

City of Mississauga

Agenda



General Committee

Date

2017/06/14

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 (Chair)
Councillor Nando Iannicca	Ward 7
Councillor Matt Mahoney	Ward 8
Councillor Pat Saito	Ward 9
Councillor Sue McFadden	Ward 10
Councillor George Carlson	Ward 11

Contact

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Find it Online

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

INDEX – GENERAL COMMITTEE – JUNE 14, 2017

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DECLARATION OF CONFLICT OF INTEREST**
4. **PRESENTATIONS** - Nil
5. **DEPUTATIONS**
 - 5.1. Item 8.1 Connie Mesih, Director, Revenue and Material Management and Tim Reeve, Tim Reeve Consulting Inc.
 - 5.2. 8.2 Cam Johnston, Director, Water Division, Region of Peel
6. **PUBLIC QUESTION PERIOD** - 15 Minute Limit
(Persons who wish to address the General Committee about a matter on the Agenda. Persons addressing the General Committee with a question should limit preamble to a maximum of two (2) statements sufficient to establish the context for the question. Leave must be granted by the Committee to deal with any matter not on the Agenda.)
7. **CONSENT AGENDA**
8. **MATTERS TO BE CONSIDERED**
 - 8.1. Corporate Policy and Procedures - Making Better Choices: A Sustainable Purchasing Approach
* Please note that Appendix 1 is available in the online agenda at <http://www.mississauga.ca/portal/cityhall/generalcommittee>
 - 8.2. Burnhamthorpe Water Project (Wards 3, 4 and 7)
 - 8.3. Amendments to Public Vehicle Licensing By-law 420-04, to permit TNCs
 - 8.4. Mississauga Entrance Signs
 - 8.5. Pedestrian Crossover Pilot Project

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- 8.6. Contract Value Increase: Valdor Engineering Inc. Consultant for the Cooksville Creek Flood Protection Works (Ward 4)
- 8.7. Renaming of Springfield Park (P-025) to 'Ron Lenyk Springfield Park', located at 3325 The Credit Woodlands (Ward 6)
- 8.8. Revisions to the Community Group Support Program Policy 08-01-01
- 8.9. Boxed Soccer Pitch Sponsorship Agreement (Ward 4)
- 8.10. Proposed road closure, surplus land declaration, and sale of Howe Court to Conestoga Cold Storage Limited (Ward 9)
- 8.11. Corporate Policy - Draft Protective Measures Program Policy
- 8.12. Corporate Policy and Procedures - Overtime Policy (#01-04-03) Revisions
- 8.13. Records Retention By-law Revision
- 9. **ADVISORY COMMITTEE REPORTS**
- 9.1. Environmental Action Committee Report 4-2017 June 6, 2017
- 9.2. Public Vehicle Advisory Committee Report 2-2017 June 7, 2017
- 10. **MATTERS PERTAINING TO REGION OF PEEL COUNCIL**
- 11. **COUNCILLORS' ENQUIRIES**
- 12. **OTHER BUSINESS/ANNOUNCEMENTS**
- 13. **CLOSED SESSION**
[Pursuant to section 239 (2) of the Municipal Act, 2001, as amended]
- 13.1. A proposed or pending acquisition or disposition of land by the municipality or local board - Authority to Negotiate for Land Acquisition, Various Properties in the Downtown Growth Area (Ward 7)
- 14. **ADJOURNMENT**

City of Mississauga

Corporate Report



Date: 2017/05/25

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/06/14

Subject

Corporate Policy and Procedures - Making Better Choices: A Sustainable Purchasing Approach

Recommendation

1. That the report dated May 25, 2017 titled "Corporate Policy and Procedures - Making Better Choices: A Sustainable Purchasing Approach" from the Commissioner of Corporate Services and Chief Financial Officer be received.
2. That the draft Corporate Policy and Procedure – Sustainable Procurement Policy be approved.

Report Highlights

- A draft policy has been developed to demonstrate that the City is committed to continuously improve the social and environmental impacts of its procurement of Goods and Services in a transparent and accountable way that balances fiscal responsibility, social equity and environmental stewardship.
- The policy will inspire staff to make better choices by giving license to think broadly, to actively seek opportunities to improve sustainability impacts and be aligned on core sustainability principles.
- The policy was developed through extensive internal and external consultation, benchmarking against similar organizations and reflects best practices for sustainable procurement.
- An implementation plan has been developed to activate a robust sustainable procurement program over the next three years.

Background

At its meeting on October 7, 2015 Council received a report from the Commissioner of Corporate Services and Chief Financial Officer titled “Social Procurement Policy” advising that work was being undertaken to develop a social procurement policy which would provide principles, goals and objectives to advance social procurement practices at the City. The term “sustainable” has since been recommended in place of “social” as it includes social, ethical and environmental factors.

Sustainable procurement incorporates social, ethical and environment considerations into the procurement of goods and services. It ensures that public sector purchasing decisions include a commitment to leverage policy to promote a culture that favours environmentally preferable goods and services and one that views unethical practices of vendors as morally unacceptable. Sustainable procurement also seeks to achieve community building initiatives such as providing training and job opportunities for youths and business opportunities for disadvantaged suppliers and social enterprises.

Funds were approved in the 2016 capital budget to retain a consultant to assist in developing a policy to advance sustainable procurement practices at the City. The Vancouver based firm of Reeve Consulting Inc. (Reeve), a recognized leader in sustainable procurement, was retained to provide professional services to help the City achieve its objectives. Reeve consulted with internal and external stakeholders including key City staff and the vendor community and conducted interviews with other municipalities with sustainable procurement policies in order to draw on best practices. The work performed by Reeve has resulted in the documents that are appended to this report:

- Appendix 1: Report titled “Making Better Choices: A Sustainable Purchasing Approach”
- Appendix 2: Draft Sustainable Procurement Policy

Comments

The City derives significant environmental and financial benefits from its LED street lighting installation. Similarly we’ve achieved both environmental and financial gains through our long-standing requirements for greener cleaning supplies and services. Sustainability isn’t new to the City but we can do more. The new policy will inspire staff to make better choices by giving license to think broadly, to actively seek opportunities to improve sustainability impacts and be aligned on core sustainability principles:

Be Accountable and Transparent

- Be transparent in our approach to Sustainable Procurement and inform suppliers and other impacted stakeholders about our Sustainable Procurement methods and decision making

Consider all Costs and Impacts

- Consider the total cost incurred over the Goods or Service life (“Total Cost of Ownership”), value for money achieved (“Best Value”) and the lifecycle benefits and impacts on society, the environment and economy resulting from procurement activities (“Lifecycle Cost”), and
- Seek to be proactive in preventing potential short and long-term environmental and social risks

Collaborate and Influence

- Collaborate with peer organizations to achieve Sustainable Procurement objectives in our shared supply chains
- Encourage and support suppliers to continually improve their sustainability practices and outcomes and the sustainability impacts of their Goods and Services and supply chain, where possible and appropriate, and
- Work with internal and external stakeholders to implement this policy and evolve it over time

Consider Procurement Alternatives

- Seek to reduce demand through efficient use
- Consider possible alternatives to buying new Goods, including reuse, sharing between divisions, refurbishing, appropriate order quantity, leasing rather than buying, and
- Consider dividing large and multiple category contracts to provide greater access to bidding opportunities for suppliers of all sizes, while operating within the perimeters of the By-Law

Aim for Continuous Improvement

- Work towards continually improving our Sustainable Procurement practices and outcomes, meeting or exceeding best practices in Sustainable Procurement, and
- Review and update the Sustainable Procurement Policy a minimum of every three years

The policy demonstrates that the City is committed to continuously improve the social and environmental impacts of its procurement of Goods and Services in a transparent and accountable way that balances fiscal responsibility, social equity and environmental stewardship.

The following definition of sustainable procurement is recommended to ensure a common understanding:

Sustainable procurement means considering social and environmental factors in the procurement process in addition to traditional factors such as price, quality and service. It addresses both the sustainability factors related to specific goods or services, and the practices of suppliers along the supply chain. Sustainable procurement considers total costs (e.g., purchase costs, operating/maintenance costs, disposal or recycling costs) and supports ‘best value’ procurement.

An implementation plan has also been developed that, subject to Council's approval of the policy, is expected to commence in 2018 in order to achieve full implementation by the end of 2020. Implementing the policy can be achieved with existing resources. Robust communication and training plans are required. The most effective way to achieve this is through retaining external expertise.

The Comprehensive Economic and Trade Agreement (CETA) is expected to take effect this summer and the Canadian Free Trade Agreement (CFTA) will be in force on July 1, 2017. These trade agreements will open markets and improve access to skilled and qualified suppliers across the province, country and globe. Expanding our supplier pool will help us to benefit from sustainability initiatives of suppliers globally.

Sustainable procurement policies often address matters related to wages. Implementing fair wage and/or living wage policies would have a significant impact on the City. Comprehensive analysis and stakeholder consultation are required to develop an appropriate approach. We recommend that these items be deferred for consideration once the City's sustainable procurement program matures.

Cost Considerations

A frequently stated concern is that a sustainable procurement policy will increase costs of goods and services. The Purchasing By-law allows staff to specify goods and services and requirements in the quality and standard that is appropriate for their business requirements. The By-law also provides for "best value" procurement which is defined as the optimal value balance of efficiency, performance and cost. While we strive for good pricing and value overall, we are not focussed on lowest price only.

When conducting evaluated procurement processes with weighted criteria a weighting of 10%, for example, for supplier sustainability practices is unlikely to significantly increase price, but it will send the message that sustainability is important to the City, contributing to a cultural shift among suppliers. Tools will be developed, along with communications and training, to facilitate sustainability considerations and provide for decisions to be made that balance all relevant factors.

Strategic Plan

The Sustainable Procurement Policy aligns with the Strategic Pillars of Green, Prosper and Belong.

Financial Impact

\$50,000 is required for consulting services to prepare the communication and training plans and to develop the supporting materials. A budget request has been prepared for this requirement.

Conclusion

A draft Sustainable Procurement Policy has been developed that is opportunities focused. It seeks to empower and enable staff to readily consider sustainable aspects in procurements and make better choices. An implementation plan has been developed that would embed sustainability into the City's procurement practices by 2020. The policy demonstrates the City's commitment to sustainability and will position the City to deliver key sustainability benefits and align us with other similar municipalities.

Attachments

Appendix 1: Making Better Choices: A Sustainable Purchasing Approach

Appendix 2: Draft Sustainable Procurement Policy



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Erica Edwards, Manager, Materiel Management, External Services

MAKING BETTER CHOICES: A SUSTAINABLE PURCHASING APPROACH



1.1 EXECUTIVE SUMMARY

Sustainable Procurement: Formalizing ad-hoc practices to amplify impacts

The City of Mississauga derives significant environmental and financial benefits from its installation of LED street lighting through savings on energy consumption and the associated greenhouse gas emissions reduction, all while providing better lighting quality and control. Similarly, the City has been getting both environmental and financial gains via its long-standing requirements for greener cleaning supplies and services. Sustainable purchasing in the broader sense of looking for savings on energy, packaging, waste materials or other sustainability issues isn't new to the City of Mississauga, but it is ad hoc, and not nearly as impactful and effective as it could be when benchmarked against similar programming in other large Canadian cities. The City's newly-recommended Sustainable Procurement Policy is about changing this dynamic and capitalizing on what are currently missed opportunities and unnecessary risk exposure.

The City has opted for a broad-based Sustainable Procurement Policy that considers a range of possible sustainability issues clustered under three key themes: "environmental", "ethical" and "social". Stakeholders signalled clearly that environment was a core building block and natural starting point given the City's existing experiences in this area. In addition, stakeholders were nearly unanimous in believing the policy needs to set minimum standards to prevent sweatshop labour and other forms of labour abuse – especially since so many other cities and organizations have such policies or a "Supplier Codes of Conduct." The Policy is opportunities-focused and its goal is to ensure that for major procurements, staff assess whether issues like excess packaging, energy consumption, factory working conditions, or local skills development might be potential risks or opportunities with respect to any given good or service or pool of suppliers. If staff felt that there was a significant risk, or a sustainability opportunity, then with the help of Materiel Management or environmental specialists, specifications (that could be either mandatory or desirable) would be embedded into bidding documents, buyer-supplier collaborations might be identified, and innovations sought, as appropriate.

Sustainability Factors to be Considered in Procurement



Green or Environmental Factors. Procurement takes into account the environmental attributes of a product or service with the goal of mitigating environmental impacts such as greenhouse gas emissions, toxicity, energy consumption, waste generation, excessive resource use, etc.



Ethical Factors. Purchasing products and services to avoid sweatshop labour and ensure fair labour practices within production facilities; often supported by a **Supplier Code of Conduct**.



Social Factors. Purchasing is intentionally directed toward promoting health and safety, local economic development, minority groups, indigenous economic development, social enterprises, Fair Wage, local food, Fairtrade or other measures that improve the health and well-being of individuals and communities.

The City's Guiding Sustainability Principles:

1. Be Accountable and Transparent
2. Consider all Costs and Impacts
3. Collaborate and Influence
4. Consider Procurement Alternatives
5. Aim for Continuous Improvement

A Shift in Our Approach to Procurement: Considering risks and opportunities

If the City were buying coffee for its food services outlets, it might consider adding organic, Fairtrade, or locally-roasted coffees to the mix of regular coffee offerings, or potentially elect to only carry blends that had some recognized sustainability certification (e.g., Fairtrade). This interest would be expressed in bidding documents (e.g., RFPs or Tenders as appropriate). Then, when evaluating bids from potential suppliers, the City would look carefully to see how effectively suppliers were able to deliver on sustainability opportunities and, importantly, whether these came at a price that staff felt represented best overall value.

Alternatively, consider a scenario in which the City were buying promotional items that might be given as gifts or prizes to the public at a civic event. In this case, looking at the procurement through a sustainability lens and considering reputational risks might mean that the City would expect that, at a minimum, the supplier would meet basic standards for health, safety, fair labour and wages as set out in Canadian legislation, or international standards if products were coming from overseas. However, really thinking about this opportunity from a sustainability perspective might also mean thinking about the potential to find an interesting item that might be made locally, perhaps from reusable waste materials (e.g., wooden pallets, tree deadfall), or perhaps made by recent immigrants. Essentially, because staff took the step to consider which sustainability risks or opportunities might apply, and asked suppliers to respond with options and pricing, the City has procured a gift or prize that comes with a story that reinforces City's innovation brand; not without due consideration to cost, but neither is the decision simply driven by finding an adequate item at the cheapest possible price.

Sustainable procurement is not about changing the City's fundamental approach to purchasing, and it is not about buying "green" at any cost. Nor is it about infringing on policy initiatives of other levels of government. It is not about favouring big companies over smaller suppliers or limiting the pool of potential suppliers by asking for unrealistic product or service requirements. Rather, it is about adopting a sustainability mindset and culture when purchasing goods and services, which will protect the City from potential supply chain risks, including business disruption, regulatory risks, and rising prices due to resource scarcity. Our sustainable purchasing approach is about integrating reasonable and relevant sustainability considerations into existing and evolving processes, to complement and optimize what is already being done.

Definition: Sustainable Procurement

Sustainable Procurement means considering social, ethical, and environmental factors in the procurement process in addition to traditional factors such as price, quality and service. It addresses both the sustainability factors for specific goods or services as well as the operational practices of suppliers along the supply chain. Sustainable Procurement considers **total costs** (e.g., purchase, operating/maintenance, disposal or recycling costs) and enables **Best Value** procurement.

It's about "Making Better Choices: A Sustainable Purchasing Approach"

The Recommended Sustainable Procurement Policy and Implementation Plan

The recommended Sustainable Procurement Policy is an opportunities-based initiative that seeks to help the City buy great products and services at fair total pricing, which are high-quality and have sustainability features and benefits that are meaningful to the City of Mississauga. This is not a compliance-based policy: impact and innovation in the marketplace won't occur because staff are required to take action by corporate policy, but rather because the policy gives license to staff and suppliers to have conversations about how sustainability could show up within contracts and projects.

The Policy builds on the core green work that has already been included in some City procurements, and then adds more focus on social considerations, while setting some minimum standards for fair labour conditions in the form of a Supplier Code of Conduct. The addition of the Supplier Code of Conduct fits alongside existing work that the City's Human Resources team is undertaking to update the Contractor Safety Management element of the Health and Safety Management System: moving forward, construction contractors will be required to obtain a Certificate of Recognition (COR) – a comprehensive health and safety certification – as a prerequisite for working with the City. The requirements of the Supplier Code of Conduct will complement and bolster COR requirements.

The Policy is not a static document: it is intended to be enduring for a minimum of five years and updated periodically. As new policy priorities arise, such as Fair Wages, additional clauses may be added to the policy or in stand-alone policies, subject to stakeholder consultation. The figure below illustrates how the recommended Sustainable Procurement Policy becomes one more enabling element for the City's Purchasing By-law. Future policy initiatives may also nest under the By-law. All policies are supported by internal guidelines that provide specific direction to staff on procedural or form-related matters.

City Purchasing By-Law 374-2006		
Bid Opening and Other General Policies (Existing)	Sustainable Procurement Policy (Recommended)	Future Policy Initiatives (e.g. Fair Wage, Living Wage) (Potential in 2-5 years)
Guidelines to enable policy implementation		

1.2 INTRODUCTION

Our Journey: How the project has progressed and our thinking has evolved

Starting out, the City had a focus on social procurement. At the same time, it was clearly recognized that the City wanted their procurement activities to create positive strategic impacts in other realms, including the ethical treatment of workers at home and abroad, and improved environmental impacts. As such, the City evolved to see “sustainability” as the umbrella term for the policy and program under which various social, environmental, and ethical concerns are emphasized to varying degrees, depending on the procurement.

Within that broad spectrum of environmental to social to ethical procurement, we heard from stakeholders that the environment was core, especially issues such as waste, energy efficiency, and greenhouse gas emission reduction; that setting some minimum standards to prevent sweatshop labour and other labour abuse was a “no brainer,” especially since so many other cities and organizations have such codes of conduct; and that social procurement work should start by focusing on skills development and employment opportunities, including purchasing from social enterprises, and then explore wage-related issues, such as fair wages, as future steps within the creation of a comprehensive program at the City.

Through the project, including the consultation phases, the City learned that best practice sustainable purchasing involves much more than policy statements: it is embedding the practice by building a culture of sustainable procurement, and that comes through lots of communication, engagement with stakeholders, training for key staff, and simple, well-designed mechanisms for monitoring and evaluating program progress and impacts. It also includes a focus on managing the risks in the supply chain, and collaborating with suppliers and peer organizations on sustainable procurement innovation and capacity-building.

Along the way, the City’s internal Sustainable Procurement Steering Committee shifted their focus to the opportunities presented by sustainable procurement rather than the potential constraints. They began to conceive of the process as flexible, with progressive implementation that avoids undue risks. The City’s sustainable purchasing approach has evolved to focus on making better choices and finding opportunities to improve our sustainability impacts, while creating benefits in the community.

It is similarly understood by a wide variety of internal and external stakeholders that the application of sustainable purchasing principles stands to confer a number of tangible and intangible benefits on the City, its residents, and its business community. The section below describes some of these benefits, presenting a business case for engaging in sustainable procurement work.



How Sustainable Purchasing Will Benefit the City of Mississauga

There are benefits to sustainable purchasing that stretch across the most important financial, environmental, social, and governance priorities that the City has expressed in the *Strategic Plan*, the *Living Green Master Plan*, and the *Business Plan*. As discussed above, sustainable purchasing does not need to be a whole new way to purchase. The City is already undertaking efforts to optimize the way in which they procure goods and

services: implementing sustainable purchasing can piggyback on these changes and may catalyze other positive changes that increase the efficiency of the buying process and the strategic value that Materiel Management provides within the municipality – both internally and in a public-facing way.

Some of the most compelling benefits of sustainable purchasing are shown in the diagram to the left. It quickly becomes obvious that sustainable purchasing has the ability to deliver impact throughout the municipality.

Some benefits that the City that can obtain from sustainable purchasing were identified by internal and external stakeholders, including:

- Saving money
- Driving innovation
- Building the City's brand
- Helping to insulate the City against future risks
- Contributing to Strategic Plan goals
- Meeting community expectations
- Improving relationships with other orders of government



Figure 1: The Value Proposition for Sustainable Purchasing

How this Report is Organized

The following sections lay out what was learned through the consultation process undertaken for this project, as well as an overview of the recommended Sustainable Procurement Policy and Implementation Plan.

Section 2 showcases the results from the consultation process, which directly informed the development and direction of the Policy and Implementation Plan. **Section 2.1** describes key takeaways from consultation with representatives from municipalities that are considered leaders in sustainable procurement, as well as presenting a benchmarking chart to demonstrate the starting state of the City's sustainable procurement program, as compared to the progress made by municipal leaders in this space. **Section 2.2** presents the findings and direction provided by consultation with internal and external stakeholders.

Section 3 provides an overview of the key components and highlights of the main pillars that will guide the City's Sustainable Procurement work in the coming three years. **Section 3.1** takes readers through a summary of the features of the Sustainable Procurement Policy. **Section 3.2** describes the sustainability principles that will guide and align staff. **Section 3.3** presents key components of the Implementation Plan, including the five recommended kick-start steps, with which the City intends to begin their Sustainable Procurement program implementation in the balance of 2017.

The Appendices to this report provide additional context and information on both this project, and the development of the City's sustainable procurement program. **Appendix A** provides a more detailed look at the methodology undertaken for this project, and catalogues the other detailed deliverables that were created at each stage of the process. **Appendix B** provides an overview of the framework for a best practice sustainable procurement program, including some examples of how peer organizations across the country have tackled this work.

2.1 BUILDING A BEST PRACTICE SUSTAINABLE PROCUREMENT PROGRAM

The City wished to understand the current landscape of municipal sustainable procurement. The City also wished to take lessons from other cities that have experience in such work, in order to most efficiently develop their own effective program. The following key takeaways from interviews with the Cities of Calgary, Edmonton, Toronto, and Vancouver, and Brighton and Hove City Council (UK) have informed the development of the City's Policy and Plan.

Link to Corporate Goals

- When staff understand that sustainable purchasing is helping achieve the City's corporate goals and deliver on its brand promise, there is great uptake and success with sustainable purchasing.

Move From Policy to Action

- Having a sustainable purchasing policy is only as effective as its implementation.
- Supporting program elements such as a strategy, procedures, and tools must be created and used, and training is critical to uptake and understanding.
- The City should budget for adequate human resources dedicated to moving sustainable purchasing work forward, particularly in its early stages.

Be Targeted

- Trying to "do it all" in sustainable purchasing will likely lead to less optimal results. Employing a strategic and targeted approach to sustainable procurement, including proper planning, prioritization and piloting, and leveraging external resources (e.g. certifications, supplier's own programs) to lessen the City's workload, will help to achieve meaningful success.

Collaborate and Engage

- The best outcomes arise when cities learn from and work with other similar organizations (e.g., Region of Peel, City of Toronto) and use resources from dedicated national and international forums (e.g., Municipal Collaboration for Sustainable Procurement, UN Environment, etc.).
- Developing methods to work effectively with suppliers on sustainability should be a focus for the City. The City should identify its most significant sustainability impacts (and risks) in the supply chain, match these to its corporate sustainability goals, and begin a process of supplier capacity-building and collaboration to help achieve the City's sustainability goals and reduce supply chain risks.

Enabling City Priorities

Sustainable procurement (SP) can help to achieve a number of goals from the City's **Strategic Plan**, particularly those focused on environmental and social welfare, and fostering an innovative business climate, under the three pillars of Belong, Prosper and Green.





























































This work also specifically delivers on Actions 19 and 20 of the **Living Green Master Plan**, as well as the commitment to developing a Sustainable Procurement Policy, made in the **Business Plan**.






Benchmarking Our Current State: Where Are We Starting From?

The table below provides a snapshot of the progress made in **sustainable procurement activities and programs** for five municipalities consulted in best practice interviews and the City (as a baseline). Interviews were conducted with key municipal representatives to produce these self-ratings. Programs were self-assessed using a “10 Best Practice Program Areas” framework established to describe successful municipal sustainable procurement programs (See **Appendix B** for complete descriptions).

Most of these program areas overlap with what the City and others are already doing in their procurement process; however, the ratings below represent the extent to which these organizations have intentionally embedded sustainability into such processes.

10 Best Practice Program Areas Progress Chart¹

Program Areas	Strategy and Action Plan	Sustainable Purchasing Policy	Supplier Code of Conduct	Social Sustainability and Innovation	Dedicated Staffing and Resources	Procurement Tools and Procedures	Training and Communication	Supplier Engagement	Measurement and Reporting	Leadership and Collaboration
Mississauga (2016)										
Brighton and Hove										
Calgary										
Edmonton										
Toronto										
Vancouver										

 Just beginning or future priority
  Some progress made
  In progress with room for improvement
  In place; Fairly well developed
  Well developed with solid experience

¹ A note on the 10 Best Practice Program Areas: This is the framework employed by the Municipal Collaboration for Sustainable Procurement (MCSP) – a group of approximately 20 Canadian municipalities and post-secondary institutions collaborating on sustainable purchasing activities, and sharing resources and best practices. It has been updated in 2016 with the latest best practices in sustainable purchasing. See <http://mcspgroup.com/> for more information on the program.

2.2 WHAT WE HEARD: BEING RESPONSIVE TO OUR STAKEHOLDERS

The City of Mississauga wanted to develop a successful and impactful sustainable purchasing (SP) policy and implementation plan. Therefore, the project team and Steering Committee sought to understand the current landscape of sustainable purchasing at the City and gain insight into internal and external stakeholder views of sustainable procurement opportunities and challenges.

The findings from these consultations informed the creation of the City's Sustainable Procurement Policy and Plan. Key insights from the consultations include:

1 **The City is not starting from scratch on Sustainable Purchasing.** Sustainable purchasing activities are directly supported by the Purchasing Principles laid out in section 7 of the City's Purchasing Bylaw, which instruct staff to consider the Total Cost of Ownership of goods and services and seek to achieve Best Value from purchases, as well as to purchase in a manner that conserves energy and is socially-responsible. In addition, we heard about purchases the City has already made, in which environmental and social factors were taken into account to achieve successful outcomes. Thus, the City is already doing sustainable purchasing, but wants to do more of it on a more consistent basis.

2 **There is wide support for sustainable purchasing as an activity geared toward environmental, ethical, and social concerns.** Internal and external stakeholders are strongly supportive of a broad definition of sustainable purchasing and a policy that includes environmental, ethical, and many social aspects of sustainable purchasing. The City should determine its intent regarding local sourcing, apprenticeships, youth employment, and fair wages, as these issues are important to stakeholders. There is an opportunity to intentionally source from small businesses, social enterprises, and start-up businesses.

Comparison: Fair Wage vs. Minimum Wage vs. Living Wage

Stakeholders are interested in policies that ensure employees working on City contracts are fairly paid; but what does this really mean and what is the difference between different policy options?

The **Minimum Wage** is the legal minimum that all employers must pay within a particular Province or Territory.

The **Living Wage** is a wage rate that is calculated to reflect what individuals need to earn to be able to meet their basic needs, based on the cost of living in a particular location, and taking into account government transfers. It is currently the most comprehensive wage-based commitment and is recognized as an effective anti-poverty measure. The Living Wage process starts with the employer becoming a Living Wage organization – to receive this designation, the employer commits that all contracted service workers are paid a Living Wage. This approach is out of scope for Mississauga until such a time as the City adopts a Living Wage commitment. Interested individuals can learn more through [Living Wage Canada](#).

Fair Wages are different yet again. A Fair Wage Policy is a commitment to applying a Fair Wage Schedule which stipulates reasonable rates of pay for specific classifications of work, particularly in the trades sector or high-risk service sectors, with a goal of producing stable labour relations and a level playing field by eliminating wage discrepancy between organized and unorganized labour. The City of Toronto has had a Fair Wage Policy for more than one hundred years (since 1893), and more information about their program can be found through their [Fair Wage Office](#). Some external stakeholders expressed strong interest in this policy.

3 Stakeholders want to see the City practise Sustainable Purchasing. The City should capitalize on the momentum, goodwill, and high level of internal support that exists to develop this project over the coming 6-12 months. When communicating the purpose of the new initiative internally, it is important to communicate both the rationale and *how* to make the initiative successful. Senior Buyers and the rest of the Materiel Management team are strongly supportive and already have some experience with sustainable purchasing. There is also a strong degree of support for SP amongst external stakeholders, although there is a small, but vocal group that is opposed to the SP direction, believing that procurement is not the route to achieving public objectives.

4 Stakeholders want the City to be a Canadian leader in Sustainable Purchasing, and thus their Policy and Implementation Plan should set a leadership course, which is both aspirational and practical. Stakeholders want to see the City take a leadership position in sustainable purchasing, but agree that the first priority is to achieve meaningful results – meaning that the Policy and Plan must be designed with realism and practicality in mind. There must be clear goals, metrics, and targets that are understood across departments, to evaluate the success of the program. Reporting requirements must be put in place that will drive staff to practice sustainable purchasing in a consistent and meaningful manner.

5 Effective training and change management will be imperative to successful outcomes. There is a need to take a graduated approach to rolling out or implementing the policy and plan. The Policy and Plan need to balance prescription with flexibility. A phased approach, adequate staff training and regular supplier engagement should be key priorities. The City should draw on previous experiences at implementing change and introducing new programs.

6 The City should bring an ethic of collaboration to the program; internally across departments and working groups, with suppliers, with other governments and public sector buyers, and with community organizations. As the City implements SP, it will be important to engage key stakeholders and experts to further define and shape its approach; consultation and engagement are critical in the implementation phase and external stakeholders wish to be informed regarding the City's SP goals, activities, and results. Small suppliers should not be penalized; opportunity exists to enhance their sustainability performance through capacity-building programs, without compromising the competitive process. Partnering with community and regional organizations can also help the City achieve its goals.

What is Total Cost of Ownership?

The Total Cost of Ownership (TCO) of a purchase is a calculation of all costs associated with the purchase – from acquisition, through use and maintenance, to disposal or diversion.

Calculating TCO ensures that an organization is aware of the full financial cost of their procurement options, and can thus make purchasing decisions based upon best overall value.

Although sustainable alternatives can have a higher up-front purchase price, they often have a lower TCO, making this calculation a key way to demonstrate the financial merit of sustainable purchasing, and ultimately save money over time.

For example, it costs more to purchase an LED lightbulb than an incandescent bulb, but when TCO is taken into account, the LED bulb is typically the more economical option, because it uses less energy and it lasts longer, saving both maintenance costs, and the cost of purchasing additional units.

3.1 THE RECOMMENDED SUSTAINABLE PROCUREMENT POLICY: MAKING BETTER CHOICES

The City of Mississauga Sustainable Procurement Policy is focused on sending a signal to staff, suppliers and other stakeholders that the City wants products, services and projects that will deliver key sustainability benefits, and that sustainability will increasingly be a criterion in reviewing bids from suppliers. The language in the policy is directional and encourages staff to think about their procurement needs from the perspective of how the City can get great goods and services at reasonable total costs, with a high level of functionality and durability and with a sustainability value-add that aligns with priorities in the City's strategies and plans. The City's new sustainable purchasing approach is about making better choices and seeking opportunities to improve sustainability impacts.

Policy Statement

The City of Mississauga is committed to continuously improve the social and environmental impacts of its procurement of Goods and Services in a transparent and accountable way that balances fiscal responsibility, social equity and environmental stewardship.

Purpose

This Sustainable Procurement Policy is intended to:

- Define Sustainable Procurement,
- Communicate the City's commitment to Sustainable Procurement,
- Identify the sustainability aspects for consideration within procurement processes,
- Empower staff to be innovative and demonstrate leadership by incorporating sustainability aspects into the procurement of Goods and Services,
- Identify roles and responsibilities in the implementation of Sustainable Procurement, and
- Position Sustainable Procurement within the context of the City's Strategic Plan, Business Plan and Living Green Master Plan.

Scope

Our Sustainable Procurement Policy will apply to the procurement of all Goods and Services required by the City.

How would our policy impact a project like a Public Library Renovation?

Step 1: Materiel Management works with Facilities and Property Management to identify relevant sustainability risks and opportunities, such as:

- Non-toxic vs. toxic building materials;
- Physical impacts of climate change;
- Waste diversion and reuse of old materials;
- Energy efficiency for the design, lighting, and HVAC systems;
- Opportunities for apprenticeships and training for tradespeople.

Step 2: Address risks/opportunities in bid solicitation, such as:

- Asking about certifications for energy efficiency or nontoxic materials, or the cost to target green building certifications (e.g. LEED for renovations);
- Asking suppliers about the possible creation of employment or training opportunities for youth-at-risk or new immigrants;
- Seek measures to address the physical impacts of climate change.

Step 3: Incorporate these factors into the bid evaluation:

- Did they meet mandatory requirements?
- Include a scored component for any desirable specifications or questions.

What is the End State We Want?

There are two end states that the City is seeking: one is to really meaningfully consider sustainability factors as part of decision-making for procurement. This means that on all major procurements now, and on the majority of procurements over time, staff would assess whether issues like climate change, packaging, energy consumption, factory working-conditions, or local skills development might be potential risks or opportunities for the procurement at hand. If staff felt that there was a significant risk or an innovative sustainability opportunity, then they would develop specifications, which could be either mandatory or desirable, to embed into RFPs, tenders or other procurement documents with the help of Materiel Management or environmental specialists. The City would be signalling to the marketplace that sustainability is important and it will factor into the evaluation.

From an outcome perspective, the end state is that the City sees tangible sustainability impacts such as reductions in energy consumption, reductions in packaging, elimination of wasted resources, greater economic opportunity for youth-at-risk, people with disabilities, or suppliers who represent the diversity of the community. Driving these outcomes will come in part from developing meaningful specifications (as in the process described above), but also via engaging with suppliers so they are increasingly aware and on the lookout for sustainability impacts that the City would value. As the City develops its experience in this area, collaborations with suppliers and buyers are expected to emerge, to address key barriers in sustainable procurement and foster a low-carbon, circular, and inclusive supply chain.

