automatic Passenger Counters (APC) (FA.49.421-16) and Bus Camera Hardware Upgrade (FA.49.422-16) be received.
2. That the Purchasing Agent be authorized to negotiate and execute contracts and all related ancillary documents with Infodev EDI Inc. for the APC (automatic passenger counters) and Seon Design Inc. for the bus camera equipment on a single source basis for a five year term where the amounts are approved in the budget. This is subject to the successful negotiation and legal approval of the contracts and all related ancillary documents.
3. That the Purchasing Agent be authorized to increase the value of the contract and to execute contract amendments for equipment supply, maintenance and support and professional services for system upgrades and updates. This will include scope changes, new features such as new software modules, equipment, infrastructure and associated services due to growth and to allow for the option to extend the Infodev EDI Inc. and Seon Design Inc. contract for an additional term of up to five years subject to budget approval by Council.

## Report Highlights

This report seeks Council's authorization to:

- Designate Infodev EDI Inc. and Seon Design Inc. as single source vendors, for automatic passenger counters (APC's) and bus camera equipment.

- Authorize the Purchasing Agent to negotiate and execute contracts with:
  - Infodev EDI Inc. for the installation, calibration, and launch of APCs on MiWay buses with a five year maintenance and support contract for the entire fleet.
  - Seon Design Inc. for the supply of proprietary equipment, parts, components, and software for remote device monitoring with a five year maintenance and support contract for entire bus fleet.
- Infodev EDI Inc. and Seon Design Inc. have been MiWay's suppliers of APCs and bus camera equipment since 2010.
- Capital budget for these projects is already approved.

## Background

Automatic passenger counters (APC's) are optic sensors that are installed on the upper frame of bus doors and detect motion direction and count the number of people that board or alight from a bus. The counts are time and location stamped with GPS information.

Bus cameras monitor and record activity inside buses. Video is captured through cameras strategically placed inside the bus and stored in a digital video recorder (DVR). Video is also stamped with time and location.

In 2008, MiWay contracted with Trapeze Software Group as a system integrator for MiWay to design, build and implement an ITS (intelligent transportation system) solution to comply with the Accessibility for Ontarians with Disabilities Act (AODA) legislation through provision of automated visual and audio stop announcements. The solution also included implementation of GPS technology, APC's and bus cameras.

In 2010, all buses were fitted with bus cameras.

Trapeze selected Infodev EDI Inc. as its subcontractor for installation of APC's and Seon Design Inc. for bus cameras.

Since 2012, all new buses are delivered with ITS, APC's and bus cameras installed by the bus manufacturers.

## Comments

MiWay's ITS program is based on integration of Trapeze's core operating software and hardware components with complementary elements from subcontractors like Infodev and Seon.

ITS is composed of six subsystems (radios, automated next stop announcements, GPS, a distress button, bus cameras, and APC's), which are controlled by specially configured software and firmware that allows for the various devices to function in synchronicity.

The capital and transition costs of switching vendors outweigh any potential savings as elements are not interchangeable.

To consider replacements of Infodev EDI Inc. and Seon Design Inc. products will require a full reconfiguration of the core operating system, redesign of reporting and tracking features, and full device replacement across the entire bus fleet, as it is not technically viable to have products from competing vendors coexist in the same platform.

#### Purchasing By-law Authorization

The single source recommendations in this report are made in accordance with Schedule A of the Purchasing By-law #374-2006 item 1(a)(iii) wherein it states that “the Goods and/or Services are only available from one supplier by reason of; the existence of exclusive rights such as patent, copyright or license”.

MiWay, Information Technology, Legal Services and Materiel Management staff will collaborate to establish the detailed requirements, negotiate the final arrangements and prepare the requisite forms including contract agreements.

#### Automatic Passenger Counters (APC's)

Currently there are 46 buses with APC's on them and the request in this report is to install APC's on an additional 211 buses; this will see 55% of MiWay's bus fleet equipped with APC's. The remainder of the fleet will be equipped through the planned bus replacement program.

The APC information will be used to:

- Improve deployment of seating capacity with better decisions on frequency and size of buses per route, day, and hour; and
- Provide a second set of ridership numbers to support revenue reconciliation.

#### Bus Cameras

The Seon bus camera solution has two main components: cameras and DVR's. The operating software of the bus camera subsystem ensures privacy of the video through encryption of the images that can only be accessed with the encryption key on Seon's software.

Bus cameras are a critical safety feature for MiWay customers and operators. The regular wear and tear on the equipment means that DVR's and other components are to be replaced at regular intervals to ensure performance.

## **Financial Impact**

The required capital budget is already approved.

The maintenance and support operating budget will be requested, through the City's business planning process, two years after roll out in anticipation of warranty expiration.



## Conclusion

The Infodev EDI Inc. APC information will allow MiWay to deploy the right amount of buses per route, per day of week and hour of day, and in the right locations.

The Seon Design Inc. bus cameras, DVRs and monitoring software constitute a critical safety feature for both MiWay customers and operators.

This report seeks authority for the Purchasing Agent to negotiate, execute and amend multi-year supply contracts, contract amendments, and maintenance and support contracts to perform hardware and software upgrades and updates, add new equipment, software and associated services including growth due to expansion of operations for a five year term with options to extend for an additional term of up to five years; as long as budget is approved and legal and procurement standards are met.

## Attachments

Appendix 1: Scope of Work



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Geoff Wright, P. Eng, MBA, Commissioner of Transportation and Works

Prepared by: Monica Socol, Acting Transit Business System Manager

**Automatic Passenger Counters (APC) and Bus Camera Hardware Upgrade**

Vendor	Deliverables	Approved budget
Infodev EDI Inc.	<ul style="list-style-type: none"> <li>Automatic passenger counters (APC) equipment supply</li> <li>Installation Services</li> <li>Post installation inspection, calibration and data quality assurance</li> <li>Recalibration, replace and repair of the existing equipment</li> <li>Equipment spares (sensors and gateway stock parts inventory)</li> </ul>	\$3,000,000.00
Seon Design Inc.	<ul style="list-style-type: none"> <li>Digital Video Recorders, cameras and components - hardware</li> <li>Monitoring application - software</li> </ul>	\$2,500,000.00

# City of Mississauga Corporate Report



Date: May 26, 2016

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:  
June 29, 2016

## Subject

**Mississauga Fire & Emergency Services Tiered Response Agreement**

## Recommendation

That a by-law be enacted authorizing the Fire Chief to execute the Tiered Response Agreement between The Corporation of the City of Mississauga ("City") and the Peel Regional Paramedic Services, The Corporation of the City of Brampton (representing Brampton Fire and Emergency Services), The Corporation of the Town of Caledon (representing Caledon Fire and Emergency Services) including such ancillary documents and amending agreements as may be required to give further effect to the intended relationship of the parties herein, all of which must be in form and content satisfactory to the City Solicitor.

## Background

The Tiered Response Agreement (TRA) establishes local protocols for multi-agency response including notification, activation and response criteria. The current TRA between the City of Mississauga, the City of Brampton, the Town of Caledon and the Region of Peel was effective January 2010. The agreement was executed by the Fire Chief of each municipality along with the Director of Peel Regional Paramedic Services (PRPS). Since that time each of the Municipalities have new Fire Chiefs and an automated agency simultaneous notification system was introduced (EMS-TIF). In order to consider the current needs and circumstances of the entire region, the Tiered Response Steering Committee has reviewed the existing agreement and revised accordingly.

## Present Status

Under the existing agreement, MFES along with other departments will respond with Peel Paramedics to medical assist calls where there is an obvious immediate medical threat. The current criteria include the following call types:

1. Choking
2. Unconsciousness
3. Respiratory Arrest

4. Severe Respiratory Distress
5. Vital Signs Absent (VSA)/Cardiac Arrest

Motor vehicle accidents, multi-casualty incidents, and entrapment and rescue incidents are not included in the current TRA; however these calls still generate notification from PRPS for our response.

## Comments

A TRA is in place primarily to ensure the availability of resources, to establish a coordinated approach to dispute resolution and to define the voluntary nature of the parties' involved. The mandate of the Tiered Response Steering Committee is to establish and monitor the TRA and it is comprised of the Director of Paramedic Services and the three (3) municipal fire chiefs.

In order to establish a new agreement, the Steering Committee met with the Medical Director to review the current agreement to determine what, if any, amendments may be required to better reflect current conditions.

The following revisions have been recommended and are to be effective immediately upon execution of the agreement:

1. The establishment of time performance targets for the Central Ambulance Communication Centre (CACC) to report on utilizing the automated tiering system (EMS-TIF).
2. Fire Services shall be tiered to all vital sign absent calls regardless of whether there is a medical doctor on scene.
3. Fire emergencies will take precedence over tiered requests.
4. If a declared emergency occurs under the Region or Municipal emergency plans, the declared emergency takes precedence and tiered calls may be adjusted.
5. Once a tiered response is initiated, requests for service can only be cancelled if requested by the call originator or PRPS are on scene and have made contact with the patient.

As identified in the existing agreement, MFES will continue to response to:

1. Choking
2. Unconsciousness
3. Respiratory Arrest
4. Severe Respiratory Distress
5. Cardiac Arrest

We have added the following to the new agreement:

6. Motor Vehicle Collisions

## 7. Mass Casualty Incidents

This agreement will be reviewed annually by the Steering Committee.

## Financial Impact

None.

## Conclusion

As established this agreement provides a framework for the coordination of local emergency services and improves the level of response and ultimately community safety. TRA's are supported and encouraged by the Ministry of Health, Emergency Health Services, Ministry of Community Safety and Correctional Services as well as the Office of the Fire Marshal. Tiered response is recognized internationally as an effective way to ensuring the closest appropriate emergency response agency is dispatched to reduce response time and positively impact patient outcomes.



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

Prepared by: Tim Beckett, Fire Chief

# City of Mississauga

## Corporate Report



Date: June 2, 2016

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:  
June 29, 2016

### Subject

**Fire Protection Services Agreement between the City of Mississauga and the Town of Halton Hills**

### Recommendation

That a by-law be enacted authorizing the Commissioner of Community Services and the City Clerk to execute and affix the Corporate Seal to a Fire Protection Services Agreement between The Corporation of the City of Mississauga ("City") and the Town of Halton Hills in a form satisfactory to Legal Services.

### Background

Mississauga Fire and Emergency Services (MFES) is responsible for emergency services within the boundaries of the City of Mississauga and as such has obligations for fire suppression and other emergency services through the *Fire Protection and Prevention Act*. Halton Hills also maintains a fire department staffed with personnel and equipment for fire suppression and other emergency services in the Town of Halton Hills.