Within the social procurement realm, many stakeholders agreed that the City should, at a minimum, start by focusing on skills development and employment opportunities for youth-at-risk, new immigrants, or those facing barriers to employment. One inroad into this work will be to focus in the near-term on purchasing from social enterprises. Some stakeholders recommended the City adopt a Fair Wage Policy, similar the City of Toronto's. While beyond the scope of this project, the development of a Fair Wage Policy is recommended for consideration after the City has established its sustainable purchasing foundation, in the second year of the Implementation Plan. With respect to local procurement, the City must comply with the *Discriminatory Business Practices Act* which does not allow for preference to be given on the basis of the location of persons or business. Trade agreements, such as the Canadian Free Trade Agreement (CFTA) and the Ontario-Quebec Trade and Cooperation Agreement (OQTCA) also limit the ability to give local preference in procurements.

How Will We Benchmark to Other Cities?

The result is a Policy that clearly sets the City in the same ranks as any major City in Canada, while also providing some focus and flexibility during the early phases of implementation. It's important to remember that we are not limiting the implementation to only those environmental, ethical or social issues as listed in the Policy: they are the starting point to provide guidance to staff and suppliers about what is most important right now. Other sustainability issues may be relevant in certain procurements and the intent is to apply them when appropriate. However, for the next one to two years, the City will be plenty busy getting accustomed to focusing on these four to six areas of opportunity or risk on a regular basis.

3.2 SUSTAINABLE PROCUREMENT PRINCIPLES

The City's guiding sustainability principles are to:

- 1 **Be Accountable and Transparent.** Be transparent in our approach to Sustainable Procurement and inform suppliers and other impacted stakeholders about our Sustainable Procurement methods and decision making.
- 2 **Consider all Costs and Impacts.** Consider the total cost incurred over the Goods or Service life ("Total Cost of Ownership"), value for money achieved ("Best Value") and the lifecycle benefits and impacts on society, the environment and economy resulting from procurement activities ("Lifecycle Cost"), and seek to be proactive in preventing potential short and long-term environmental and social risks.
- 3 **Collaborate and Influence.** Collaborate with peer organizations to achieve Sustainable Procurement objectives in our shared supply chains. Encourage and support suppliers to continually improve their sustainability practices and outcomes, and the sustainability impacts of their Goods and Services and supply chain, where possible and appropriate, and work with internal and external stakeholders to implement this policy and evolve it over time.
- 4 **Consider Procurement Alternatives.** Seek to reduce demand through efficient use. Consider possible alternatives to buying new Goods, including reuse, sharing between divisions, refurbishing, appropriate order quantity, leasing rather than buying, and consider dividing large and multiple category contracts to provide greater access to bidding opportunities for suppliers of all sizes, while operating within the perimeters of the By-Law.
- 5 **Aim for Continuous Improvement.** Work towards continually improving our Sustainable Procurement practices and outcomes, meeting or exceeding best practices in Sustainable Procurement, and review and update the Sustainable Procurement Policy a minimum of every three years.

3.3 WORKING IN PHASES: A 3-YEAR IMPLEMENTATION PLAN

The City aims to activate a robust sustainable purchasing program over the next three years. The Implementation Plan will ensure that they do so. The Plan lays out Sustainable Purchasing Goals, Objectives, and Actions for 2018 to 2020, as well as presenting a Monitoring and Evaluation Framework that, when implemented, will allow the City to ensure that the work stays on track.

LONG-TERM VISION FOR SUSTAINABLE PROCUREMENT

Social, economic and environmental sustainability is fully embedded in our procurement practices. This helps us fulfill the City's Strategic Plan, our Living Green Master Plan and our brand promise, as well as achieve City goals and tangibly improve the social, economic, environmental and ethical performance of our procurements and the impacts of our supply chain. We have a diverse, inclusive and fairly paid local supplier base which benefits from our collaborative approach, with new sustainable practices that create value for our suppliers and their customers. Our procurement is a catalyst for social and environmental innovation leading to a low carbon, circular and inclusive economy.

2020 GOALS

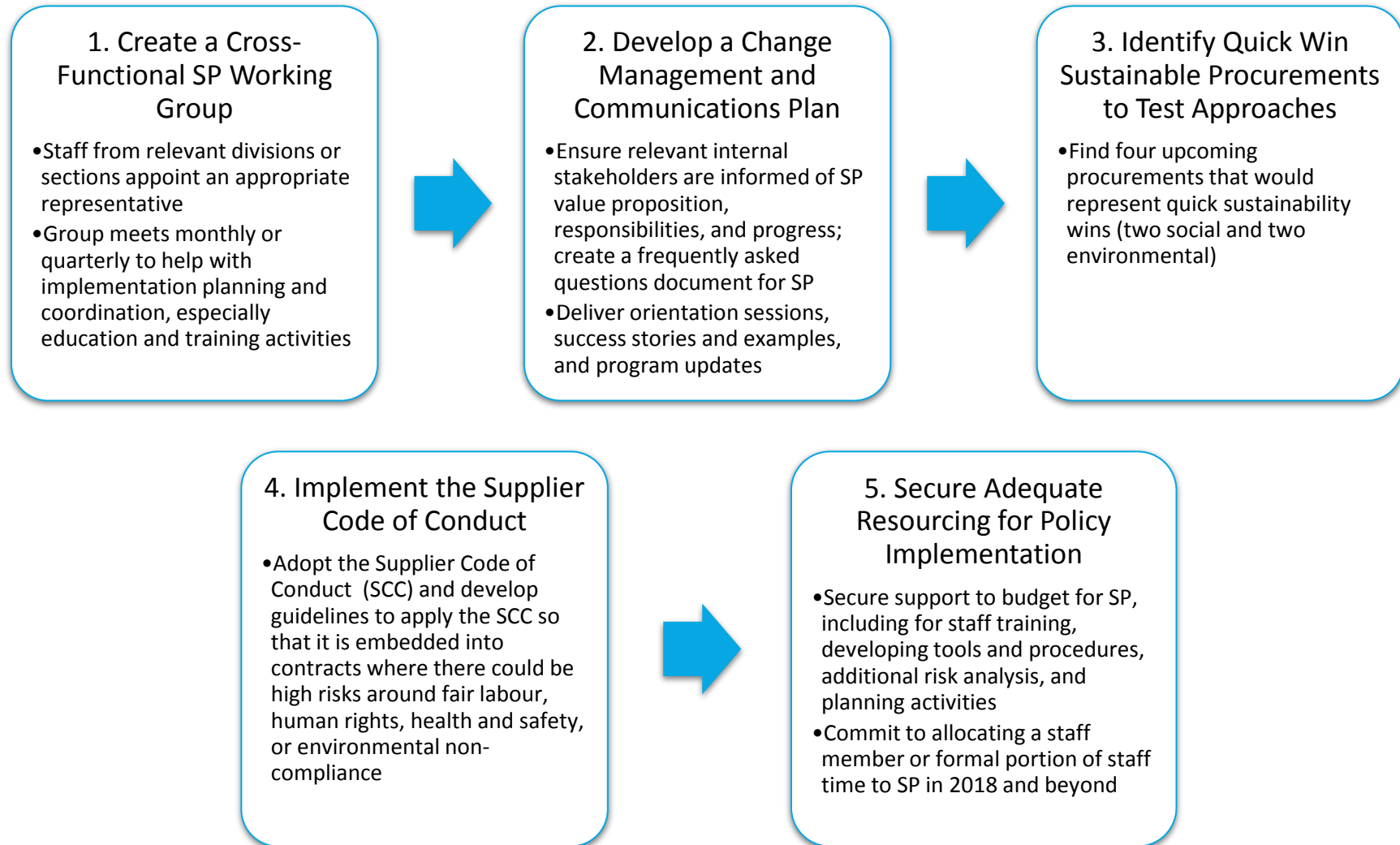
G1: LEADERSHIP	G2: INTEGRATION	G3: IMPACTS
The City has built a best practice sustainable procurement program.	Sustainability is incorporated as a criterion into the majority of City procurements	The City achieves improved environmental performance and positive social impacts as a result of our procurement activities, particularly in the areas of waste reduction, GHG reduction and energy efficiency, ethical procurement, and training and job opportunities for youth, minorities and other designated groups.

2020 OBJECTIVES

O1: Build Staff Capacity	O2: Implement Tools and Procedures	O3: Seize High-Impact Procurement Opportunities	O4: Perform Routine Sustainable Procurement and Quick Wins	O5: Cultivate Stakeholder Relations	O6: Monitor, Evaluate, and Plan
Ensure staff have resources and knowledge to effectively implement sustainable purchasing	Develop and consistently apply a set of sustainable procurement criteria and tools	Identify and carry out high-impact sustainable procurement opportunities; build and leverage relationships with local organizations and other peers to improve sustainability impacts	Identify and carry out quick win sustainable procurement opportunities; integrate sustainability into routine purchasing	Ensure suppliers and other stakeholders are appropriately informed about and consulted on SP initiatives	Implement procedures to measure, monitor, report and update progress to support continuous improvement and accountability

Immediate Activation Steps (2017 Q4)

To set the City up for success, the following five activities are recommended for completion in Q4 of 2017.



APPENDIX A: THE SUSTAINABLE PROCUREMENT PROJECT: OVERVIEW OF WORK TO DATE

Project Stage	Process and Purpose	Document to Reference
<i>Current State Review and Internal Stakeholder Consultation</i>	<ul style="list-style-type: none"> Stakeholder Committee consultation and education to guide the process and socialize concepts (5th July 2016). Review of relevant City documents, including the Purchasing Bylaw and Standard Instructions, Corporate Environmental Principles Policy, the Strategic Plan, the Living Green Master Plan, and the 2016-2018 Business Plan to elucidate the supporting framework for sustainable purchasing. A series of telephone, and in-person one-on-one and group meetings with 44 internal stakeholders to understand perspectives on sustainable purchasing and gain advice for proceeding with the work in a manner that fit the City's unique context. 	<ul style="list-style-type: none"> <i>Report on the Current State and Internal Consultation Results</i>
<i>Best Practice Scan and Interviews</i>	<ul style="list-style-type: none"> Interviews with key sustainable purchasing stakeholders representing four large Canadian municipalities (Cities of Calgary, Edmonton, Toronto, and Vancouver) and one municipality from the UK (Brighton and Hove) to identify best practices in policies, procedures, and implementation of municipal sustainable purchasing. Meeting with the Steering Committee to receive validate findings and receive feedback (26th October 2016). 	<ul style="list-style-type: none"> <i>Report: Best Practice Landscape for Municipal Sustainable Purchasing</i>
<i>External Stakeholder Consultation</i>	<ul style="list-style-type: none"> Consultation conducted with key external stakeholders that were identified by the Mayor's Office, City Council, and members of the internal project team at the City. Telephone interviews conducted with 10 stakeholders in the local community (including key players representing the construction industry, union representatives, local anti-poverty and social development agencies, the Toronto and Region Conservation Authority, and the Mississauga Board of Trade) to provide detailed insight into community perspectives on sustainable purchasing. A broader consultation, conducted via an online survey (distributed to 140 individuals and garnering 41 responses) to allow for a broad range of stakeholders to express their views and advice for the project. Meeting with the Steering Committee to validate findings and receive advice (5th December 2016). 	<ul style="list-style-type: none"> <i>Report on the External Stakeholder Consultation</i>

<i>Risk Analysis</i>	<ul style="list-style-type: none"> • A PESTLE analysis, undertaken to identify, evaluate, anticipate, and determine ways to address potential Political, Economic, Social, Technological, Legal, and Environmental risks and opportunities related to implementing sustainable purchasing at the City. • Consultation with key internal contacts to validate and refine the risk elements and implications for the project. 	<ul style="list-style-type: none"> • Report: <i>Risk Analysis</i>
<i>Policy Document, Implementation Plan and Measurement Framework</i>	<ul style="list-style-type: none"> • The creation of a policy document for the City, outlining what sustainable purchasing is and how it will be practiced. • The creation of a three-year Implementation Plan, stipulating Goals, Objectives, and Actions to be taken in order to effectively implement a sustainable purchasing program at the City between Q4 2017 and 2020. • Meeting with Steering Committee to receive feedback, edits, and questions about the content and format of the Policy and Plan (21st February 2017). • In-person working session with the Steering Committee to refine the Policy and Implementation Plan (21st March 2017). • Proposal of specific questions, fields, and procedural measures to integrate into the digital Procurement Centre so that sustainable purchasing processes can easily be tracked and results obtained for reporting purposes. • Proposal of specific questions to incorporate into a post-procurement tracking form, allowing the monitoring of procurement contract outcomes that relate to sustainability. 	<ul style="list-style-type: none"> • <i>Sustainable Procurement Policy</i> • <i>City of Mississauga Sustainable Procurement Program Implementation Plan</i> • Monitoring and Evaluation section of the <i>City of Mississauga Sustainable Procurement Program Implementation Plan</i>
<i>Final Reporting and Presentations</i>	<ul style="list-style-type: none"> • Drafting a Final Project Report • Presentation of Findings and Recommendation to City Leadership Team • Policy, Plan and Report Endorsement by Steering Committee • Presentation to General Committee • Approval by City Council 	<ul style="list-style-type: none"> • The <i>Final Project Report</i>

APPENDIX B: MCSP BEST PRACTICE FRAMEWORK FOR SUSTAINABLE PROCUREMENT

This framework of 10 key Sustainable Procurement Program Elements has been created based on the collective experience of a variety of municipalities and emerging best practices in sustainable procurement. It identifies the key policies and practices that make for a solid and impactful program – one that delivers tangible business results. Ultimately, a high performing program has all of these elements in place – but we recognize it takes time to reach scale in all areas.

These 10 elements are each defined and coupled with real-world examples from municipalities and post-secondary institutions.



Strategy and Action Plan

Creating a long-term sustainable procurement vision to address sustainability risks and impacts of the supply chain, with a phased implementation plan, that helps achieve organizational goals to guide development and improvement of your sustainable procurement program.

Example

The [University of Alberta's Sustainability Plan](#) incorporates six goals and 12 specific strategies related to sustainable purchasing. Having this strategic direction guides the Sustainable Purchasing Working Group in their efforts and sends a signal to the wider campus that such activities are strategically important to U of A.

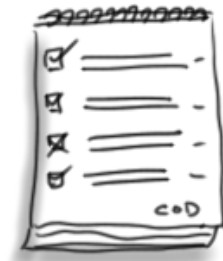


Sustainable Purchasing Policy

Developing (and regularly updating) a sustainable purchasing policy or policy guideline that defines sustainable procurement and identifies why sustainable purchasing is important to your organization and sustainability commitments and priorities to guide your program.

Example

In 2016, the [City of Winnipeg](#) began work to amend their purchasing policy to include sustainable purchasing. The choice to integrate sustainability into the main purchasing policy was made with the goal of ensuring that sustainable purchasing receives appropriate attention in all purchasing activities.



Supplier Code of Conduct

Developing a code of conduct for your suppliers to endorse, clearly articulating the minimum ethical, health, and safety and environmental standards you expect them to meet with regard to their operations (e.g., no sweat-shops, no discrimination, meets environmental regulations, etc.), along with protocols for assessing supplier conformance.

Example

The [City of Calgary](#) has referenced their Supplier Code of Conduct in all RFPs since 2015, but in 2016, they also added a clause referencing the SCC to all evaluated RFQ templates. This sends a consistent signal to suppliers that Calgary takes ethical labour standards seriously. See the success story in Appendix A for more details.



Social Sustainability and Marketplace Innovation

5

Considering opportunities to achieve social outcomes when procuring goods and services (e.g. Fairtrade, Living Wage, skills development or jobs for people with employment barriers, social enterprises, local, Aboriginal, diversity or minority sourcing, etc.), alongside strategies to leverage procurement to advance sustainability innovation (e.g., piloting clean technologies or circular economy products).

Example

In 2016, the **City of Victoria** assembled a Task Force to work on procurement from social enterprises. The Task Force is looking at ways to work more closely with these businesses so that City purchasing can have greater positive social impacts.



Dedicated Staffing and Resources

6

Having a sustainable procurement cross-functional team, including at least 1 part-time staff person dedicated to sustainable procurement (in their job description) as well as adequate funding for your sustainable procurement program; this step includes embedding sustainability responsibilities in procurement job descriptions and incentives

Example

The **University of British Columbia** has ensured that responsibility for sustainability is included in the job descriptions of more than one person within the Supply Management department. This helps to ensure that there is continued accountability for sustainable purchasing activities.

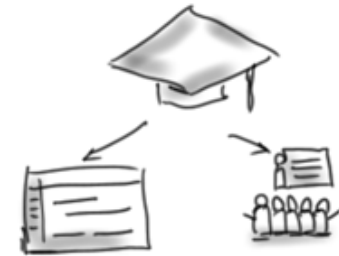


Tools and Procedures

Developing and applying procurement tools and procedures (i.e., questionnaires for suppliers, checklists and RFP language for buyers, evaluation tools, etc.) to standardize operating procedures and support staff in delivering sustainability measures for purchases.

Example

The **City of Vancouver** has developed a whole suite of sustainable purchasing tools that help staff integrate sustainability from planning to evaluation and contract award. 2016 was the first full year in which staff were charged with completing the scored assessment of the supplier sustainability leadership questionnaire, and the City continues work to refine the process and improve outcomes.



Training and Communication

7

Developing and delivering impactful sustainable procurement training (including the definition, business case and benefits, best practices and how-to information) to municipal procurement staff, key client departments, and other administrative staff in order to empower them and advance commitments to sustainable procurement.

Example

In early 2016, the **District of Saanich** rolled out their updated purchasing policy and guidelines, which were amended to feature sustainability, through presentations to all departments, in which a discussion on whole life costing featured prominently.



8

Supplier Engagement

Improving the sustainability impacts of the supply chain through active measures to work alongside suppliers on sustainability training, capacity-building and collaboration, creating strategic partnerships, stimulating innovation and improving sustainability practices of suppliers; typically includes processes to engage suppliers on strategies to measure and report their sustainability progress.

Example

The Supply Management team at **British Columbia Institute of Technology (BCIT)** holds monthly meetings with 20 to 25 of their major suppliers in which they frequently discuss ways to improve sustainability impacts, often including such topics waste reduction measures.

9



Measurement and Reporting

Evaluating the success of your sustainable procurement program by ensuring sustainability commitments are met through contract monitoring and verification, developing key performance indicators, assigning measurable implementation targets, and evaluating success through a reporting framework that promotes transparency.

Example

The **City of Edmonton** included sustainable purchasing in their reporting to City Council in 2016. They continue work to develop appropriate KPIs and are collecting data in order to systematize their reporting on sustainable purchasing.

10



Leadership and Collaboration

Collaborating with other municipalities and organizations in order to advance sustainable procurement by providing leadership; participating in co-operative sustainable purchasing initiatives and groups; cost-sharing research, tool development, and supplier engagement; sharing knowledge on previous experiences and best practice models.

Example

A variety of municipalities and universities across Canada are members of the Municipal Collaboration for Sustainable Procurement, and are active participants in sharing and co-creating tools, resources, and methods to increase the impacts of sustainable purchasing.

Appendix 2

Policy Title: Sustainable Procurement Policy

Policy Number: [Policy No.]

DRAFT ONLY – Clean Copy - May 23, 2017

Section:	Corporate Administration	Subsection:	Acquisition/Disposal of Good and Services
Effective Date:	[Effective Date]	Last Review Date:	[Last Review]
Approved by: Click here to enter text.		Owner Division/Contact: Materiel Management Division, Corporate Services Department	

Policy Statement

The City of Mississauga is committed to continuously improve the social and environmental impacts of its procurement of Goods and Services in a transparent and accountable way that balances fiscal responsibility, social equity and environmental stewardship.

Purpose

This Sustainable Procurement Policy is intended to:

- Define Sustainable Procurement
- Communicate the City's commitment to Sustainable Procurement
- Identify the sustainability aspects for consideration within procurement processes
- Empower staff to be innovative and demonstrate leadership by incorporating sustainability aspects into the procurement of Goods and Services
- Identify roles and responsibilities in the implementation of Sustainable Procurement, and
- Position Sustainable Procurement within the context of the City's Strategic Plan and Living Green Master Plan

Scope

This policy applies to the procurement of all Goods and Services required by the City.

This Policy supplements the Purchasing Bylaw 0374-2006 and Corporate Policy and Procedure - Environment and Conservation - Corporate Environmental Principles.

Definitions

For the purposes of this policy:

“Buyer” means a Buyer in the City’s Revenue & Materiel Management Division who is assigned responsibility for a particular acquisition.

“Contract Manager” means a City employee who has been authorized and assigned the responsibility of overseeing a particular bid or contract.

“Environmental Specialist” means City staff with environmental expertise, such as but not limited to Energy Management, Facility and Property Management, Corporate Services Department; the Environment Division, Community Services Department; and Environmental Services, Transportation & Infrastructure Planning Division, Transportation and Works Department .

“Goods” means goods of all kinds, including both tangible and intangible goods, including but not limited to supplies, materials and equipment.

“Purchasing By-Law” or “By-Law” means the City’s By-Law 374-06, as amended, which pertains to the acquisition of Goods and Services and the disposition of surplus Goods.

“Services” means services of all kinds, including labour, construction, maintenance and professional and consulting services.

“Sustainable Procurement” means considering social and environmental factors in the procurement process, in addition to traditional factors such as price, quality and service. It addresses both the sustainability factors related to specific Goods or Services and the practices of suppliers along the supply chain. Sustainable Procurement considers total costs (e.g., purchase, operating/maintenance, disposal or recycling costs) and supports ‘Best Value’ procurement.

Roles & Responsibilities

Director, Revenue & Materiel Management

The Director, Revenue and Materiel Management is accountable for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions
- Program performance, including managing program planning and resourcing
- Monitoring and evaluating performance metrics, and
- Reporting to Council and the public on Sustainable Procurement progress annually for three years from the effective date of this policy and regularly thereafter

Manager, Materiel Management

The Manager, Materiel Management is accountable for:

- Ensuring applicable staff are aware of this policy and of any subsequent revisions
- Executing this policy and supporting procedures
- Managing program roll-out and organizational planning and capacity building, including providing support to Buyers, as required
- Providing training and/or support to managers/supervisors, as requested
- Managing programs that support suppliers to improve their sustainability practices
- Identifying opportunities for collaborative work, within legal boundaries
- Recommending resourcing, and
- Coordinating implementation of Sustainable Procurement activities

Managers/Supervisors

Managers/supervisors with staff who are responsible for purchasing are accountable for:

- Ensuring staff in their respective work units are aware of this policy and any subsequent revisions
- Ensuring applicable staff are trained on this policy, as well as any subsequent revisions, with respect to their specific job function, and
- Ensuring staff comply with this policy

Buyers

Buyers are accountable for:

- Complying with this policy and supporting procedures
- Developing subject matter expertise, with support from the Manager, Materiel Management, as required
- Championing Sustainable Procurement to client departments
- Coordinating market analysis and research, and
- Applying best practice procurement tools

All Employees

All Employees are accountable for:

- Complying with this policy and supporting procedures
- Identifying opportunities for sustainability when planning for procurement
- Recommending specifications, and
- Engaging in risk and opportunity and total cost of ownership analysis

Contract Managers

Contract Managers are accountable for monitoring supplier performance and ensuring sustainability compliance.

Environmental Specialists

The City's Environmental Specialists are accountable for:

- Recommending specifications, and

- Engaging in risk and opportunity analysis

Sustainable Procurement Principles

The City's guiding sustainability principles are to:

Be Accountable and Transparent

- Be transparent in our approach to Sustainable Procurement and inform suppliers and other impacted stakeholders about our Sustainable Procurement methods and decision making

Consider all Costs and Impacts

- Consider the total cost incurred over the Goods or Service life ("Total Cost of Ownership"), value for money achieved ("Best Value") and the lifecycle benefits and impacts on society, the environment and economy resulting from procurement activities ("Lifecycle Cost"), and
- Seek to be proactive in preventing potential short and long-term environmental and social risks

Collaborate and Influence

- Collaborate with peer organizations to achieve Sustainable Procurement objectives in our shared supply chains
- Encourage and support suppliers to continually improve their sustainability practices and outcomes, and the sustainability impacts of their Goods and Services and supply chain, where possible and appropriate, and
- Work with internal and external stakeholders to implement this policy and evolve it over time

Consider Procurement Alternatives

- Seek to reduce demand through efficient use
- Consider possible alternatives to buying new Goods, including reuse, sharing between divisions, refurbishing, appropriate order quantity, leasing rather than buying, and
- Consider dividing large and multiple category contracts to provide greater access to bidding opportunities for suppliers of all sizes, while operating within the perimeters of the By-Law

Aim for Continuous Improvement

- Work towards continually improving our Sustainable Procurement practices and outcomes, meeting or exceeding best practices in Sustainable Procurement, and
- Review and update the Sustainable Procurement Policy a minimum of every three years

Sustainable Procurement Commitments

The City is committed to:

- Seeking Goods and Services that meet the City's requirements and deliver sustainability benefits

- Seeking suppliers that have leading sustainability practices in their governance, supply chain or operations
- Setting minimum standards for human rights and fair labour, health and safety and environmental practices in the procurement process, as per the standards in our Supplier Code of Conduct (see Appendix A)
- Including environmental and social considerations in procurement evaluations when scored criteria are applicable
- Collaborating with our supplier community to foster improved sustainability practices
- Using procurement to advance sustainability innovations via pilot and demonstration projects
- Ensuring staff have the resources needed, including training and funding, to support the implementation and ongoing application of this policy
- Collaborating with other local public sector buyers on shared Sustainable Procurement goals, and
- Monitoring and publicly reporting on implementation progress

Sustainable Procurement Practices

The City will consider sustainability in its procurement processes, measure its progress and strive for continuous improvement over time. While not all sustainability aspects will be incorporated into every purchase, it is the intent of this policy that City employees will endeavour to incorporate and balance all relevant factors to the maximum extent possible.

The City will consider both the lifecycle impacts of the Goods and Services that are purchased, as well as the sustainability practices of its suppliers. The sustainability aspects that may be considered for any procurement include, but are not limited to:

- Environmental aspects, including purchasing Goods and Services from suppliers that:
 - Reduce material use, waste and packaging and promote reuse, recycled content, recyclability, reparability, upgradability, durability, biodegradability and renewable products
 - Maximize energy efficiency
 - Reduce greenhouse gas (GHG) emissions and air pollution, mitigate climate change and support climate change adaptation
 - Conserve water and/or improve water quality
 - Reduce or eliminate the use of toxins and hazardous chemicals, and
 - Contribute to biodiversity preservation and habitat restoration
- Social aspects, including purchasing Goods and Services from:
 - Suppliers, including social enterprises, which provide employment and training for youth and people with employment barriers (e.g. people with disabilities, new immigrants, chronically unemployed, ex-offenders, etc.)

- Suppliers that demonstrate best practices in workplace diversity, inclusion and accessibility (e.g., women, indigenous, minority-owned businesses or businesses owned by persons with disabilities)
 - Suppliers that make and or sell Goods that are certified Fairtrade (i.e., distinguished by the independent consumer product label that meets the international Fairtrade Standards, meaning the product has been certified to offer a better deal to the farmers and workers involved), and
 - Suppliers with good health and safety work place practices
- Ethical aspects, including purchasing Goods and Services from:
 - Suppliers that exhibit fair labour practices and respect human rights in alignment with the City's Supplier Code of Conduct (see Appendix A)

Monitoring and Evaluation

Material Management will:

- Monitor policy implementation and achievement of Sustainable Procurement goals and targets
- Measure progress on implementing Sustainable Procurement at a process level (i.e., measuring and tracking when the policy is being applied), and
- Work toward measuring the outcomes and impacts of Sustainable Procurement (e.g., environmental benefits, cost savings, skills development, employment opportunities, etc.)

Revision History

Reference	Description

Sustainable Procurement Policy – Appendix A

Supplier Code of Conduct

The City of Mississauga requires suppliers to comply with this Supplier Code of Conduct which defines minimum standards for suppliers and their subcontractors and is based on the International Labour Organization (ILO) core labour conventions:

Forced Labour

No forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise shall be used.

Child Labour

No person shall be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15.

Harassment or Abuse

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

Non-Discrimination

No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin or any other ground of discrimination prohibited by law.

Health and Safety

Employers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities.

Employment Issues

Employers shall work directly with employees and/or their bargaining agents as appropriate to find solutions to any outstanding legal and employment issues.

Wages and Benefits

Employers recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees at least the minimum wage required by local law and shall provide legally mandated benefits.

Hours of Work

Workweeks are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations.

Overtime Compensation

In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such rate as is legally required in the country of manufacture or service delivery.

Environmental Responsibility

We seek out suppliers committed to environmental responsibility. Each supplier shall consider their own 'in-house' environmental practices (e.g., waste reduction), environmental certifications and information on the specific kind of materials they use in manufacturing their products or delivering their services, to minimize the negative impacts on the environment. Suppliers must not be in violation of any environmental laws in the country where the supplier operates.

Product Safety

Suppliers shall comply with all applicable laws and regulations regarding safety of products.

Subcontractors and Their Sources

We require all businesses that support our business as subcontractors, manufacturers or sources of goods to comply with all of the same policies stated in the City of Mississauga's Supplier Code of Conduct. All subcontractors and their suppliers are required to comply with all applicable and national laws. Direct suppliers to the City are expected to monitor their subcontractors, manufacturers or sources of goods for meeting or exceeding the City of Mississauga's Supplier Code of Conduct and supply chains are expected to be transparent and traceable.

City of Mississauga

Corporate Report



Date: 2017/05/30

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.Z29

Meeting date:
2017/06/14

Subject

Burnhamthorpe Water Project - Wards 3, 4 and 7

Recommendation

1. That staff from the City of Mississauga continue efforts to work with Region of Peel staff to manage and mitigate the Burnhamthorpe Water Project's impact on traffic, City road infrastructure, MiWay Services, Fire and Emergency Services, and adjacent property owners as outlined in the report from the Commissioner of Transportation and Works, dated May 30, 2017 and entitled "Burnhamthorpe Water Project (Wards 3, 4 and 7)".
2. That a copy of the report from the Commissioner of Transportation and Works, dated May 30, 2017 and entitled "Burnhamthorpe Water Project (Wards 3, 4 and 7)", be forwarded to the Region of Peel.

Report Highlights

- The Burnhamthorpe Water Project is an integral part of the Hanlan Feedermain Project and aims to improve water and sanitary sewer infrastructure in support of approved growth in the Mississauga City Centre (MCC) and its environs.
- Extensive consultation between Region of Peel and City of Mississauga staff has occurred with a goal to lessen the construction duration and impact.
- Ongoing traffic management and incident management have been identified as a critical component of the Burnhamthorpe Water Project.
- Staff from the City of Mississauga and the Region of Peel will provide communication notices to various emergency and transportation services, as well as other affected stakeholders, regarding any temporary road closures or travel routes where significant travel delays might be experienced.
- MiWay is currently assessing the impacts the Burnhamthorpe Water Project will have on their affected transit routes and will seek reimbursement from the Region of Peel should it be determined that additional resources and service adjustments are required.

- The impacts the watermain construction may have on Mississauga Fire and Emergency Services will be determined and all appropriate arrangements will be made to ensure emergency response times are maintained.
- City infrastructure will be impacted and all associated restoration costs are the responsibility of the Region of Peel.

Background

The Hanlan Feedermain Project is the Region of Peel's largest and most extensive watermain project that will carry water from the Lakeview Water Treatment Plant on Lake Ontario to the Hanlan Reservoir and Pumping Station at the north-east corner of Tomken Road and Britannia Road.

The Burnhamthorpe Water Project is an integral part of the Hanlan Feedermain Project and aims to improve water and sanitary sewer infrastructure in support of approved growth in the MCC and its environs.

The new Burnhamthorpe Road watermain will be 1.5 metres (five feet) in diameter and will be installed by constructing a tunnel beneath Burnhamthorpe Road, between Grand Park Drive and Cawthra Road using traditional rock tunneling boring machines, microtunneling, or a combination of the two. The main sanitary sewer (1.2 metres or four feet in diameter) will be constructed by microtunnelling along Duke of York Boulevard between Rathburn Road and Burnhamthorpe Road and along Burnhamthorpe Road between Duke of York and Hurontario Street. Both the watermain and sanitary sewer will involve the construction of shafts along their respective alignments.

Most of the other infrastructure, ranging in size from 300mm to 750mm (12 inches to 30 inches) in diameter, will be installed by open cut construction.

In conjunction with the watermain and sanitary sewer, the Region of Peel plan to undertake a number of complementary infrastructure improvements and construction of local distribution watermains along Square One Drive, Hurontario Street, Duke of York Boulevard, Kariya Drive and Webb Drive. These will be installed primarily by utilizing the open cut construction method.

Present Status

The Burnhamthorpe Water Project will commence in the spring/summer of 2017 and will take approximately four years to complete. This project will be managed under four separate contracts commencing at different times.

A location map is provided in Appendix 1 that illustrates the various contract segments.

Comments

Regional planning for the Hanlan Feedermain and Burnhamthorpe Water Projects began in 2008 and has been ongoing involving all affected stakeholders. City staff have been consulted on the project and have provided feedback to the Region of Peel and their consultants, which has resulted in a variety of revisions impacting project costs and duration, as well as residents of the City.

City staff members were involved in many aspects of the project by performing a peer review. This process was intended to maintain or enhance the quality of the work, and to provide the best possible service to the residents and businesses of the City while minimizing the impacts construction will have on the public.

Construction Methods

Tunnelling and open cut trench excavation construction methods were evaluated by the Region of Peel for the entire project to determine the method that was preferred for each segment of the construction phasing. The methods chosen have been selected to minimize the disruption caused by the construction and represent the best balance between public safety, cost-efficiency, construction duration and impact to the public.