MFES and Halton Hills Fire and Emergency Services have worked together on many occasions and intend to continue this arrangement in order to provide appropriate fire protection to persons, lands and premises within the defined areas of the agreement within the Town of Halton Hills. To that end, a fire protection services agreement has been drafted that will clearly define the areas of primary response for MFES as well as roles and responsibilities for both parties.

### Present Status

The Fire Protection Services Agreement has been reviewed by Legal Services on behalf of the City and by the Town of Halton Hills Legal Services Department and has been deemed satisfactory to all parties.

## Comments

According to the Fire Protection Services Agreement, the City of Mississauga agrees to provide certain fire suppression, rescue and emergency response services to Halton Hills. The significant terms of the Fire Protection Services Agreement are as follows:

1. Halton Hills Fire and Emergency Services is responsible for notifying MFES of all requests for service that are within the area of MFES primary response through the Joint Fire Communication Centre.
2. MFES is responsible for notifying Halton Hills Fire and Emergency Services for all emergency responses that are within the area of MFES primary response.
3. In the event that an emergency occurs in the area of MFES primary response MFES will respond and operate as it would for response within the City of Mississauga.
4. Where MFES as the primary responder, at its sole discretion, refuse the request to provide assistance.
5. MFES may determine the nature, type, scope, response time and amount of assistance to be provided or provide alternatives to the assistance requested.
6. MFES will notify Halton Hills Fire and Emergency Services through its communication centre when it responds to an emergency incident within the area to be serviced.
7. MFES will notify Halton Hills Fire and Emergency Services, through its communication centre when the emergency scene will not be terminated within one hour of emergency operations.
8. MFES will report to the Office of the Fire Marshal, the Mayor and/or Council all emergencies for which assistance was offered, requested or provided by MFES where deemed appropriate by the Fire Chief.
9. MFES will charge a fee equivalent to the Fees and Services By-Law for any assistance provided to Halton Hills.
10. The term of the Agreement is from the time of execution until termination by either party giving 180 days prior written notice.


## Financial Impact

The City of Mississauga will be compensated for responses into Halton Hills as prescribed in the Fees and Charges By-Law.

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## Conclusion

Safety and the mitigation of risk is the number one priority for both MFES and the Town of Halton Hills. MFES is responsible for the safety of not only the residents of Mississauga but also those visiting and passing through. While Halton Hills has its own fire service, it is important that MFES is able to provide support when necessary. This Agreement sets out the terms and conditions for the continuation of delivery of emergency service to the specified area of Halton Hills.



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

Prepared by: Mark Ormond  
Assistant Chief, Operations and Communications



# City of Mississauga Corporate Report



Date: 2016/06/07

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:  
2016/06/29

## Subject

**Paul Coffey Arena and Park Improvements and Events**

## Recommendation

That the Corporate Report dated June 7, 2016 from the Commissioner of Community Services entitled "Paul Coffey Arena and Park Improvements and Events" be received for information.

### Report Highlights

- The recently developed "MyMalton Community Vision" outlines themes which serve as a guide to help shape efforts to improve the future of the Malton community for its residents. One of the eight (8) Key Moves, which identified specific locations within the community that are transformational in nature and considered important to achieving the Vision, is Malton Arena/Wildwood Park.
- Malton Arena has been an important part of this community for nearly five decades and was approved in the 2016 budget to undergo a face-lift and other improvements which will include new exterior cladding, a fully accessible lobby washroom, interior arena wall painting, landscape and walkway improvements and new signage. In addition, a sixty-four foot long exterior mural showcasing the beauty and rich history of Malton will be painted on the arena with the help from local artists.
- Wildwood Park is heavily used and is recognized as a valued asset to the Malton Community. In 2016, a Master Plan and Transition Plan will be undertaken to guide the future development, recreational needs, land management, preservation and enhancement of the natural heritage and cultural assets of the park and arena. As part of the Master Plan redevelopment of the park, a destination playground will be included in the program to meet surrounding community and city wide needs.
- The Ward Councillor has identified community interest in developing the playground in advance of the park redevelopment and proposes fundraising to enhance this asset and

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promote community involvement. The Councillor's office has committed to fundraising \$150,000 from local area businesses and private sources to enhance the facility.

- On March 30, 2016, Malton Arena and Wildwood Park were officially renamed Paul Coffey Arena and Park. On Friday September 23rd, 2016, a community celebration is planned to honour Mr. Coffey and gather residents together to share in the unveiling of the arena and park.
- Prior to the evening's renaming event festivities, Councillor Parrish has organized a fundraising golf tournament at Lakeview Golf Course on Friday, September 23, 2016.
- The events other than the standard renaming ceremony will be funded by private donations to the Malton B.I.A.

## Background

The recently developed "MyMalton Community Vision" outlines the following principal themes, which serve as a guide to help shape efforts to improve the future of the Malton community for its residents:

- Revitalization through Reinvestment and Redevelopment
- Community Gathering Places
- Opportunity for Youth
- More Things to Do
- Beautification

One of the eight (8) Key Moves, which identified specific locations within the community that are transformational in nature and considered important to achieving the Vision, is Malton Arena/Wildwood Park.

Malton Arena has been an important part of this community for nearly five decades, and has been a well-utilized facility by area residents and other city user groups during this time. The arena has begun to show its age, and was approved in the 2016 budget to undergo a face-lift and other improvements which will include new exterior cladding, a fully accessible lobby washroom, interior arena wall painting, landscape and walkway improvements and new signage. In addition, a sixty-four foot long exterior mural showcasing the beauty and rich history of Malton will be painted on the arena with the help from local artists, in collaboration with the Malton Community Festival, Culture Division, Recreation Division and Heritage Mississauga.

Wildwood Park is heavily used and is recognized as a valued asset to the Malton Community. The total park area is approximately 44.45 Has (109 ac). The park was acquired by the City in 1965, and over the years development has taken place throughout the park as recreational needs and funding became available. Although there was an assessment done in 1999, a comprehensive evaluation has not been done since that time.

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In 2016, a Master Plan and Transition Plan will be undertaken to guide the future development, recreational needs, land management, preservation and enhancement of the natural heritage and cultural assets of the park and arena.

As part of the Master Plan redevelopment of the park, a destination playground will be included in the program to meet surrounding community and city wide needs.

The Ward Councillor has identified community interest in developing the playground in advance of the park redevelopment, which is currently forecasted in the Capital Budget for 2025/2026. The playground is proposed to be located adjacent to the west side of the arena. The Ward Councillor proposes fundraising to enhance the playground and promote community ownership and involvement through the fundraising program.

On March 30, 2016, Malton Arena and Wildwood Park were officially renamed Paul Coffey Arena and Park. Paul Coffey was one of the greatest hockey defencemen of all time who played 21 seasons in the National Hockey League (NHL). He won four Stanley Cups, played in 14 NHL All-Star Games, and is a member of the Hockey Hall of Fame. Paul Coffey grew up in Malton where he played for the Mississauga Hockey League, and was active in lacrosse, soccer and baseball.

## Comments

On Friday September 23<sup>rd</sup>, 2016, a community celebration is planned to honour Mr. Coffey and gather residents together to share in the unveiling of the arena and park. Some of the event highlights will include:

- VIP guests and political dignitaries (to be confirmed)
- Official VIP speeches, mural and plaque renaming ceremony
- Free food (donated)
- Free public skating
- Demonstrations and engagement activities by MiWay, Culture, Recreation, and Parks
- Performances by local artists
- Free concert by Hotel California, the original Eagles tribute band
- Fireworks

Prior to the evening's renaming event festivities, Councillor Parrish has organized a fundraising golf tournament at Lakeview Golf Course on Friday, September 23, 2016. Although the golf course does not typically permit tournament play due to the high volume of regular green fee traffic, an exception was made in this case. The tournament is being charged the Council-approved tournament rate and the event is taking place early in the day in order to reopen the course to the public for the late afternoon. Staff estimates that this event will be net revenue neutral for the course, based on a typical day at that time of year.

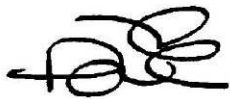
## Financial Impact

There is no financial impact to the City, as the events other than the standard renaming ceremony will be funded by private donations to the Malton B.I.A.

The capital cost to develop a destination playground is estimated at \$350,000, funded by development charges. The Councillor's office has committed to fundraising \$150,000 from local area businesses and private sources to enhance the facility. A balance sheet holding account for Councillor fundraising 210213 has been established to receive donations. A proposed capital budget plan has been submitted in 2017 with a gross budget of \$500,000 and a net budget of \$350,000 for the construction of the playground.

## Conclusion

Paul Coffey Arena and Park have been identified as key elements to the MyMalton Vision and are considered transformational locations to achieving a new vision for the Malton community. Special events have been planned to celebrate the renaming of the arena and park, and through fundraising, an enhanced playground will be built. This will coincide with planned improvements to the arena building, providing an overall improved look and community feel to the area.



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

Prepared by: Andrew Noble, District Manager, North

# City of Mississauga Corporate Report



Date: 2016/06/13

To: Chair and Members of General Committee

From: Edward R. Sajecki, Commissioner of Planning and Building

Originator's files:  
CD.05-BIA

Meeting date:  
2016/06/29

## Subject

**Supporting Mississauga's Business Improvement Areas (Wards 1, 2, 5 and 11)**

## Recommendation

That the report titled "Supporting Mississauga's Business Improvement Areas," dated June 13, 2016 from the Commissioner of Planning and Building, be received for information.

## Background

### Background

Four (4) local BIA associations currently operate within the city: Clarkson, Malton, Port Credit and Streetsville (Figure 1). A BIA is a legal body established by the City of Mississauga (City) in accordance with the

*Municipal Act, 2001*. A BIA is comprised of business property owners and tenants within a defined boundary, and is governed by a Board of Management. Business property owners within the boundary collectively pay a fee (levy) which is directed towards enhancing the level of services, and providing program and services not otherwise offered by the City. Typical BIA services include street maintenance, beautification, revitalization, special events, development and promotion of the commercial district.