In general, open cut trench excavation is quicker but results in a larger area directly affected by the construction. The tunnelling method can provide a smaller overall construction footprint in some cases but the need for two tunnelling shafts to be excavated for extended periods of time can increase the construction impact on an area depending on the shaft location. Both methods can severely restrict local access to driveways and other roadways, and significantly reduce the capacity of the affected roadways.

While tunnelling can be used to complete the Burnhamthorpe watermain, there are significant portions of local distribution watermain and other related watermain work, which must be completed by the open cut method throughout the project area.

Hours of Operations

While most of the construction work can be completed between 7:00 a.m. and 7:00 p.m., occasionally contractors seek permission to work overnight in order to reduce the duration of the project and substantially alleviate traffic disruptions during the day.

Requests for overnight construction activities are reviewed and considered on a case-by-case basis. The Commissioner of the Transportation and Works Department or their designate, in concurrence with the affected Ward Councillors, may grant an exemption to the Noise Control By-law 360-79, as amended, for overnight construction activities, in whole or in part, with terms and conditions subject to the provisions of the by-law.

City staff, at the request of the Region of Peel, are currently considering pursuing Noise Control By-law exemptions for the proposed works along Hurontario Street and Square One Drive. The construction works associated with the installation of the watermain along Hurontario Street requires the contractor to occupy up to two southbound lanes at times. Hurontario Street is designated as an arterial roadway and carries a significant number of vehicles. It would be prudent to implement major lane restrictions during those times when the traffic volumes are at their lowest.

Oxford Properties Group also requested that all construction works within the Square One Drive right-of-way be completed overnight in order to minimize any impacts on Square One Shopping Centre patrons.

As part of the requirements for a Noise Control By-law exemption, all affected residents within 500 metres (1,640 feet) from the noise source will be notified of the anticipated overnight construction activities.

Intersection Impacts

There will be some impacts on the operation of intersections along much of the watermain and sanitary sewer routes. All major intersections will remain open throughout the construction and all efforts will be made to maintain existing levels of service.

Traffic Management

Traffic Management is a critical component of the Burnhamthorpe Water Project and extensive evaluation of existing and future traffic conditions has been conducted. Currently, several intersections located along the construction route and adjacent parallel routes are operating near or at capacity. This suggests that there are limited opportunities for traffic diversion along the adjacent arterial road network and thus traffic impacts will be experienced beyond the adjacent parallel arterial road network as drivers will divert to routes, which yield the least travel time to their destination. Detailed traffic analysis was completed at key intersections to identify the potential impacts that the planned lane configuration changes will have on traffic operations and included assumptions on potential traffic diversion scenarios and an optimization of the traffic signal timings to better accommodate vehicular traffic flow. Based on the assumptions included in the traffic analysis (traffic diversion and signal optimization), the results indicate that traffic impacts can generally be accommodated with the planned lane configuration changes needed to complete the construction of the Burnhamthorpe Water Project; however, there will be delays especially during peak hours.

City staff will continue to liaise with the Region of Peel to arrange the monitoring, development and implementation of a variety of traffic signal timing plans and other traffic management techniques to provide as close to “real-time” traffic management as possible.

The Region of Peel and their consultants have developed a comprehensive Traffic Management Plan which utilizes a variety of Intelligent Transportation Systems (ITS). These systems will include the placement of Variable Message Signs (VMS) throughout the area affected by the construction. In addition, some signs will include Bluetooth Travel Time technology with the goal to provide estimated travel times on VMS placed at strategic locations along the construction zone. The real-time travel time information will aid in diverting traffic to alternative routes.

In addition, existing traffic monitoring cameras provided by the City throughout the MCC will allow staff to monitor and manage traffic conditions in the most efficient way possible. Staff can make quick signal timing changes in response to constantly changing demands.

Truck Routes

While heavy vehicle volumes in the construction areas will increase, construction related vehicle volumes will likely be typical to many other large projects experienced on a daily basis.

To lessen the impact of construction traffic on City roadways and residential areas, staff have requested that provisions be included within the construction contracts to limit any additional traffic disruptions during peak hours where feasible.

City staff will work with Region of Peel staff to determine the appropriate haul routes to limit the impacts on surrounding roadways and neighbourhoods. Staff will conduct pre-condition surveys of the affected roadways and monitor heavy vehicle impacts throughout the construction period.

Capital Projects

It is anticipated that a considerable portion of vehicles will be diverted from the construction areas to parallel roadways. Therefore, other capital projects planned by the City and the Region of Peel for the surrounding area will be reviewed and the timing altered, if necessary, to ensure the surrounding road network can accommodate the increased traffic.

Communication

Similar to the Hanlan Feedermain Project, a detailed communication plan will be implemented by the Region of Peel to ensure that the construction activities are communicated to Mississauga Fire and Emergency Services, Mississauga 311, School Board Transportation, MiWay, GO Transit, Oxford Properties Group and Sheridan College, as well as other affected major stakeholders.

Staff from the Transportation and Works Department and the Region of Peel will provide regular notices to Fire and Emergency Services and other key stakeholders regarding any closures or

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travel routes where significant travel delays might be experienced. It is anticipated that as construction progresses, lane configuration and traffic condition updates will be provided so that the construction will have limited impacts on service levels and response times of essential services.

A Project Ambassador from the Region of Peel has been assigned to the Burnhamthorpe Water Project and will act as the primary point of contact for any construction related concerns. The Project Ambassador's role and responsibility is to liaise with the public and the project team. Their focus is on the public relations and communications side of the project, and on proactively trying to prevent issues from occurring or escalating on the project.

Fire and Emergency Services

As previously mentioned, Fire and Emergency Services will be kept abreast of all work and temporary closures throughout the duration of the project as part of the communication plan. This will provide Fire and Emergency Services with suitable advanced notification in order to adjust primary response routes in order to maintain expected emergency response times.

MiWay

The traffic impacts of the Burnhamthorpe Water Project will be considerable and will directly impact several transit routes, which carry a significant number of passengers daily. It is crucial to keep the existing passenger capacity by maintaining the existing service frequency in order to accommodate ridership demands and avoid any overcrowding/closed door (denied boarding) incidents.

Diverting traffic and construction related truck movements will have effects beyond the construction zones. There are very limited diversion opportunities for transit riders or the bus detour routing options. Most car trips will be delayed once on the outbound journey and possibly a second delay during the return trip. In contrast the bus accumulates delay each time it passes the construction zone. This accumulated delay causes loss of capacity and extended travel times for riders. During peak hours the loss of capacity will likely lead to closed doors and riders missing connections to other services. The effects will be wide ranging.

MiWay is currently assessing the impacts that the Burnhamthorpe Water Project will have on their delivery and reliability of service. MiWay will seek reimbursement from the Region of Peel should it be determined that additional resources and service adjustments are required.

Pedestrians

There will be areas where walkways will be impacted by the construction. In such cases, efforts will be made to ensure pedestrians can safely proceed around the construction zone.

Financial Impact

No direct financial impacts to the City of Mississauga have been identified at this point in time. All costs associated with the Burnhamthorpe Water Project will be the responsibility of the Regional Municipality of Peel.

Should it be determined that additional resources and service adjustments are required for impacted MiWay transit routes as a result of the Burnhamthorpe Water Project, then MiWay will seek reimbursement from the Region of Peel for additional incurred costs.

Conclusion

The construction of the Burnhamthorpe Water Project will have considerable impacts on many roadways throughout the City Centre over the next few years. During consultation with the Region of Peel and their consultants a number of revisions, such as hours of operation and the need to maintain through movements at major intersections, have been agreed to.

City staff will monitor the constantly changing aspects of the project and ensure that the required Traffic Management plans are implemented by the Region of Peel.

MiWay is currently assessing the impacts the Burnhamthorpe Water Project will have on their affected transit routes. Upon completion of their review, MiWay will determine if additional resources are required in order to maintain the existing service levels.

Attachments

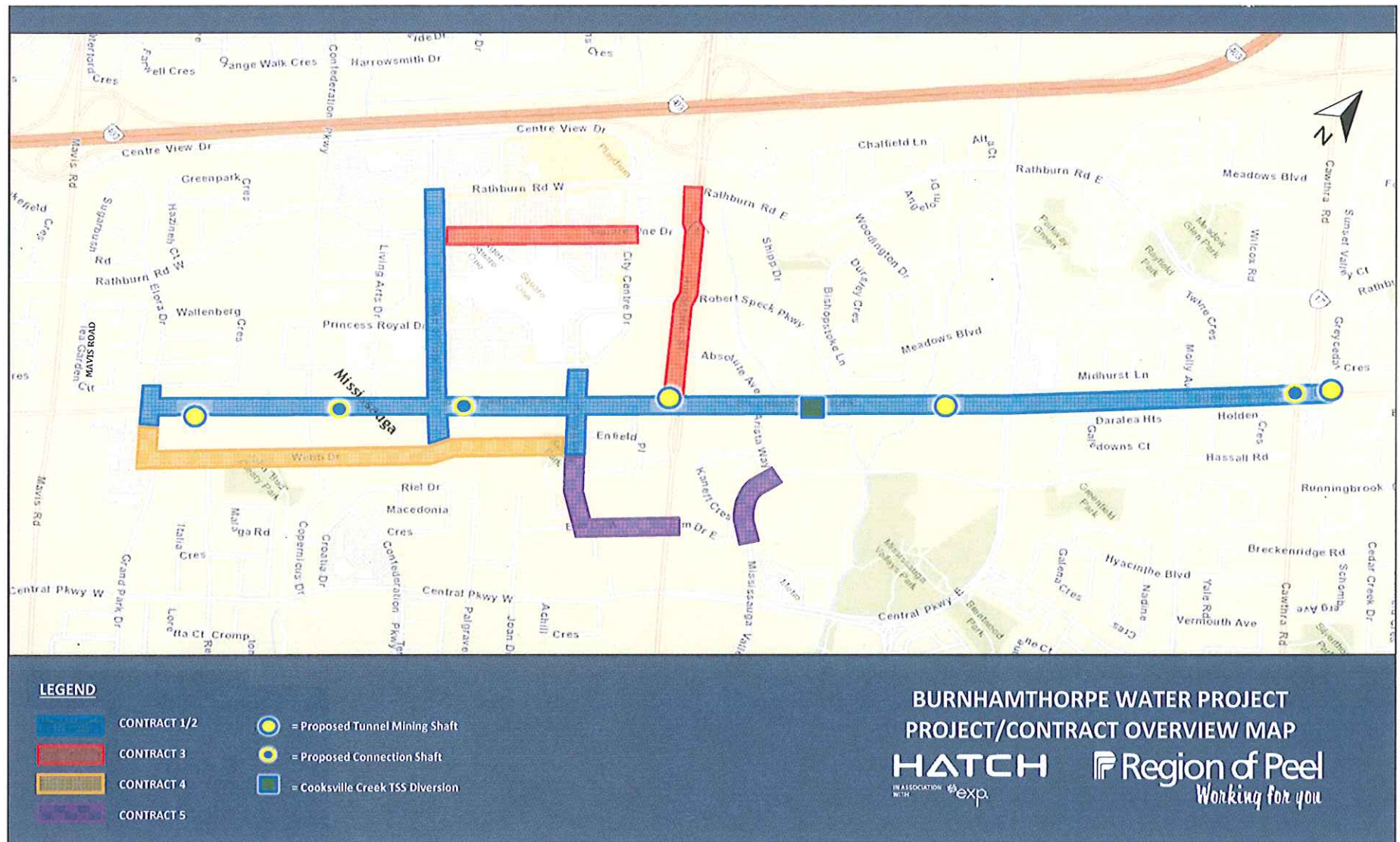
Appendix 1: Location Map - Burnhamthorpe Water Project



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

Prepared by: Darek Koziol, Traffic Operations Technologist

APPENDIX 1



City of Mississauga
Corporate Report



Date: 2017/06/02

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:

2017/06/14

Subject

Amendments to Public Vehicle Licensing By-law 420-04, to permit TNCs

Recommendation

1. That the report of the Commissioner of Transportation and Works dated June 2, 2017 entitled "Amendments to Public Vehicle Licensing By-law 420-04, to permit TNCs" be approved.
2. That a TNC Licensing Pilot Project PN17-092 be created with an expense budget of \$1,275,000 (\$850,000/year), a revenue budget of \$1,275,000 (\$850,000/year) for a net budget of (\$0).
3. That staff have the authority to execute payment of any and all expenses related to the project.
4. That staff have the authority to receive any revenues related to the pilot project.
5. That an additional eight contract positions be hired for the duration of the pilot project.
6. That the decreased revenue budget for Taxicab driver training in 2018, as outlined in the report from the Commissioner of Transportation and works, dated June 2, 2017 and entitled "Amendments to the Public Vehicle Licensing By-law 420-04, to permit TNCs", be considered as part of the 2018 Business Planning and Budget process.
7. That all necessary by-laws be enacted.

Background

On March 29, 2017 Council provided direction that a by-law be enacted to provide for an 18 month Pilot Project permitting the operation of Transportation Network Companies (TNCs) in

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Mississauga as outlined in the report from the Commissioner of Transportation and Works, dated March 8, 2017 entitled “Transportation Network Company (TNC) Licensing Pilot Project.”

The Pilot Project, as defined, will require the collection of a yearly licence fee of \$20,000 and a further \$0.30 licence fee for each ride engaged in by TNC participants that originates in the City of Mississauga.

The Pilot Project will also require Council authorization to disperse funds collected, to address increased staffing, IT support and equipment and other costs associated with the investigation, analysis and development of a regulatory framework for TNCs operating in the City of Mississauga.

Council further recommended that:

“a by-law be enacted to amend the Public Vehicle Licensing By-law 420-04, as amended, to minimize impediments to taxi and limousine operators providing service in a manner competitive with TNCs as outlined in the report from the Commissioner of Transportation and Works, dated March 8, 2017 entitled “Transportation Network Company (TNC) Licensing Pilot Project”, including the removal of the requirement for medical certificates; to adopt the Coburg Police service criminal check for TNCs; and to increase the number of demerit points to 8.”

One of the recommendations contained in the report identified the removal of training and re-training requirements for new applicants and existing taxicab drivers and limousine drivers. This recommendation will have an impact on the 2017 and 2018 Regulatory Services operating budgets, as this training is provided on a fee basis.

Comments

Staff have identified the recommendations identified as necessary for the successful implementation of the Council Resolution to conduct a Pilot Project regulating the use of TNCs in Mississauga.

Financial Impact

The projected revenue associated with the Transportation Network Company Pilot project is currently projected as \$1.275 M over the 18 month pilot. Revenue will be offset by expenditures projected to be \$1.275 M over the same period. These expenditures are related to staffing costs for project leadership, analysis, administration and inspection. Also included in the projection are additional costs for equipment, IT support, and associated inspection and mileage expenses.

The 2017 approved revenue budget from training services provided to all licensed drivers is approximately \$240k. With the amendment to the Public Vehicle Licensing By-law 420-04, as

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amended, the removal of requirements for taxicab driver training effective July 1, 2017 will reduce the projected revenue from this source by \$84k (from \$240k to \$156k) in 2017. The projected variance will be included in future 2017 in-year monitoring reports and year-end forecasts for 2017 to 156K.

For 2018, the decreased revenue budget for Taxicab driver training is projected to be \$168k (from \$240k to \$72k) and is identified for consideration by Budget Committee as part of the 2018 Business Planning and Budget process.

Conclusion

It is the conclusion of staff that the recommendations contained in the report are necessary to undertake the Transportation Network Company Pilot Project.



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

Prepared by: Michael Foley, Manager, Mobile Licensing Enforcement

City of Mississauga

Corporate Report



Date: 2017/05/25

To: Chair and Members of General Committee

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

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

Meeting date:
2017/06/14

Subject

Mississauga Entrance Signs

Recommendation

1. That General Committee endorse the project initiative to identify and prioritize all City entrance signs and arrange for the design, fabrication and installation of entrance signs and features, as outlined in the report from the Commissioner of Transportation and Works, dated May 25, 2017 and entitled "Mississauga Entrance Signs"
2. That appropriate capital budget funding requests for City entrance signs as outlined in the report from the Commissioner of Transportation and Works, dated May 25, 2017 and entitled "Mississauga Entrance Signs", be considered as part of the 2018 Business Planning and Budget process.
3. That in the interim, the new "Welcome to Mississauga" entrance signs as outlined in the report from the Commissioner of Transportation and Works, dated March 7, 2017 and entitled "Welcome to Mississauga Entrance Signs", be approved.

Background

Following a request from the office of Councillor Fonseca, a report was brought forward to the March 22, 2017 meeting of General Committee by the Transportation and Works Department recommending that the existing "Welcome to Mississauga" entrance signs be replaced and updated to reflect the new City brand. Following discussion at the March 29, 2017 meeting of Council, a motion was put forward to establish a working group to further review the needs of each individual entrance location and identify opportunities to further enhance key locations with entrance features.

In accordance with Corporate Policy 10-09-01, City entrance signs act to designate Mississauga's boundaries and may be installed at all major and select minor entrance points to the City where road right-of-way permit. The size does not typically exceed 1.2 metres (four

feet) by 2.4 metres (eight feet). Fabrication, installation and maintenance of City entrance signs falls under the responsibility of the Transportation and Works Department.

Comments

On April 21, 2017, City staff from Works Operations and Maintenance and Creative Services met with Councillors Parrish and Saito to further discuss the issues related to City entrance signs. As discussed at that meeting, there is a need to identify key entrance locations around the City where an enhanced entry feature ("gateway signage") would be appropriate. Further, it was suggested that improvements be made to the entrance signs presented in the original report of March 22, 2017. A three-tiered hierarchy of locations and related signage ("gateway", "secondary" and "minor") was proposed in order to identify locations and determine the type of entrance sign or feature that would be required and most appropriate.

As a result, staff are proposing the preparation of a project plan to identify/prioritize locations and to design, fabricate and install the said entrance signs/features. A working group, led by Traffic Management, is proposed to be assembled and involve Urban Design, Creative Services, Recreation, and Capital Works. In addition, external resources (i.e. design consultant, contractor) are proposed.

As this project is anticipated to take a significant amount of time, staff propose in the interim to move forward with the original recommendation in the report from the Commissioner of Transportation and Works, dated March 7, 2017 and entitled "Welcome to Mississauga Entrance Signs", to install new "Welcome to Mississauga" entrance signs. A copy of this report is attached as Appendix 1. These signs can be fabricated and installed at a relatively low cost, and will serve to identify all entrance locations, in the interim, while enhanced entry features and locations are evaluated.

Financial Impact

The proposed project initiative for City entrance signs requires capital funding for design and implementation. The following preliminary capital budget requirements for the City entrance sign initiative are identified for consideration by Budget Committee as part of the 2018 Business Planning and Budget process:

Budget Year	Item	Proposed Capital Budget
2018	Design - Consultant Services	\$100,000
2019	Construction - Gateway Entrance Signs	\$500,000
2020	Construction - Secondary Entrance Signs	\$500,000

General Committee

2017/05/25

Originators files: MG.23.REP

RT.10.Z-VAR

The cost for the fabrication and installation of interim new "Welcome to Mississauga" entrance signs is estimated at approximately \$15,000. Costs for these new signs can be accommodated in the 2017 Operating Budget.

Conclusion

Identifying and prioritizing City entrance locations with enhanced entrance features/signs requires the establishment of a working group and an appropriate work plan; and, the identification and securing of capital funds. Endorsement from General Committee will allow staff to move forward with this plan and prepare the necessary budget requests for capital funding to be considered by Budget Committee.

In the interim, it would be beneficial to fabricate and install the originally recommended new "Welcome to Mississauga" entrance signs.

Attachments

Appendix 1: Report from the Commissioner of Transportation and Works, dated March 7, 2017 and entitled "Welcome to Mississauga" Entrance Sign".



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

Prepared by: Maxwell Gill, C.E.T., Supervisor of Traffic Operations

City of Mississauga

Corporate Report



Date: 2017/03/07

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-1-
59

Meeting date:
2017/03/22

Subject

"Welcome to Mississauga" Entrance Signs

Recommendation

That the new "Welcome to Mississauga" entrance sign attached as Appendix 1 to the report from the Commissioner of Transportation and Works, dated March 7, 2017 entitled "Welcome to Mississauga Entrance Signs", be approved.

Background

A request was received by staff, through Councillor Fonseca's office, to replace and update the existing "Welcome to Mississauga" entrance signs. It was determined that in order to reflect the new City branding an inventory of the existing signs would be completed.

Comments

Staff completed a sign inventory revealing 26 entrance points to the City requiring a "Welcome to Mississauga" sign. The total cost of replacing all existing entrance signs is estimated to be \$15,000.

With respect to the regulatory informational entrance signs, at this time staff are awaiting potential changes to the pending speed limit legislation from the Province and the City of Mississauga parking regulations before recommending their replacement.

Financial Impact

Costs for the sign installations are estimated at approximately \$15,000 and can be accommodated in the 2017 operating budget.

Conclusion

The Transportation and Works Department supports the replacement of the existing "Welcome to Mississauga" entrance signs to reflect the new City branding.

Attachments

Appendix 1: Welcome to Mississauga Entrance Signs



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

Prepared by: Denna Yaunan, C.E.T., Traffic Operations Technologist



Welcome to
MISSISSAUGA

City of Mississauga
Corporate Report



Date: 2017/05/30

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:
 2017/06/14

Subject

Pedestrian Crossover Pilot Project

Recommendation

1. That General Committee endorse the Pedestrian Crossover Pilot Project to create an education and awareness campaign, and to identify, design, install and evaluate potential pedestrian crossover locations, as outlined in the report from the Commissioner of Transportation and Works, dated May 30, 2017 and entitled "Pedestrian Crossover Pilot Project"
2. That appropriate capital budget funds for the Pedestrian Crossover Pilot Project as outlined in the report from the Commissioner of Transportation and Works, dated May 30, 2017 and entitled "Pedestrian Crossover Pilot Project", be considered as part of the 2018 Business Planning and Budget process.

Report Highlights

- Effective January 1, 2016 the Ministry of Transportation Ontario (MTO) issued a new regulation (402/15) under the *Highway Traffic Act* which established a new traffic control device called the Level 2 Pedestrian Crossover.
- This new legislation has provided municipalities with an additional option for pedestrian control at locations that previously would not have warranted the installation of any type of pedestrian traffic control.
- The development of a pilot project will require potential locations to be identified, designed and constructed.
- City staff believe that adequate public education and development of an implementation strategy are integral to the success of the new pedestrian crossovers and that an evaluation period to better determine pedestrian and motorist compliance is necessary.

- Currently, there is no funding available for a Pedestrian Crossover Pilot Project and the adoption of such is estimated to cost \$100,000 through capital funding for the design and implementation of three Level 2 Pedestrian Crossovers.

Background

Effective January 1, 2016, the MTO issued a new regulation (402/15) under the *Highway Traffic Act* which established a new traffic control device called the Level 2 Pedestrian Crossover. This new traffic control device consists of new roadside signs and pavement markings that serve to enhance the mobility of pedestrians at mid-block locations and at intersections, including right-turn channels and roundabouts.

In June of 2016 the MTO updated and released Ontario Traffic Manual (OTM) Book 15 - Pedestrian Crossing Treatments. OTM Book 15 includes all of the background information and justification regarding the use of pedestrian crossovers as safe crossing treatments in Ontario. A pedestrian crossover is any portion of a roadway distinctly indicated for pedestrian crossing by signs on the roadway and lines or other markings on the surface of the roadway as prescribed by the regulations and the *Highway Traffic Act*. The presence of a pedestrian in the crosswalk requires the driver of a vehicle approaching the crossover to stop before entering the crossover.

Prior to the *Highway Traffic Act* update and subsequent release of OTM Book 15, there was only the Level 1 Pedestrian Crossover, which is rarely used within the province, except within the City of Toronto. The Level 1 Pedestrian Crossover has not been used in Mississauga since the mid 1990's when the MTO modified the traffic signal warrant methodology to allow for mid-block or intersection pedestrian signals.

Comments

The new pedestrian crossovers are a defined set of roadside signs and pavement markings, which combine for a new passive treatment to provide pedestrians the right-of-way when crossing the roadway.

There are four types of pedestrian crossovers included in OTM Book 15 which can be used at mid-block and intersection locations including right-turn channels and roundabouts (refer to Appendix 1):

- Level 1 Type A Pedestrian Crossover - The original type pedestrian crossover that is defined by the prescribed use of regulatory side mounted and overhead illuminated signs, flashing amber beacons and pavement markings.

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- Level 2 Type B Pedestrian Crossover - Distinctly defined by the prescribed use of side mounted and overhead mounted regulatory signs, rapid rectangular flashing beacons and pavement markings.
- Level 2 Type C Pedestrian Crossover - Distinctly defined by the prescribed use of side mounted and overhead mounted regulatory signs and pavement markings.
- Level 2 Type D Pedestrian Crossover - Distinctly defined by the prescribed use of side mounted regulatory signs and pavement markings.

In addition to the signs mentioned above for Pedestrian Crossover Types B, C, and D, there are additional signs and markings that forewarn drivers of the pedestrian crossing. These markings consist of a yield line known as “sharks teeth markings” prior to the crosswalk and “ladder style” crosswalk markings.

The Level 2 Pedestrian Crossover provides the right-of-way to pedestrians through the use of “Stop for Pedestrians” signs, “Pedestrian Crossing Ahead” warning signs and pavement markings reinforcing the requirement for vehicles to stop and provide the right-of-way to pedestrians. Additional measures such as rectangular rapid flashing beacons and overhead signs may also be required depending on the width of the roadway and volumes of vehicular traffic. The pedestrian crossover sign and pavement markings legally provide the pedestrian with the right-of-way when crossing a road and establish the requirement for vehicles to stop. Although some versions of the new pedestrian crossovers have beacons and overhead signs associated with them, the signs and pavement markings themselves govern the right-of-way while the beacons serve only to draw attention to the sign at busier locations.

This new legislation has provided municipalities with an additional option for pedestrian control at locations that previously would not have warranted the installation of any type of pedestrian traffic control.

Statutory Requirements

The *Highway Traffic Act* regulates the use of the Level 2 Pedestrian Crossover to roadways posted at 60 km/h and under. Drivers approaching a Level 2 Pedestrian Crossover must stop before entering a pedestrian crossover when a pedestrian is crossing the roadway, shall not overtake another vehicle already stopped at a pedestrian crossover and shall not proceed into the crossover until the pedestrian is no longer on the roadway.

Installation Warrants

The Level 1 pedestrian crossover has primarily been used in the City of Toronto while most other municipalities, including the City of Mississauga, preferred to use pedestrian activated traffic signals in lieu of the Level 1 pedestrian crossover. Level 1 pedestrian crossovers are recommended at locations when four or more lanes of travel and significant traffic volumes are present. Due to the substantial capital costs required to install Level 1 pedestrian crossovers,

the preferred method of traffic control at this type of cross section remains a pedestrian activated traffic signal.

Similar to all other traffic control devices, installation guidelines will be followed to determine when and where a Level 2 Pedestrian Crossover may be considered. The following guidelines are used to assist staff in considering locations for installations:

- 100 or more pedestrians observed crossing over an eight-hour period or 55 or more pedestrians observed crossing over a four-hour period;
- No existing traffic control within 200 metres (656 feet);
- Adherence to Ontario Traffic Manual Book 15 lane configuration and traffic volume conditions;
- Posted speed of 60 km/h or less; and,
- Adequate sight line visibility.

It is anticipated that three Level 2 Pedestrian Crossover locations will be selected for the Pedestrian Crossover Pilot Project.

Educational Outreach and Implementation Strategy

City staff believe that adequate public education and the development of an implementation strategy is integral to the success of the new pedestrian crossovers.

Pedestrian crossovers pose a significant change in mobility and on-road operating conditions for both pedestrians and motorists and are a prominent culture change for motorists that will take time to adapt and adhere to.

Although a few jurisdictions throughout the province have installed Level 2 Pedestrian Crossovers in 2016, additional public awareness and education is necessary to ensure that all road users understand their shared responsibilities when using this new form of traffic control. For this reason, the following key components are identified for implementation:

- Education outreach and awareness
- Review selection and implementation of suitable Level 2 Pedestrian Crossover locations
- Monitor safety and compliance at new Level 2 Pedestrian Crossovers
- Report evaluation results and recommendations for future use of pedestrian crossovers

Financial Impact

The proposed pilot project for the Level 2 Pedestrian Crossover requires capital funds for design and implementation of three potential locations. The following preliminary capital budget requirements for the Level 2 Pedestrian Crossover initiative are identified for consideration by the Budget Committee as part of the 2018 Business Planning and Budget process:

Budget Year	Item	Proposed Capital Budget
2018	Education Outreach and Pedestrian Crossover Installation	\$100,000

Conclusion

The introduction of new legislation provides the City with an additional traffic control device to provide safer roadway crossing conditions for pedestrians. These new crossing treatments will allow pedestrians to cross with the right-of-way under a greater number of conditions and will provide the City with a more cost-effective solution to ensure pedestrian safety.

The implementation of a new traffic control device such as the Level 2 Pedestrian Crossover requires the development of an education and awareness campaign to ensure that all road users understand their shared responsibilities when using this new form of traffic control. The development of a pilot project will require potential locations to be identified, designed, and constructed. Following the installation of the devices, staff will require an evaluation period to better determine how the new control is operating, including pedestrian and motorist compliance.

Currently, there are no capital funds available for a Pedestrian Crossover Pilot Project. If a Pedestrian Crossover Pilot Project is endorsed, design and implementation of three Level 2 Pedestrian Crossovers is estimated to cost \$100,000 through capital funding. Should the pilot concept and required funding be approved by Council, staff will bring forward an information report to General Committee outlining the locations and the specific type of Level 2 crossover that will be implemented.

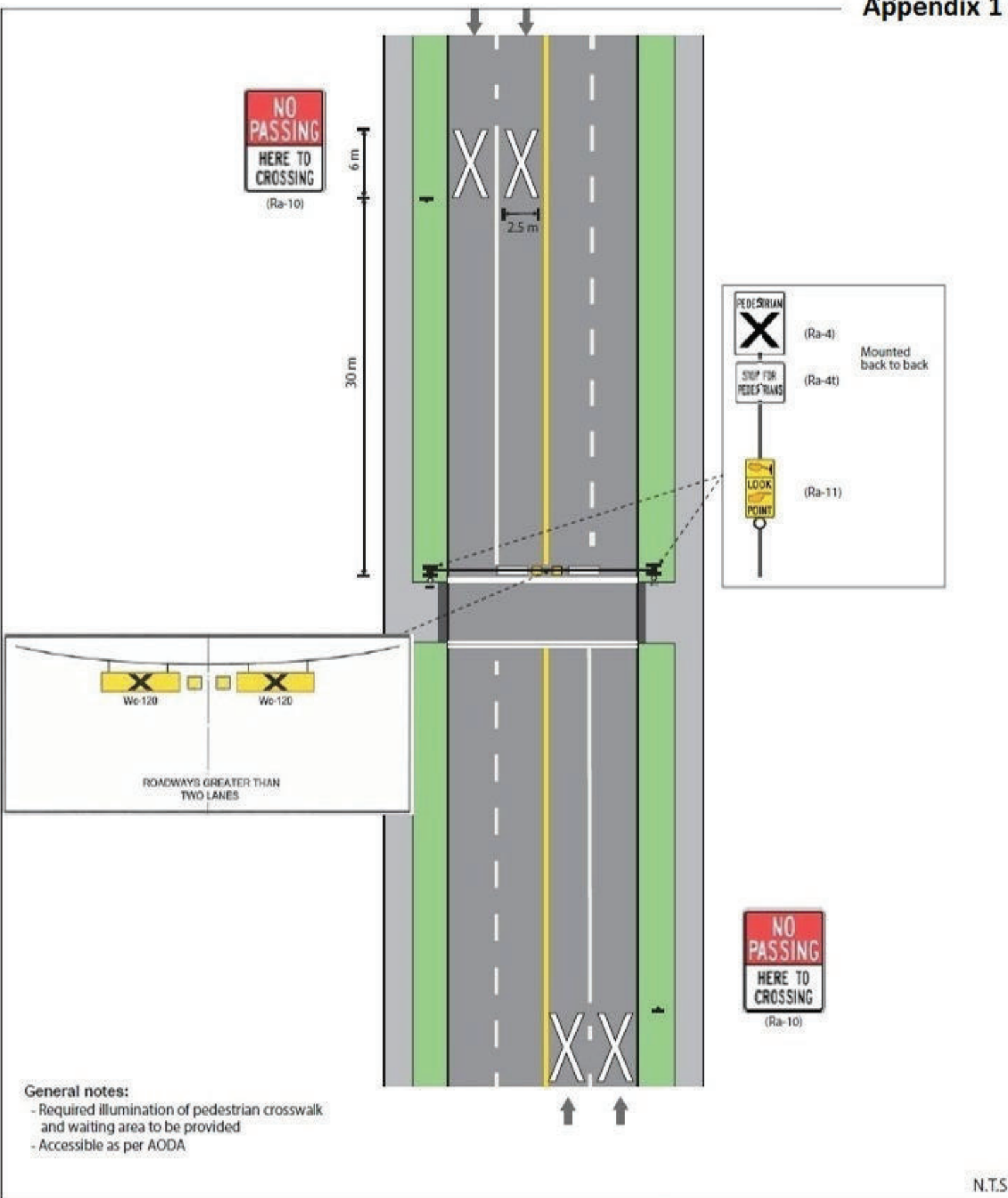
Attachments

Appendix 1: Pedestrian Crossover Types

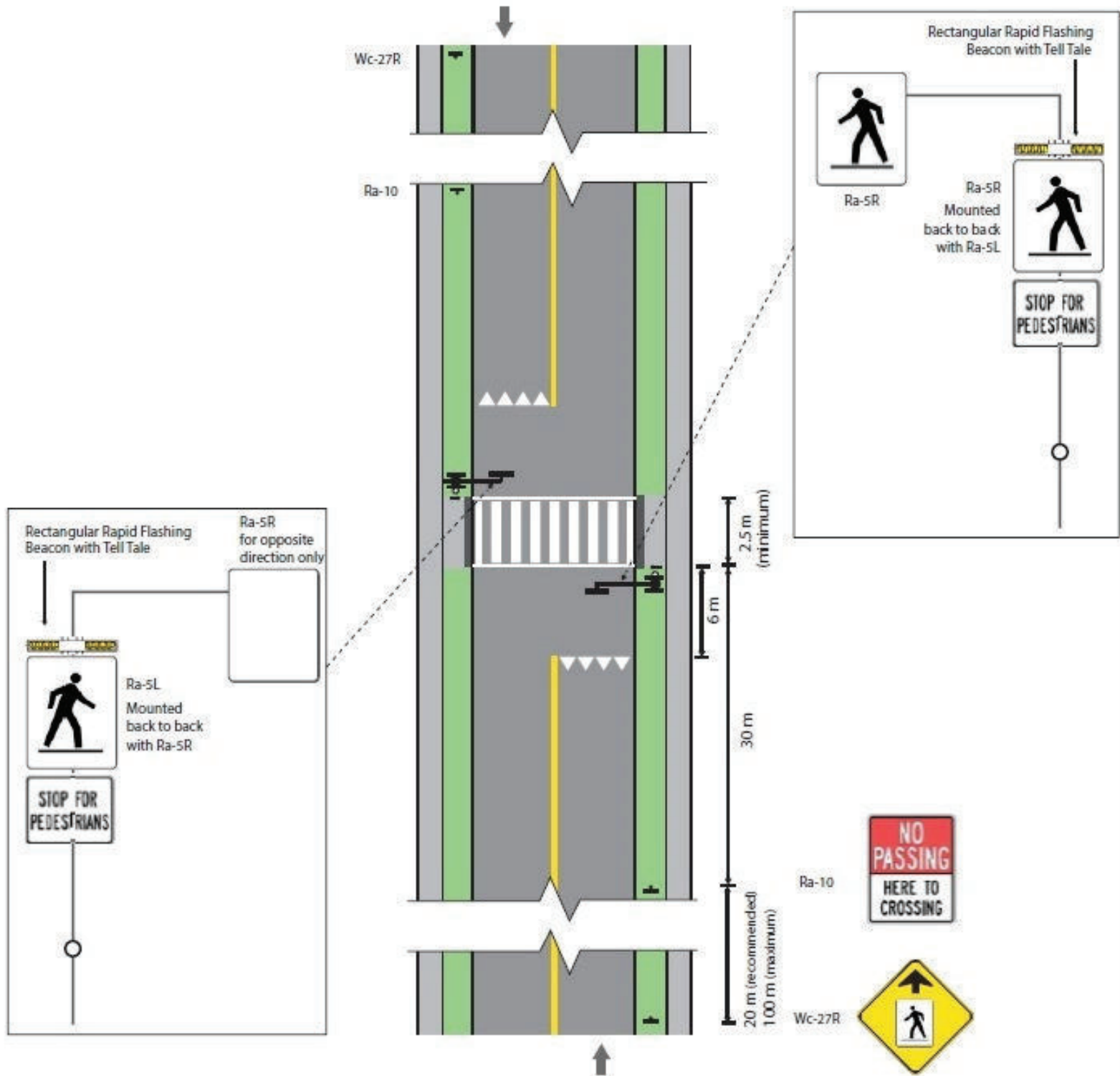


Geoff Wright, P. Eng., MBA, Commissioner of Transportation and Works

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



Pedestrian Crossover Level 1 Type A

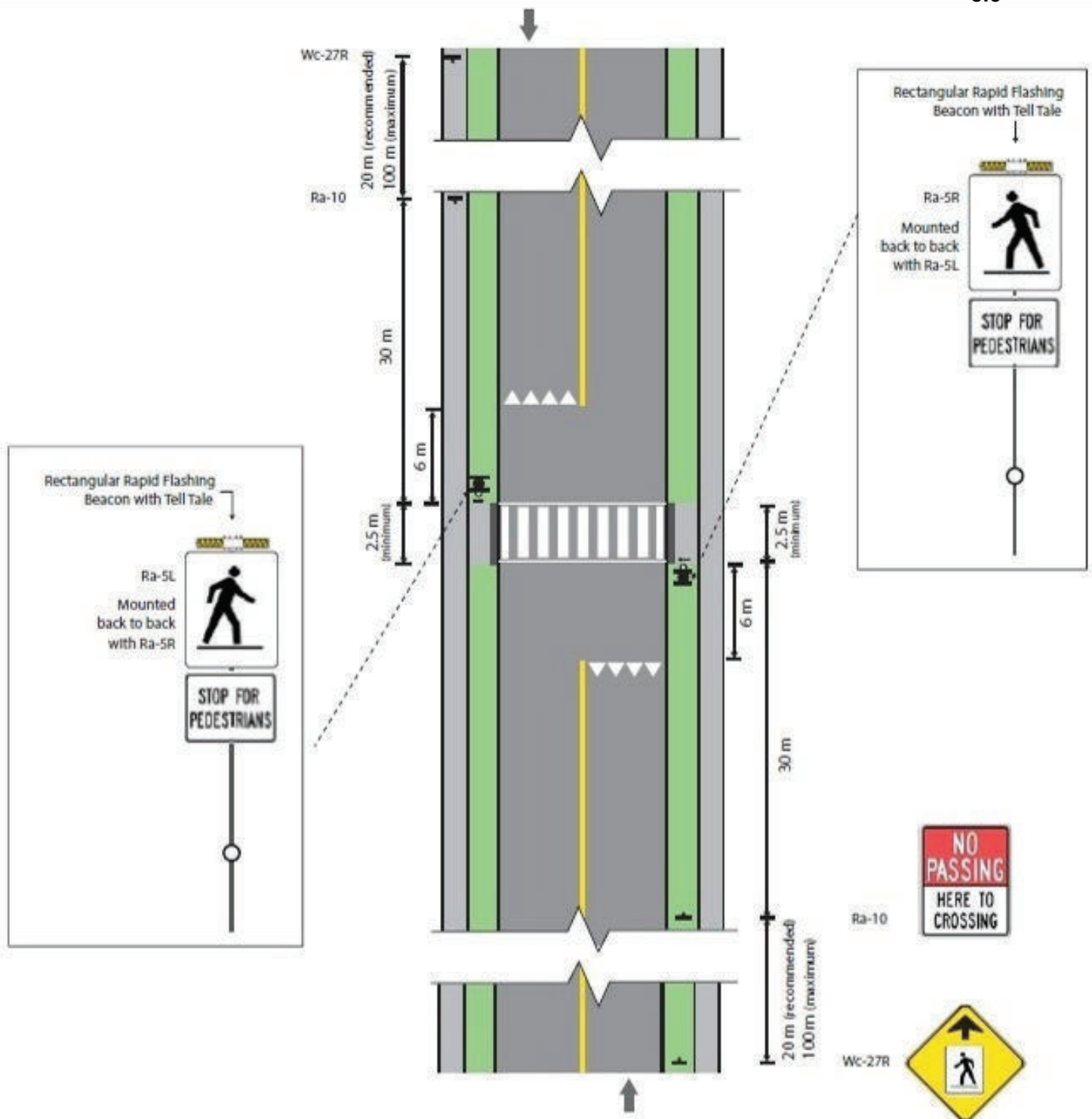


General notes:

- Required illumination of pedestrian crosswalk and waiting area to be provided
- Accessible as per AODA

○ Pushbutton

Pedestrian Crossover Level 2 Type B



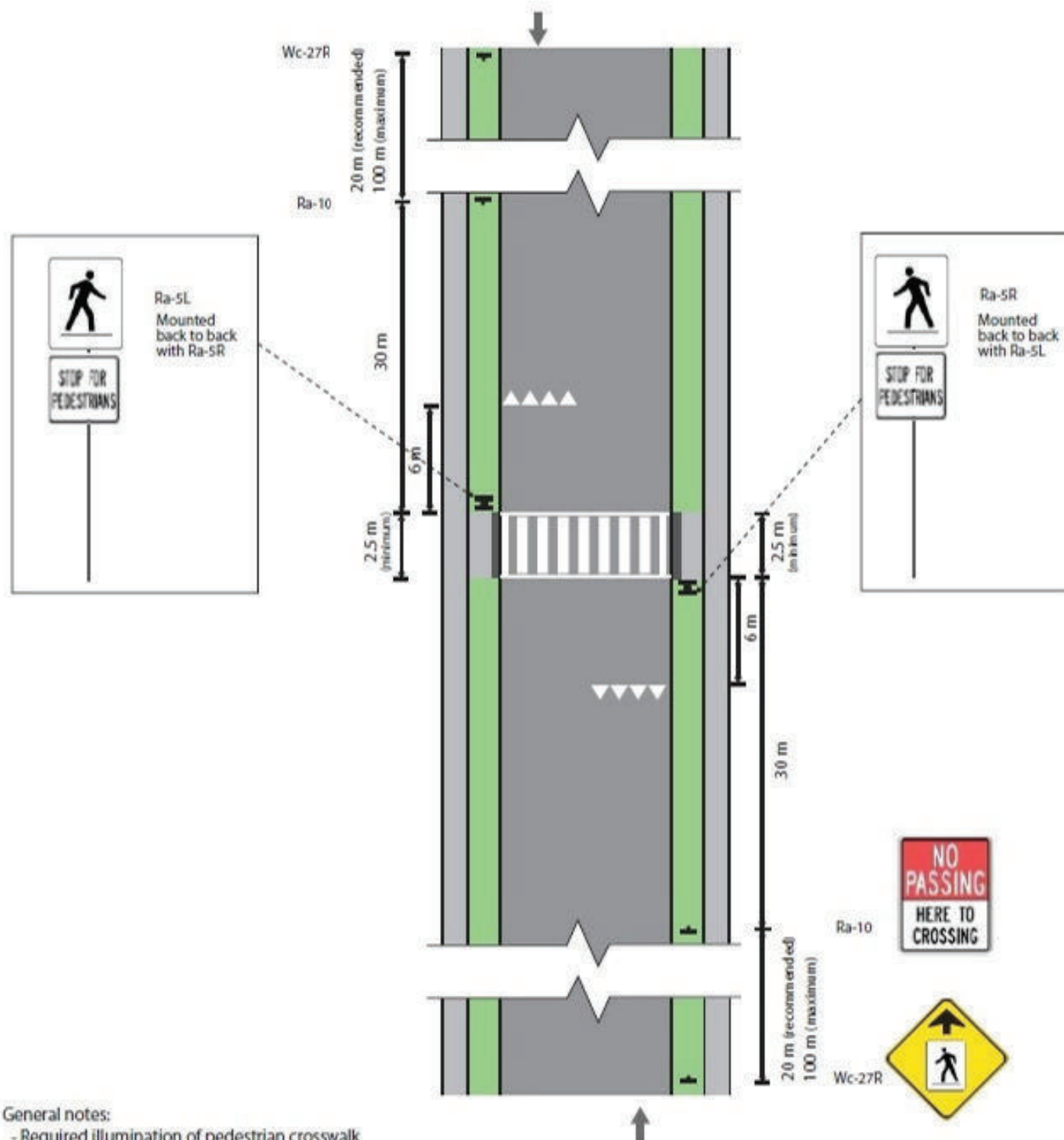
General notes:

- Required illumination of pedestrian crosswalk and waiting area to be provided
- Accessible as per AODA

☐ Pushbutton

N.T.S.

Pedestrian Crossover Level 2 Type C



Pedestrian Crossover Level 2 Type D

City of Mississauga Corporate Report



Date: 2017/05/30

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:
2017/06/14

Subject

Purchase Order Increase: Valdor Engineering Inc. Consultant for the Cooksville Creek Flood Protection Works for Contract Administration & Inspection Services (Ward 4)

Recommendation

That an increase from \$169,901.35 to \$291,264.00 (excluding tax) to Purchase Order 4500390488 issued to Valdor Engineering Inc. (Valdor) be approved to reimburse fees for contract administration and inspection services for Cooksville Creek Flood Protection Works.

Background

In 2012, following a competitive bid process through procurement FA.49.846-12, the City retained Valdor Engineering Inc. (Valdor) in December 2012 to undertake the design of the flood protection berm adjacent to Cooksville Creek to protect homes along Rhonda Valley. The purpose of the project is to implement the flood mitigation measures identified in the Cooksville Creek Flood Evaluation Master Plan by Aquafor Beech (July 2012). The core engineering services include preparation of detailed design drawings, stakeholder consultation and provision of construction administration, inspection, post-construction monitoring program and as-constructed drawings. The contract value approved for Valdor was \$44,762.00 in December 2012.

During the design phase of this project, it became evident that extensive work to the Cooksville Creek would be required to meet the design flow criteria to 100-year and Regional flood levels in the creek. The preliminary design identified substantially widening the creek, armour stone protection of the banks, storm sewer upgrades in the area and the complete replacement of the pedestrian bridge across the Cooksville Creek. This work expanded the scope of the project originally issued to Valdor in December 2012. In November 2013, the contract value to Valdor was increased to \$119,961.35 to accommodate the expanded scope of the project. In January 2016 the Cooksville Creek Flood Protection Works Project contract was awarded for construction to Euro Landscaping. The construction schedule submitted by the contractor

showed a completion date of November 30, 2016. The contractor failed to meet the scheduled completion date, and resubmitted a construction schedule identifying a new completion date of January 31, 2017. Due to the extension of the construction time and dealing with contractor issues, the contract value to Valdor was increased from \$119,961.35 to \$169,901.35 through a corporate report dated November 11, 2016, from the Commissioner of Transportation and Works, entitled "Contract Value Increase: Valdor Engineering Inc. Consultant for the Cooksville Creek Flood Protection Works (Ward 4)", which went to General Committee on December 7, 2016 and was approved by Council on December 14, 2016.

Present Status

The contractor failed to meet the revised completion date of January 31, 2017, and the Transportation and Works Department is working with Legal Services to address the project delays in accordance with the project contract. After re-evaluating construction progress and addressing difficulties encountered in the field; the contractor estimates that work will be completed by June 30, 2017. As such, Valdor will incur additional costs for contract administration and inspection services to the end of June 2017. A summary of these additional costs are shown below.

Additional cost estimate for Valdor services:

<i>Contract Administration: (excluding landscaping)</i>	
Construction Manager	\$28,980.00
Inspector	\$16,660.00
Sub-Total	\$45,640.00
<i>Site-Inspections and Meetings: (excluding landscaping)</i>	
Construction Manager	\$12,880.00
Inspector	\$49,000.00
Disbursements	\$9,690.00
Sub-Total	\$71,570.00
<i>Contract Administration and Meetings: (landscaping)</i>	
Construction Manager	\$920.00
Inspector	\$2,520.00
Disbursements	\$712.50
Sub-Total	\$4,152.50
Total	\$121,362.50

Financial Impact

The Cooksville Creek Flood Protection Works Project will be incurring additional contract administration and inspection services over the extended construction schedule. This report is recommending an increase to the purchase order for Valdor by an additional \$121,362.50 and project 14-146 has sufficient funding available to fund the increase.

General Committee

2017/05/30

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Originators files: MG.23.REP

Conclusion

The completion date for the Cooksville Creek Flood Protection Works Project at Rhonda Valley has been extended to June 30, 2017. The extended project duration requires that the City's consultant, Valdor, continue to provide contract administration and inspection services until project completion. It is recommended that the purchase order for Valdor be increased to \$291,263.85.



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

Prepared by: Alice Kong, Capital Project Manager

City of Mississauga

Corporate Report



Date: 2017/05/18

To: Chair and Members of General Committee

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

Originator's files:
CD. 01.PAR

Meeting date:
2017/06/14

Subject

Renaming of Springfield Park (P-025) to 'Ron Lenyk Springfield Park', located at 3325 The Credit Woodlands (Ward 6).

Recommendations

1. That General Committee consider, for a period of 30 days, the request to rename "Springfield Park" (P-025) to "Ron Lenyk Springfield Park".
2. That community services staff be directed to provide notice as set out in the Property and Facility Naming and Dedications Policy of the proposed renaming of "Springfield Park" (P-025) to "Ron Lenyk Springfield Park".

Background

In accordance with the City's 'Property and Facility Naming and Dedication' Corporate Policy 05-02-02, the Community Services Department is directed to present names for the General Committee and Council's consideration for the purposes of naming parks, trails, and facilities in the City of Mississauga. In accordance with the policy, General Committee is requested to consider the recommended name presented by the Community Services Department for a period of 30 days, after which the Committee is asked to make a final recommendation to Council.

The subject report outlines the request to rename 'Springfield Park' (P-025) located at 3325 The Credit Woodlands, (Ward 6) (Appendix 1) to 'Ron Lenyk Springfield Park'.

Comments

A long-time Mississauga resident, Mr. Lenyk's thirty year newspaper career began in 1970 when he was hired as a sports reporter for Mississauga News. He rose quickly through the organization and became publisher for The Mississauga News and The Brampton Guardian in 1978. Ron Lenyk was later named South Peel Regional Publisher and Vice president of Metro land Media Group.

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Originators files: CD. 01.PAR

During this time, Ron Lenyk was presented with the highest award in suburban newspaper publishing in North America, known as the Suburban Newspapers of Americas Dean S. Leshner Award, followed by the Canadian Community Newspapers Associations Silver Quill Award and Ontarian Community Newspapers Associations Presidents Award.

Known as a founding member of the board of Credit Valley Hospital, Mississauga Board of Trade and Mississauga Community Foundation, Ron Lenyk was also respected for his active voluntary involvement in organisations such as United Way of Peel Region, Interim Place, Peel Partner for a Drug-Free Community, Peel Lung association, Mississauga Board of Trade, Fair share for Peel, Mississauga Deaf Ice Hockey League, Mayors Gala and Mississauga Hospital.

In appreciation of Ron Lenyk's volunteer service to the community, he was named Mississauga Citizen of the Year in 2001. He also received a Queen Elizabeth II Diamond Jubilee Medal.

In 2009, Mr. Lenyk was named as Vice President Newspaper Strategic Support for Torstar Corporation. He also became the CEO for the Living Arts Centre Mississauga in 2011.

In 2015 Mr. Lenyk was inducted into the Mississauga Sports Council Hall of Fame and the Mississauga Legends Row.

In accordance with the City's "Property and Facility Naming and Dedications" corporate policy, the proposed renaming of the 'Springfield Park' to 'Ron Lenyk Springfield Park' in honour of Ron Lenyk is consistent with the selection criteria which give preference to names that "honour an individual's significant contribution to the community."

Financial Impact

Using the Council approved Official Opening and Event categories, this event falls under Category C: Openings and Events with No Capital Budget. A small ceremony for plaque unveiling will be planned for the fall of 2017. The budget of up to \$5000 for the naming plaque and up to \$5000 for two new park entrance signs will be absorbed by the existing Parks and Forestry Capital and Operating Budgets.

Conclusion

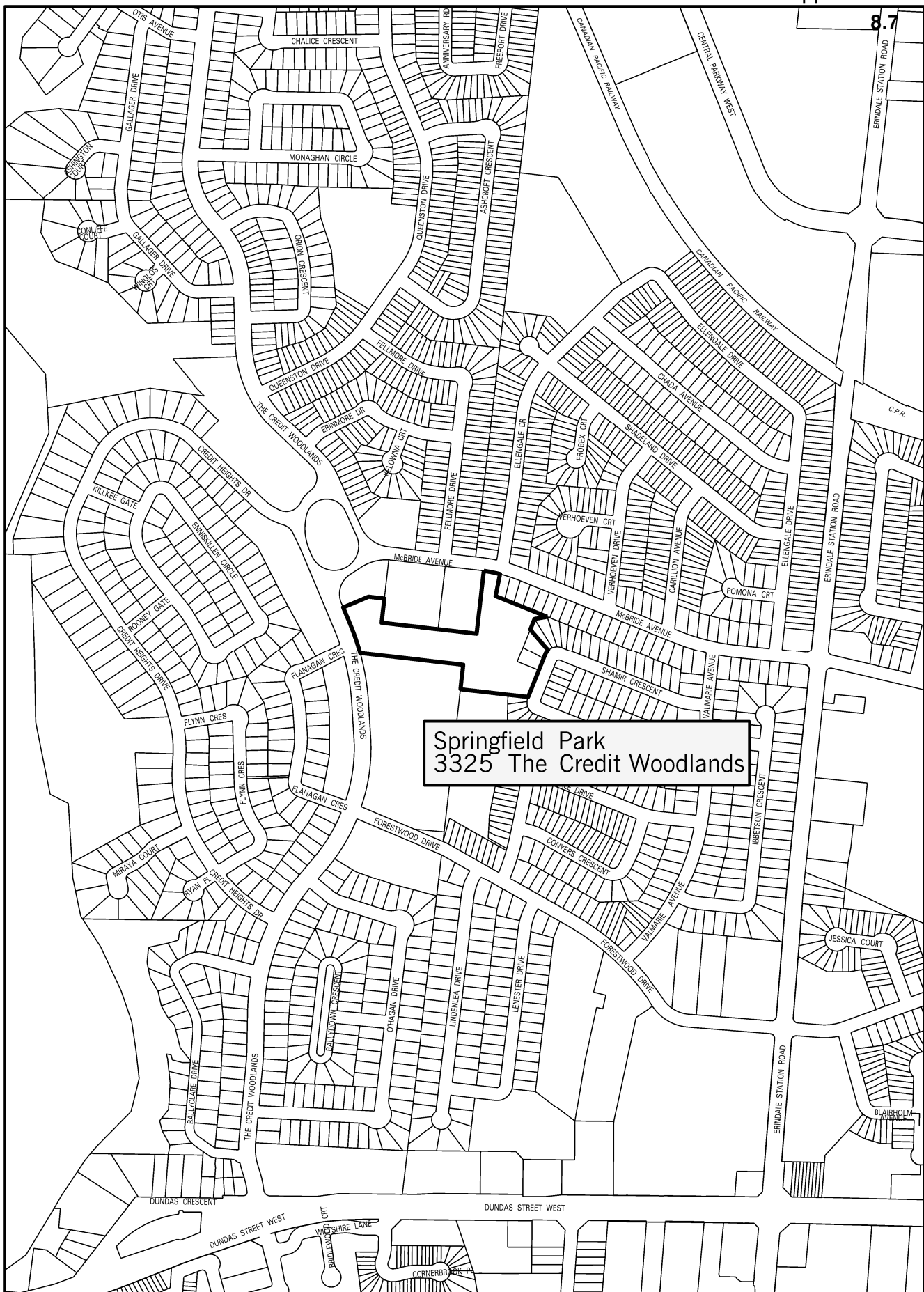
The proposed renaming of 'Springfield Park' (P-025) in Ward 6 in honour of Ron Lenyk is in accordance with the City's "Property and Facility Naming and Dedications" corporate policy and should be considered by General Committee for 30 days as per policy.

Attachment

Appendix 1: Location Map for 'Springfield Park' at 3325 The Credit Woodlands (Ward 6).

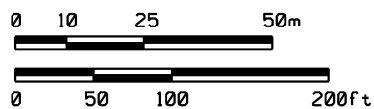


Paul Mitcham, P. Eng, MBA, Commissioner of Community Services
Prepared by: Jaskiran Kaur Bajwa, Planning Coordinator, Park Planning



Springfield Park
3325 The Credit Woodlands

Location Map
For Springfield Park, P-025
3325 The Credit Woodlands



MISSISSAUGA

Produced by T&W, Geomatics

City of Mississauga

Corporate Report



Date: 2017/05/18

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/06/14

Subject

Corporate Policy and Procedures - Revisions to the Community Group Support Program Policy 08-01-01

Recommendation

1. That the revisions to Corporate Policy and Procedure No. 08-01-01 as described in the report entitled "Revisions to the Community Group Support Program Policy 08-01-01" dated May 18, 2017 from the Commissioner of Community Services be approved.
2. That the revisions to Corporate Policy and Procedure No. 08-03-07 entitled "Outdoor Sports Field Management", as described in Appendix 3 of the Report, be approved.
3. That the revisions to Corporate Policy and Procedure No. 08-03-03 entitled "Arena Ice Allocation" as described in Appendix 4 of the Report, be approved.
4. That all necessary by-laws be enacted.

Report Highlights

- The Corporation of the City of Mississauga (the "City"), through the current Community Group Support Program, offers a number of benefits that support community involvement by groups who deliver arts, culture and heritage; library, recreation, sports and leisure; special events; and various social, environmental and special interest programs and services that are highly valued by Mississauga residents. These benefits include meeting space and permission to place portable signs on City road allowances.
- The City currently has 50 Recognized Community Groups; 62 sport Affiliated Groups; and 120 recreation/arts & culture Affiliated Groups.
- The Community Group Support Program was last revised in 2011. The current proposed policy revisions were driven by feedback received through stakeholder information sessions that took place in April/May and September 2016. Over fifty per cent of current

registered community groups participated in the information sessions.

- Key revisions include: **new registered group categories** that allow for enhanced understanding of the variety of groups that the City works with and of the requirements and benefits for each type of group; the addition of a **developing group status** that will allow emerging groups to access some benefits of the program as they work to meet the policy requirements; a requirement that all groups with an annual operating budget over \$10,000 be **incorporated**; changes to **financial audit** requirements that provide flexibility and reduce costs for smaller organizations and align with practices of regional and provincial funding agencies; the addition of a **Support with Conditions** status that outlines a process to provide support to groups who may lapse in meeting policy requirements but wish to remain in the program; a clarified process for **removal** of groups from the registry program; and the ability of the Commissioner of Community Services to grant exemptions to specific requirements of the Policy if there is evidence to the satisfaction of the Commissioner that the requirements cannot be met or will cause the group undue hardship
- The Policy revisions will help to ensure better governance; transparency to group members, the general public and the City and ensure the inclusion of diverse groups that deliver programs and services that are highly valued by Mississauga residents.

Background

The current Community Group Support Program policy 08-01-01 (the Policy) outlines the eligibility criteria to become formally recognized by the City as either an Affiliated Group or a Recognized Community Group; the available benefits for each; and the application and approval process. The City currently has 50 Recognized Community Groups; 62 sport Affiliated Groups; and 120 recreation/arts & culture Affiliated Groups. These not-for-profit groups are governed by volunteers and deliver a variety of programs and services that complement those offered by the City and are highly valued by residents.

The Policy was last updated in September 2011 and was scheduled to be reviewed as part of the Corporate Policy and Procedure Program. A Corporate Report titled “Recommendations for Revisions to the Community Group Support Program and Community Consultation” was received for information by Council on October 13, 2015. This report outlined a number of staff recommendations to enhance the current Policy along with a plan to obtain input and feedback from affiliated and community groups through a series of public information sessions to inform policy revisions.

Recreation staff consulted with Culture, Parks & Forestry, Environment, Finance, Communications and Legal Services in the development of the proposed Policy changes to ensure alignment across City divisions and departments.

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Recreation held four public information sessions in April and May of 2016 with 121 representatives from 93 community groups in attendance. Attendees were presented with an overview of the proposed Policy changes and had the opportunity to provide feedback through small group discussions. Feedback was recorded and used to inform further development of the revised Policy.

Three follow up information sessions were held in September, 2016, attended by 119 representatives from 102 community groups. A draft of the revised Policy was presented at these sessions. Groups had the opportunity to seek clarity regarding all proposed changes and provide detailed feedback about their opinions and readiness to implement the proposed requirements through an interactive survey process that was completed during the session. Feedback from this round of sessions was very positive and indicated that groups felt engaged in the Policy process and influential in its development. 98% of the groups that attended the information sessions intend to participate in the revised Policy program, with 93% indicating that they could meet all proposed requirements within one year.

Comments

The development of the draft revised Policy, to be renamed the Community Group Registry Policy (Appendix 1), was heavily informed by feedback from the information sessions. Benchmarking examples from similar policies in other municipalities, including Toronto, Oakville, Ajax, Vaughan and Brampton were also considered.

A comparison chart demonstrating the changes between the current and revised policy is included as Appendix 2. Key revisions to the policy are summarized below.

New Registered Group Categories

Under the current Policy community groups are placed in one of two categories only: Affiliated or Recognized. The revised Policy will require groups to register under one of the following new categories, which are detailed in Appendix A of the revised Policy, attached.

- Community Organizations & Clubs
- Recreation Provider
- Arts & Culture Provider
- Older Adult Provider
- Community Sport Group Provider
- Regional Sport Group Provider
- Affiliated Youth Sport Group Provider
- Rate Payer/Resident Groups/BIAs
- Community Stewardship Groups

The use of categories allows for enhanced understanding of the variety of groups that the City works with. All Registered Groups will need to meet the minimum requirements; however

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additional requirements may be asked of specific groups. The program benefits are tailored for each category in consideration of the diverse group mandates and to support the services they provide as an extension of the City.

Survey results from the September 2016 Information Session indicated that 81% of current registered groups support this change (11% neutral response).

New Group Applications

New groups applying to the Registry Program will be required to demonstrate that they will deliver programs, services and social activities to Mississauga Residents that are of benefit to and valued by Mississauga Residents, complement existing City services and programs, and/or address an unmet need or demand within the category they are applying for, with the exception of Community Organizations and Clubs. Groups may be required to provide a business plan that clearly demonstrates that the group meets or will meet these criteria.

Developing Group Status

Mississauga is a city growing in population and diversity. New groups will emerge that have the potential to enhance variety and choice of programs and services for residents but may not yet meet all of the policy requirements. The addition of a Developing Group Status will allow emerging groups to access some benefits of the Community Group Registry Program as they work to meet all of the policy requirements, with guidance from the City for a one year period.

At the September, 2016 sessions, community group surveys showed 64% supported the inclusion of a Developing Group Status, with 25% remaining neutral.

Governance

The City's relationship with volunteer community groups is one of support only; the City cannot act as a review body for any group. However, the City, through this Policy, can help to ensure that Registered Groups have effective governance practices for the purpose of participation in the Community Group Registry Program.

The proposed revisions to the Policy require groups to have a conflict of interest policy; a code of conduct and a mechanism for resolution of complaints. Groups must also follow relevant City policies, for example, the Respectful Workplace, Workplace Violence and Accessibility policies, which are considered "universal" and are important for groups to be aware of and adhere to.

These requirements assist the groups to comply with applicable legislation and help to guide them when responding to specific governance situations. Groups must take reasonable steps to establish specific policies and procedures that provide guidelines for self-governing, negating requests for City staff and/or ward councillors to assist them with managing issues at either the Board level or within their general membership.

At the September 2016 information sessions 60% of groups indicated that can already meet these requirements; 20% indicated they could meet this requirement in one year; and 10% indicated that they could meet this requirement with support such as samples of key policies and templates.

Incorporation

All Registered Groups, except groups with an annual operating budget of less than \$10,000, must be incorporated as a not-for-profit organization under the Ontario *Corporations Act*, R.S.O. 1990, c. C.38, the “Act” or legislation that replaces it; be a charter member of a provincial/ national/ international not-for-profit (or charitable) organization; or operate under the umbrella of an existing incorporated Registered Group.

The Community Group Registry Program is designed to support not-for-profit community groups governed by volunteers. Incorporation provides verification to the City that a Registered Group has legal status as a not-for-profit organization, meaning they are accountable to meet the governance standards set out in the Act. For example, the proposed Ontario *Not-for-Profit Corporations Act*, 2010 provides a mechanism for members of an incorporated group to apply to the court for a compliance order or for an investigation if they have concerns with the group’s management. Incorporation also provides groups with significant and crucial benefits, such as being able to enter into financial agreements, limited liability of its members and an increased opportunity to apply for grants. This practice is consistent with other municipalities.

Approximately 70% of groups surveyed at the September 2016 sessions indicated that they were already incorporated and 6.3 % said they could meet this new requirement within a one year period.

A number of resources are available from external organizations that provide resources, support and best practices to help community groups meet requirements for incorporation and other requirements of the Community Group Registry Program.

Finances

The proposed revisions to the Policy require groups’ financial practices to be in accordance with generally accepted Canadian business and accounting standards. One of the main responsibilities of Boards is to maintain financial accountability of their organization. Board members act as trustees of the organization’s assets and must exercise due diligence to ensure that the organization is well-managed and that its financial situation remains sound.

86% of groups surveyed at the September, 2016 sessions currently believe they meet this requirement, with 4.2% saying they could meet this requirement in one year. The remaining 4.2% indicated they would require support, with no one being unable to meet this requirement.

The proposed revisions to the Policy include the recommendation that Registered Groups maintain a three month contingency fund of operating expenses.

Financial Audit

Audits and reviews demonstrate a Registered Group's commitment to financial transparency, a practice that the public have come to expect from not-for-profit organizations. Groups in the Registry Program are perceived by the public to be held to certain financial standards due to their association with the City. The City and Registered Groups want the assurance offered by an independent audit/review that the financial statements are free of material misstatements.

Under the current policy, groups must be able to provide financial statements of the previous operating year's expenditures; for groups with expenditures over \$130,000, an audited financial statement is required. Feedback received in the first information sessions, held in April/May of 2016, indicated that groups were concerned about increased costs associated with obtaining audited financial statements.

The proposed revisions to the Policy include changes to financial audit requirements that provide flexibility and reduce costs for smaller organizations and align with practices of regional and provincial funding agencies. Specifically:

- Registered Groups with an annual operating budget of less than \$130,000 must provide financial statements or complete a City-provided template
- Registered Groups with an operating budget of \$130,000 up to \$249,999 must provide financial statements that have been reviewed by an independent auditor, and
- Registered Groups with an annual operating budget of \$250,000 or more must provide audited financial statements.

This proposed change was well received by groups and aligns with the practices of other regional and provincial funding organizations.

The proposed policy also includes a mechanism for Registered Groups to be placed on Support with Conditions Status if they have a major deficit or a deficit that continues over multiple years, or show evidence of not being financially viable. Audited and reviewed financial statements will assist staff in making Support with Conditions Status determinations.

Transparency to Members

The proposed revisions to the Policy include requirements that enhance transparency to members and the public including:

- Having a public web site (or channel such as Facebook),
- Acknowledging that they are a Registered Group with the City through the use of a City provided Registered Group "mark" on their participant registration forms and public website/channel.