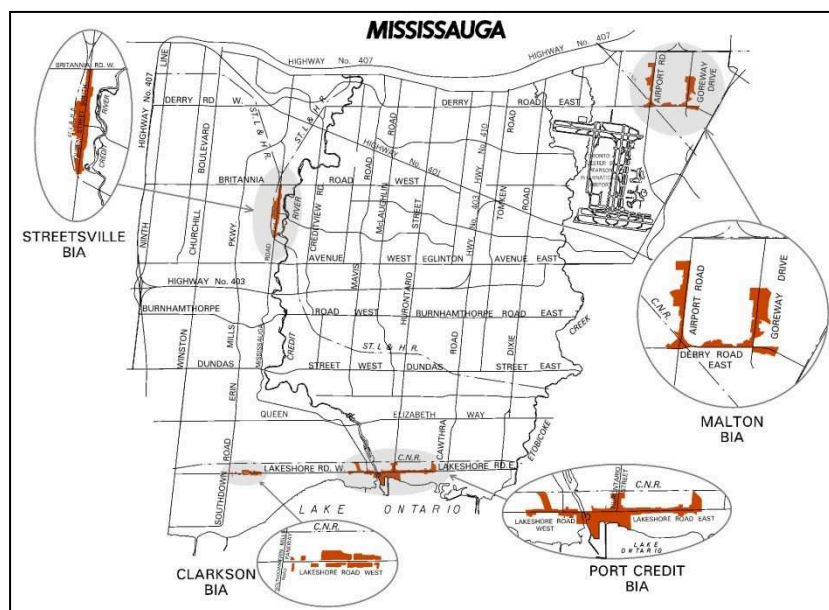


Figure 1: Mississauga's Business Improvement Areas

At a meeting of Council on February 25, 2015, Council requested that staff undertake a benchmarking review of BIAs to understand the services provided by similar municipalities. Staff were also directed to consult each BIA to discuss future needs.

To respond to Council's request, over the last several months the following research and consultations were completed:

- Consultation with other City Departments;
- A review of preferred BIA practices by other municipalities (Appendix 1);
- Four meetings with each BIA Board of Directors to get feedback on issues and ways in which the City can better support BIAs; and,
- One focus group session with representatives from each BIA to understand service priorities and challenges common amongst all BIAs.

## Comments

The City's existing BIAs include some of the most vibrant commercial streets and districts. These areas serve as centres of retail and commerce, social gathering places, and cultural hubs. The importance of such areas is embedded in the Official Plan policy which emphasizes the need for 'complete streets' as an essential element of city building. However, plan policy alone will not create a vibrant street or district; it simply creates an enabling environment for change.

To realize a vision of vibrant complete streets, the City has relied on partnerships with local BIAs. This is common practice among many of the world's largest and most memorable cities. These cities recognize a need to capitalize on greater mobilized resources, empower the community, and increase partnerships to achieve their goals.

The following outlines the results of staff's research and recommends next steps.

### General Research Findings:

- The number of BIAs within Mississauga are fewer than most communities with similar populations;
- Some municipalities' BIAs have full time (FT) staff, while others do not;
- Municipal staff support is typically 1 dedicated FT;
- The experience and capacity of each BIA executive and staff varies; and,
- Some municipal services provided to BIAs are defined in legislation (mainly administrative) yet most are at the discretion of the municipality.

### Best Practice Review Findings

A review of best practices was undertaken to identify the services cities typically provide to BIAs. This included both administrative and governance, operational, and direct and indirect services and programs.

Appendix 1 provides the complete review. The following offers key highlights:

<b>PROVIDED SERVICES</b>	<b>BEST PRACTICE HIGHLIGHTS</b>
Administrative & Governance Services	<ul style="list-style-type: none"> <li>• Dedicated BIA offices within city structure (typically a section within Economic Development, Planning and Development, and/or Community Development);</li> <li>• Dedicated BIA city staff (typically a minimum of 1 FT staff);</li> <li>• Staff assist in administration (i.e. establishing a BIA, expanding boundaries, attending AGM meetings and Board of Directors meetings); and,</li> <li>• Municipalities provide financial governance (i.e. coordinate annual external audit, review interim financial statements and reconciliations, prepare and consolidate annual financial statements, prepare cash advances).</li> </ul>
BIA Operations	<ul style="list-style-type: none"> <li>• Several cities enter service contracts/agreement with BIAs;</li> <li>• Some cities provide additional grants beyond the revenues collected through tax levy;</li> <li>• Assist with business planning and strategic planning;</li> <li>• Provide professional advice and training; and,</li> <li>• Some cities engage BIAs in developing operating and capital projects and business planning process.</li> </ul>
Direct Services	<ul style="list-style-type: none"> <li>• Enhanced police and neighbourhood patrol; and,</li> <li>• Plan special events.</li> </ul>
Indirect Services	<ul style="list-style-type: none"> <li>• Plan and deliver capital projects; and,</li> <li>• Support marketing and promotion efforts.</li> </ul>

### Mississauga BIA Consultations

In the fall of 2015, staff attended the BIAs' Board of Directors meetings to obtain input on current City service provisions and identify areas for improvement. BIA representatives were later brought together in December to participate in a focus group meeting to identify and prioritize future needs. The following provides an overview of their priorities.

<b>SERVICES</b>	<b>LOCAL BIA CITY SERVICE PRIORITIZATION</b>
Administrative &	<ul style="list-style-type: none"> <li>• A single point of contact in the City dedicated to supporting local BIAs</li> </ul>

Governance Services	(i.e. a BIA Coordinator or BIA Liaison); <ul style="list-style-type: none"> <li>• City staff attendance at BIAs' Annual General Meetings;</li> <li>• Active promotion and establishment of new BIAs; and,</li> <li>• Create a web page on the City's site dedicated to BIAs.</li> </ul>
BIA Operations	<ul style="list-style-type: none"> <li>• Establish a standardized level of City service for all BIAs;</li> <li>• Coordinate an annual BIA Summit hosted by the City;</li> <li>• Assist with researching eligible grant opportunities;</li> <li>• Provide training to new BIA members; and,</li> <li>• Develop a tool kit or manual with applicable policies, board governance, and code of conduct.</li> </ul>
Direct Services	<ul style="list-style-type: none"> <li>• A standardized direct service list for street and landscaping maintenance, public programming, event management.</li> </ul>
Indirect Services	<ul style="list-style-type: none"> <li>• Provide Financial Incentives;</li> <li>• Plan and deliver capital projects; and,</li> <li>• Support marketing and promotion efforts.</li> </ul>

Given the importance of Mississauga's BIAs, a review of City services should be initiated for BIAs to ensure clarity and a consistent approach to service provisions.

## Financial Impact

Not applicable.

## Conclusion

A review of municipal best practices provides insight to into the manner by which BIAs are supported. Mississauga's BIAs play an important role in beautifying, vitalizing and enlivening commercial streets, and promoting the commercial district. Based on these findings, a more comprehensive service review for BIAs should be initiated by the City's Business Improvement Section.

## Attachments

Appendix 1: Best Practices of Other Municipalities




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Edward R. Sajecki, Commissioner of Planning and Building

Prepared by: Karin Phuong, Planner



## BEST PRACTICES OF OTHER MUNICIPALITIES

MUNICIPALITY	POP. (2011)	#BIAs/ BRZs <sup>1</sup>	# DEDICATED STAFF	OFFICE/ DIVISION/ SECTION	MUNICIPAL SERVICES <sup>3</sup>			
					Administrative/Gov BIAs/BRZs <sup>2</sup>	BIA Operations BIAs/BRZs <sup>2</sup>	Direct Services BIAs/BRZs <sup>2</sup>	Indirect Services BIAs/BRZs <sup>2</sup>
<b>BURLINGTON</b>	136,976	2 BIAs	1 Special Business Area Coordinator	Planning and Building	<ul style="list-style-type: none"> <li>Special Business Area Coordinator is point of contact</li> <li>Attends AGM meetings</li> <li>BIA boundary expansions</li> </ul>	<ul style="list-style-type: none"> <li>Attends Board meetings (bi-weekly)</li> <li>Research (if mutual interest by the City and the BIA)</li> </ul>	<ul style="list-style-type: none"> <li>Assists in permits, By-laws</li> </ul>	<ul style="list-style-type: none"> <li>Cost-sharing of projects e.g., listed in the Core Commitment document – Downtown BIA contributes monies to city projects</li> </ul>
<b>CALGARY</b>	1,096,833	10 BRZs	No dedicated BIA staff		<ul style="list-style-type: none"> <li>Establish BRZ</li> <li>Levy collected by municipality and forwarded to BRZ board of directors for program funding</li> </ul>			
<b>CAMBRIDGE</b>	126,748	3 BIAs	1 Business Liaison Officer	Economic Development, CAO	<ul style="list-style-type: none"> <li>Attends AGM meetings, presides over voting</li> <li>Provides training of new members</li> </ul>	<ul style="list-style-type: none"> <li>Promotes BIAs</li> <li>BIA Summit (meets annually)</li> <li>BIA Executive Meeting (meets monthly)</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance Program</li> </ul>	<ul style="list-style-type: none"> <li>Financial support through various incentive programs for contaminated sites, heritage properties, employment lands and core area properties and buildings e.g., fee exemption programs, loan and grant programs</li> </ul>
<b>EDMONTON</b>	812,201	13 BRZs	1 Economic Development Officer  1 Program Manager (Incentives)  1 Program Coordinator	Economic Sustainability Dept. (ESD) / Real Estate Housing and ESD Section/ Economic Sustainability Unit	<ul style="list-style-type: none"> <li>BIA boundary expansions</li> <li>Attends AGM meetings</li> <li>Training of new board members by a consultant (and paid by municipality)</li> </ul>	<ul style="list-style-type: none"> <li>Consulting and planning services to the operation of the BRZ</li> <li>Created BRZ Handbook with the associations</li> </ul>	<ul style="list-style-type: none"> <li>Works with small enterprises and businesses</li> </ul>	<ul style="list-style-type: none"> <li>Administers Incentive Programs e.g., façade improvement, development improvement</li> </ul>

<b>HAMILTON</b>	519,949	13 BIAs	1 BIA Coordinator	Urban Renewal Section, Econ. Dev. Division, Planning and Economic Development Dept.	<ul style="list-style-type: none"> <li>• BIA Coordinator is the point of contact</li> <li>• Attends AGM meetings</li> <li>• Governance training session by a consultant (and paid by municipality)</li> <li>• Assist with establishing new BIAs</li> </ul>	<ul style="list-style-type: none"> <li>• BIA Coordinating Committee (meets monthly)</li> </ul>		<ul style="list-style-type: none"> <li>• Administers Financial Incentive Programs (loans and grants e.g., façade improvements, rehabilitation of commercial land, office tenancy assistance, conservation and/or restoration of heritage)</li> <li>• Commercial market analysis work done by consultant (and funded by municipality)</li> </ul>
<b>LONDON</b>	366,151	3 BIAs	No dedicated BIA staff  Support provided by: 3 Planner II 2 Heritage Planners	Urban Regeneration Group, Planning Dept.	<ul style="list-style-type: none"> <li>• Provides support as needed</li> <li>• Attends AGM meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Hosts meetings with BIAs</li> </ul>		<ul style="list-style-type: none"> <li>• Offers financial incentive programs</li> </ul>
<b>MARKHAM</b>	301,709	2 BIAs	1 Senior Business Development Officer  1 Manager of Heritage Planning & Heritage District Development Coordinator	Development Services Commission		<ul style="list-style-type: none"> <li>• Research/report for specific community (that may include the BIA) e.g., vision plan</li> </ul>		
<b>OAKVILLE</b>	182,520	3 BIAs	No dedicated BIA staff		<ul style="list-style-type: none"> <li>• Various departments provides support in answering questions/inquiries from BIAs</li> <li>• Façade Program (Planning Dept.); Promotions Program (Economic Development)</li> </ul>			