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- Posting AGM reports on their public website/channel within 60 days following their AGM. Financial reports are not required to be posted on the group's website but shall be made available to the City and members at the group's AGM and upon member request.
- Acknowledging any City in-kind funding/support, such as City rental rates for sport facility usage by affiliate groups, in the financial statements of their AGM report.

Disclosure of City support and the cost of applicable City fees and charges speak to the City's commitment to transparency and ensures groups are providing accurate information to their membership. Residents are often unclear if a group is part of the Registry Program and what level of support the City may be providing to the group.

84% of groups surveyed at the September, 2016 sessions already have a public website or channel. City staff will provide guidance to groups who do not yet have an established public web site or channel. The City website will include links to websites/channels of all Registered Groups.

Membership & Registered Participants

Under the proposed revisions to the Policy, each Registered Group must have a voting membership of not less than 25 Members and an elected Board of Directors of not less than five members, with the majority of the Board and the President or Vice President being Mississauga Residents. The Board cannot be comprised of all members of the group simultaneously.

One of the key requirements of registered groups is to operate on democratic principles and processes that can withstand public scrutiny. Ensuring groups have a fulsome Board with a minimum of five (5) directors and a voting membership of twenty (20) members assists in ensuring that a group is operating democratically and holding a bonafide Annual General Meeting where the Board is elected by a membership. Ensuring Boards have a strong voting membership base also assists in ensuring accountability to residents for the operation of the group. This is important for civic engagement and resident confidence in the activities of the group.

"Member" is now defined as "an individual defined in the group's governing documents. The group's governing documents outline which Members, through a set process, are entitled to vote at the group's Annual General Meeting (AGM) or a special meeting of the membership, when called." Groups are now also required to have a clearly defined voting membership and a membership application form.

Groups will be required to provide annual Registered Participant numbers, where applicable, to demonstrate their overall engagement with and service to Mississauga Residents. "Registered Participant" means an individual who is a participant or registrant in the programs and services of a Registered Group and not a Member of the group/organization.

81% of groups surveyed at the September, 2016 sessions supported these changes.

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The proposed revisions to the Policy would also allow for not-for-profit community organizations and clubs that cannot meet the 25 member requirement to be approved for Registered Group status with a closed membership (i.e. membership is open only to the Board). The group may be required to provide a rationale for operating with a closed membership and must also meet additional criteria. This would allow for social service organizations, stewardship groups and professional art & culture organizations that operate with a closed membership to be included in the program and have access to benefits such as a City road allowance, community vendor rate and community group rental rate.

Regional Groups

The proposed revisions to the Policy allow for the inclusion of regional groups that may not be based in Mississauga but deliver programs/services in the City that directly benefit Mississauga Residents (e.g. The Boys and Girls Club of Peel and Big Brothers and Big Sisters of Peel). Regional Groups can be considered for inclusion under the following conditions:

- A minimum of 30% of the voting membership must be Mississauga Residents (as defined by the Policy)
- The President or Vice President for all Regional Groups must be a Mississauga Resident, and
- For Regional Sports Groups, a minimum of 60% of the membership must be Mississauga Residents.

68% of participants surveyed at the September, 2016 sessions supported this change, with 23% remaining neutral.

Sport Group Residency Requirements

Under the current Arena Ice Allocation policy (08-03-03) affiliated youth groups that are allocated ice in accordance with this policy are allowed to have a maximum of five percent (5) % of the organization's total registration as non-residents without seeking an exception from the City. This has applied to the Mississauga Hockey League and all minor hockey associations, Mississauga Girls Hockey League, Mississauga Ringette Association and three figure skating clubs.

Staff are recommending that the current Arena Ice Allocation policy (08-03-03) be revised to align with the revised Community Group Registry Program and allow youth sport groups affiliated under the Policy a maximum of ten percent (10) % of the organizations total registration as non-residents and a maximum of thirty-five percent (35%) of the entire program for Ringette.

These recommendations would support organizations such as the Mississauga Hockey League and Mississauga Ringette Association, who have requested exceptions to the current Arena Ice Allocation policy, by allowing residents bordering on Mississauga to join the associations for sustainability purposes. The Mississauga Girls Hockey League has also brought on non-

residents, in certain age groups, where a team would not exist without the support of these non-residents. Ensuring youth have an opportunity to participate in the ice sports has tremendous benefits and by increasing the percentage of allowable non-residents we can ensure the sustainability of these important sports.

Under the Outdoor Sport Field Management Policy (08-03-07) all sport groups, with the exception of competitive rep baseball (3 non-resident players/team at the highest competitive level per age group), girls' softball at forty percent (40%) and cricket at twenty percent (20%) have an allowable 5% non-resident component of their entire program.

Staff are recommending a revision to the Outdoor Sport Field Management Policy (08-03-07) to align with the revised Community Group Registry Program. This will allow all other sport groups under the Outdoor Sport Field Management Policy, such as soccer and field hockey, ten percent (10%) of the entire program. This also includes a change to cricket non-residency as their youth program can be sustained with 10 % non-residents. Additionally, Football and Rugby, have been identified as requiring 20% non-residency to be sustainable. This increase in the allowable non-resident percentage from five (5%) to twenty percent (20%) would support these groups to continue to meet their needs and be viable groups.

Support with Conditions Status

The proposed revisions to the Policy include the addition of a Support with Conditions status that outlines a process to provide support to groups who may lapse in meeting Policy requirements but wish to remain in the program. A Support with Conditions Action Plan would be developed and monitored that would allow the group to continue to receive benefits as they work to ensure compliance with the requirements of the policy. The maximum duration of an action plan is two years. During that period the organization may receive increased coaching and guidance from staff in support of their efforts to achieve Policy compliance.

68% of surveyed groups at the September, 2016 sessions supported the addition of this category, with 22% remaining neutral.

Exceptions to Policy and Removal from the Program

Under the proposed policy the Commissioner of Community Services may grant exceptions to specific requirements of the policy where a group can provide reasons satisfactory to the Commissioner that compliance with such requirements cannot be met or would cause undue hardship.

The proposed revisions to the Policy outline clear steps for the removal of a Registered Group from the program, including that staff will request a meeting with the group's executive and notify the applicable ward councillors(s). Removal from the Policy will now require the approval of the Commissioner of Community Services. Groups may appeal the decision for removal, in writing, to the appropriate Community Services Director. The Director will consult with applicable City staff, if required, and make a recommendation to the Commissioner to either uphold the removal or reinstate the group. The Commissioner will make the final decision.

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74% of groups surveyed at the September, 2016 sessions agreed with the inclusion of these new conditions. One concern raised by groups in the September session was the sixty (60) day timeframe to renew their status following their AGM. The proposed new requirement is to extend the time frame for renewal to ninety (90) days following their AGM.

Implementation Plan

The following implementation timeframe is recommended:

- The proposed revisions to the Policy will take effect immediately for all new groups, upon adoption by Council.
- Affiliated and Recognized Community Groups that are in good standing under the current Policy will be required to register their organization under the revised policy 90 days following their next AGM date. Provided that groups continue to meet requirements of the current Community Group Support Policy, groups will be accepted as a registered group under the new policy and given a one year transition period from their 2017 - 2018 AGM date to their 2018 - 2019 AGM date to meet all of the revised Policy requirements in order to maintain participation in the program.
- Groups that require further assistance in meeting the Policy requirements can be placed on Support with Conditions Status for an additional two year period.

The following measures will be taken to support groups to implement the new requirements:

- E-Learning tools will be developed to assist groups and residents in understanding policy changes.
- Opportunities to attend seminars/workshops on topics related to the revised policy will be communicated to groups.

An online system has been developed using Fluid Review (software program) and will be launched in 2017 to “lean” the application and renewal process for groups and support overall compliance with the Policy.

Strategic Plan

The recommended changes to the Community Group Support Program Policy support the City’s Corporate Strategic Plan, as they will advance the pillars of Connect and Belong.

Financial Impact

Direct financial assistance is not provided as part of the Community Group Registry Program. Costs for administration of various benefits as well as support for implementation of the program are managed within the existing budget.

Conclusion

The Community Group Registry Program provides a transparent and equitable framework to support the efforts of community groups that deliver programs and services that make Mississauga a place where people choose to be.

The Policy revisions will help to ensure better governance; transparency to group members, the general public and the City.

Attachments

- Appendix 1: Draft revised Community Group Registry Program Policy
- Appendix 2: Comparison Chart – Current Community Group Support Program Policy
- Appendix 3: Revised Outdoor Sports Field Management Policy
- Appendix 4: Revised Arena Ice Allocation Policy



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

Prepared by: Heather Coupey, Community Development Coordinator

Policy Number: 08-01-01

Effective Date: October 12, 2011

Appendix 1

Policy Title: Community Group Registry Program

Last Review Date: July, 2015

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Policy Title: Community Group Registry Program**Policy Number: 08-01-01****Draft Only – Clean Copy - May 11, 2017**

Section:	Community Services	Subsection:	Community Groups
Effective Date:	October 12, 2011	Last Review Date:	July, 2015
Approved by: Council		Owner Division/Contact: Group's staff liaison or the Recreation Division, Community Services Department	

Policy Statement

The Corporation of the City of Mississauga (the "City"), through the Community Group Registry Program, strives to develop mutually beneficial relationships that support community involvement by groups who provide services to keep Mississauga Residents active, healthy and engaged in their communities.

Purpose

This policy outlines:

- The eligibility criteria to become a Registered Group
- The eligible benefits for each category of Registered Group (attached as Appendix A), and
- The application and approval process

The Community Group Registry Program (the "Registry Program") is designed to support Not-for-Profit community groups governed by volunteers, including resident and ratepayer's associations. The groups exist for the benefit of the Mississauga Residents and deliver:

- Arts, culture and heritage programs and services
- Recreation, sports and leisure programs and services
- Parks & forestry stewardship
- Special events, and
- Various social, environmental and special interest programs and services

The Registry Program supports Registered Groups (defined below) by providing access to City resources, such as meeting space and permission to place portable signs on City road allowances in accordance with the City's Sign By-law, in a fair and equitable manner. The levels of assistance which can be provided are limited by available resources. Direct financial assistance is not provided as part of the Registry Program.

Legislative Requirement

Any collection, use and disclosure of information under this policy will be undertaken in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

Administration

The Registry Program is administered by the Community Services Department. A list of Registered Groups is available on the Community Services website at:

www.mississauga.ca/communitygroups

Definitions

“Commissioner” means the Commissioner of Community Services or his/her designate, in writing.

“Director” means any of the following Community Services Department directors or their respective designates in writing:

- Director, Recreation
- Director, Culture
- Director, Parks & Forestry
- Director, Environment

“Member” means each member of the Registered Group as determined by its governing documents, including by-laws, letters patent, articles of incorporation and/or constitution. The Registered Group’s governing documents outline which Members, through a set process, are entitled to vote at the Registered Group’s Annual General Meeting (AGM) or a special meeting of the Membership, when called. All Registered Groups must have a clearly defined Membership and require that its general Membership application form be completed. Registered Groups may have multiple classes of Members that are defined by their governing documents.

“Membership” means all Members of a Registered Group collectively.

“Mississauga Resident” means:

- Any individual whose principal address is in Mississauga (temporary absences for reasons such as vacation do not affect residence status), or
- A student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year, or
- A non-resident who is the principal owner of a business in Mississauga and thereby pays Mississauga business taxes

“Not-for-Profit” means an organization that is a corporation or an unincorporated association formed for the purpose of providing services, activities, programs and opportunities that improve or benefit one or more communities in Mississauga. A volunteer Board of Directors or trustees govern the organization. The organization does not generate profit to be distributed amongst its Members, directors, officers or trustees, as the case may be. The organization may generate revenue but there can be no financial gain for Members, trustees, directors or officers. Any revenue remaining after expenditures is turned back into the organization to further its aims and activities.

“Regional Group” means a Registered Group that either:

- 1) Clearly demonstrates that it is not sustainable without non-Mississauga Resident Members and therefore includes Members from the Region of Peel, neighbouring regions or defined league/organization boundaries. (The group must also meet a demand or unique program need of Mississauga Residents), or
- 2) Provides programs and services in Mississauga and more than one city within the Region of Peel.

Regional Groups must not exclude Mississauga Residents and must be actively recruiting Mississauga Residents as Members and Registered Participants.

“Registered Group” means a Not-for Profit community group that has applied and been approved for inclusion in the Registry Program in accordance with the eligibility criteria outlined in this policy, including Appendix A. A Registered Group may be either a:

- Club - an association or organization dedicated to a particular interest or activity, whose Members meet on a regular basis to participate in a common social activity, or a
- Provider - a group that:
 - Provides direct, i.e. organized registered or non-registered instructional, lessons or drop-in recreation, culture, environmental or Parks & Forestry programs or service delivery to children, youth and/or adults (free or paid) that supplement the services provided by the City. Live productions are not considered direct programming
 - Delivers a major outdoor festival, or
- A community or social service organization/religious organization/pre-school

“Registered Participant” means an individual who is a participant or registrant in the programs and services of a Registered Group and not necessarily a Member of the Registered Group.

Exceptions

The Commissioner may grant exceptions to specific requirements of this policy. Any requests for exemption must be made in writing and duly authorized (signed) by the group’s Board of Directors. The request must provide reasons satisfactory to the Commissioner that compliance with such specific requirements cannot be met or would cause undue hardship.

Accountability

Commissioner

The Commissioner is responsible for the following:

- Granting exceptions to specific requirements of this policy, and
- Determining whether a Registered Group will be removed from the Registry Program

Directors

Directors are accountable for:

- Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions
- Ensuring compliance with this policy
- Approving staff recommendations to place groups on Support with Conditions Status
- Approving exceptions to residency requirements
- Approving the escalation of staff recommendations or requests for specific exceptions to the policy to the Commissioner, and
- Removing Registered Groups from the Registry Program, if approved by the Commissioner

Managers/Supervisors

Managers/supervisors of staff who are responsible for the administration of the Registry Program are accountable for:

- Ensuring staff in their respective work units are aware of this policy and any subsequent revisions
- Ensuring applicable staff are trained on this policy and any subsequent revisions with respect to their specific job function
- Ensuring staff comply with this policy
- Ensuring review of new applications by applicable staff
- Approving new applications
- Approving Developing Group status (defined below), as applicable
- Recommending Support with Conditions Status (defined below) to a Director, as applicable, and
- Ensuring annual review of existing Registered Groups to ensure they continue to meet all eligibility criteria

City's Role

The City's relationship with Registered Groups under the Registry Program is one of support only. The City will not be held liable for the decisions and/or actions of any Registered Group, its Members and/or its Registered Participants or for ensuring that the foregoing are in compliance with applicable laws. As a result, the City's relationship with Registered Groups is not an endorsement of the group's beliefs or views. The City will not act as a review body for any such group nor will it represent or imply any partnership.

Staff Liaison Role

Under the Registry Program, a staff liaison will be assigned to the specific group categories outlined in Appendix A. Staff liaisons will provide ongoing assistance and guidance and monitor the group's compliance with this and all applicable City policies and by-laws. The amount of time spent with each Registered Group may vary, as assessed by staff. Groups may receive up to 15 hours of staff liaison time on an annual basis. Developing Groups and Groups on Support with Conditions Status may receive additional hours of staff liaison time.

Staff liaisons are permitted to attend a Registered Group's AGM. The staff liaison may also attend any Board meeting for a specific agenda item(s) or the Registered Group may request their attendance.

In keeping with the spirit of the City's Conflict of Interest policy, a staff liaison may only attend a Registered Group's Board of Director's meetings in a non-voting capacity.

Application and Approval Process

Eligible Groups

The Eligibility Criteria section and Appendix A of this policy provide an overview of the applicable Registered Group categories.

Community groups meeting all of the applicable criteria may express their interest in joining the Registry Program by contacting the Community Development Unit, Recreation Division, Community Services Department online on the [Community Groups website](http://www.mississauga.ca/communitygroups) - www.mississauga.ca/communitygroups. The website clearly outlines the eligibility criteria and required documentation for all community groups applying for the Registry Program.

Requests will be reviewed and approval will be determined by the appropriate Community Services staff from each division (Recreation, Culture, Parks & Forestry or Environment). Community Services staff will select the right Registered Group category and advise the group of the outcome of their request. Registered Groups may only belong to one category.

Ineligible Groups

Approval for inclusion in the Registry Program will not be provided for groups whose purpose, goals and/or objectives include any of the following:

- To promote a for-profit professional association or business opportunity
- In conflict with the values, goals and objectives of the City as demonstrated by the City's decisions, actions, plans, by-laws, policies, programs or otherwise
- To further the aims of a political party, promote a political doctrine or persuade the public to adopt a particular view on a social question or issue

Eligibility Criteria

All Registered Groups must meet and adhere to the following minimum criteria and requirements. Additional criteria are outlined by Registry category in Appendix A.

1. The group must adhere to applicable laws, including the Ontario *Human Rights Code*, as amended (e.g. does not endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of political affiliation, economic status, level of literacy or the protected grounds defined in the Code - race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability).
2. All groups must demonstrate that they will deliver programs, services and social activities to Mississauga Residents:
 - That are of benefit to and valued by Mississauga Residents
 - Are an extension of the services and programs of the City's Recreation, Culture, Parks & Forestry or Environment Divisions, and/or
 - Address an unmet need or demand within the category they are applying for

Staff will make their recommendation based on established criteria and the information provided by the group, with approval by the applicable supervisor/manager. Groups may be required to provide a business plan that clearly demonstrates that the group meets or will meet these criteria. Groups who are not approved may request an appeal of the decision, in writing to the Commissioner, within 30 business days of notification of ineligibility. The appeal must clearly address all eligibility criteria that were not met. Consideration for approval may be recommended, provided that the request does not increase the demand for City facilities, services and/or other resources or adversely affect existing Registered Groups. The Commissioner will then make the final decision. The Commissioner's decision and the reasons for it will be communicated to the group by the applicable Director.

3. The group must have a written constitution and by-laws or operating guidelines establishing the framework within which the group will operate that includes:
 - Clearly defined Membership of not less than 25 Members (includes a minimum five board members).
 - An elected Board of Directors of not less than five members, with the majority of the Board and the President or Vice President being Mississauga Residents. The number of voting Members must be greater than the number of Board members, with the exception of Registered Groups with a closed membership. Elected sub-groups operating under the umbrella organization must also adhere to this standard.
 - Note: For Regional Groups whose primary purpose is to deliver sport programs/services, a minimum of 60% of the Membership must be Mississauga Residents; for all other categories with Regional Groups, a minimum of 30% of the Membership must be Mississauga Residents; the President or Vice President for all Regional Groups must be a Mississauga Resident.

-
- Groups that do not provide direct programming that is an extension of the programs and services of the Recreation, Culture, Parks & Forestry or Environment Divisions may operate with a closed membership (i.e. Membership is open only to the Board). The group must provide a rationale for operating with a closed membership and must meet the following additional criteria:
 - Be incorporated as a corporation under applicable not-for-profit corporate legislation
 - Have a minimum of eight Board members
 - Have a clearly defined open and public recruitment process for Board members
 - Have by-laws that address nepotism, cronyism and conflict of interest
 - Authorize the City to inspect any and all records, Board minutes, bank statements, invoices and documents in the custody or control of the group and/or to request a letter from the Registered Group's auditor
 - Must have a financial review or audit of financial statements, regardless of the amount of the Operating Budget
 - Must post their Annual General Report within 60 days of their AGM on their public website. (Groups should ensure that no confidential or personal information is included in the report unless the group has obtained written consent from the applicable persons.)
 - Membership that is inclusive, as defined through a set process in the group's governing documents. Groups may be required to provide a list of Members and Registered Participants, with mailing addresses, to validate residency requirements. Groups must obtain the consent of their Members and Registered Participants or their legal guardian before providing their personal information to the City. The Registered Group must provide to its Members and Registered Participants notice of collection and use of personal information by the Registered Group and the City.
 - The ability for all Members to vote, in accordance with the group's governing documents. Note: it is recommended that groups provide a mechanism for proxy voting in their by-laws.
 - A process through which the group holds an AGM at which the Board of Directors is elected from the Members through a democratic election process with a clearly defined quorum.
 - A conflict of interest policy, a code of conduct and a mechanism for resolution of complaints that is documented within the group's by-laws and policies, and
 - The process for disposing of assets upon dissolution of the group
4. All Registered Groups with an annual Operating Budget of \$10,000 or more must be incorporated as a Not-for-Profit under the Ontario *Corporations Act*, R.S.O. 1990, c. C.38, as may be amended or replaced, or be a charter member of a provincial/national/international Not-for-Profit or operate under the umbrella of an existing incorporated Registered Group.

5. The group must have a statement of the group's purposes, goals and objectives and an overall schedule of events, programs and services.
6. Groups will be required to provide annual Registered Participant numbers, where applicable, to demonstrate their overall engagement with and service to Mississauga Residents.
7. The group must have a public website or public channel. City staff will provide guidance to groups who have not established a public website or channel.
8. The group must comply with applicable City policies, including the Human Resources policies - Respectful Workplace and Workplace Violence and the Accessibility policy. These policies can be found at: [City Hall - Policies](#)
9. The group must meet the residency requirements outlined here and in Appendix A. Requests for exceptions must be made in writing from the group's executive to the applicable staff contact or liaison on an annual basis. All requests will be considered, provided that registration of non-residents does not increase the demand for City facilities, services and/or other resources. The group's staff contact or liaison will consult with the applicable Director, who will make the final decision.
10. All outstanding debts to the City must be paid in full at the time of the group's renewal date, or agreement reached regarding retirement of the debt, for the group to be approved for the Registry Program. All new groups applying to the program must be in good standing with the City.
11. Any person who enters into a contract with the City on behalf of a Registered Group must be at least 18 years of age and have the authority to do so in accordance with that Registered Group's governing documents.

Facility User Group Insurance Program

Insurance may be required when booking a City facility, including bookings that are a benefit under the Registry Program. The City provides access to a group general liability insurance policy that is paid for solely by the renter and is available at low rates on a per rental basis.

City's Affiliate Insurance Program

Registered Groups may be eligible for coverage under the City's Affiliate Insurance Program, which provides Commercial General Liability Insurance for Registered Groups that deliver activities and programs within the City of Mississauga as an extension of Mississauga services and for the benefit of Mississauga Residents. This insurance program is placed and paid for by the City for Registered Groups that may not otherwise be able to deliver their services, due to

the cost of applicable activity and program liability insurance. An annual application process is required and eligibility is determined by the insurance company.

Other Insurance

The Registered Group may require other forms of insurance not offered through the City; for this reason the City recommends that all Registered Groups consult with a licensed insurance broker to discuss additional insurance that is appropriate for the group's activities, e.g. Directors and Officers Liability, All Risk Property insurance, and any other insurance coverage that may be specific to the scope of operations of the Registered Group.

Developing Group Status

The City promotes and supports the formation of new and innovative groups that provide services to Mississauga Residents. Groups that do not yet meet all of the eligibility criteria can therefore apply for Developing Group Status. Staff assigned to support the formation of new groups will make a recommendation to the applicable manager/supervisor, who may approve a group for admission to the Registry Program as a Developing Group.

Approval is for a one year period and subject to review by staff on a quarterly basis throughout the one year period.

Groups applying for Developing Group Status must meet the following minimum criteria:

- Have five Members, and
- Be able to provide a written statement of purpose, including goals and objectives, a plan for Membership recruitment and a proposed budget

In addition, the group will be evaluated on their ability to:

- Advance the City's vision built on the strategic pillars – Move, Belong, Connect, Prosper & Green, and
- Advance the goals of the City's Recreation Master Plan, Sport Plan, Sport Tourism Plan, Older Adult Plan, Living Green Master Plan, Youth Plan or Culture Plan

Groups approved as Developing Groups will receive benefits under the Registry Program as approved by the applicable manager/supervisor.

Responsibilities of Registered Groups

In order to maintain their status and continue to receive Registered Group benefits, Registered Groups are responsible for the following. Noncompliance may result in the suspension or termination of the Registered Group's status or recommendation for Support with Conditions Status.

- Renewing their Registered Group status on an annual basis by providing their staff contact or liaison with all required documentation within 90 days of their AGM

- Operating on democratic principles and processes that are accountable to Members and can withstand public scrutiny
- Demonstrating transparency to their Membership and Registered Participants:
 - Through disclosure of any City support and payment of City fees and charges (e.g. special rental rates and sport facility usage) in the financial statements of their AGM report
 - By posting the group's AGM report (excluding financial statements and any confidential or personal information for which consent to disclose has not been obtained) on the group's public website or channel within 60 days following their AGM
 - By making the group's AGM report, including any financial statements, available to Members at the group's AGM and upon request
 - By having the group's Registered Participant application form and website acknowledge that they are a Registered Group with the City through the use of a Registered Group mark provided by the City
- Notifying their City staff contact or liaison and Members a minimum of 21 days prior to the date of their annual AGM or any special meeting of the Membership
- Providing immediate notice to Community Services staff of any changes in the Registered Group's executive/Board and/or constitution/by-laws
- Providing additional information to Community Services staff as requested, and
- Maintaining books of account and records of the financial management of the group's funds in accordance with generally accepted Canadian business and accounting practices
- The City recommends groups source financial assistance from accredited, recognized granting organizations, legal lending financial institutions and/or through charitable donations

Financial Requirements

Registered Groups are required to provide financial information to the City, based on the amount of their Operating Budget. An explanation of commonly used financial terminology is available from the group's staff contact or liaison upon request.

Process

Registered Groups must be able to provide financial statements (an income statement and balance sheet) approved by the Board of Directors (and signed by at least one director) of the previous operating year's expenditures and gross revenues, together with the report of an independent accounting firm, if applicable, and a proposed budget for the next operating year, signed by an authorized signing officer.

The following chart outlines the specific requirements, based on annual Operating Budget:

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Annual Operating Budget	Financial Requirements
less than \$130,000	Financial statements or a completed a City-provided template
\$130,000 up to \$250,000	Financial statements that have been reviewed by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i> , as amended
\$250,000 or more	audited financial statements prepared by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i> , as amended

NOTE: The foregoing requirements may differ from the standard of financial review that is required for a particular Registered Group under its governing corporate legislation or by the Canada Revenue Agency ("CRA"). If any such required standard is stricter than the standard specified above, then Registered Groups should ensure they comply with such legislative or CRA financial review requirements.

The City recommends that Registered Groups maintain a three month contingency fund of operating expenses. The City may request information pertaining to a Registered Groups contingency fund or capital reserve.

The City may require the following groups to authorize the City to inspect any and all records, Board minutes, bank statements, invoices and documents in the custody or control of the Registered Group and/or to request a letter from the Registered Group's auditor:

- Registered Groups on Support with Conditions
- Developing Groups
- Registered Groups that the City has received a complaint against from a vote held at a special meeting of the Membership and endorsed by the majority of the group's Members with respect to finances, and
- Approved Not-for-Profit professional associations with a closed membership

Support with Conditions Status

Should Community Services staff identify concerns with compliance to this policy or receive a request from a Registered Group for assistance with compliance to the policy, the group's staff contact or liaison may make a recommendation to the applicable Director that the Registered Group be placed on Support with Conditions Status. If the Director agrees, a Support with Conditions Action Plan will be implemented that the group must comply with in order to maintain their status as a Registered Group and continue to receive benefits. The maximum duration of a Support with Conditions Action Plan is two years.

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The Registered Group may receive guidance from staff in support of their efforts to become compliant with the policy. Support with Conditions Status can be applied at any time and may or may not be removed at the next annual renewal period, based on the organization's ability to meet the goals, objectives and timelines outlined and agreed to in the action plan.

Groups may be required to provide quarterly status reports during implementation of the Support with Conditions Action Plan. Support benefits may be suspended at any time, as authorized by the applicable Director.

Examples of when Support with Conditions Status may be applied include that the group:

- Has requested to be placed on Support with Conditions Status
- Has a major deficit or a deficit that continues over multiple years
- Shows evidence of not being financially viable
- Does not demonstrate the ability to plan into the future
- Demonstrates management or governance practices which do not conform to generally acceptable practices in the sector
- Does not operate in a democratic manner that would withstand public scrutiny
- Does not adhere to this and/or other applicable City policies or by-laws, and
- Does not renew status on an annual basis 90 days following the group's AGM

Support With Conditions Status Steps

The following steps will apply:

1. The Registered Group contacts City staff and requests to be placed on Support with Conditions Status or the staff contact or liaison identifies a concern with a Registered Group and the group is placed on Support with Conditions Status as determined by the applicable Director.
2. The president of the Registered Group will be notified by staff of their Support with Conditions Status. The group will then be required to work with staff to develop a Support with Conditions Action Plan and submit it within 60 days of notification of Support with Conditions Status. The action plan must be adopted by the group's Board of Directors.
3. Staff contact or liaison from the applicable division will work with the group on areas identified in the Support with Conditions Action Plan, such as governance and improved financial accountability/sustainability or adherence to this and other applicable City policies or by-laws. The group will be required to provide any requested documentation.

If benefits were suspended while the group was on Support with Conditions Status, staff may recommend reinstatement of Registered Group status and benefits to the applicable Director following the successful completion of the Support with Conditions Action Plan. If completion of the plan is not successful, staff may recommend termination of the group's Registered Group status.

Removal from the Registry Program

Groups may be removed from the Registry Program and future requests for inclusion may be denied if the group:

- Provides fraudulent or misleading information to the City
- Acts in contravention of this or any other City policy or violates any provincial or federal legislation or municipal by-law
- Is involved in a legal action against the City
- Fails to implement the recommendations of the Support with Conditions Action Plan within the two year limit
- Does not have their Developing Group Status renewed
- Does not renew their status on an annual basis 90 days following the group's AGM, or
- Otherwise no longer meets the criteria outlined in this policy

City staff may request a meeting with the group's executive if a Registered Group is to be removed from the Registry Program. The applicable ward councillors(s) will be notified. Groups may appeal staff's decision for removal, in writing, to the appropriate Director within 30 business days of notification of removal. The appeal must clearly address the rationale for their appeal. The Director will consult with applicable City staff, if required, and make a recommendation to the Commissioner to either uphold the removal or reinstate the group. The Commissioner will make the final decision. This decision and the reasons for the decision will be communicated to the group by the Director.

Groups may request removal from the Registry Program at any time. Requests must be made in writing, must be signed by the group's executive members and sent to the applicable staff contact or liaison. Contact information is available on the City's website.

If a Registered Group dissolves they must follow the dissolution clause in their constitution and provide their City staff contact or liaison with written confirmation of the dissolution, signed by the Registered Group's Board. Staff reserve the right to request additional documentation from the Registered Group, including financial statements, bank account information and verification of the dispersal of funds.

Groups that are no longer registered under the Registry Program must immediately refrain from using the City's Registered Group intellectual property, including trademarks/logos and from referring to itself as a Registered Group associated with the City in that regard.

Report to Council

An information report to outline the value of City services provided to Registered Groups will be prepared by Community Services staff when requested by Council,

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Revision History

Reference	Description
GC-0256-2005 – 2005 04 27	
October, 2007	Administrative Revision - Change of responsibility for ratepayer applications from Communications Division to Recreation and Parks Division.
GC-0610-2011 – 2011 10 12	

Policy Number: 08-01-01

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APPENDIX A**COMMUNITY GROUP REGISTRY PROGRAM (CGRP) - GROUP CATEGORY**

Registered Groups may be eligible for coverage under the City's Affiliate Insurance Program, which provides Commercial General Liability Insurance for Registered Group's that deliver activities and programs within the City of Mississauga as an extension of Mississauga services and for the benefit of Mississauga Residents. This insurance program is placed and paid for by the City for Registered Groups that may not otherwise be able to deliver their services due to the cost of applicable activity and program liability insurance. An annual application process is required and eligibility is determined by the insurance company. Additional information will be provided by the Registered Group's staff contact or liaison upon request.

Room rentals are subject to availability. Approved Regional Groups, with the exception of Regional Sport Groups, are not entitled to free meeting room space.