					<ul style="list-style-type: none"> <li>• Staff attends BIA meetings to present e.g., Downtown Plan</li> </ul>			
<b>OTTAWA</b>	883,391	18 BIAs	1 Economic Development Officer	Economic Development & Innovation, City Manager's Office	<ul style="list-style-type: none"> <li>• Attends AGM meetings</li> <li>• Provides statistical information</li> <li>• Training provided by member of Ontario BIA Association (and paid by municipality)</li> <li>• Assist in formal designation of BIA, collects levy, annual budget, and programming needs</li> </ul>			<ul style="list-style-type: none"> <li>• Matching funds for research funding programs</li> </ul>
<b>RICHMOND HILL</b>	185,541	1 BIA	No dedicated BIA staff		<ul style="list-style-type: none"> <li>• Provides staff contact person/other BIAs for certain inquiries</li> <li>• Attends AGM (for financial statements)</li> <li>• Staff was more involved in the establishment of the BIA – administered statutory process and facilitated discussion with owners and the Town</li> </ul>	<ul style="list-style-type: none"> <li>• Small Business Enterprise Centre hosts seminar on topics recommended by BIA</li> <li>• Town hired consultant to assist new BIA to develop documents e.g., organizational by-law, procurement policy, meeting procedures, and to facilitate meetings</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>

<b>TORONTO</b>	2,615,060	81 BIAs	1 Manager  5 Advisors  2 Landscape Architects  2 Support Staff	City BIA Office, Economic Development and Culture Division	<ul style="list-style-type: none"> <li>• Attends AGM meetings</li> <li>• Training provided to volunteers appointed to Board of Management</li> <li>• Staff attends inaugural meeting, provides code of conduct, rules, procedural by-law, answer questions</li> <li>• Staff attends meetings for the first year</li> </ul>	<ul style="list-style-type: none"> <li>• Provides resources and tools for BIAs e.g., tips on establishing and maintaining the BIA, sample business plans and budgets, advice on running meetings</li> <li>• Provides on-line presentation/ modules on board of management orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Provides pieces of street furniture</li> </ul>	<ul style="list-style-type: none"> <li>• Other sections/divisions provides statistical information, review BIA budgets, 5-year capital planning (this may be billed or half of the cost financed by the City)</li> <li>• Offers programs e.g., capital funding, commercial façade improvement, mural program</li> </ul>
<b>VANCOUVER</b>	603,502	22 BIAs	1 BIA Program Coordinator  ½ Admin. Staff  ½ Planning Analyst	Planning and Development Services	<ul style="list-style-type: none"> <li>• Refers to respective staff to answer inquiries/issues</li> <li>• Ensures Council reports, annual budget reports are completed, renews by-laws</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes new BIAs</li> <li>• City BIA Liaison Committee (meets quarterly)</li> <li>• Provides tool kit (policies, board governance, code of conduct, best practices)</li> </ul>		

<sup>1</sup> BIAs = Business Improvement Areas

BRZs = Business Revitalization Zones

<sup>2</sup> Information collected by contacting staff from various municipalities in 2015 and 2016

<sup>3</sup> Not all municipal responsibilities are listed for each jurisdiction. *Municipal Act, 2001* provides the legislation for Ontario municipalities relating to powers and responsibilities of municipalities and local boards. City of Toronto must adhere to Municipal Code, Chapter 19, Business Improvement Areas.

# City of Mississauga

## Corporate Report



Date: 2016/06/14

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:  
2016/06/29

## Subject

***Development Charges Act Amendments through Bill 73 and Ontario Regulation 428/15***

## Recommendation

That the report entitled "*Development Charges Act Amendments through Bill 73 and Ontario Regulation 428/15*" dated June 14, 2016 from the Commissioner of Corporate Services and Chief Financial Officer be received for information.

## Report Highlights

- The Province of Ontario has enacted changes to the *Development Charges Act* and related regulations, through Bill 73. This report provides highlights of the changes to the *Development Charges Act* and regulations, and their impact on the City.
- The first reading of Bill 73 suggested it would be beneficial to the City to advance the 2019 Development Charge (DC) study update to 2017. Based on a detailed review of the final enacted changes and regulations, staff have concluded that it would not be feasible to complete an entire Background Study for a 2017 update. This is due in part to the strict requirements under the new regulation for asset management plans, changes in the calculation of the transit service rate, and the requirement to consider area-specific DCs. It is also due in part to the timing of the new Growth Forecast and challenges with respect to the road network model used in the Transportation Master Plan.
- There is opportunity to address the significant changes to the transit service area through a transit-only amendment to the existing DC by-law in 2017, with a full review of the DC by-law in 2019 (the year the current by-law expires).

## Background

The Province of Ontario initiated a review of the *Development Charges Act* in October 2013. The City made a submission to the Province in January 2014 in response to a stakeholder consultation on changes to the *Development Charges Act, 1997*. Council endorsed three recommended changes in the City's submission to the Ministry of Municipal Affairs and Housing (MMAH):

- “Remove the requirement for municipalities to reduce their capital costs by 10% (DCA Section 5(1), paragraph 8);
- Change the historic method of calculating average service levels, allowing municipalities to adopt forward looking service levels and flexibility in determining the basis for service levels and broader service categories (DCA Section 5(1), paragraph 4); and
- Eliminate the “ineligible services” to allow municipalities to determine what services are required to meet the needs of growth in their communities and if funding by development charges is appropriate (DCA Section 2(4)).”<sup>1</sup>

In March 2015 the Province introduced Bill 73, the *Smart Growth for our Communities Act, 2015* as a vehicle for making changes to the *Development Charges Act, 1997* (*DC Act*) and the *Planning Act, 2001*. Following stakeholder input on the draft legislation to the Standing Committee on Social Policy, the Province passed Bill 73 on December 3, 2015. Subsequently, *Ontario Regulation (O. Reg.) 428/15* was published on December 18, 2015 enabling changes to the *DC Act* and amending prior *O. Reg. 82/98*. Some of the changes endorsed by Council were incorporated, but not to the full extent the City had requested.

This report provides a summary of the changes to the *DC Act* as a result of Bill 73, and the impacts to the City. A further report will be provided to Council in the fall with respect to changes to the *Planning Act*.

## Present Status

The City's current Development Charge by-law 0161-2014 and Background Study were approved by Council on June 25, 2014 under the old legislation. As defined by the *DC Act*, by-laws expire five years from the date of enactment (i.e., June 25, 2019), although the legislation allows a by-law to be replaced prior to the five-year limit.

## Comments

### Specific Changes from Bill 73

Bill 73 was introduced with the purpose of ensuring the development charges system is predictable, transparent, cost-effective and responsive to the changing needs of communities.

<sup>1</sup> Corporate Report entitled “Development Charges System Review: Consultation Submission to the Ministry of Municipal Affairs and Housing (MMAH)” endorsed at Council Meeting on December 11, 2013

The following provides a summary of the significant changes to the *DC Act* as a result of Bill 73, and the impact these may have on the City.

### 1. **Asset Management Plans (AMPs)**

- An asset management plan must now be included in the DC background study for all services contained in the DC by-law. The plan must:
  - include all assets whose capital costs are proposed to be funded under the DC by-law;
  - demonstrate that these assets are financially sustainable over the full life cycle;
  - contain any other information that is prescribed (transit service only); and
  - be prepared in the prescribed manner.
- The prescribed requirements for the transit service asset management plan (AMP) are very extensive (see Appendix 1 for the detailed requirements). Due to the prescriptive nature of these requirements, it is anticipated that transit AMPs will be fairly consistent throughout the province.
- The requirements for the other services' AMPs are not as prescriptive. The Province has only outlined what should be contained within the AMPs. The County of Simcoe recently released its DC Background Study, and a copy of Simcoe's AMP (excluding transit) is provided in Appendix 2, to give some context to the requirements for all other AMPs.

#### **Municipal Impact**

- While the City has good asset management planning data, it is anticipated that additional time will be required to complete all AMPs, given the number of assets funded through the DC by-law. This will be particularly impactful for transit, due to the heavily prescriptive requirements for this service's AMP.
- Finance staff will be working closely with City departments to determine where the necessary AMP information resides. Following this, a format for presenting the AMP data within the background study will be established. The City Manager will be reaching out to other larger municipalities with the aim of promoting a standardized AMP format that could be used in all municipal DC background studies.
- Based on the number and type of services the City has, it is expected that the AMP for all services will be a more complex undertaking than the County of Simcoe's plan shown in Appendix 2.
- It is anticipated that the additional work related to the City's AMPs will result in increased costs for completing the background study. It should also be noted that this work will be coordinated with Finance's goal of implementing a comprehensive and coordinated AMP for the City.

## 2. Transit Services

- Prior to Bill 73, the collection of DCs for transit was subject to a 10% discount, similar to other “soft services” such as parkland development, libraries, fleet vehicles and recreational facilities (effectively, the municipality is required to contribute 10% of the cost of any growth-related projects in these areas). Effective with Bill 73, the transit service is no longer subject to the ten-percent discount.
- The standard level of service used as a benchmark for DC rates has changed from the historical ten-year average to a “planned level of service.” The published regulations for the methodology for calculating the transit DCs is heavily prescribed and requires completion of ridership forecasts and ridership capacity for all modes of transit over the ten-year forecast, identification of whether the new ridership is from existing or planned development and how much excess capacity exists in the transit system. In addition to the AMP requirements, Appendix 1 outlines the new regulation requirements for calculating the transit service that are recoverable through DCs.
- The requirements for the transit asset management plan are very prescriptive in the regulations, as opposed to the other services.

### Municipal Impact

- The value of the 10% discount contained in the 2014 DC Study over the ten-year period is \$4.9 million. The removal of the ten-percent discount will allow the City to recover a greater amount of the capital costs for the transit service.
- Under the previous calculation method, the Transitway did not qualify for DC funding as there was no 10-year historical data, required to establish an average level of service. There will be opportunity to obtain DC funding for new transit service since the methodology for calculating transit DCs has changed to a planned level of service.
- Finance staff will work with transit staff to gather the inputs required for the new methodology in calculating transit DCs, including identification of any information gaps that may need to be addressed.
- No definition of ridership capacity for the determination of excess capacity is included in the regulations. Whatever definition the City adopts will be subject to scrutiny by developers.



### 3. Area-Specific DC By-laws

- Municipalities must “consider” the use of more than one development charge by-law to reflect different needs for services in different areas. Previous language in the *DC Act* did not mandate consideration, but did allow area-specific charges. Halton Region, City of Markham and other municipalities have implemented area-specific by-laws.
- The Province can, through further regulation, prescribe specific areas and specific services where a municipality must implement a specific DC by-law. There are currently no municipalities, services, or service areas that have been prescribed.

#### Municipal Impact

- Municipalities have not been mandated to use area-specific DC by-laws. It is unclear what constitutes “consideration” of area-specific by-laws during the preparation of the background study. A process will have to be developed to ensure that area-specific by-laws are given due consideration and this is documented within the study. Benchmarking of other municipal DC studies will be undertaken in advance of the City’s DC study, to ensure best practices are followed.
- It is anticipated that developers will demand justification as to what amount of consideration was done when the DC background study was prepared.

### 4. Timing of Collecting DCs

- DCs are payable upon the issuance of the first building permit (previously, the *DC Act* was not specific to the timing with respect to the issuance of the building permit). This is expected to affect large high-rise construction projects in the City of Toronto, where permits are issued during several stages/phases of a construction project. For example, a shoring permit would trigger the payment of DCs for the entire building under the changes made in Bill 73, which can be many years in advance of building completion and occupancy.
- The clause in the *DC Act* that a municipality may enter into a special agreement with developers for the payment of DCs before or after these would normally be payable remains unchanged.

#### Municipal Impact

- The City’s Chief Building Official confirms that there is no impact to the City from this change, as we already require DC payment upon the issuance of the first permit.

## 5. Ineligible Services

- The list of ineligible services has been moved from the *DC Act* to the regulations. The previous list of ineligible services remains unchanged at the municipal lower tier level.

### Municipal Impact

- There is no impact to the City from this change.

## 6. Specific Background Study Requirements

- As identified in previous sections, the background study must now include consideration of area-specific by-laws and detailed asset management plans.
- The DC Background Study must be available to the public 60 days in advance of the passage of the DC by-law by Council. Previously, the only requirement was that the DC Study and by-law be available to the public two weeks prior to a public meeting.

### Municipal Impact

- The requirement to make the Background Study available 60 days in advance of Council approval of the DC by-law essentially requires release of the Study 60 days in advance of the public meeting, to ensure that Council is in a position to adopt a new DC by-law at any time following the holding of a public meeting.
- Overall costs and time required to prepare a DC Background Study are expected to increase due to the additional requirements for asset management plans and additional time required for public input prior to the passage of the DC by-law. Consultants estimate these requirements will add four to six weeks to the DC Study process.

## 7. No Additional Levies

- The *DC Act* now prohibits municipalities from imposing a charge related to development or a requirement to construct a service not authorized by the *DC Act* or another *Act*. Prior to this amendment, developers could request a municipality to approve a development in advance of the municipality's schedule to construct the infrastructure required to support the development. This would be typical in smaller municipalities where funding was not readily available to advance the timing of capital infrastructure that would need to be in the ground before a development could move forward. Developers would make voluntary payments so that the municipality could advance approval of a development.
- Other situations include municipalities that have imposed additional charges 'requiring' voluntary payments to be made by a developer. In yet other instances, municipalities have required developers to provide payments or construction that were not authorized by statute.

- To ensure municipal compliance in this area, the Minister may investigate a municipality. The powers that have been granted to the Minister in its manner of investigation are extensive and at the cost of the municipality.

#### **Municipal Impact**

- The Treasurer shall be required to sign a statement of compliance with respect to no additional levies.
- Transportation and Works and Planning are taking steps to ensure their processes comply with this provision in the *DC Act*.

### **8. Treasurer Statement Annual Reporting**

- The annual Treasurer's Statement report has been expanded to include a statement of compliance indicating that no additional levies have been imposed, directly or indirectly, related to development or a requirement to construct a service related to development, except as permitted by the *DC Act* or another *Act*.
- The Treasurer Statement is no longer required to be sent to the MMAH within 60 days of Council's approval. The Statement is still required to be made available to the public.
- A further report will be provided to Council in the fall with respect to changes to the *Planning Act* on Bill 73. Those changes include additional requirements for the Treasurer Statement; namely, the Treasurer Statement will include the *Planning Act Section 42* Cash-in-lieu-of-Parkland and *Section 37* Bonus Density transactions.

#### **Municipal Impact**

- The Treasurer Statement report currently provided to Council complies with the legislation with the exception of the new compliance statement requirement. This new schedule will be added to the next Annual Treasurer Statement report.
- The Treasurer Statement will be expanded in the future to include the *Planning Act Section 42* Cash in Lieu of Parkland and *Section 37* Bonus Density transactions.

### **Other Potential Changes**

- A roundtable meeting for affordable housing on March 30, 2016 held by MMAH alluded to a further amendment to the *DC Act* or regulations that may be forthcoming, to exempt development charges in cases where a second unit is being added during the construction of a new residential unit.
- The Province is proposing to require municipalities to provide exemptions for second units in new homes, and amend the Building Code standards to reduce the unnecessary costs of building second units according to Ontario's Long-term Affordable Housing Strategy Update document dated March 2016.

- Current DC legislation exempts the payment of DCs when additional dwelling units are added to existing residential buildings. The number of units allowed under the exemption is contingent on the class of the residential building, with further restrictions on the maximum size of these units (total gross floor area (GFA) must be less than or equal to the GFA already in the building). The payment of DCs are exempt in the following situations:
  - Single detached dwellings can have a maximum of two additional units
  - Semi-detached or row dwellings can have a maximum of one additional unit
  - Other residential buildings can have a maximum of one additional unit.
- In situations where a residential home is demolished and the home is rebuilt to contain a secondary unit, the development charges payable under the City's existing DC by-law require the payment of the "other residential" DC rate and the payment of the "apartment" DC rate regardless of the size of the secondary unit.

#### **Municipal Impact**

- The City currently requires the payment of DCs at the apartment rate for a second unit in new construction. An amendment of this nature would put Section 12 (1) (c) of the City's existing 2014 DC by-law in contravention of the *DC Act* and would no longer be enforceable.
- No date has been provided when an amendment might come into force.

#### **A Two Step Approach to DC update**

Following the release of the first reading of Bill 73, it was anticipated that a new DC by-law, together with a complete services background study, would be undertaken well before the current by-law expires on June 25, 2019. Preliminary changes to the *DC Act* indicated the removal of the ten-per-cent discount and the new transit methodology using a forward-looking service level calculation for the transit service would have benefit for the City.

Subsequent to the passage of Bill 73 and the accompanying *O. Reg. 428/15*, staff have reconsidered proceeding with a complete update of the existing DC by-law in 2017 due to a number of factors:

- *Timing of Release of new Growth Forecast:* Ideally, a new growth forecast should inform the next background study. Preliminary discussions with Planning and Building staff indicate the City's new growth forecast is anticipated to be approved by Council in early 2018. The growth forecast is highly dependent on Census data. Statistics Canada began collecting 2016 Census information using the re-instated long form in May 2016. The first phase release of the population and dwelling counts data will occur in February 2017 followed by the release of age and sex and dwelling type information in May 2017.

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- *Asset Management Plans:* As discussed previously in this report, the new regulations require comprehensive asset management plans to be in place for all services. At this time, the volume of work involved to meet the Background Study requirements is unknown, particularly with respect to the prescriptive requirements related to the transit service. Individual departments currently have individual asset management plans, and Finance is embarking on a project to develop a comprehensive and co-ordinated City-wide Asset Management Plan.
- *Transportation Master Plan challenges:* Recent discussions with Transportation and Works (T&W) staff have identified that the road network model used in the 2014 DC study will no longer be supported and a new road network model will need to be acquired. T&W staff are expecting to begin the process of acquiring a new road network model in 2017.
- *Outstanding 2014 by-law Appeal:* Negotiations with respect to the 2014 DC by-law appeal continue. This will somewhat limit our ability to begin focussing on the next Background Study.

After consideration of all known factors, staff are proceeding with a two-phased approach. Staff would begin an assessment of only the transit service in 2017. This assessment will use the existing growth forecast information and address the new transit requirements under the *DC Act* and regulations. This assessment will determine if it is to the City's advantage to move forward with issuing a transit background study and amending the existing 2014 DC by-law, for the transit component only, in 2017. Some consulting expenditures would be incurred in 2017 to conduct this assessment.

Moving forward with a background study and amendment of the transit service portion would entail the same consultative process that is normally required for an all-services DC study, including release of the study, providing notice to the public and holding at least one public meeting with Council. An amendment to the by-law for the transit service would be subject to appeal to the OMB, but the balance of the remaining 2014 DC by-law would not be subject to any further appeals.

Staff have regularly advocated against amending a portion of the DC by-law within the 5-year period, because it can open the entire by-law to further appeal. This is true in most instances.

The total DC charge is a result of the sum of several service-specific charges (library, fire, recreation, transit, etc.). Changes in general policy (such as the recent discussion on places of worship) would affect the calculation of each of these services, and therefore each service (i.e., the entire by-law) would be subject to appeal. As a result, Council decided to approve the provision of grants for the equivalent of this exemption until the next by-law is enacted, in order to ensure the entire by-law is not opened up to appeal.

Adjusting a single area (such as transit) will only affect the transit service calculation, and have no impact on libraries, roads, etc. The underlying data and administrative policies that formed the basis for each of the other services in the 2014 DC by-law would remain unchanged.

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Therefore, only the transit service portion of the by-law rates would be appealable as advised by Legal.

All services and policies would undergo a review for a DC by-law update in 2019.

There are several benefits to taking this approach:

- Focusing on the transit service in 2017 will allow staff to properly address all of the implications of the extensive changes required by the *DC Act* for the transit service. Lessons learned from the 2017 review of the transit service will be applied to the remaining services for 2019.
- Waiting for 2019 to update the remaining services will allow the City to benefit from an updated Growth Forecast, as well as other data gleaned from the 2016 long-form census data and from other work, such as the Region's Growth Committee Inter-Municipal Working Group. The Region has established this Committee to explore alternative growth infrastructure financing options that could inform the Region's next Development Charges by-law update in 2018 (terms of reference for this Group are provided in Appendix 4).
- A revised road network model will be available to inform the Transportation Master Plan for 2019.

A chart outlining the approximate timing for the various components of a full DC background study and by-law update is provided in Appendix 3.