CATEGORY	ADDITIONAL REQUIREMENTS OR EXCEPTIONS	ELIGIBLE BENEFITS
1. Community Organization & Clubs: A Not-for-Profit Social Service Organization/Religious Organizations/Pre-School/General Interest Club/Older Adult Club/Youth Club/Mississauga based groups may be a charter member of a provincial/national/international Not-for-Profit	<ul style="list-style-type: none"> 80% of the group's Members and Registered Participants must be Mississauga Residents or meet the regional requirement of 30% Mississauga Residents for approved Regional Groups Groups that are a charter member of a provincial/national/ international Not-for-Profit may be eligible for this category 	Booking Benefits: <ul style="list-style-type: none"> Rental Rate Category - Community Group Other Benefits: <ul style="list-style-type: none"> Special Event Vendor licence – Community Group rate Permission to place a promotion/ mobile sign on a City road allowance, in accordance with the City's Sign By-law
1a.) Youth Clubs: A social club operated by youth for the leisure or social benefit of youth who are Mississauga Residents	<ul style="list-style-type: none"> 80% of the group's Members and Registered Participants must be Mississauga Residents President or Vice president must be a Mississauga Resident Youth Clubs cannot have regional group status 	Booking Benefits: <ul style="list-style-type: none"> Rental Rate Category - Affiliated Group Other Benefits: <ul style="list-style-type: none"> Special Event Vendor licence – Community Group rate Permission to place a promotion/mobile sign on a City road allowance, in accordance with the City's Sign By-law

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		<ul style="list-style-type: none"> • Free meeting space on a space-available basis <ul style="list-style-type: none"> – 12 monthly room bookings for executive meetings per calendar year – 1 Annual General Meeting room booking per calendar year • Staff liaison hours
2. Recreation Provider: A group that provides direct programs/service delivery for children, youth and/or adults that supplements the services provided by the Recreation Division.	<ul style="list-style-type: none"> • 80% of the group's Members and Registered Participants must be Mississauga Residents • Approved Regional Groups must meet a 30% Mississauga Residency requirement • President or Vice president must be a Mississauga Resident 	Booking Benefits: <ul style="list-style-type: none"> • Rental Rate Category - Affiliated Group • Free meeting space on a space-available basis <ul style="list-style-type: none"> – 12 monthly room bookings for executive meetings per calendar year (with the exception of approved Regional Groups) – 1 Annual General Meeting room booking per calendar year (with the exception of approved Regional Groups) – Priority Booking, i.e. up to 12 months in advance Other Benefits <ul style="list-style-type: none"> • Permission to place a promotion/ mobile sign on a City road allowance, in accordance with the City's Sign By-law • Staff liaison hours • Special event Vendor licence – Community Group rate
3. Arts & Culture Provider: A group that provides direct Arts & Culture programs/service delivery for children, youth and/or adults that supplements the services provided by the Culture Division.	<ul style="list-style-type: none"> • 80% of the group's Members and Registered Participants must be Mississauga Residents. • Approved Regional Groups 	Booking Benefits: <ul style="list-style-type: none"> – Rental Rate Category - Affiliated Group • Free meeting space on a space-available basis

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	<p>must meet a 30% Mississauga Residency requirement</p> <ul style="list-style-type: none"> • President or Vice president must be a Mississauga Resident 	<ul style="list-style-type: none"> – 12 monthly room bookings for executive meetings per calendar year (with the exception of approved Regional Groups) – 1 Annual General Meeting room booking per calendar year (with the exception of approved Regional Groups) – Priority Booking, i.e. up to 12 months in advance <p>Other Benefits:</p> <ul style="list-style-type: none"> • Permission to place a promotion/mobile sign on a City road allowance • Staff liaison hours • Special event Vendor licence – Community Group rate
4. Older Adult Providers and Clubs	<ul style="list-style-type: none"> • Must have 90% Mississauga Residents as Members and Registered Participants • President or Vice president must be a Mississauga Resident • Must have 90% of their membership and Registered Participants fifty five (55) years and older • Must have a minimum of 50 Members and/or Registered Participants • Participate on a Community Centre Older Adult Committee (CCOAC) • Provide City staff at the group's allocated City facilities with the group's activity schedule on a quarterly basis • Provide annual club/group information updates • Provide quarterly program statistics to City staff. 	<p>Booking Benefits:</p> <ul style="list-style-type: none"> • Rental Rate Category <ul style="list-style-type: none"> – Affiliated Seniors Groups – 12 monthly room bookings for executive meetings per calendar year – 1 Annual General Meeting room booking per calendar year <p>Other Benefits:</p> <ul style="list-style-type: none"> • Staff liaison hours • Permission to place a promotion/mobile sign on a City road allowance • Special event Vendor licence – Community Group rate

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<p>5. Community Sport Group Provider: A Mississauga based sport group that delivers league-based programs and/or services that directly benefit Mississauga Residents.</p>	<ul style="list-style-type: none"> • Groups who have 80% or more youth are not eligible to be a Community Sport Group • Must meet a minimum 80% Mississauga Residency requirement for Members and Registered Participants • Minimum requirement of 50 Registered Participants annually • President or Vice president must be a Mississauga Resident 	<p>Booking Benefits:</p> <ul style="list-style-type: none"> • Rental Rate Category <ul style="list-style-type: none"> – Community Group – Resident Rate (Arena) • Free meeting space on a space-available basis <ul style="list-style-type: none"> – 6 monthly room bookings for executive meetings per calendar year – 1 Annual General Meeting room booking per calendar year • Priority bookings as outlined in the Outdoor Sports Field Management Policy and the Arena Ice Allocation Policy <p>Other Benefits</p> <ul style="list-style-type: none"> • Special event Vendor licence – Community Group rate • Permission to place a promotion/mobile sign on a City road allowance, in accordance with the City's Sign By-law • Staff liaison hours
<p>6. Regional Sport Group Provider: A Mississauga based sport group that delivers programs and services that directly benefit Mississauga Residents but can include participants from the Region of Peel, neighbouring regions or defined league boundaries.</p>	<ul style="list-style-type: none"> • Regional Sport Groups must meet the definition for an approved Regional Group in this policy • The group must meet a minimum 60% Mississauga Residency requirement • Minimum requirement of 50 Registered Participants annually • President or Vice president must be a Mississauga Resident 	<p>Booking Benefits:</p> <ul style="list-style-type: none"> • Rental Rate Category – Community Group • Free meeting space on a space-available basis <ul style="list-style-type: none"> – 6 monthly room bookings for executive meetings per calendar year – 1 Annual General Meeting room booking per calendar year <p>Other Benefits</p> <ul style="list-style-type: none"> • Special event Vendor licence – Community Group rate • Permission to place a

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		<p>promotion/mobile sign on a City road allowance, in accordance with the City's Sign By-law</p> <ul style="list-style-type: none"> • Staff liaison hours
<p>7. Affiliated Youth Sport Group Provider:</p> <p>A Mississauga-based group sanctioned by the sport's governing body which provides organized league-based sport activities primarily to youth and meets the residency requirements. Adult leagues/programs within an Affiliated Youth Sport group will be categorized as a Community Sport Group.</p>	<ul style="list-style-type: none"> • Affiliated Youth Sport Group must meet the minimum Mississauga Residency requirements and not exceed the maximum non-resident component as outlined in the Outdoor Sports Field Management Policy and the Arena Ice Allocation policies • Maximum non-resident component permitted: <ul style="list-style-type: none"> – Competitive rep baseball – 3 non-resident players per team at the highest competitive level of play per age group – Girls Softball – 40% of the entire program – Football and Rugby – 20% of the entire program – Ice - Ringette – 35% of the entire program – Other ice users – 10% of the entire program – All other sports – 10% of the entire program • Adult leagues/programs within an Affiliated Youth Sport group can only comprise 20% of the sport group • Minimum requirement of 50 Registered Participants annually • President or Vice president must be a Mississauga Resident 	<p>Booking Benefits:</p> <ul style="list-style-type: none"> • Rental Rate Category <ul style="list-style-type: none"> – Youth – Affiliated Youth – Adult – Community Group • Priority bookings as outlined in the Outdoor Sports Field Management Policy and the Arena Ice Allocation policies • Free meeting space on a space-available basis <ul style="list-style-type: none"> – 12 monthly room bookings for organization's executive meetings per calendar year – 1 Annual General Meeting room booking per calendar year <p>Other Benefits:</p> <ul style="list-style-type: none"> • Permission to place a promotion/mobile sign on a City road allowance, in accordance with the City's Sign By-law • Staff liaison hours • Special event Vendor licence – Community Group rate

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<p>8. Rate-Payer/Resident Groups/ Business Improvement Areas (BIA) established by City By-law: Neighbourhood associations that strengthen and support resident engagement and provide opportunities for greater active participation in Mississauga communities</p>	<ul style="list-style-type: none"> • Membership must be 100% Mississauga Residents • President and Vice President must be a Mississauga Resident • Must have a clearly defined membership with geographic boundaries • Must have one or more neighbourhood based activity/program/event that is an extension of the services and programs of the Recreation, Parks & Forestry, Environment or Culture Division. 	<p>Booking Benefits:</p> <ul style="list-style-type: none"> • Rental Rate Category – Affiliated Group • Free meeting space on a space-available basis <ul style="list-style-type: none"> – 12 monthly room bookings for executive meetings per calendar year – 1 Annual General Meeting room booking per calendar year – Priority Booking up to 12 months in advance <p>Other Benefits:</p> <ul style="list-style-type: none"> • Permission to place a promotion/mobile sign on a City road allowance, in accordance with the City's Sign By-law • Staff liaison hours • Special event Vendor licence – Community Group rate
<p>9. Community Stewardship Groups: Provide environmental education and stewardship programs, which could include naturalization, horticulture, gardening, and urban agriculture, on City-owned properties.</p>	<ul style="list-style-type: none"> • 80% of the group's members and Registered Participants must be Mississauga Residents • Approved Regional Groups must meet a 30% Mississauga Residency requirement • President or Vice president must be a Mississauga Resident 	<p>Booking Benefits:</p> <ul style="list-style-type: none"> • Rental Rate Category – Affiliated Groups • Free meeting space on a space-available basis <ul style="list-style-type: none"> – 12 monthly room bookings for executive meetings per calendar year (with the exception of approved Regional Groups) – 1 Annual General Meeting room booking per calendar year (with the exception of approved Regional Groups) – Priority Booking, i.e. up to 12 months in advance <p>Other Benefits:</p> <ul style="list-style-type: none"> • Permission to place a

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		<p>promotion/mobile sign on a City road allowance, in accordance with the City's Sign By-law</p> <ul style="list-style-type: none">• Priority booking of City Park Equipment• Staff liaison hours.• Special event Vendor licence – Community Group rate
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Current Policy – What Exists Today – Community Group Support Program policy	Proposed Policy – If the information in a specific section is unchanged, or has required minimal revision to terminology only, “No change” will appear.	Rationale – Why changes (deletions and/or additions) to the revised policy were made.
<p>POLICY STATEMENT</p> <p>The City of Mississauga (the “City”), through the Community Group Support Program, strives to develop mutually beneficial relationships that support community involvement by groups who provide services to all individuals, families and communities that live, work, and play in Mississauga.</p>	<p>POLICY STATEMENT</p> <p>The Corporation of the City of Mississauga (the “City”), through the Community Group Registry Program, strives to develop mutually beneficial relationships that support community involvement by groups who provide services to keep Mississauga residents active, healthy and engaged in their communities.</p>	<p>Minor wording changes – no change to intent.</p>
<p>PURPOSE</p> <p>This policy outlines the eligibility criteria to become formally recognized by the City as either an Affiliated Group or a Recognized Community Group; the available benefits for each; and the application and approval process.</p> <p>The Community Group Support Program (the “Program”) is designed to assist not-for-profit community groups, governed by volunteers, who deliver arts, culture and heritage; recreation, sports and leisure; special events; and various social, environmental and special interest programs and services which exist for the benefit of the residents of Mississauga.</p>	<p>PURPOSE</p> <p>This policy outlines:</p> <ul style="list-style-type: none"> • The eligibility criteria to become a Registered Group • The eligible benefits for each category of Registered Group (attached as Appendix A), and • The application and approval process <p>The Community Group Registry Program (the “Registry Program”) is designed to support Not-for-Profit community groups governed by volunteers, including resident and ratepayer’s associations. The groups exist for the benefit of the residents of Mississauga and deliver:</p> <ul style="list-style-type: none"> • Arts, culture and heritage programs and services • Recreation, sports and leisure programs and services 	<p>There will now be only one category, “Registered Groups”, with sub-categories: (Affiliated Youth Sport Group, Arts & Culture Provider, etc.), as outlined in Appendix A of the policy. By categorizing all groups as “registered” in the policy and inserting a chart to outline the services and benefits each group receives the policy is easier for groups to understand. Feedback from staff and community groups indicated there was a need for greater clarity. The groups will receive services/benefits in accordance with their category. Also included resident and ratepayer’s groups, who may meet the policy’s criteria and want to access the associated benefits. Other minor wording changes for clarity.</p>

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<p>The Program will help volunteer community groups by providing access in a fair and equitable manner to specific City resources, such as meeting space and permission to place portable signs on City road allowances. The levels of assistance which can be provided are limited by available resources. Direct financial assistance is not provided as part of the Program.</p>	<ul style="list-style-type: none"> • Parks & forestry stewardship • Special events, and • Various social, environmental and special interest programs and services <p>The Registry Program supports Registered Groups (defined below) by providing access to City resources, such as meeting space and permission to place portable signs on City road allowances in accordance with the City Sign By-law, in a fair and equitable manner. The levels of assistance which can be provided are limited by available resources. Direct financial assistance is not provided as part of the Registry Program.</p>	<p>Minor wording changes – no change to intent.</p>
<p>LEGISLATIVE REQUIREMENT Any collection, use and disclosure of information under this policy will be undertaken in accordance with the <i>Municipal Freedom of Information and Protection of Privacy Act</i>.</p>	<p>LEGISLATIVE REQUIREMENT No change.</p>	
<p>ADMINISTRATION The Community Group Support Program is administered by the Community Services Department.</p>	<p>ADMINISTRATION The Registry Program is administered by the Community Services Department. A list of Registered Groups is available on the Community Services website at www.mississauga.ca/communitygroups</p>	<p>Minor wording changes to align with Registry. Due to automation of the Registry Program it will be possible for the City, in the spirit of transparency, to provide a list of current Registered Group.</p>
<p>DEFINITIONS “Commissioner” means the Commissioner of</p>	<p>DEFINITIONS “Commissioner” means the Commissioner of</p>	<p>Included “in writing” for the</p>

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Community Services or his/her designate.	Community Services or his/her designate, in writing.	Commissioner's designate.
	<p>"Director" means any of the following Community Services Department directors or their respective designate in writing:</p> <ul style="list-style-type: none"> • Director, Recreation • Director, Culture • Director, Parks & Forestry, or • Director, Environment 	New definition added for clarity and ease of reading, as several Community Services Directors are involved.
	<p>"Member" means each member of the Registered Group as determined by its governing documents, including by-laws, letters patent, articles of incorporation and/or constitution. The Registered Group's governing documents outline which Members, through a set process, are entitled to vote at the Registered Group's Annual General Meeting (AGM) or a special meeting of the Membership, when called. All Registered Groups must have a clearly defined Membership and require that its general Membership application form be completed. Registered Groups may have multiple classes of Members that are defined by their governing documents.</p>	New definition to clarify what constitutes a member of a group.
"Mississauga Resident" means anyone who lives permanently in Mississauga (temporary absences for reasons such as vacation do not affect resident status, as long as the resident's principal address	<p>"Mississauga Resident" means:</p> <ul style="list-style-type: none"> • Anyone whose principal address is in Mississauga (temporary absences for reasons such as vacation do not affect residence 	Language revised for clarity.

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remains in Mississauga); a student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year; or a non-resident who is the principal owner of a business in Mississauga and thereby pays Mississauga business taxes.	<p>status)</p> <ul style="list-style-type: none"> • A student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year, or • A non-resident who is the principal owner of a business in Mississauga and thereby pays Mississauga business taxes 	
	<p>“Not-for-Profit” means an organization that is a corporation or an unincorporated association formed for the purpose of providing services, activities, programs and opportunities that improve or benefit one or more communities in Mississauga. A volunteer Board of Directors or trustees govern the organization. The organization does not generate profit to be distributed amongst its Members, directors, officers or trustees, as the case may be. The organization may generate revenue but there can be no financial gain for Members, trustees, directors or officers. Any revenue remaining after expenditures is turned back into the organization to further its aims and activities.</p>	New definition to assist groups in understanding what constitutes a not-for-profit organization.
	<p>“Regional Group” means a group that either:</p> <ol style="list-style-type: none"> 1) Can clearly demonstrate that it is not sustainable without non-Mississauga Resident Members and therefore includes Members from the Region of Peel, neighbouring regions 	New definition added for clarity and to assist staff in determining the correct category for groups that request regional status.

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	<p>or defined league/organization boundaries. (The group also must meet a demand or unique program need of Mississauga Residents.) or</p> <p>2) Provides programs and services in Mississauga and more than one city within the Region of Peel.</p> <p>Regional Groups must not exclude Mississauga Residents and must be actively recruiting Members and Registered Participants from Mississauga.</p>	
	<p>“Registered Group” means a Not-for-Profit community group that has applied and been approved for inclusion in the Registry Program, in accordance with the eligibility criteria outlined in this policy, including Appendix A.</p> <p>A Registered Group may be either a:</p> <ul style="list-style-type: none"> • Club - an association or organization dedicated to a particular interest or activity whose Members meet on a regular basis to participate in a common social activity, or a • Provider - a group that: <ul style="list-style-type: none"> – Provides direct, i.e. organized registered or non-registered instructional, lessons or drop-in recreation, culture, environmental or Parks & Forestry programs or service delivery to children, youth and/or adults (free or paid) that supplement the services provided by the City. Live productions are 	<p>Provided a definition of a Registered Group, as there is now only one designation, with various categories.</p>

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	<p>not considered direct programming</p> <ul style="list-style-type: none"> – Delivers a major outdoor festival, or • A community or social service organization/religious organization/preschool. 	
	<p>“Registered Participant” means an individual who is a participant or registrant in the programs and services of a Registered Group and not necessarily a Member of the Registered Group.</p>	<p>New definition to clarify who has voting privileges.</p>
	<p>Exceptions The Commissioner may grant exceptions to specific requirements of this policy. Any requests for exemption must be made in writing and duly authorized (signed) by the group’s Board of Directors. The request must provide reasons satisfactory to the Commissioner that compliance with such specific requirements cannot be met or would cause undue hardship.</p>	<p>The policy revisions are intended to reduce the need for exceptions, as extensive consultation with stakeholders has taken place throughout the policy review. For this reason it was determined that exceptions should be granted at the Commissioner level, unless unwise noted at the Director level. The Commissioner may also choose to delegate certain responsibilities/decisions.</p>
	<p>ACCOUNTABILITY Commissioner The Commissioner is responsible for the following:</p> <ul style="list-style-type: none"> • Granting exceptions to specific requirements of this policy, and • Determining whether a Registered Group will be removed from the Registry Program 	<p>Added Commissioner for clarity of roles.</p>

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<p>ACCOUNTABILITY Departmental Directors All departmental directors are accountable for:</p> <ul style="list-style-type: none"> ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions; and ensuring compliance with this policy. 	<p>Directors Directors are accountable for:</p> <ul style="list-style-type: none"> Ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions Ensuring compliance with this policy Approving staff recommendations to place groups on Support with Conditions Status Approving exceptions to residency requirements Approving the escalation of staff recommendations or requests for specific exceptions to the policy to the Commissioner, and Removing Registered Groups from the Registry Program, if approved by the Commissioner 	<p>Added the requirement to approve requests for exceptions to residency requirements or to escalate recommendations to the Commissioner.</p>
<p>Managers/Supervisors Managers/supervisors of staff who are responsible for the administration of the Community Group Support Program are accountable for:</p> <ul style="list-style-type: none"> ensuring staff in their respective work units are aware of this policy and any subsequent revisions; ensuring applicable staff are trained on this policy, and any subsequent revisions, with respect to their specific job function; and ensuring staff comply with this policy. 	<p>Managers/Supervisors Managers/supervisors of staff who are responsible for the administration of the Registry Program are accountable for:</p> <ul style="list-style-type: none"> No change No change No change Ensuring review of new applications by 	<p>Added the requirements to review new</p>

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	<p>applicable staff</p> <ul style="list-style-type: none"> • Approving new applications • Approving Developing Group status (defined below), as applicable • Recommending Support with Conditions Status (defined below) to a Director, and • Ensuring annual review of existing Registered Groups to ensure they continue to meet all eligibility criteria 	<p>applications to determine approval and to ensure groups renew annually.</p>
<p>CITY’S ROLE</p> <p>The City’s relationship with volunteer community groups receiving assistance under this Program is one of support only. The City cannot be responsible for the decisions and/or actions of any group or its members. As a consequence, the City’s relationship with volunteer community groups is not an endorsement of the group’s beliefs or views, and the City will not act as a review body for any such group, or be seen to represent or imply any partnership.</p>	<p>CITY’S ROLE</p> <p>The City’s relationship with Registered Groups under the Registry Program is one of support only. The City will not be held liable for the decisions and/or actions of any Registered Group, its Members and/or its Registered Participants or for ensuring that the foregoing are in compliance with applicable laws. As a result, the City’s relationship with Registered Groups is not an endorsement of the group’s beliefs or views. The City will not act as a review body for any such group nor will it represent or imply any partnership.</p>	<p>Revised for clarity to ensure groups don’t, for example, expect to receive legal advice from the City.</p>
<p>STAFF LIAISON ROLE</p> <p>The staff liaison’s role is to determine the appropriate types and levels of services required by an Affiliated Group and to provide ongoing assistance and guidance. The amount of time spent with each group may vary, depending on the needs of the group. For example, staff liaisons</p>	<p>STAFF LIAISON ROLE</p> <p>Under the Registry Program, a staff liaison will be assigned to specific group categories, as outlined in Appendix A. Staff liaisons will provide ongoing assistance and guidance and monitor the group’s compliance with this and all City policies and by-laws. The amount of time</p>	<p>Minor wording changes to clarify the role of the staff liaisons within Community Services and that they will only be assigned to specific groups for up to 15 hours per year (approximately one hour per month with an additional three hours</p>

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<p>may spend more time with a new or emerging group than with an established group. The staff liaison, in conjunction with other City staff as appropriate, monitors compliance to the affiliation agreement.</p> <p>In keeping with the spirit of the City’s policy regarding conflict of interest, the staff liaison may attend the group’s Board of Directors meetings in a non-voting capacity. Where possible, staff liaisons will attend the Annual General Meeting (AGM) of the Affiliated Groups assigned to them.</p>	<p>spent with each Registered Group may vary, as assessed by staff. Groups may receive up to 15 hours of staff liaison time on an annual basis. Developing Groups and Groups on Support with Conditions Status may receive additional hours of staff liaison time.</p> <p>Staff liaisons are permitted to attend a Registered Group’s AGM. The staff liaison may also attend any Board meeting for a specific agenda item(s) or the Registered Group may request their attendance.</p> <p>In keeping with the spirit of the City’s Conflict of Interest policy, a staff liaison may only attend Registered Group’s Board of Director’s meetings in a non-voting capacity.</p>	<p>for activities such as attending an AGM.) Removed reference to determining the types of services, as this will be dependent on the category the group is assigned to.</p> <p>Clarified when a staff liaison might attend group meetings, including the AGM. It is not a staff requirement to attend AGM’s but it is best practice that they do so.</p>
<p>APPLICATION PROCESS</p> <p>Groups should contact Recreation and Parks, Community Services Department for an application. The application will clearly outline the required criteria and documentation for all volunteer community groups applying for the Program.</p>	<p>APPLICATION AND APPROVAL PROCESS - Eligible Groups</p> <p>The Eligibility Criteria section and Appendix A of this policy provide an overview of the applicable Registered Group categories.</p> <p>Community groups meeting all of the applicable criteria may express their interest in joining the Registry Program by contacting the Community Development Unit, Recreation Division, Community Services Department online on the</p>	<p>Combined the Application Process and Approval sections with the Eligibility section. Wording revised to better reflect the process of approving applications – groups must submit an “expression of interest’ and are then evaluated by staff. The eligibility language has been revised to align with the introduction of the Community Group Registry Program. The</p>

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<p>Applications for eligible groups are approved by the appropriate Community Services staff who are responsible for reviewing and verifying applications for Affiliated Groups and Recognized Community Groups. Groups will be notified by Community Services staff to advise them of the outcome of their application.</p> <p>Provided a group cannot be disqualified for any of the reasons outlined in the “Ineligible Groups” section, groups may receive assistance as an Affiliated Group or as a Recognized Community Group.</p> <p>Groups applying to be an Affiliated Group or a Recognized Community Group must also meet all of the criteria outlined in the Eligibility Criteria section below.</p>	<p>Community Groups website - www.mississauga.ca/communitygroups. The website clearly outlines the eligibility criteria and required documentation for all community groups applying for the Registry Program.</p> <p>Requests will be reviewed and approval will be determined by the appropriate Community Services staff from each division (Recreation, Culture, Parks & Forestry or Environment). Community Services staff will select the right Registered Group category and advise the group of the outcome of their request. Registered Groups may only belong to one category.</p> <p>New Registered Groups are encouraged to participate in an orientation session on the Registry Program and this policy within the first year of their addition to the Registry.</p>	<p>separate categories for Affiliated Groups and Recognized Community Groups have been removed.</p> <p>Clarified that approval will be by staff from the applicable Community Services division.</p> <p>Orientation sessions will be held to assist groups in understanding the City’s expectations.</p>
<p>Ineligible Groups Approval for inclusion in the Program as an Affiliated Group or a Recognized Community Group will not be provided for groups whose primary purpose, goals and/or objectives are:</p>	<p>Ineligible Groups Approval for inclusion in the Registry Program will not be provided for groups whose primary purpose, goals and/or objectives include any of the following:</p>	<p>Minor wording changes to align with revisions to the program.</p>

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<ul style="list-style-type: none"> • to promote a professional association or business opportunity; • in conflict with the values, goals and objectives of the City as demonstrated by the City's decisions, actions, plans, by-laws, policies, programs, or otherwise; or • to further the aims of a political party, promote a political doctrine, or persuade the public to adopt a particular view on a broad social question. 	<ul style="list-style-type: none"> • No change • No change • No change 	
<p>Affiliated Groups Eligibility for affiliated status is reserved for Mississauga-based groups that provide services which supplement the services provided by the City. Affiliated Groups must not duplicate the services, membership or geographic service area of an existing Affiliated Group, including those with a pending application, unless it can be demonstrated that an existing Affiliated Group cannot meet the community needs and that additional services are required and facilities are available.</p> <p>Recognized Community Groups Groups who do not provide services which supplement the services provided by the City, such as condominium corporations, religious groups and service clubs, are not eligible for affiliated status but may apply to become Recognized Community Groups.</p>		<p>These sections have been removed, as there will now only be Registered Groups in various categories. The question of duplication of services has been moved to the Eligibility Criteria section (#2).</p>

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<p>ELIGIBILITY CRITERIA - AFFILIATED GROUPS AND RECOGNIZED COMMUNITY GROUPS</p> <p>Groups applying to become an Affiliated Group or a Recognized Community Group must meet all of the following criteria:</p> <p>1. The group must adhere to the Ontario <i>Human Rights Code</i>.</p>	<p>ELIGIBILITY CRITERIA</p> <p>All Registered Groups must meet and adhere to the following minimum criteria and requirements. Additional criteria are outlined by Registry category in Appendix A.</p> <ol style="list-style-type: none"> 1. The group must adhere to the Ontario <i>Human Rights Code</i>, as amended (e.g. does not endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of political affiliation, economic status, level of literacy or the protected grounds defined in the Code (race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability)) 2. All groups applying to the program must demonstrate that they will deliver programs, services and social activities to Mississauga Residents: <ul style="list-style-type: none"> • That are of benefit to and valued by Mississauga Residents • Are an extension of the services and programs of the Recreation, Culture, Parks & Forestry or Environment Division, and/or • Address an unmet need or demand within the category they are applying for Staff will make their recommendation based on established criteria and the information 	<p>The majority of the specific membership, residency and financial documentation requirements have been moved to Appendix A.</p> <p>Included more detail about the Human Rights Code for the benefit of the Registered Groups.</p> <p>This requirement previously appeared in the Affiliated Groups section but is applicable to any Registered Group category. The criteria have been expanded to avoid duplication of services.</p>
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<p>2. The group must have a written constitution and by-laws or operating guidelines establishing the framework within which the group will operate that includes:</p> <ul style="list-style-type: none"> -an elected Board of Directors of not less than five members, with the majority of the Board being Mississauga Residents and with the President or Vice President being a Mississauga Resident. Elected sub-groups operating under the umbrella organization would also adhere to this standard. (The applicable Community Services Director, or 	<p>provided by the group, with approval by the applicable supervisor/manager. Groups may be required to provide a business plan that clearly demonstrates that the group meets or will meet these criteria. Groups who are not approved may request an appeal of the decision, in writing to the Commissioner, within 30 business days of notification of ineligibility. The appeal must clearly address all eligibility criteria that were not met. Consideration for approval may be recommended, provided that the request does not increase the demand for City facilities, services and/or other resources or adversely affect existing Registered Groups. The Commissioner will then make the final decision. The Commissioner's decision and the reasons for it will be communicated to the group by the applicable Director.</p> <p>3. No change</p> <ul style="list-style-type: none"> – Clearly defined Membership of not less than 25 Members (includes a minimum five board members). – An elected Board of Directors of not less than five members, with the majority of the Board and the President or Vice President being Mississauga Residents. The number of voting Members must be 	<p>The requirement is now for 25 voting members. (Groups' constitutions define who is a voting member.) This requirement ensures that groups that are being adopted into the Registry Program are viable groups with a strong voting membership. Included the stipulation that voting</p>
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<p>his/her designate, may authorize an exception for regional groups) -general membership of not less than 20 members</p>	<p>greater than the number of Board members, with the exception of Registered Groups with a closed membership. Elected sub-groups operating under the umbrella organization must also adhere to this standard.</p> <ul style="list-style-type: none"> ➤ Note: For Regional Groups, whose primary purpose is to deliver sport programs/services, a minimum of 60% of the membership must be Mississauga Residents; for all other categories with Regional Groups, a minimum of 30% of the Membership must be Mississauga Residents; the President or Vice President for all Regional Groups must be a Mississauga Resident. – Groups that do not provide direct programming that is an extension of the programs and services of the Recreation, Culture, Parks & Forestry or Environment Divisions may operate with a closed membership (i.e. membership is open only to the Board).. The group must provide a rationale for operating with a closed membership and must meet the following additional criteria: <ul style="list-style-type: none"> ➤ Be incorporated as a corporation under applicable not-for-profit corporate legislation ➤ Have a minimum of eight Board members 	<p>members must outnumber Board members, as this model does demonstrate a fully democratic voting process when electing a Board.</p> <p>Included reference to Regional Groups.</p> <p>Included additional criteria for groups that do not provide direct programming to Mississauga Residents and operate with a closed membership (i.e. membership is open only to the Board).</p>
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<p>- membership is open to all Mississauga residents and defined through a set process.</p>	<ul style="list-style-type: none"> ➤ Have a clearly defined open and public recruitment process for Board members. ➤ Have by-laws that address nepotism, cronyism and conflict of interest ➤ Authorize the City to inspect any and all records, Board minutes, bank statements, invoices and documents in the custody or control of the group and/or to request a letter from the Registered Group's auditor ➤ Must have a financial review or audit of financial statements, regardless of the amount of the Operating Budget ➤ Must post their Annual General Report within 60 days of their AGM on their public website (Groups should ensure that no confidential or personal information is included in the report unless the group has obtained written consent from the applicable persons.) <p>– Membership that is inclusive, as defined through a set process in the group's governing documents. Groups may be required to provide a list of Members and Registered Participants, with mailing addresses, to validate residency requirements. Groups must obtain the consent of its Members and Registered Participants or their legal guardian before</p>	<p>Clarified that groups may be required to provide membership lists with addresses and must obtain the consent of their members before sharing their personal information with the City.</p>
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<ul style="list-style-type: none"> • based on geographic location (i.e. ratepayer groups); however, membership must be open to all residents within the geographic area • based on skill level, facility limitations or age; however, the group may not close its membership if non-residents make up any portion of the membership; • a condition that all members must be eligible to vote (for children's or youth programs, adults representing those under the age of 18 must be eligible to vote) • a process through which the group holds an AGM at which the Board of Directors is elected from the general membership through a democratic election process 	<p>providing their personal information to the City. The Registered Group must provide to its Members and Registered Participants notice of collection and use of personal information by the Registered Group and the City.</p> <ul style="list-style-type: none"> – The ability for all Members to vote, in accordance with the group's governing documents. Note: It is recommended that groups provide a mechanism for proxy voting in their by-laws – A process through which the group holds an AGM at which the Board of Directors is elected from the Members through a democratic election process with a clearly defined quorum. – A conflict of interest policy, a code of conduct and a mechanism for resolution of complaints that is documented within the group's by-laws and policies, and – No change 	<p>The deleted bullets are covered in the categories appendix.</p> <p>The City is recommending proxy voting, as many groups difficulty in getting members out to vote at their AGM.</p> <p>Provided additional direction with respect to quorum.</p> <p>These requirements are included to strengthen the groups' governance – it is a best practice for boards to have such documented procedures. The role of the City is then clearly defined, i.e. the City does not get involved in internal complaints within a group – staff and councillors have been asked to mediate in the past and this is not the role of the City.</p>
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<ul style="list-style-type: none"> the process for disposing of assets upon dissolution of the group <p>3 .At least 80 per cent of the group’s members must be Mississauga Residents, with the following exceptions:</p> <ul style="list-style-type: none"> -registration cannot be closed to a Mississauga Resident if non-residents make up any portion of the membership -One hundred per cent of the player members of all minor sports groups, other than minor youth soccer groups, must be Mississauga residents. -Minor youth soccer groups are permitted only two percent non-residents, to comply with regional and provincial governing body registration requirements. -requests for exceptions must be made in writing to the group’s staff liaison on an annual basis and will be considered, provided that registration of non-residents does not increase the demand for City facilities. Written approval of the sports group’s executive is required before signing non-resident players and a detailed “Declared Non-Residents List” must be provided to the City. The staff liaison will make a recommendation to the applicable Director or his/her designate, who will then make the final decision. -100 percent Mississauga Residents are required for ratepayer groups. -a minimum of 51 percent is required if the group is providing a service which does not supplement the services provided by the City or 		<p>These bullets were removed or moved to the Eligibility section, as the criteria are now clarified in the Registered Group categories. Residency requirements details have been moved to Appendix A.</p>
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<p>which does not otherwise exist within the City, and if the group cannot function without its non-resident members. Groups applying for affiliation must submit a plan of action to increase the percentage of Mississauga Residents to a minimum of 80 per cent within a time considered reasonable by the City.</p> <p>4. The group must have a statement of the group's purposes, goals and objectives and an overall schedule of events, programs and services.</p>	<p>4. All Registered Groups with an annual operating budget of \$10,000 or more must be incorporated as a Not-for-Profit under the <i>Ontario Corporations Act, R.S.O. 1990, c. C.38</i>, as may be amended or replaced, or be a charter member of a provincial/national/international Not-for-Profit or operate under the umbrella of an existing incorporated Registered Group.</p> <p>5. No change</p> <p>6. Groups will be required to provide annual Registered Participant numbers, where applicable, to demonstrate their overall engagement with and service to Mississauga Residents.</p> <p>7. The group must have a public website or public channel. City staff will provide guidance to groups who have not established a public website or channel.</p> <p>8. The group must comply with City policies,</p>	<p>New requirement for specific groups. Incorporation ensures a level of financial viability for the group. Directors may approve an exception.</p> <p>Review of participation numbers (e.g. number of registered players) demonstrates that the group is continuing to attract members/volunteers.</p> <p>New requirement to mirror the norm for most established organizations.</p> <p>These policies are required by legislation</p>
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<p>4. The group must be able to provide financial statements of the previous operating year's expenditures and revenues, where applicable, and a budget for the next operating year, signed by two authorized signing officers or independent certified accounting firm or, for groups with expenditures over \$130,000, an audited financial statement</p> <p>6. All outstanding debts to the City must be paid in full, or agreement reached regarding retirement of the debt, for the group to be granted Affiliated Group or Recognized</p>	<p>including the Human Resources policies - Respectful Workplace and Workplace Violence and the Accessibility policy. These policies can be found at: City Hall - Policies</p> <p>9. The group must meet the residency requirements outlined here and in Appendix A. Requests for exceptions must be made in writing from the group's executive to the applicable staff contact or liaison on an annual basis. All requests will be considered, provided that registration of non-residents does not increase the demand for City facilities, services and/or other resources. The group's staff contact or liaison will consult with the applicable Director, who will make the final decision.</p> <p>10. All outstanding debts to the City must be paid in full at the time of the group's renewal date, or agreement reached regarding retirement of the debt, for the group to be approved for the</p>	<p>and are considered "universal", meaning they apply to all employees and elected officials of the City, as well as volunteers. These policies and are important for groups to be aware of.</p> <p>Provided a general statement about residency requirements. Details are included in Appendix A. The Director will make exceptions to residency requirements.</p> <p>Detail on financial requirements has been moved to the Responsibilities of Eligible Groups – Financial Requirements section.</p> <p>Minor wording changes to reflect the Registry Program. Added that all new groups must be in good standing with the City.</p>
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<p>Community Group status and access City services.</p>	<p>Registry Program. All new groups applying to the program must be in good standing with the City.</p> <p>11. Any person who enters into a contract with the City on behalf of a Registered Group must be at least 18 years of age and have the authority to do so in accordance with the Registered Group's governing documents.</p>	<p>New addition to the policy to clarify that the group's documents must specify who has signing authority.</p>
	<p>FACILITY USER GROUP INSURANCE PROGRAM</p> <p>Insurance may be required when booking a City facility, including bookings that are a benefit under the Registry Program. The City provides access to a group general liability insurance policy that is paid for solely by the renter and is available at low rates on a per rental basis.</p>	<p>New sections to ensure groups are aware of their insurance options and that the City's affiliate insurance does not cover all circumstances.</p>
	<p>CITY'S AFFILIATE INSURANCE PROGRAM</p> <p>Registered Groups may be eligible for coverage under the City's Affiliate Insurance Program, which provides Commercial General Liability Insurance for Registered Group's that deliver activities and programs within the City of Mississauga as an extension of Mississauga services and for the benefit of Mississauga Residents. This insurance program is placed and paid for by the City for Registered Groups that may not otherwise be able to deliver their</p>	