## Financial Impact

There will be some additional cost to conduct an assessment to determine the benefits of proceeding with a transit-service-only by-law amendment in 2017. This cost is estimated at approximately \$50,000 based on six months' consulting services. Having anticipated the potential development of a 2017 by-law amendment, prior to having a full understanding of the implications of Bill 73 and its regulations, the capital budget request of \$400k for a DC update was advanced from 2018 into 2017. This would fund the 2017 transit service assessment.

The financial implications of fully implementing a 2017 by-law amendment for transit will be known once the assessment has been completed.

The remaining project funds would be used to complete the 2017 by-law amendment (if pursued) as well as the all-services update commencing in 2018 for the adoption of an all-services DC by-law update in 2019.

## Conclusion

Early expectations (based on the first reading of Bill 73) were to advance the 2019 Development Charge study update to 2017, with approval of a new by-law by the end of the same year.

Now that the full impact of Bill 73 and its regulations are known, advancing an entire Development Charge update to 2017 is not feasible. Staff are beginning an assessment of the transit service in 2017 to determine if a transit Development Charge by-law amendment in 2017

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would benefit the City. A full Development Charge service review will be conducted in 2019, as part of the normal five-year cycle.

## **Attachments**

Appendix 1: O. Reg. 428/15 Transit Planned Level of Service and Asset Management Plan Requirements

Appendix 2: Simcoe County Asset Management Plan

Appendix 3: Work Plan Timing for Various Components Necessary in Updating the DC By-law

Appendix 4: Draft Terms of Reference –ROP Growth Management Inter-Municipal Working Group



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Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Susan Cunningham, Manager, Development Financing & Reserve Management

**Prescribed Transit “Planned Service Level” Criteria**

(2) Any background study by the municipality under section 10 of the Act that incorporates the cost of transit services shall set out the following:

1. The calculations that were used to prepare the estimate for the planned level of service for the transit services, as mentioned in subsection 5.2 (3) of the Act.
2. An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
  - i. the anticipated development over the 10-year period immediately following the preparation of the background study, or
  - ii. the anticipated development after the 10-year period immediately following the preparation of the background study.
3. An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
4. An assessment of ridership forecasts for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecasted ridership will be from existing or planned development.
5. An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.

**Asset Management Plan Criteria for Transit**

(3) If a council of a municipality proposes to impose a development charge in respect of transit services, the asset management plan referred to in subsection 10 (2) (c.2) of the Act shall include the following in respect of those services:

1. A section that sets out the state of local infrastructure and that sets out,
  - i. the types of assets and their quantity or extent,
  - ii. the financial accounting valuation and replacement cost valuation for all assets,
  - iii. the asset age distribution and asset age as a proportion of expected useful life for all assets, and
  - iv. the asset condition based on standard engineering practices for all assets.
2. A section that sets out the proposed level of service and that,
  - i. defines the proposed level of service through timeframes and performance measures,
  - ii. discusses any external trends or issues that may affect the proposed level of service or the municipality’s ability to meet it, and
  - iii. shows current performance relative to the targets set out.



3. An asset management strategy that,
  - i. sets out planned actions that will enable the assets to provide the proposed level of service in a sustainable way, while managing risk, at the lowest life cycle cost,
  - ii. is based on an assessment of potential options to achieve the proposed level of service, which assessment compares,
    - A. life cycle costs,
    - B. all other relevant direct and indirect costs and benefits, and
    - C. the risks associated with the potential options,
  - iii. contains a summary of, in relation to achieving the proposed level of service,
    - A. non-infrastructure solutions,
    - B. maintenance activities,
    - C. renewal and rehabilitation activities,
    - D. replacement activities,
    - E. disposal activities, and
    - F. expansion activities,
  - iv. discusses the procurement measures that are intended to achieve the proposed level of service, and
  - v. includes an overview of the risks associated with the strategy and any actions that will be taken in response to those risks.
4. A financial strategy that,
  - i. shows the yearly expenditure forecasts that are proposed to achieve the proposed level of service, categorized by,
    - A. non-infrastructure solutions,
    - B. maintenance activities,
    - C. renewal and rehabilitation activities,
    - D. replacement activities,
    - E. disposal activities, and

- F. expansion activities,
- ii. provides actual expenditures in respect of the categories set out in sub-subparagraphs i A to F from the previous two years, if available, for comparison purposes,
- iii. gives a breakdown of yearly revenues by source,
- iv. discusses key assumptions and alternative scenarios where appropriate, and
- v. identifies any funding shortfall relative to financial requirements that cannot be eliminated by revising service levels, asset management or financing strategies, and discusses the impact of the shortfall and how the impact will be managed.

(4) For the purposes of subsection (3), the proposed level of service may relate to a time after the 10-year period immediately following the preparation of the background study.

## APPENDIX F

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### *ASSET MANAGEMENT PLAN*

## APPENDIX F

### ASSET MANAGEMENT PLAN

The *Development Charges Act* was amended in late 2015 and, effective January 1<sup>st</sup> 2016, municipalities are required to complete an Asset Management Plan before the passing of a development charges by-law. A key function of the Asset Management Plan is to demonstrate that all assets proposed to be funded under the development charges by-law are financially sustainable over their full life cycle.

#### Asset Types

A summary of the future municipal-owned assets and estimated useful life assumptions considered under this Development Charges Study is outlined in Table 1 for general services and Table 2 for roads and related services. Although all capital assets considered in the study have been identified, not all assets necessitate future replacement or ongoing maintenance activities. Some exceptions apply and the justification is as follows:

- Some of the works identified may represent one-time expenditures and may be temporary in nature. Therefore, the assets would not be required to be replaced and no ongoing operation and maintenance costs exist. Such assets are identified as “not a long-term asset” in the table.
- Some projects do not relate to the emplacement of a tangible capital asset— some examples include the acquisition of land or the undertaking of development-related studies. These projects/costs do not necessarily require future replacement or ongoing maintenance. Such projects are identified as “not infrastructure” in the table.

It should be noted that the capital cost estimates prepared for each of the projects’ identified in this study include grouped costs of various individual elements, which, as a stand-alone item, may have its own useful life (ex. New buildings include: HVAC, structural elements, roof, etc.). Accordingly, the average useful life assumptions noted below are applicable to all project components.

<b>Table 1 – Summary of General Services Assets Considered</b>	
<b>Capital Project Description</b>	<b>Estimated Useful Life</b>
Acquisition of Collection Material	15 years
Recovery of Negative Reserve fund balance	not infrastructure
Paramedic Land	not infrastructure
Paramedic Buildings	40 years
Paramedic Fleet	8 years
Long-Term Care Facility	40 years
Social Housing Buildings	60 years
Public Works Storage Building	40 years
Plow Trucks	15 years
Paint Truck	20 years
Waste Management Facilities	40 years
Waste Site Improvements - Diversion Activities	not a long-term asset
Waste Vehicle	15 years
Development-Related Studies	not infrastructure

<b>Table 2 – Summary of Roads and Related Services Assets Considered</b>	
<b>Capital Project Description</b>	<b>Maintenance &amp; Rehabilitation Schedule</b>
Road Reconstruction	Every 50 years
Bridges and Culvert Reconstruction	Every 80 years
Intersections	Every 25 years
Car Pool Lots	Every 50 years
Road Related Studies	not infrastructure

### Annual Provision

When assets require rehabilitation or are due for replacement, the source of funds is limited to reserves or contributions from operating. Capital expenditures to carry out the rehabilitation and replacement of aging infrastructure are not growth-related, and therefore, are not eligible for funding through development charge revenues or other developer contributions.

Based on the information obtained through discussions with County staff regarding useful life assumptions and the capital cost of acquiring and/or emplacing each asset, a provision for infrastructure replacement has been calculated. Provisions for infrastructure replacement are initially calculated for each asset based on their useful life and the anticipated cost of replacement. The aggregate of all individual provisions form the required annual capital provision. In calculating the annual provisions, a number of assumptions are made to account for inflation (2.0%) and interest (3.5%). Consistent with the requirements of the *Development Charge Act*, only the assets that are proposed to be funded under the development charges by-law have been included analysis. As a result, the total calculated annual provision has been netted down based on the following considerations:

1. Funding shares for which the separated Cities of Barrie and Orillia are responsible;
2. the replacement of existing infrastructure or benefit-to-existing development;
3. infrastructure as it relates to development occurring outside of the respective planning periods (post 2025 for general services and 2031 for roads and related);
4. services for which capital assets have been acquired at a greater rate than the level of service provided over the preceding ten-year period. This is the case for library services which does not have the ability to fund future growth-related infrastructure through development charges under this by-law.
5. specifically related to waste management, the organics processing facility being constructed has been removed from the annual provision calculation. The County currently engages private sector services to process organic materials and the current contract fee includes costs for the repair and replacement of non-County assets used to undertake this process. It is assumed that the new facility, which will be owned and operated by the County, will result in no new additional repair and replacement costs beyond what is currently being paid in the contract.

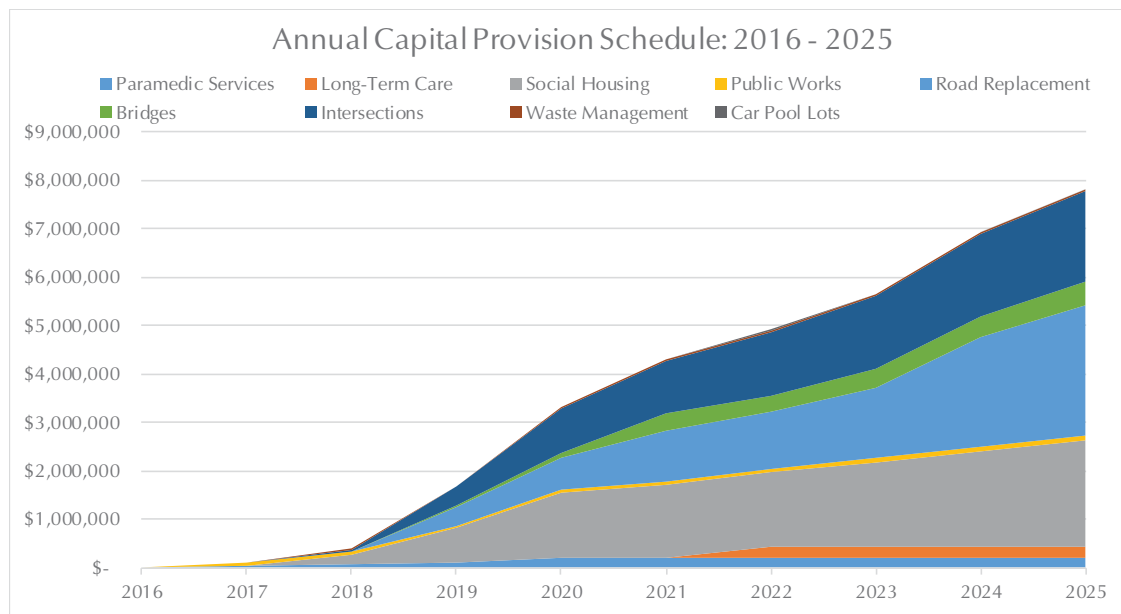
Figure 1 provides an overview of the capital provisions required to replace the capital infrastructure proposed to be funded under the development charges by-law. It should be noted that for all road works, only the costs to reconstruct the roadway in forty years' time was included in the annual provision. Regular road maintenance and rehabilitation expenditures are assumed to be accounted for through:

- the calculation of the replacement and benefit to existing share components for each road. Refer to Appendix C for details.
- the County's existing asset management practices; and
- the long-term operating and capital cost impact analysis identified in Appendix E of this study.

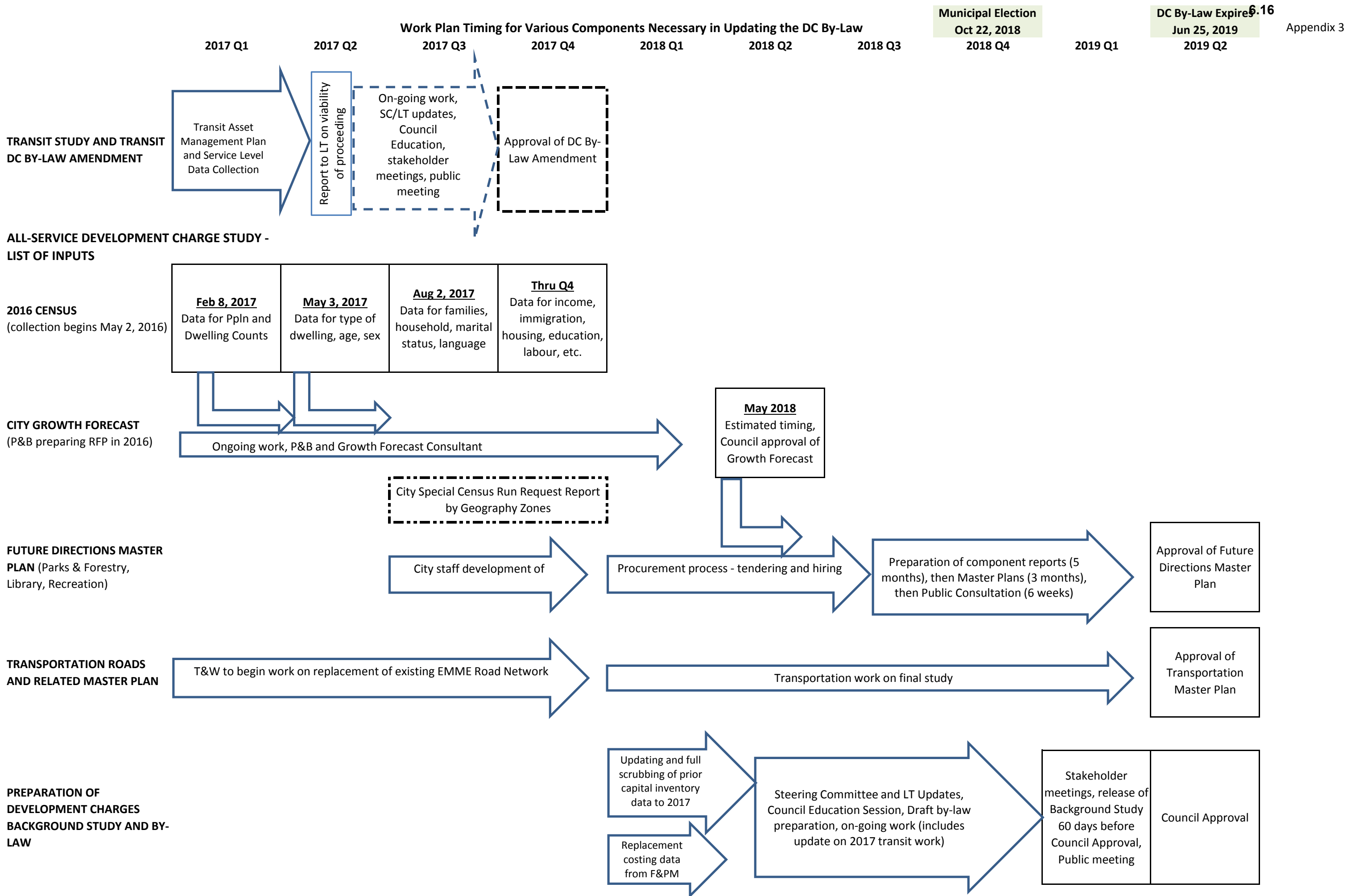
Figure 1 illustrates that, by 2025, the County will need to fund an additional \$7.83 million per annum in order to properly fund the full life-cycle costs of the new assets supported under this Development Charges By-Law. The calculated life-cycle funding requirement equal of \$7.83 million equates to 4.20% of the County's 2016 total own source revenues of \$186.3 million (tax levy of \$146.5 million and user fees/charges of \$39.8 million). The calculated annual funding provision should be considered within the context of the County's projected growth; over the next ten years (to 2025) the County is projecting an increase of 34,700 total private dwellings units, which represents a 24% increase over the existing base as well as approximately 20,000 new

employees. This growth will have the effect of increasing the overall assessment base and additional user fee and charges revenues to offset the capital asset provisions required to replace the capital infrastructure proposed to be funded under the development charges by-law. The collection of these funds is intended to be allocated to reserves for the future replacement of these assets. Table 3 provides a summary of the calculated annual provision by asset category in 2025.

The calculated annual provisions identified in Figure 1 are considered to be financially sustainable as it is expected that the increased capital asset management requirements can be absorbed by the tax and user base over the long-term.



<b>Table 3</b>	
<b>Calculated Annual Provision by 2025</b>	
Paramedic Services	\$ 198,793
Long-Term Care	\$ 243,173
Social Housing	\$ 2,186,902
Public Works	\$ 117,545
Road Replacement	\$ 2,678,162
Bridges	\$ 490,332
Intersections	\$ 1,860,472
Car Pool Lots	\$ 21,488
Waste Management	\$ 29,356
<b>Total</b>	<b>\$ 7,826,223</b>







**Growth Management Inter-Municipal Working Group (IMWG)**  
**TERMS OF REFERENCE (DRAFT V6)**  
**LAST REVISED: APRIL 8, 2016**

### **Background**

On July 9, 2015, Regional Council resolution 2015-551 directed that staff take a new approach to engaging the Area Municipalities and the development community in exploring alternative growth infrastructure financing options to inform the next Development Charges By-law update. Furthermore, on March 10, 2016, Regional Council directed that an inter-municipal working group of staff from the Region of Peel, the Cities of Mississauga and Brampton and the Town of Caledon be established (Appendix I).

A model for growth management infrastructure servicing and financing will be developed through an iterative process that will involve discussions about Regional and Area Municipal growth objectives, risks and issues, including the unique issues and opportunities within each Area Municipality.

The desired outcome is to create a model for growth in Peel where costs and risks are shared and growth is serviced in a timely and agile manner.

### **Purpose**

To develop an agreed upon model for growth infrastructure financing that supports good community planning. The Inter-Municipal Working Group will lead the implementation of the new approach<sup>i</sup> to growth management that:

- Will be characterized by collaborative and iterative planning between the Region and Area Municipalities, and consultations with the development community;
- Will review and discuss various growth scenarios and alternative growth infrastructure financing options;
- Will achieve the principles for allocating growth (Appendix II) through a financially sustainable model that closes the gap between the cost of infrastructure development and the subsequent revenues that covers its cost.

### **Membership**

The Chair of the Working Group will be the Program Director, Strategic Growth Management (Region of Peel).

Membership will include staff from the Region of Peel, the Cities of Brampton and Mississauga and the Town of Caledon.

<sup>i</sup> Westbrook Public Affairs. *A New Approach to Planning, Servicing and Financing Growth in the Region of Peel*. 2016.

The primary members of the Working Group will include senior decision makers whose attendance is required for the initial and quarterly meetings where major decisions will be required (e.g., development of criteria for choosing final scenarios; approval of final scenario, etc.). Affiliate Working Group members are also identified to work ongoing on the scenario development and selection of a final scenario for growth infrastructure financing and good community planning.

The Working Group membership is as follows:

Region of Peel

City of Brampton

City of Mississauga

Town of Caledon

## **Roles and Responsibilities**

### *Working Group Members' Responsibilities*

#### Conduct

- Foster collaboration and encourage open and honest discussion.
- Strive to serve the best interests of the residents and businesses of Peel.
- Be professional and respectful towards other working group members.
- Share information that supports desired outcomes.
- Members are expected to review the meeting agenda and accompanying materials in advance of the meeting.

#### Decision-Making Principles

- Decisions will be reached through consensus.
- Where consensus cannot be reached among the majority of members, the Chair will provide options to the Growth Management Committee and seek direction.

#### Reporting

- The Chair will report regularly on behalf of the Working Group to the Growth Management Committee, which is a Committee of Regional Council.
- Key recommendations (e.g. proposed model) will be presented to the Growth Management Committee for endorsement prior to presentation to Regional Council for approval.
- Key decisions will be communicated to the area municipal Councils through Regional Council.
- Regular status updates to the Growth Management Committee, Regional Council and Area Municipal Councils will be provided as deemed appropriate.

*Chair's Responsibilities*

- Facilitate meetings and decision-making that encourages a collaborative approach.
- Schedule meetings.
- Prepare and circulate agendas and minutes in a timely manner.
- Liaise among Working Group members.

**Meetings**

- Meetings will occur monthly and more frequently as needed to complete work at the call of the Chair.
- Agendas will be circulated electronically approximately one week in advance of meetings.
- Meeting minutes will be circulated electronically approximately one week after the scheduled meeting.

**Amendments**

The Terms of Reference may be amended at any time after consultation and agreement by the Working Group members.

## APPENDIX I

### Regional Council Resolutions

#### 2015-551 (July 9, 2015)

That staff take a new approach to engaging the development community and the area municipalities in exploring alternative growth infrastructure financing options to inform the planned 2017 Development Charge By-law update based on the population and employment forecasts to 2041;

And further, that the Chief Administrative Officer be given the authority to engage a consultant to lead these discussions;

And further, that staff report back to Regional Council through the Growth Management Committee with the results from these consultations with the area municipalities and the development community.