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	services, due to the cost of applicable activity and program liability insurance. An annual application process is required and eligibility is determined by the insurance company.	
	<p>OTHER INSURANCE</p> <p>The Registered Group may require other forms of insurance not offered through the City; for this reason the City recommends that all Registered Groups consult with a licensed insurance broker to discuss additional insurance that is appropriate for the group’s activities, e.g. Directors and Officers Liability, All Risk Property insurance, and any other insurance coverage that may be specific to the scope of operations of the Registered Group).</p>	
	<p>DEVELOPING GROUP STATUS</p> <p>The City promotes and supports the formation of new and innovative groups that provide services to Mississauga Residents. Groups that do not yet meet all of the eligibility criteria can therefore apply for Developing Group status. Staff assigned to support the formation of new groups will make a recommendation to the applicable manager/supervisor, who may approve a group for admission to the Registry Program as a Developing Group.</p> <p>Approval is for a one year period and subject to review by staff on a quarterly basis throughout</p>	<p>New definition for those groups who may have fallen into the “Recognized Community Group” category under the “old” policy. This new category gives staff and community groups a clearer framework and provides more opportunity for new groups to develop with ample guidance from the City.</p>

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	<p>the one year period.</p> <p>Groups applying for Developing Group status must meet the following minimum criteria:</p> <ul style="list-style-type: none"> • Have five Members, and • Be able to provide a statement of purpose, including goals and objectives, a plan for Membership recruitment and a proposed budget <p>In addition, the groups will be evaluated on their ability to:</p> <ul style="list-style-type: none"> • Advance the City’s vision built on the strategic pillars – Move, Belong, Connect, Prosper & Green • Advance the goals of the City’s Recreation Master Plan, Sport Plan, Sport Tourism Plan, Older Adult Plan, Living Green Master Plan, Youth Plan or Culture Plan <p>Groups approved as Developing Groups will receive benefits under the Registry Program as approved by the applicable manager/supervisor.</p>	
<p>Maintaining Status</p> <p>Affiliated Groups with an annual operating budget of over \$130,000 are required to submit an audited financial statement for the current fiscal year to Community Services on an annual basis. Otherwise, Community Services staff will request updated information from approved groups</p>		<p>Much of this information has been moved to the Responsibilities of Eligible Groups – Financial Requirements section.</p>

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<p>annually or as deemed necessary. In order to maintain status as an Affiliated Group or a Recognized Community Group, groups will be given an opportunity to identify any changes and/or asked to provide recent documentation with respect to the information submitted with their original application.</p> <p>Groups will have up to 60 days from the date of the request to provide any required information or documentation. Failure to do so will result in the loss of either Affiliated Group or Recognized Community Group status unless, due to extenuating circumstances, an extension has been approved by the applicable Community Services Director or his or her designate.</p>		
<p>SUPPORT AND BENEFITS FOR ELIGIBLE GROUPS</p> <p>The following represents the services available to an eligible group:</p> <ul style="list-style-type: none"> • publicity assistance through: <ul style="list-style-type: none"> – inclusion in various City communication channels – permission to place portable signs on City road allowances (refer to Corporate Policy and Procedure – Portable Signs on Road Allowances) • facility rentals and bookings: <ul style="list-style-type: none"> – booking of City community centre rooms at preferred rental rates, if applicable 		<p>The detail in this section has been incorporated into Appendix A.</p>

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<ul style="list-style-type: none"> - use and delivery of equipment, subject to availability and payment of fees, if applicable • Affiliated Groups only: <ul style="list-style-type: none"> - assignment of a staff liaison - provision of free facility meeting room space for a maximum of twelve executive/board meetings and one AGM per year, on a space-available basis and in accordance with the City’s facility booking practices - booking of City parks and community centre rooms up to 12 months in advance at preferred rental rates, if applicable - a general liability insurance policy that protects the Affiliate Group’s officers, directors and board members, volunteers and staff while acting in the scope of their duties (participants are not covered), against claims made by third parties for death, bodily injury, personal injury, and property damage or loss thereof <p>Note: This is <u>not</u> Directors’ liability insurance</p> <ul style="list-style-type: none"> - Affiliated Sports Groups: <ul style="list-style-type: none"> ➤ priority booking of City outdoor sports facilities, with first priority given to youth sports groups; ➤ priority booking of City ice and arena floors, in accordance with Corporate Policy and Procedure – Prime Time Ice Allocation 		
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<p>RESPONSIBILITIES OF ELIGIBLE GROUPS</p> <p>Eligible groups are responsible for:</p> <ul style="list-style-type: none"> operating on democratic principles and processes which are accountable to members and which can withstand public scrutiny; 	<p>RESPONSIBILITIES OF REGISTERED GROUPS</p> <p>In order to maintain their status and continue to receive Registered Group benefits, Registered Groups are responsible for the following. Noncompliance may result in the suspension or termination of the Registered Group's status or recommendation for Support with Conditions Status.</p> <ul style="list-style-type: none"> ➤ Renewing their Registered Group status on an annual basis by providing their staff contact or liaison with all required documentation within 90 days of their AGM No change Demonstrate transparency to their Members and Registered Participants: <ul style="list-style-type: none"> ➤ Through disclosure of any City support and payment of City fees and charges(e.g. special rental rates and sport facility usage) in the financial statements of their AGM report ➤ By posting the group's AGM report (excluding financial statements and any confidential or personal information for which consent to disclose has not been obtained), on the group's public website or channel within 60 days following their AGM ➤ By making the group's AGM report, 	<p>Expanded section to reference the option of Support with Conditions Status.</p> <p>Groups now have 90 days to provide updated information.</p> <p>Disclosure of funding support and the cost of applicable fees and charges imposed by the City speaks to the City's commitment to transparency and ensures groups are providing accurate information to their members.</p>
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<ul style="list-style-type: none"> • advising Community Services staff of the date of their AGM; • providing immediate notice to Community Services staff of any changes in the group's executive/board or constitution; and • providing an updated list of the Board of Directors (including names and addresses) and membership numbers to confirm residency requirements within 30 days of the AGM. Exceptions to the residency requirement for Board of Directors must be approved by Council; • providing additional information to Community Services Staff as requested. 	<p>including any financial statements, available to Members at the group's AGM and upon request</p> <ul style="list-style-type: none"> ➤ By having the group's Registered Participant application form and website acknowledge that they are a Registered Group with the City through the use of a Registered Group mark provided by the City ➤ Notifying their City staff contact or liaison and Members a minimum of 21 days prior to the date of their annual AGM or any special meeting of the Membership ➤ Providing immediate notice to Community Services staff of any changes in the Registered Group's executive/Board and/or constitution/by-laws; <p>➤ No change</p> <ul style="list-style-type: none"> • Maintaining books of account and records of the financial management of the group's funds in accordance with generally accepted 	<p>Specified the 21 day prior minimum requirement, as staff are given little notice at times.</p> <p>Added that changes to by-laws must also be provided to staff.</p> <p>Currently, exceptions to the residency requirements that apply specifically to Board members are delegated to Council. It is recommended that any exceptions to residency status be approved by the applicable Community Services director.</p> <p>Included more detail with respect to the requirements to maintain appropriate financial records and practices.</p>
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	<p>Canadian business and accounting practices. The City recommends groups source financial assistance from accredited, recognized granting organizations, legal lending financial institutions and/or through charitable donations</p> <ul style="list-style-type: none"> • The City recommends groups source financial assistance from accredited, recognized granting organizations, legal lending financial institutions and/or through charitable donations 	
	<p>Financial Requirements Registered Groups are required to provide financial information to the City, based on the amount of their Operating Budget. An explanation of commonly used financial terminology is available from the group's staff contact or liaison upon request.</p>	<p>Much of this information was previously captured in the "Maintaining Status" section of the policy.</p>
	<p>Process Registered Groups must be able to provide financial statements (an income statement and balance sheet) approved by the Board of Directors (and signed by at least one director) of the previous operating year's expenditures and gross revenues, together with the report of an independent accounting firm, if applicable, and a proposed budget for the next operating year, signed an authorized signing officer.</p>	<p>This process reflects the requirements for internal approval of financial statements under the Ontario <i>Not-for-Profit Corporations Act</i>.</p>

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		The following chart outlines the specific requirements, bases on annual Operating Budget:	
	Annual Operating Budget	Financial Requirements	In order to spare the groups unnecessary expense only those groups with annual operating budget exceeding \$250,000 will require audited financial statements. Currently any group with an annual operating budget of over \$130,000 is required to do this. The \$250,000 figure is based on the Province's recommendation for pending revisions to the <i>Not-for-Profit Corporations Act</i> .
	less than \$130,000	Financial statements or a completed a City-provided template	
	\$130,000 up to \$250,000	Financial statements that have been reviewed by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i> , as amended	
	\$250,000 or more	audited financial statements prepared by an independent, third party auditor permitted to do so under the <i>Public Accounting Act, 2004</i> , as amended	
		<p>NOTE: The foregoing requirements may differ from the standard of financial review that is required for a particular Registered Group under its governing corporate legislation or by the Canada Revenue Agency ("CRA"). If any such required standard is stricter than the standard specified above, then Registered Groups should ensure they comply with such legislative or CRA financial review requirements.</p> <p>The City recommends that Registered Groups maintain a three month contingency fund of operating expenses. The City may request information pertaining to a Registered Groups contingency fund or capital reserve.</p>	The City cannot dictate the groups' finances but is recommending a minimum 3 month contingency fund.

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	<p>The City may require the following groups to authorize the City to inspect any and all records, Board minutes, bank statements, invoices and documents in the custody or control of the Registered Group and/or to request a letter from the Registered Group's auditor:</p> <ul style="list-style-type: none"> • Registered Groups on Support with Conditions • Developing Groups • Registered Groups that the City has received a complaint against from a vote held at a special meeting of the Membership and endorsed by the majority of the group's Members with respect to finances, and • Approved Not-for-Profit professional associations with a closed membership 	<p>Stakeholders did not feel that the City should be able to inspect their books unless there is a specific issue. The policy reflects that only groups that are on Support with Conditions or Developing Group status will need to meet this requirement.</p>
	<p>SUPPORT WITH CONDITIONS STATUS Should Community Services staff identify concerns with compliance to this policy or receive a request from a Registered Group for assistance with compliance to this policy, the group's staff contact or liaison will make a recommendation to the applicable manager/supervisor that the Registered Group be placed on Support with Conditions Status. If the manager/supervisor agrees, a Support wit Conditions Action Plan will be implemented that the group must comply with in order to maintain their status as a Registered Group and continue to receive benefits. The maximum duration of a Support</p>	<p>The addition of Support with Conditions Status provides the City with a formalized process for notifying groups that their eligibility to remain in the registry is at risk. The grants program currently uses this process to great success.</p>

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	<p>with Conditions Action Plan is two years.</p> <p>The Registered Group may receive guidance from staff in support of their efforts to become compliant with the policy. Support with Conditions Status can be applied at any time and may or may not be removed at the next annual renewal period, based on the organization's ability to meet the goals, objectives and timelines outlined and agreed to in the action plan. Groups may be required to provide quarterly status reports during implementation of the Support with Conditions Action Plan. Support benefits may be suspended at any time, as authorized by the applicable Director.</p> <p>Examples of when Support with Conditions Status may be applied include that the group:</p> <ul style="list-style-type: none"> • Has requested to be placed on Support with Conditions Status • Has a major deficit or a deficit that continues over multiple years • Shows evidence of not being financially viable • Does not demonstrate the ability to plan into the future • Demonstrates management or governance practices which do not conform to generally acceptable practices in the sector • Does not operate in a democratic manner that would withstand public scrutiny 	
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	<ul style="list-style-type: none"> • Does not adhere to this and/or other City policy or by-law, and • Does not renew status on an annual basis 90 days following the group's AGM 	
	<p>Support with Conditions Status Steps</p> <ol style="list-style-type: none"> 1. The Registered Group contacts City staff and requests to be placed on Support with Conditions Status or the staff contact or liaison identifies a concern with a Registered Group and the group is placed on Support with Conditions Status as determined by the applicable Director. 2. The president of the Registered Group will be notified by staff of their Support with Conditions Status. The group will then be required to work with staff to develop a Support with Conditions Action Plan and submit it within 60 days of notification of Support with Conditions Status. The action plan must be adopted by the group's Board of Directors. 3. Staff contact or liaison from the applicable division will work with the group on areas identified in the Support with Conditions Action Plan, such as governance and improved financial accountability/ sustainability or adherence to this and other City policies or by-laws. The group will be required to provide any requested documentation. 	

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	<p>If benefits were suspended while the group was on Support with Conditions Status, staff may recommend reinstatement of Registered Group status and benefits to the applicable Director following the successful completion of the Support with Conditions Action Plan. If completion of the plan is not successful, staff may recommend termination of the group's Registered Group status.</p>	
<p>Termination of Affiliated or Recognized Community Group Status Status may be rescinded by the applicable Community Service Divisional Director and future requests for assistance may be denied if the group no longer meets the criteria outlined in this policy; provides fraudulent or misleading information to the City; acts in contravention of this policy or violates any provincial or federal legislation or municipal by-law; has a ruling against it from the Ontario Human Rights Commission; or is involved in a claim or legal action against the City.</p>	<p>Removal from the Registry Program Groups may be removed from the Registry Program and future requests for inclusion may be denied if the group:</p> <ul style="list-style-type: none"> • Provides fraudulent or misleading information to the City • Acts in contravention of this or any other City policy or violates any provincial or federal legislation or municipal by-law • Is involved in a legal action against the City • Fails to implement the recommendations of the Support with Conditions Action Plan within the two year limit • Does not have their Developing Group status renewed • Does not renew their status on an annual basis 90 days following the group's AGM, or • Otherwise no longer meets the criteria outlined in this policy <p>City staff may request a meeting with the group's</p>	<p>The content is now formatted in bullets for ease of reading. It is recommended that groups only be removed from the registry with the approval of the Commissioner, Community Services.</p> <p>The City will make every effort to provide</p>

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<p>Groups may terminate their Affiliated or Recognized status at any time. Requests must be made in writing and must be signed by the group's executive members. Requests from Affiliated Groups must be sent to the staff liaison; requests from Recognized Community Groups must be sent to the Community Services Department. Contact information is available on the City's web site.</p>	<p>executive if a Registered Group is to be removed from the Registry Program. The applicable ward councillors(s) will be notified. Groups may appeal staff's decision for removal, in writing, to the appropriate Director within 30 business days of notification of removal. The appeal must clearly address the rationale for their appeal. The Director will consult with applicable City staff, if required, and make a recommendation to the Commissioner to either uphold the removal or reinstate the group. The Commissioner will make the final decision. This decision and the reasons for the decision will be communicated to the group by the Director.</p> <p>Groups may request removal from the Registry Program at any time. Requests must be made in writing, must be signed by the group's executive members and sent to the applicable staff contact or liaison. Contact information is available on the City's web site.</p> <p>If a Registered Group dissolves they must follow the dissolution clause in their constitution and provide the City staff contact or liaison with written confirmation of the dissolution signed by the Registered Group's Board. Staff reserve the right to request additional documentation from the Registered Group, including financial statements, bank account information and verification of the dispersal of funds.</p>	<p>ample opportunity for groups to hold discussions with staff before they are removed from the Registry.</p> <p>Included an appeal process.</p> <p>Minor wording changes, no change to intent.</p> <p>This section was added to ensure that groups are following the dissolution process if they are asking to be removed from the Registry because the group is disbanding.</p>
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Comparison of Current and Proposed Policy – Community Group Registry Program (formerly Community Group Support Program)

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	Groups that are no longer registered under the Registry Program must immediately refrain from using the City’s Registered Group intellectual property, including trademark/logos and from referring to itself as a Registered Group associated with the City in that regard.	
REPORT TO COUNCIL On an annual basis, in advance of budget deliberations, a report will be prepared by Community Services staff outlining the value of services provided to Affiliated and Recognized Community Groups (i.e. facility rentals and staff time) and will be presented to Council for their information.	REPORT TO COUNCIL An information report to outline the value of City services provided to Registered Groups will be prepared by Community Services staff when requested by Council.	Community Services will provide information that is deemed relevant by Council, at their request.

Appendix 3

Policy Title: Outdoor Sports Field Management

Policy Number: 08-03-07

Draft Only – May 11, 2017

Section:	Community Services	Subsection:	Recreation
Effective Date:	October 14, 2015	Last Review Date:	[Last Review]
Approved by: Council	Owner Division/Contact: Recreation Divisions, Community Services Department		

Policy Statement

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

Purpose

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

Scope

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

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

Administration

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

Definitions

For the purposes of this policy:

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

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“Championship” means a single sport event with rights to the event held by the respective City, regional, provincial, national or international sport organization.

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

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

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

“Non-Resident and Commercial Groups” means:

- Organizations or individuals that book facilities with the intent of generating positive net income (profit)
- Businesses providing recreational opportunities for their employees, or
- Local youth or adult user groups that are comprised of non-Mississauga residents

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

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

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

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

Residency Requirements

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

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

Type of Group	Maximum Non-resident component
Affiliated Youth Sport Groups	Competitive/rep baseball (i.e. Central Ontario Baseball Association) - 3 non-resident players per team at the highest competitive level of play per age group; at all other levels – no non-residents
	Girls softball - 40 percent of an entire softball program
	Football and Rugby – 20 percent of an entire program
	All others - 10 percent of an entire program
Regional Sport Groups	As agreed to in consultation with the Director, Recreation

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

Allocation Priorities

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

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

Available hours will be allocated with consideration given to:

- The group's priority ranking, as of the application deadline
- The number of registered participants for groups within the same category, if applicable
- Historical use

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- The intended sport usage
- Seasonal requirements
- Applicable outdoor sports field user agreements, and
- The group's geographic area in relation to available fields

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

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

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

Signing of Seasonal Contracts

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

Allocation Request Submission Dates

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

Emerging Sports

When reasonable and feasible, the City will allocate field time to recognize and to gauge interest in an emerging sport, providing existing affiliated users are not adversely affected. The group making the request must provide the Recreation Division with a business plan to support their

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program and demonstrate that it meets unmet community needs. An exemption to the City requirement for a maximum five percent non-resident component may be granted for a three year period, during which time the group is expected to increase the percentage of Mississauga Residents.

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

Opening and Closing Dates for Outdoor Fields

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

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

On an annual basis, the Sport Development and Tourism Section, Recreation Division, will consult with the applicable sport organizations and the Parks & Forestry Division, Community Services Department, to determine if permits may be granted outside of the posted open and close dates. Reasonable efforts will be made to accommodate all requests.

Standards of Play

Entitlement

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

Field Allocation Formula

The Recreation Division will apply an allocation formula for soccer, baseball/softball and cricket (Appendix A) when allocating outdoor sports field time. The formula will determine the total entitlement (hours per week) for each organization and the distribution of those hours to different age and skill level groupings. User groups will determine game structure and duration (e.g. one hour game, 1.25 hour practice, etc.). "Select" teams within an organization (with the exception of

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the Mississauga Baseball Association/Mississauga Girls Softball Association) will not be recognized for allocation purposes.

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

Championships/Tournaments

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

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

- City, regional, provincial, national or international sanctioned Championships supported by the City will receive priority booking
- Established tournaments hosted by Affiliated Youth Sport Groups will receive primary consideration
- The overall number of Championships and/or Tournaments the organization is requesting and/or has been granted
- New or established Championships and/or Tournaments deemed by the City to contribute to community building, and
- The economic benefit and promotion of the City of Mississauga from a sport tourism perspective

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

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

Cancellation Penalties

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

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

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

The City reserves the right to cancel a contract or portion of the contract without notice should there be a breach of the conditions or regulations; it is demonstrated that an organization is not using allocated time; or should the City ascertain that the fields are not being used for the purpose contained in the application.

Field Management

Maintenance Guidelines

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

Scheduled Maintenance and Regeneration

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

Inclement Weather/Poor Field Conditions

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

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

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

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

The game official is responsible for calling the game unplayable if there is lightning or if he/she deems the sports field unsafe for play.

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

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Unforeseen Maintenance/Repair

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

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

Damage

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

Unauthorized Use of Fields

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

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

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

Exceptions

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

Revision History

Reference	Description
GC-0575-2015 – 2015 10 14	

Based on Long Term Athlete/Player Development Sport Models

Allocation Formula – Baseball/Softball

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

House League

[illegible]

Competitive/Mississauga Baseball Association & Mississauga Girls' Softball Association (Select)

[illegible]

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Allocation Formula – Soccer

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

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

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

Recreation

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

* If field availability permits

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Soccer Development

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

* If field availability permits

Policy Number: 08-03-07

Effective Date: October 14, 2015

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Policy Title: Outdoor Sports Field Management

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Allocation Formula - Cricket

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

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

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

Age of Team players	# of Players registered	Base Level # of Players per Team	Actual # of Teams	# of T-20 Teams	# of 40 and 50 over Teams	# of Practices per Team per Week	Teams per Practice Field	Total Hours per Team per Week PRACTICE	# of Games Per Team per Week	Total Hours per Team per Week GAME	T-20 # of Home Games requested for SEASON in Mississauga	40/50 over # of Home Games requested for SEASON in Mississauga
U6		8		N/A	N/A	2	4	.375 (45 minutes x 2 x .25)	N/A	N/A	N/A	N/A
6 – U9		8		N/A	N/A	2	2	1.5 (90 minutes x 2 x .5)	1	0.75 (90 minutes x .5)	N/A	N/A
9 – U11		10		N/A	N/A	2	2	1.5 (90 minutes x 2 x .5)	1	0.75 (90 minutes x .5)	N/A	N/A
11–U17		11				2	2	2.5 (2.5 hours x 2 x .5)	# of home games*	Based on type of game		
12 – U20		11				2	2	2.5 (2.5 x 2 x .5)	# of home games*	Based on type of game		
15 - U21 female		11			N/A	2	2	2.5 (2.5 x 2 x .5)	# of home games*	Based on type of game		
Senior 20+		11				N/A	N/A	If availability permits	# of home games*	Based on type of game		
TOTAL												

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

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Effective Date: October 14, 2015

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Policy Title: Outdoor Sports Field Management

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APPENDIX B - Permitted Ball Diamond Maintenance Guidelines

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

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APPENDIX B - Permitted Cricket Field Maintenance Guidelines

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

Activity	Lit Irrigated Fields	Unlit Irrigated Fields	Unlit Non-Irrigated Fields
Grass Cutting	3 Times per Week; Grass cut to 3"	3 Times per Week; Grass cut to 3"	1 Time per Week; Grass cut to 3"
Fertilization	5 Times per Year	1 Time per Year	1 Time per Year

APPENDIX B - Permitted Soccer/Football Field Maintenance Guidelines

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Overseeding, Sodding, Topdressing	1 Time per Year or as required	1 Time per Year or as required	1 Time per Year or as required
Aeration	5 Times per Year	3 Times per Year	2 Times per Year
Lining	1 Time per Week	1 Time per 2 weeks	1 Time per 2 weeks
Litter Pickup	1 Time per Week	1 Time per Week	1 Time Per Week
<ul style="list-style-type: none"> School field capital repairs are the responsibility of the appropriate school board. School fields will be lined as per permitted use only. 			

Policy Title: Arena Ice Allocation

Policy Number: 08-03-03

Draft Only – May 11, 2017

Section:	Community Services	Subsection:	Recreation
Effective Date:	October 30, 2013	Last Review Date:	October, 2013
Approved by: Council	Owner Division/Contact: Sports Unit, Recreation Division, Community Services Department		

Policy Statement

The City of Mississauga is committed to meeting the recreational needs of the City and its residents through a comprehensive arena ice allocation policy for all users.

Purpose

Standards and priorities for allocation of arena ice have been developed to meet the needs of Mississauga residents, while ensuring the effective and optimal use of City arena facilities, at the lowest possible cost to the taxpayer.

This policy outlines the standard ice allocations for each type of user group and the priorities which will be applied in the event of a conflict in ice time requests.

Scope

This policy applies to all City of Mississauga arenas, excluding Vic Johnson Arena (Streetsville), the Hershey Centre Bowl and all artificial outdoor City rinks.

Reference to “ice” during the summer season includes the rental of arena floor space where the ice has been temporarily removed.

Definitions

For the purposes of this policy:

“Affiliated Youth Group” means those Mississauga-based groups that provide services which supplement those provided by the City and that have successfully applied for and been granted status as an Affiliated Group in accordance with Corporate Policy and Procedure – Community Group Support Program. School groups qualify for the youth affiliate rate when activities are included in the course curriculum or where school representation is required.

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

Administration

This Policy Is Administered By The Sports Unit, Recreation Services Division, Community Services Department.

Residency

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

To ensure the sustainability of Mississauga based ice organizations, Affiliated Youth Groups that are allocated ice in accordance with this policy will be allowed to register a maximum of ten percent of the organization’s total registration as non-residents without seeking an exception from the City. Non-residents will be charged a non-residents surcharge in accordance with the Recreation Fees and Charges By-Law, as amended. Requests from groups to the Sports Unit for exceptions over and above ten percent will be considered on a case-by-case basis. The Director, Recreation Division, Community Services Department or his/her designate will make the final decision.

Regional-based Affiliated Youth Groups that cannot operate without a non-resident component that is greater than ten percent will be permitted a higher percentage of non-residents, as agreed to in consultation with the Director, Recreation the Sports Unit, with the exception of Ringette, which may have up to 35% non-residents for the entire program.

Organizations qualifying for the Mississauga-based representative rate (e.g. GTHL) will have a minimum of 80% Mississauga Residents per organization. Team rosters must be available upon request to confirm residency.

Primetime Ice Hours Per Season

Summer

The summer season begins on Victoria Day Monday (in May) and runs until August 31st.

“Primetime Ice” for the summer season is:

Policy Number: 08-03-03

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Appendix 4

Policy Title: Arena Ice Allocation

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- Monday to Friday - 6:00 pm to 11:00 pm
- Sunday - 6:00 pm to 11:00 pm

Ice during the summer season is not subject to priority allocation, but will be allocated in accordance with the application deadlines communicated by the Sports Unit and are based on market demand and consideration of arena operational efficiencies.

Affiliated Youth Groups are entitled to the affiliated rate during the summer season.

Fall/Winter/Spring

The Fall/Winter/Spring season begins on September 1st and ends on the Sunday before Victoria Day Monday the following May.

“Primetime Ice” for the Fall/Winter/Spring is:

- Monday to Friday - 4:00 pm – 11:00 pm
- Saturdays - 7:00 am – 9:00 pm
- Sundays - 7:00 am – 11:00 pm

Seasonal Contract

Organizations utilizing Fall/Winter/Spring primetime ice will be required to commit to a minimum 26 week seasonal contract that must begin by the 3rd weekend in September and run for a minimum of 26 consecutive weeks, including any weeks with exception dates. Organizations that require a seasonal contract that runs longer than 26 weeks must commit to the entire seasonal contract. The ability to commence seasonal contracts during the first two weekends in September and/or to extend contracts past 26 weeks is dependent on availability of ice.

Seasonal contracts will not include the following dates: December 24th; statutory holidays - December 25th, Christmas Day; December 26th Boxing Day; and January 1st, New Years' Day.

Exceptions may be requested for the remaining statutory holidays (Thanksgiving, Family Day and, if applicable, Good Friday); the remaining dates in the Christmas period (December 27th to December 31st); and March break (Saturday through Saturday). No other exceptions will be granted.

Priority Allocation – Seasonal Contracts

The City is committed to allocating up to 20% of overall primetime ice to the following two groups: Recreation Division programs (e.g. Learn to Skate/Hockey; public access programs); followed by Established community adult leagues/programs.

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The remaining 80% of primetime ice will be allocated to provide game/practice and/or program ice time on a priority basis for seasonal contracts. The same prioritization is used to address dispensing surplus ice times, wait lists and acquiring additional ice time (as may be required).

The remaining priorities are as follows:

- Affiliated Youth
- Board of Education
- Mississauga Based Rep Organizations (GTHL)
- Junior A Hockey
- Private Leagues and Individual Users
- Commercial & Non Resident

When the demand for ice exceeds availability, ice required will be obtained from groups in reverse order on the 80% priority allocation above. Consideration will be provided for smaller organizations not able to sustain a reduction without seriously impacting their activities.

Standards of Play

The Community Services Department will adhere to the following standards of play when allocating seasonal contract ice for all ice users identified in the chart below:

RECREATIONAL		
Hockey - House League	Category	Hours per Week - 15 players per team
4 – 11 year olds, House League	MHL, Ringette and MGHL	1 hour per team (a shared practice and game) per week
12 – 20 years , House League	MHL, Ringette and MGHL	1.5 hours per team (full practice & game) per week
COMPETITIVE		
Hockey- Rep	Category	Hours per Week -15 players per team
Greater Toronto Hockey League (GTHL) 9 – 13 year olds, Rep (AA & AAA)	ALL	2.25 hours per team (1 hour practice and a 1.25 hour game)
GTHL 14–20 years, Rep - AA & AAA	ALL	2.50 hours per team (1 hour practice and 1.50 hour game)
Hockey/Ringette Rep	Category	Hours per Week - 15 players per team
MGHL 8 – 20 year olds, Rep +	8 Novice (DS) 9/10 Atom (DS) 11/12 PeeWee (A,BB,B,DS) 13/14 Bantam (BB,B,DS) 15/16 Midget(B)	2 hours per team (1 hour practice and a 1 hour game)
	11/12 PeeWee (AA) 13/14 Bantam(AA,A) 15/16 Midget (AA,A,BB)	2.5 hours per team (1 hour practice and a 1.5 hour game)

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	17/18 Intermediate (A)	
	17/18 Intermediate (AA)	3 hours per team (1 hour practice and a 2 hour game)
Ringette Rep	6/7 Bunnies 8/9 Novice 10,11 Petite 12,13 Tween 14,15 Junior	2 hours per team (1 hour practice and a 1 hour game)
	16/17 Belle 19+ Open	2.5 hours per team (1 hour practice and a 1.5 hour game)
Mississauga Hockey League Rep (A)	9 Minor Atom 10 Atom 11 Minor PeeWee 12 PeeWee 13 Minor Bantam 14 Bantam 15 Minor midget 16/17Midget U21	2.25 hours per team (1 hour practice and a 1.25 hour game)
Figure Skating		
Categories	Hours per Week	
Preschool/Canskate	1 hour per week per 50 skaters	
Jr. A and Jr. B Pre-star Intermediate A and B Intermediate development Star 1 and 2	1 hour per week per 10 skaters	
Senior Star 3	1 hour per week per 4 skaters	
Senior Senior Advanced Competitive Team	1 hour per week per 3 skaters	
Precision –Synchronized	2 hour per week per team	
Adult	1 hour per week per 20 skaters	

Ice time will be allocated in a minimum of one hour blocks, which include an allowance for a 10-minute flood. User groups will determine game structure and duration (e.g. stop, straight time, 1 hour game, 1.5 hour game).

The seasonal contract ice rental rate for Affiliated Youth Groups and the GTHL will only apply to ice allocated in accordance with the standards of play. The supplementary hours will be subject to the rate as approved in the Recreation Fees and Charges By-Law, as amended. The Affiliated Youth Groups and GTHL non-prime rates will be applied to additional ice booked during non-prime hours.

Youth Affiliated Groups Ice Calculation

Seasonal contract ice is allocated annually for Affiliated Youth Groups using historical registration trend data. Each organization's eligible ice allocation will be based on their average registration numbers over the past three years.