#### 2016-184 (March 10, 2016)

That the report from the Commissioner of Finance and Chief Financial Officer, Commissioner of Corporate Services and the Commissioner of Public Works, titled The New Approach to Planning, Servicing and Financing Growth in the Region of Peel , be received;

And further, that a working group of staff from the Region of Peel, the Cities of Mississauga and Brampton and the Town of Caledon be established to review the alternative growth infrastructure financing options, and report back to Growth Management Committee with an agreed upon model for growth infrastructure financing;

And further, that staff engage in consultation with affected stakeholders and that the staff report incorporate comments from the stakeholders;

And further, that copies of this recommendation be forwarded to the three area municipal Councils for endorsement;

And further, that a report regarding the status of the consultations about the new approach be brought forward to the May 19, 2016 Growth Management Committee meeting.

## APPENDIX II

### Principles for Allocating Growth

Efficient utilization of existing and planned Regional infrastructure  
Support growth pays for growth to minimize financial impacts to residents and businesses  
Protection of environmental and agricultural resources  
Densities that support transit, affordable housing and complete communities  
Planning for a range of employment over the long term to adjust to market cycles

DRAFT

## **REPORT 6 – 2016**

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Mississauga Cycling Advisory Committee presents its **sixth report** for 2016 and recommends:

MCAC-0020-2016

That the deputation from Ann Hunter, Resident regarding the proposed bike trails through hydro corridors be received.

(MCAC-0020-2016)

MCAC-0021-2016

That the Legislative Coordinator investigate appointing a Mississauga Cycling Advisory Committee citizen member to SustainMobility Board of Directors.

MCAC-0021-2016

MCAC-0022-2016

That the memorandum dated June 14, 2016 from Ben Gomberg, Manager of Active Transportation and Dorothy Kowpak, Active Transportation Coordinator entitled Mid-Year Update: 2016 Cycling Network Program be received.

(MCAC-0022-2016)

MCAC-0023-2016

1. That staff be directed to investigate the cost associated with restoring bike lane markings and report back to a future Mississauga Cycling Advisory Committee meeting.
2. That future replacement of bike lane markings be part of capital cost project funding and not part of the Active Transportation budget.

(MCAC-0023-2016)

MCAC-0024-2016

That the Mississauga Cycling Advisory Committee supports the Burnhamthorpe Bridge and extension of the Burnhamthorpe multi-use trail as a priority project for the Canada 150 Community Infrastructure Funding.

(MCAC-0024-2016)

MCAC-0025-2016

That the Mississauga Cycling Advisory Committee supports the extension of the multi-use trail on Creditivew Road as a priority project for the Canada 150 Community Infrastructure Funding.

(MCAC-0025-2016)

MCAC-0026-2016

That staff purchase four (4) sets of walkie talkies to promote safety and communication on Community Rides and that the funds come from the Mississauga Cycling Advisory Committees budget.

(MCAC-0026-2016)

MCAC-0027-2016

That the Mississauga Cycling Advisory Committee approach the Peel Regional Police to create a cycling educational and enforcement campaign that would follow the Halton Regional Police model.

(MCAC-0027-2016)

MCAC-0028-2016

That the email dated April 19, 2016 from the Office of Councillor Matt Mahoney regarding bike lanes on Mississauga Road be received.

MCAC-0028-2016

MCAC-0029-2016

That the resignation email dated May 26, 2016 from Joanne de Cloe, of Mississauga Cycling Advisory Committee (MCAC) Citizen Member advising her resignation from MCAC be received.

(MCAC-0029-2016)

**REPORT 3-2016**

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Governance Committee presents its third report for 2016 and recommends:

GOV-0008-2016

That Legal Services staff be directed to report back to Council on a suitable solution for the Committee of Adjustment Procedure By-law 350-07 to include public notice when applications are withdrawn as outlined in Mr. Chris Mackie's deputation on behalf of Cranberry Cove Port Credit Ratepayers' Association to Governance Committee on June 20, 2016.

(GOV-0008-2016)

GOV-0009-2016

That Public Question Period be included on all agendas for Standing and Advisory Committees of Council.

(GOV-0009-2016)

GOV-0010-2016

1. That the Corporate Report dated June 7, 2016 from the Director of Legislative Services and City Clerk, outlining the potential enhancements for the 2018 Municipal Election be received for information.
2. That staff be directed to implement Vote Anywhere for the 2018 Municipal Election on Election Day and Advance Poll Days and that the City of Mississauga will wait for the Province to test the ranked ballot option before it is implemented for a municipal election.

(GOV-0010-2016)

GOV-0011-2016

That the Province be requested to review under the *Municipal Elections Act, 1996* the following:

- a) Increase campaign donation limits for candidates running for the offices of mayor or councillor based on the rate of inflation.
- b) Provide other tools for campaign fundraising, for example the length of time for fundraising.

(GOV-0011-2016)

GOV-0012-2016

That the review of membership on the Towing Industry Advisory Committee be dealt with along with all of the committee membership reviews in the 1<sup>st</sup> quarter of 2018 by the Governance Committee.

(GOV-0012-2016)



GOV-0013-2016

That the status of the Governance Committee Work Plan Items dated June 20, 2016 be received for information.

(GOV-0013-2016)

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## **REPORT 4 -2016**

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Traffic Safety Council presents its fourth report for 2016 and recommends:

TSC-0057-2016

1. That the warrants for the implementation of a school crossing guard at Paisley Boulevard and Crystalburn Avenue, for the students attending Mary Fix Catholic School have been met.
2. That Peel Regional Police be requested to monitor stopping compliance at Paisley Boulevard and Crystalburn Avenue between 8:40 a.m. to 9:05 a.m. and from 3:30 p.m. to 4:00 p.m. for the students attending Mary Fix Catholic School.
3. That Transportation and Works be requested to review signage on Paisley Boulevard for the students attending Mary Fix Catholic School.

(Ward 7)

(TSC-0057-2016)

TSC-0058-2016

1. That the request for a crossing guard at the intersection of Aquinas Avenue and Sebastian Drive for the student attending St. Sebastian Catholic School, be denied as the warrants are not met.
2. That the warrants for the placement of a crossing guard at the intersection of Aquinas Avenue and Middlesex Gate for the students attending St. Sebastian Catholic School, have been met.

(Ward 8)

(TSC-0058-2016)

TSC-0059-2016

That the letter dated June 7, 2016 from Sheelagh Duffin, Supervisor, Crossing Guards, to Ms. Joanne Golla, Principal at Bishop Scalabrini Catholic School, regarding the closing of the school crossing in front of Bishop Scalabrini Catholic School effective June 30, 2016, as a result of school boundary changes effective September 2016, be received for information.

(Ward 7)

(TSC-0059-2016)

TSC-0060-2016

That the verbal updated provided by Tamara Coulson, Citizen Member regarding the Walk and Bike to School event held on May 5, 2016 at St. Gertrude Catholic School, be received for information.

(Ward 5)

(TSC-0060-2016)

## TSC-0061-2016

That the verbal update provided by Peter Westbrook, Chair, Traffic Safety Council and Sheelagh Duffin, Supervisor, Crossing Guards with respect to the meeting discussions with Peel Safe and Active Routes to School (PSARTS) regarding collaboration with Peel Nurses in providing on-going support for the Traffic Safety Council School Walking Routes Programs, be received for information.

(TSC-0061-2016)

## TSC-0062-2016

1. That the letter dated April 28, 2016 from Jennifer Evans, Chief of Police, Peel Regional Police, with respect to the 2015-2016 School Safety Patroller Program requesting a donation from Traffic Safety Council for Mississauga students to attend the School Safety Patroller Program at Camp Samac, be received.
2. That the amount of up to \$600.00 to send three Mississauga students to Camp Samac from July 19 to July 22, 2016, to participate in the 2015-2016 School Safety Patroller Program be approved.

(TSC-0062-2016)

## TSC-0063-2016

1. That the request for a crossing guard at the intersection of Golden Orchard Drive and Grand Forks Road for the students attending Burnhamthorpe Public School be denied as the warrants are not met.
2. That Parking Enforcement be requested to enforce all parking prohibitions between 3:20 p.m. to 3:45 p.m. opposite Burnhamthorpe Public School on Golden Orchard Drive.
3. That the Traffic Safety Council, Walk to School Subcommittee approach the Principal of Burnhamthorpe Public School with respect to implementing a Walk to School Program.

(Ward 3)

(TSC-0063-2016)

## TSC-0064-2016

1. That Transportation and Works be requested to modify the south east corner next to the football field to improve the turning radius for exiting school buses.
2. That the Dufferin-Peel Catholic District School Board and the City of Mississauga's Transportation and Works Department be requested to effect changes to the Kiss & Ride Layout and school bus pick up and drop off as per the attached revised site plan.
3. That St. Marcellinus Secondary School Principal Josie Lorenzon arrange a follow up meeting with the City of Mississauga's Library Board, City of Mississauga's Traffic Safety Council, City of Mississauga's Transportation and Works Department, and Dufferin-Peel Catholic District School Board Plant Project Officer, Dale Lucas, to discuss next steps to resolving the traffic issues.

(Ward 11)

(TSC-0064-2016)

TSC-0065-2016

That the Reports from the Manager of Parking Enforcement with respect to parking enforcement In school zones for the months of April and May 2016, be received for information.

(TSC-0065-2016)

TSC-0066-2016

That the Action Items List from Transportation and Works for the month of April 2016, be received for information.

(TSC-0066-2016)

TSC-0067-2016

That the verbal update provided by Sandra Beniuk, Citizen Member, with respect to the Walk and Roll event at Ridgewood Public School held on May 17, 2016, be received for information.

(Ward 5)

(TSC-0067-2016)

TSC-0068-2016

That the verbal update provided by Peter Westbrook, Chair, with respect to the Walk and Bike to School event at St. Faustina Elementary School held on May 31, 2016, be received for information.

(Ward 10)

(TSC-0068-2016)

TSC-0069-2016

That the Report prepared by Traffic Safety Council Citizen Members Louise Goegan, Katherine Vukobrat, and Denise Gordon-Mohamud summarizing the sessions they attended at the 66<sup>th</sup> Annual Ontario Traffic Council Conference held on May 15 to 17, 2016, be received for information.

(TSC-0069-2016)

TSC-0070-2016

That the verbal update provided by Altamash Syed, Citizen Member, regarding the site inspection/safety review, be received for information.

(TSC-0070-2016)

TSC-0071-2016

That the verbal update provided by Louise Goegan, Chair, Walk To School Subcommittee, with respect to the data collected from the schools who participate in the Walk to School Program, be received for information.

(TSC-0071-2016)