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If the organization's registration numbers over the past three years are trending lower (e.g. by two percent), the organization will be allocated two percent fewer hours than the previous year. Organizations will then have the option to commit to retaining the supplementary ice for the upcoming season (i.e. the difference in the previous year's allocation and their new entitlement). The decision to retain the supplementary ice must be made by the deadline for seasonal contracts, May 01, unless otherwise communicated by the Sports Unit.

If the decision is to retain the supplementary hours, the hours will go into the organization's "bank" and could be used to schedule additional activities, such as second team practices. The supplementary hours may be carried over and committed to for subsequent seasons.

The supplementary hours will be subject to the rate as approved in the Recreation Fees and Charges By-Law, as amended, as they are over and above the organization's eligible ice based on the standards of play. If registration increases and the organization is entitled to more hours than were allocated by the City, their supplementary hours will be used to fulfill the eligible ice allocation and be converted to the regular affiliated rate.

If the organization's registration over the previous three years is trending higher, the allocated hours of eligible ice will go up accordingly, with required primetime ice being obtained from groups in reverse order on the 80% priority listing if required.

Note: Those organizations with supplementary ice may be required to return all or a portion of the supplementary ice in the event that the City cannot fulfill the basic requirement for eligible primetime ice for all groups in the 80% priority listing. The Sports Unit will ensure any redistribution of supplementary ice is carried out in a fair and equitable manner.

Reselling Unused Seasonal Contract Ice

Organizations will have the opportunity to resell unused ice through the City's Customer Service Centre booking office. A rebooking fee per transaction, as set out in the Recreation Fees and Charges By-Law, as amended, will be charged to the team selling the ice if the City is successful in reselling it. The purchaser will pay the higher of the rate applicable to their organization or the rate the ice was originally booked at. The organization reselling the ice will be credited with the rate on their original contract, minus any administration/rebooking fee.

The resale or purchase of ice does not impact the calculation of ice allocation for future years.

Tournaments/Special Events

The City reserves the right to make adjustments to allocations in order to accommodate tournaments and special events. However, the City will work in collaboration with groups to ensure that the impact of tournaments and special events on seasonal groups is minimized. Advanced commitment for special events and tournaments may be granted at staff discretion.

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Cancellation Penalties

Organizations may be subject to cancellation penalties outlined in Corporate Policy and Procedure – Payment and Refund of Facility Rental Fees and reflected on their facility rental contract.

Pilot Programs/Emerging Sports

Organizations interested in obtaining additional primetime ice for new initiatives in the form of a pilot project or to gauge interest in an emerging sport must request supplementary ice prior to program development. The group making the request must provide the Sports Unit with a proposal that includes the required hours of ice; a marketing plan; proposed fees; and a target audience.

Contracts for pilot projects/emerging sports will stipulate that the group may cancel their allocated ice with two weeks' notice without penalty.

A program will only be considered a pilot project for the first two years of operation by the same organization.

Revision History

Reference	Description
GC-137-96 - 1996 02 28	
October 12, 2011	Housekeeping – Volunteer policy renamed to Community Group Support Program GC-0592-2013 – 2013 10 30

City of Mississauga
Corporate Report



<p>Date: 2017/05/18</p> <p>To: Chair and Members of General Committee</p> <p>From: Paul Mitcham, P. Eng, MBA, Commissioner of Community Services</p>	<p>Originator's files: CD.10.471</p> <hr/> <p>Meeting date: 2017/06/14</p>
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Subject

Boxed Soccer Pitch Sponsorship Agreement and Single Source Contract Award (Ward 4)

Recommendations

1. That the Commissioner of Community Services and City Clerk be authorized to execute and affix the corporate seal on behalf of The Corporation of the City of Mississauga (the "City") to all necessary agreements between the City and The Daniels Corporation ("Daniels") for the funding, installation and use of a boxed soccer pitch, including any amendment thereto or ancillary document necessary, all in a form satisfactory to Legal Services.
2. That the Purchasing Agent be authorized to execute an agreement with Centaur Products Inc. ("Centaur") on a sole source basis, for the supply and installation of a complete boxed soccer pitch, comprised of the "GreenCourt"™ soccer pitch model #B09051 manufactured by Helo Sports, and with Nexxfield™ portable artificial turf panels, not to exceeds \$180,000, and in a form satisfactory to Legal Services.
3. That Boxed Soccer Pitch Pilot Project Number (PN) 17-371 be established with a gross and net budget of \$180,000 funded from the Tax Capital Reserve Fund (Account#33121).
4. That the Tax Capital Reserve Fund (Account#33121) be replenished in the amount of \$180,000 with sponsorship revenues received from The Daniels Corporation over the term of the agreement.
5. That all necessary by-laws be enacted.

Report Highlights

- Based on the success of the 2016 Boxed Soccer Pitch Pilot Project at Community Common, City staff investigated the feasibility of installing a boxed soccer pitch in the Civic District.

- City Staff met with representatives from Daniels to discuss potential sponsorship of the boxed soccer pitch. Daniels has agreed to a 9-year sponsorship arrangement that would provide total revenue to the City over the term of the agreement of \$180,000.
- The City will purchase the soccer pitch using funds from Tax Capital Reserves with the full costs recovered via the Daniels sponsorship fee within 9 years.
- Installation of the soccer pitch will commence in July 2017 and will be located on a portion of the Daniels property at Prince of Wales and Living Arts Drive. Daniels will prepare the site for the pitch.
- The desired soccer pitch will be supplied and installed by Centaur Products Inc. and is comprised of the GreenCourt™ model no. B09051 manufactured by Helo Sports of Germany and Nexxfield™ portable artificial turf panels. Centaur Products Inc. hold exclusive rights to distribute these products in Canada and is therefore a sole source vendor in accordance with the Purchasing By-law # 374-2006.

Background

In September 2016 the City of Mississauga installed a boxed soccer pitch in Community Common (Ward 4). The boxed soccer pitch, the first of its kind in Canada, was installed to gauge community interest in soccer in the Civic District, and encouraged people to drop-in for informal soccer play.

Due to the significant community use, and positive comments received, City staff investigated the feasibility of collaborating with a partner to bring a boxed soccer pitch to the Civic District on a permanent basis.

The Downtown Growth Area Provision Strategy recommends “pop-up” and public accessible private space to help mitigate the parkland deficit.

Comments

In March 2017 City Staff met with representatives from Daniels to discuss potential sponsorship of the boxed soccer pitch. The opportunity was presented as a Title Sponsorship with sponsorship funds to be used to recover the initial costs of the pitch, plus ongoing maintenance and repair. Daniels was very receptive to the proposal and believes that amenities like the boxed soccer pitch provide recreational opportunities in densely developed areas, and will help build a stronger downtown.

Through further discussions, Daniels offered the City use of a portion of their Sales Centre property located at Prince of Wales Drive and Living Arts Drive (the “Licensed Lands”), for the boxed soccer pitch. Proposed site location is in Appendix 1. By utilizing Daniels property the City will maintain the full use of Community Common for residents, and for City programs like Let’s Play in the Park. Daniels will prepare the ground base for the pitch, including the addition

of appropriate aggregate and site grading. Daniels will also provide hoarding, fencing, landscaping, small bleachers, and ambient lighting from the Daniels Sales Centre parking lot. The Sales Centre will open in August 2017 and Daniels is hopeful that the boxed soccer pitch will be in place this summer.

Staff have decided not to formally program the pitch due to the nature of “pop-up” sports, and would like to encourage informal soccer play. However, in an effort to help monitor the boxed pitch, the City has asked the Sk8 Ambassadors to check-in on the Daniels pitch by adding this stop to their scheduled rounds of Civic Centre.

Details of the Proposed Agreement with Daniels

Key elements of the proposal are as follows:

Term

The Term of the agreement would be for 9 years. The proposed effective date of the agreement would be July 1, 2017.

Sponsorship Elements

The agreement would provide Daniels with:

- Naming Rights to the Pitch
- In-turf logo
- Advertising on the side boards
- Informational brochure displays on the exterior of the pitch
- Promotion of the pitch by name on the Recreation page of the City's website
- Inclusion in any City produced social media promoting the pitch.

Sponsorship Fee

Daniels will provide the City with \$20,000 per year, for each year of the term.

Licensing Elements

- Daniels will license to the City a portion of their lands located at Prince of Wales Drive and Living Arts Drive for a nominal fee in order to install the temporary soccer pitch.
- It is anticipated that the location of the soccer pitch will be relocated within the 9 year term at least once. There are no options to extend.
- The City is responsible for the installation, maintenance and repair of the soccer pitch. Daniels will be responsible for the cost and completion of aggregate and site grading, hoarding, landscaping, lighting and the installation of bleachers.

The Daniels Corporation

The Daniels Corporation builds with a passion for creating vibrant communities and looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will

create a unique sense of place. This commitment has been an integral part of Daniels' corporate philosophy for over 34 years. Daniels has built more than 27,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers. Daniels reports that company founder John H. Daniels is a towering figure of the North American real estate industry whose career has spanned over 50 years, and has left an indelible mark on the quality of the places in which people live, work, play, create and shop. As well, Mr. Daniels played a key role in the development of the 4,700 acre Erin Mills community and Daniels has built five high-rise and townhouse communities in Mississauga City Centre. The neighbourhood's population is primed to increase yet again with Daniels now beginning to develop the next phase, set to rise at the northeast corner of Confederation Parkway and City Centre Drive. Daniels is a strong supporter of the City of Mississauga and shares many of our core values.

Details of the Proposed Soccer Pitch and Single Source Procurement

The GreenCourt™ soccer pitch is recommended because of its modular, and durable welded aluminum design. In addition, Parks Operations Staff have confidence in the product as they had the opportunity to install, disassemble, test and review the soccer pitch during the pilot phase in the fall of 2016.

The dimensions of the proposed soccer pitch are 15m x 30m, and include an artificial turf surface, soccer boards, two goals, and netting. The soccer pitch is modular, and transferable to other locations should Daniels require the use of their property before the completion of the 9 year agreement. Moreover, the pitch can be reconfigured to smaller dimensions which will broaden the number of potential sites for this amenity. The pitch will be located at the Prince of Wales Drive and Living Arts Drive site for a minimum of three years at which time the pitch may be relocated to another location of mutual agreement.

Centaur holds exclusive rights to distribute this soccer pitch in Canada. Centaur has notified the City that they currently have a pitch available in stock for purchase. The complete pitch is supplied and installed by Centaur and includes "Nexxfield™" portable artificial turf panels for which Centaur also holds exclusive rights to distribute in Canada.

The Purchasing By-law #374-2006, Schedule A, 1. (iv) provides for single source contract awards under these circumstances wherein it states: the complete item, service, or system is unique to one vendor and no alternative or substitute exists with Canada.

Ward 4 Councillor Kovac fully supports the proposal.

Financial Impact

The initial cost to purchase the soccer pitch, and ready it for community use, is approximately \$180,000. The City will purchase the pitch using funds from the Tax Capital Reserve fund with

the full costs recovered with sponsorship revenues received from The Daniels Corporation over the term of the agreement.

Conclusion

Soccer is a sport that continues to grow in popularity in the Greater Toronto Area (GTA). The establishment of a boxed soccer pitch in the Civic District will provide Mississauga residents with another recreational amenity to support a healthy and active lifestyle, and will serve to enhance the City's downtown. There is a deficit of parkland in the downtown and creative partnerships such as this increase active recreation opportunities. A sponsorship arrangement with Daniels will allow the City to utilize private sector funding to deliver an additional recreation amenity in the Civic District. The recommended GreenCourt™ soccer pitch is manufactured by Helo Sports of Germany with Nexxfield™ portable artificial turf panels. Centaur Products Inc., recommended for the supply and installation of the complete soccer pitch, holds exclusive rights to distribute both of these manufacturers products in Canada and is therefore a sole source vendor, in accordance with By-law #374-2006. Use of this amenity will be monitored and provide staff with more information on the suitability of more locations in the future.

Attachment

Appendix 1: Daniels Sales Centre and Boxed Soccer Pitch Site Plan



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

Prepared by: Michael Campbell, Manager, Sponsorship & Corporate Development

Appendix 1: Daniels Sales Centre and Boxed Soccer Pitch Site Plan



City of Mississauga
Corporate Report



Date: 2017/05/30

To: Chair and Members of General Committee

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

Originator's files:
 PO.11.HOW

Meeting date:
 2017/06/14

Subject

Proposed road closure, surplus land declaration, and sale of Howe Court to Conestoga Cold Storage Limited (Ward 9)

Recommendation

1. That a by-law be enacted authorizing the closure of all of Howe Court, comprising an area of approximately 3,977 square metres (42,808 square feet), located north of Meadowpine Boulevard. (see Appendix 1), legally described as Howe Court, Registered Plan 43M-936 City of Mississauga, Regional Municipality of Peel, in Ward 9.
2. That Section 2.(1) of City Notice By-law 215-08 be taken, including giving notice to the public by posting a notice on the City of Mississauga's website at least two weeks and newspaper advertisements for at least 2 weeks prior to the consideration of the closing of Howe Court by Council.
3. That following receipt of Council's approval to close Howe Court, the Commissioner of Corporate Services and Chief Financial Officer and the City Clerk, be authorized to grant, execute and deliver such easements and rights as are necessary to protect the interests of existing public utilities located thereon.
4. That all of Howe Court, comprising an area of approximately 3,977 square metres (42,808 square feet), be declared surplus to the City's requirements for the purpose of a sale to Conestoga Cold Storage Limited ("Conestoga") with the subject lands being legally described as Howe Court, Registered Plan 43M-936, City of Mississauga, in Ward 9.
5. That all steps necessary to comply with the requirements of Section 2. (1) of City Notice By-law 215-2008 be taken, including giving notice to the public by the posting of a notice on the City of Mississauga's website for at least three weeks prior to the execution of an Agreement of Purchase and Sale for the subject lands under Corporate Report.

6. That a by-law be enacted authorizing the Commissioner of Corporate Services and Chief Financial Officer and the City Clerk to execute an Agreement of Purchase and Sale, in form and content satisfactory to the City Solicitor, between The Corporation of the City of Mississauga ("City") and Conestoga, including all documents ancillary thereto and any amending agreements as may be required, to sell the subject lands legally described as Howe Court on Registered Plan 43M-936, City of Mississauga, in Ward 9.

Background

Conestoga assembled a number of properties to facilitate the operation of a large commercial cold storage complex located at 2660 Meadowpine Blvd. The above referenced properties surround a small municipal street identified as Howe Court, which comprises an area of approximately 3,977 square metres (42,808 square feet), located just north of Meadowpine Boulevard.

Conestoga is redeveloping and expanding its existing storage complex and approached the City to purchase the Howe Court road allowance. Conestoga owns, or is under contract to own, all the properties that surround Howe Court and intends to use the subject property as a private entrance driveway accessing its complex.

Comments

Realty Services has completed its circulation to all City departments with no objections to the closure and declaration of surplus being received. Comments that were provided in the circulation process have been incorporated in the Agreement of Purchase of Sale including those highlighted below:

- Conestoga will be the registered owner of all of the properties that surround Howe Court prior to the road closure and sale of the Howe Court lands to Conestoga
- The sale of Howe Court to Conestoga will result in two properties that are owned by Conestoga becoming landlocked. Conestoga and its lender have acknowledged this situation and agreed to sign an "Acknowledgement of Landlocked Parcels & Release" at the time of closing of this transaction
- The subject property is currently a municipal road that is not currently zoned. Once closed, the City will follow the Zoning By-Law policy and extend the surrounding zoning boundaries to the centerline of the former road
- The sale of the subject lands will be subject to any easement protection that may be required for existing utilities
- The City and Conestoga acknowledge that Howe Court will be considered a private driveway once Howe Court is closed and the transaction is completed. Conestoga will assume ownership and maintenance of all municipal infrastructure located upon the subject lands including the roadway, sidewalks, catch basins, storm sewers, light standards and the boulevard trees and grass

- Conestoga will reimburse the City (a) a total of \$9,500 plus HST for nineteen (19) City trees currently located within the boulevard and (b) \$357 plus HST for the cost for the City to remove 3 street signs.

Prior to completing this proposed transaction, public notice will have been given by the posting of a notice of the proposed land disposition on the City of Mississauga's website for a two week period, where the expiry of the two week period will be at least one week before the execution of the agreement for the land disposition of the said lands, as per the requirements of the City Notice By-law 0215-2008, as amended by By-law 0376-2008.

The subject lands will be sold 'as-is where-is' and the transaction will remain conditional pending a review of title by Conestoga and the completion of an environmental site assessment to be undertaken by Conestoga at its cost prior to the closing of the transaction.

Financial Impact

Revenue generated by the sale of the subject land to Conestoga, in the amount of \$885,000 as established by an independent fair market value appraisal plus applicable taxes, are to be deposited to the gain or loss on disposal of assets account (570165-28351) and will be transferred to the Capital Reserve Fund (Account 33121). In addition, the City will be compensated \$9,500 plus HST for nineteen (19) City trees located within the subject property, with the funds to be deposited into the Tree Planting Reserve Fund (Account 35215). Other recoverable costs include \$2,800 plus HST to cover legal costs and \$357 plus HST for the cost to remove the street signs.

Conclusion

It is reasonable to close Howe Court and declare the subject lands surplus for the purpose of disposition to Conestoga for inclusion in its development plans. This transaction will be completed at market value as established by an appraisal prepared by Antec Appraisal Group Inc. The City will benefit further as it will no longer incur the cost of the operations and maintenance of Howe Court.

General Committee

2017/05/30

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Originators files: PO.11.HOW

Attachments

Appendix 1: Location of Howe Court (Ward 9)

Appendix 2: Copy of Registered Plan 43M-936

A handwritten signature in black ink that reads "G. Kent." with a period at the end.

Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Kevin Bolger, Project Leader, Realty Services, Facilities and Property Management



MISSISSAUGA



Corporate Services

Realty Services

Howe Court
Proposed Sale of Lands
Approximate location of the Subject Lands

SCALE FOR REDUCED DRAWINGS

0m 15m 31m 62m 92m 123m 154m 308m

I CERTIFY THAT THIS PLAN 43M-936 IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF PEEL (Nº 43) AT 11:43 AM O'CLOCK, ON THE 23RD DAY OF AUGUST, 1989 AND ENTERED IN THE REGISTER FOR PARCEL PLAN 43M-936 AND REQUIRED CONSENTS AND AFFIDAVITS ARE REGISTERED AS PLAN DOCUMENT Nº LT 1042816

Shashie, Acting
LAND REGISTRAR

THIS PLAN COMPRISES ALL OF PARCEL 13-1, SECTION 43-TOR TWP-6 WHS SUBJECT TO AN EASEMENT AS SET OUT IN INST Nº 154986

J.D. BARNES LIMITED

PLAN OF SUBDIVISION OF
PART OF LOTS 13 AND 14
CONCESSION 6
WEST OF HURONTARIO STREET
FORMERLY TOWNSHIP OF TORONTO
COUNTY OF PEEL, NOW IN THE
CITY OF MISSISSAUGA
REGIONAL MUNICIPALITY OF PEEL
SCALE 1 : 2000

J.D. BARNES LIMITED - 1988

METRIC

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

NOTES

BEARINGS HEREON ARE ASTRONOMIC, REFERRED TO THE NORTHERLY LIMIT OF THE KING'S HIGHWAY Nº 401 AS SHOWN ON PLAN 110856 (MINISTRY OF TRANSPORTATION & COMMUNICATIONS FILE Nº P-3108-22) HAVING A BEARING OF N84°06'30"E

■	DENOTES SURVEY MONUMENT FOUND
□	DENOTES SURVEY MONUMENT PLANTED
SIB	DENOTES STANDARD IRON BAR
SSIB	DENOTES SHORT STANDARD IRON BAR
IB	DENOTES IRON BAR
CM	DENOTES CONCRETE MONUMENT
MTC	DENOTES MINISTRY OF TRANSPORTATION & COMMUNICATIONS
DHO	DENOTES DEPARTMENT OF HIGHWAYS (NOW MTC)
WHS	DENOTES WEST OF HURONTARIO STREET
MGS	DENOTES MINISTRY OF GOVERNMENT SERVICES
JDB	DENOTES J.D. BARNES LIMITED
OU	DENOTES ORIGIN UNKNOWN
WIT	DENOTES WITNESS
PI	DENOTES PLAN 43R-16182

ALL SURVEY MONUMENTS PLANTED ARE IRON BARS UNLESS OTHERWISE SHOWN

OWNER'S CERTIFICATE

THIS IS TO CERTIFY

- BLOCKS 1 TO 19 BOTH INCLUSIVE, AND STREETS NAMELY HOWE COURT AND MEADOWPINE BOULEVARD, THE 030 RESERVE NAMELY BLOCK 20 HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS
- THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE CITY OF MISSISSAUGA AS PUBLIC HIGHWAYS

DATED THE 20TH DAY OF October, 1988

RUNNYMEDE DEVELOPMENT CORPORATION LIMITED

L. F. Greenbaum
L. F. GREENBAUM
EXECUTIVE VICE PRESIDENT
I HAVE THE AUTHORITY TO BIND
THE CORPORATION

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE THEREUNDER
 - THE SURVEY WAS COMPLETED ON THE 3RD DAY OF DECEMBER, 1988

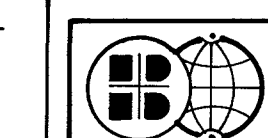
January 20, 1989
DATE

S. J. Balaban
S. J. BALABAN
Ontario Land Surveyor

APPROVED UNDER SECTION 50 OF THE PLANNING ACT 1983, BY THE DIRECTOR OF PLANNING AND DEVELOPMENT OF THE REGIONAL MUNICIPALITY OF PEEL

THIS 15TH DAY OF AUGUST, 1989

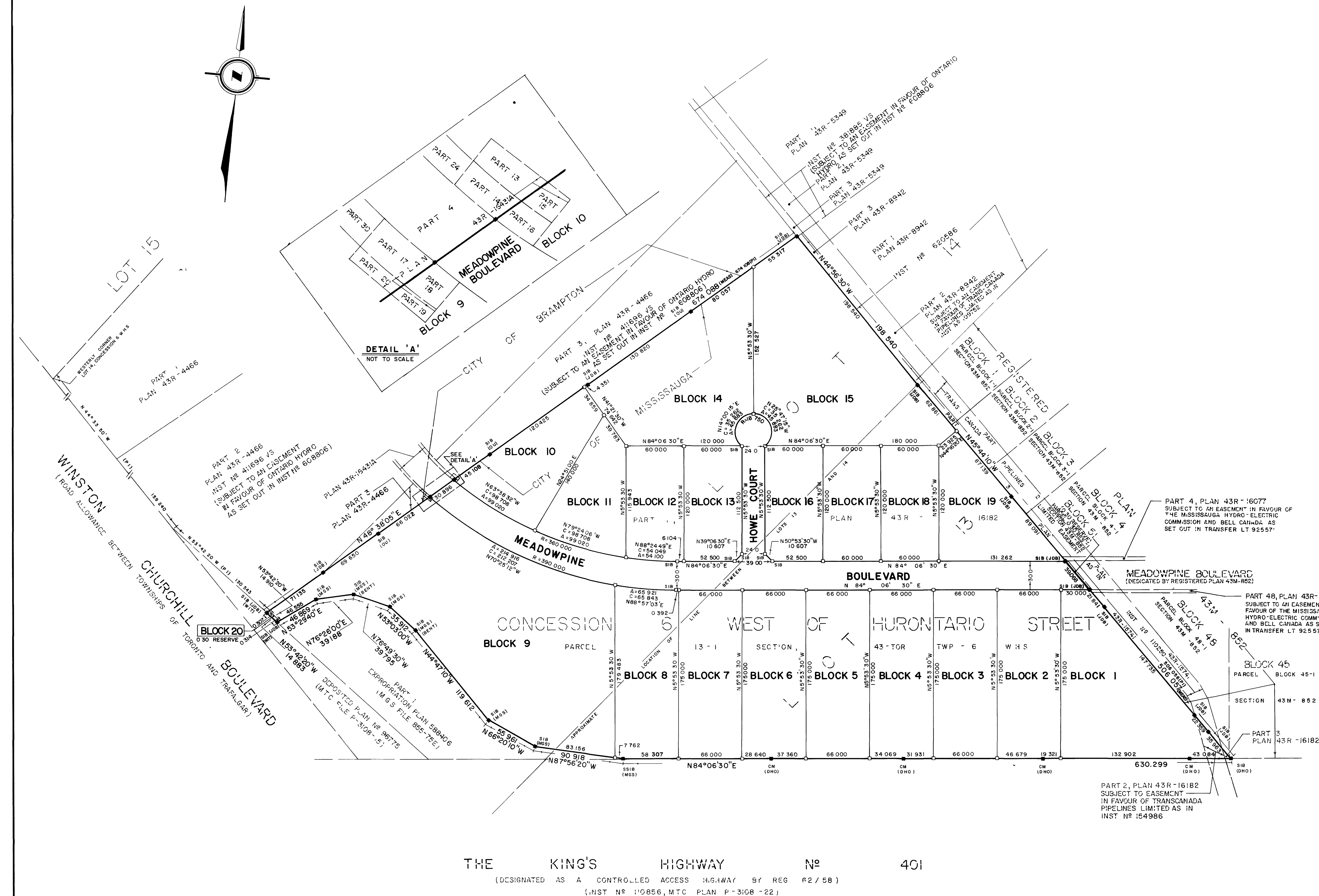
Deborah E. Hawker
DIRECTOR OF PLANNING AND DEVELOPMENT
AUTHORITY GRANTED BY O.L.A. 1983-84
Deborah E. Hawker, REGIONAL CLERK



J.D. BARNES LIMITED, Surveyors

Cadastral, Geodetic, Photogrammetric and Engineering Surveys
TORONTO BRAMPTON OSHAWA MISSISSAUGA

DRAWN BY W.J. CHECKED BY S.J.B. SCALE 1:2000 REFERENCE NO. 86-28-876-2-A



City of Mississauga

Corporate Report



Date: 2017/05/23

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/06/14

Subject

Corporate Policy – Draft Protective Measures Program Policy

Recommendation

That the draft Corporate Policy – “Protective Measures Program” attached as Appendix 1, to the Corporate Report dated May 23, 2017 from the Commissioner of Corporate Services and Chief Financial Officer, be approved.

Report Highlights

- Security Services assessed the feasibility of a City wide response protocol that included four facility response modes (i.e. building evacuation, hold & secure, shelter in place and lockdown).
- Policy content, procedures and planning guidelines were developed in alignment with current City policies and emergency procedures (including compliance with fire code, evacuation procedures for employees with disabilities and joint use facilities).
- The Protective Measures Program Policy outlines the roles, responsibilities and scope of the program, including considerations for basic procedures, facility-specific plans, training materials, and annual drills.
- The estimated completion date for all Program components (e.g. Facility Authority training, development of Facility Plans and Facility Drills) is Fall 2018.

Background

In an evolving security environment, with new threats (e.g. international and domestic extremism) and hazards (e.g. extreme weather events) there is a risk of injury to City staff and the public in the event of a security or emergency situation at a City facility. There is a need for a security program that will allow for a more effective response to all hazards and threats in

order to augment the City's current single response mode (e.g. fire evacuation).

The Protective Measures Program aims to maintain a safe environment through the implementation of a City-wide response protocol that includes four facility response modes (i.e. building evacuation, hold & secure, shelter in place and lockdown).

Throughout 2016 and 2017, Security Services convened one-on-one consultations and multiple Working Group sessions with representatives from various City departments in order to refine the Protective Measures Program concept to fit with the current City landscape and resources (e.g. types of incidents & response; pilot and roll out considerations; steady state – compliance and training).

Representatives from Community Services, Corporate Services, Transportation & Works and the City Manager's Office were consulted in the development of this Policy; including Corporate Communications, Corporate Policy, Facilities & Property Management, Fire Services, Human Resources, Legal Services, MiWay-Transit, Occupational Health & Safety, Office of Emergency Management, Recreation and Risk Management.

Consultations and coordination with external stakeholders (e.g. Peel Regional Police, Dufferin Peel Catholic & Peel District School Boards) were also pursued in regards to joint use facilities and police response.

A copy of the draft Corporate Policy is attached to this report as Appendix 1. The Policy was circulated to Protective Measures Program Working Group, Steering Committee, ExLT and LT and was subsequently revised to ensure compliance with the *Accessibility for Ontarians with Disabilities Act, 2005* and alignment with the City's Respectful Workplace and Workplace Violence policy.

Comments

Currently, the City of Mississauga does not have a Corporate Policy related to a Protective Measures Program.

A Protective Measures Program will provide staff and patrons with the necessary tools for appropriate and timely response(s) when addressing hazards and threats in City facilities.

The Policy outlines the Protective Measures that will be implemented to ensure a safe environment(s) and eliminate or reduce an immediate threat of life, public health or safety in the event of a Security or Emergency Situation at a City Facility. Note: additional or alternative Protective Measures may be implemented in response to the circumstance(s).

Facility Mode	Response Protocol	Example Incident Types
Shelter in Place	Moderate Weather Impact	Windstorm/Snowstorm/Hailstorm
	Severe Weather Impact	Tornado
	Hazardous Materials	Chemical/Gas release in local area
Evacuation	Fire Alarm	Fire Evacuation as per the Facility Fire Safety Plan
	Evacuation: No Fire Alarm	Bomb Threat Evacuation as per the Facility Fire Safety Plan
	Active Shooter	Evacuate / Hide / Fight
Hold & Secure	Hold and Secure	Armed assailant in the vicinity – exterior to the facility
Lock Down	Lock Down	Physical threat inside the facility

The Policy also refers to the required activities under the Protective Measures Program: General Procedures, Facility Plans as well as Training & Drills.

- The General Procedures, available in accessible electronic format, will provide employees and the public with basic procedures to follow in the event of a Security or Emergency Situation at a City Facility.
- The primary aim of the Facility Planning Guide and Template will ensure that facility specific plans, procedures & communication templates are developed and that employees and patrons are aware of their individual roles & responsibilities. Effective plans and procedures will allow the quick and seamless activation and deactivation of all of the proscribed facility response modes.
- The Drill Planning Guide and Template will ensure that through annual drills and training, current facility resources are utilized effectively and that staff, patrons and stakeholders understand their critical roles, responsibilities and expectations.

These components are currently being validated as proof of concept during Spring 2017. Once the Protective Measures Program policy is approved, training will be provided to all applicable City staff for the development of facility-specific plans, procedures and implementation of annual drills.

The roles and responsibilities of all key stakeholders are described in the Policy:

- Security Services is responsible for the overall sustainability of the Protective Measures Program; including reviewing and updating resources and providing advisory and consultation services to Facility Authorities in the development and implementation of facility-specific procedures and plans.

- Directors are responsible for ensuring that a Facility Authority and designate has been identified for every City Facility, plans are complete and updated and applicable Managers are aware of this policy and related procedures.
- A Facility Authority and designates (e.g. Building Supervisor, Manager on Duty or equivalent) will be identified at every City Facility and will develop and implement facility specific procedures and ensure that applicable individuals with a role or responsibility in responding to a Security or Emergency Situation are provided training.
- Managers and Supervisors will ensure that annual drills are conducted and that respective staff are aware of and comply with this Policy and Procedures; trained with respect to their specific job function and aware of how to access resources and information.
- All employees are to familiarize themselves with and acknowledge awareness of this Policy, attend training and drills as required and identify to their management if they require assistance in the event of a Security or Emergency Situation.

Subject to Council approval of the Policy in June 2017, the following timeline will be pursued to implement a corporate-wide Protective Measures Program by Fall 2018:

- Training of Facility Authorities (Q3/2017)
- Development of Facility Plans (Q3 – Q4/2017)
- Facility Drills Completed (Q2/Q3 2018)
- After-Action Report (Q3/2018)

Financial Impact

The Policy reflects initial Protective Measures Program components to be implemented at City facilities. There is no financial impact associated with this Policy.

Conclusion

Establishing a Corporate Policy for a Protective Measures Program policy ensures that there are consistent approaches to facility response modes at City facilities and that staff and the public have the tools and resources necessary to ensure coordinated and effective response(s) in emergency and security situations.

General Committee

2017/05/23

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Originators files: File names**Attachments**

Appendix 1: Draft Corporate Policy – Protective Measures Program

A handwritten signature in black ink that reads "G. Kent." The signature is written in a cursive, slightly slanted style.

Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Camille Charney, Acting Manager, Security Services, Facilities and Property Management

Policy Title: Protective Measures Program

Policy Number: [Policy No.]

Draft Only – Clean Copy - April 27, 2017

Section:	Corporate Administration	Subsection:	Security
Effective Date:	[Effective Date]	Last Review Date:	[Last Review]
Approved by: Click here to enter text.		Owner Division/Contact: Manager, Security Services, Facilities and Property Management, Corporate Services Department	

Policy Statement

The City of Mississauga is committed to ensuring the safety and security of all individuals in the event of a security or emergency situation at a City Facility through the implementation of the Protective Measures Program.

Purpose

This policy outlines:

- The Protective Measures that will be taken to minimize or eliminate the risk of injuries or accidents to employees and other individuals in the event of a Security or Emergency Situation at a City Facility
- The required activities of the Protective Measures Program, and
- The roles and responsibilities of employees

Scope

This policy applies to all Building Occupants and to all City Facilities, including office space leased for use by City employees.

Protective Measures Program

The Protective Measures policy and related procedures are part of a broader program that includes resources, training materials, tactical tools and drills to provide employees with important information that they can use to protect themselves in the event of a Security or Emergency Situation at a City Facility.

This policy and related procedures do not intend to address every Security or Emergency Situation that could occur at a City Facility. Additional or alternative Protective Measures may be implemented in response to the circumstance(s).

Where Protective Measures are taken in response to an incidence of workplace violence or harassment the incident will also be investigated in accordance with the City's Respectful Workplace or Workplace Violence policy.

Definitions

For the purposes of this policy:

"Building Occupants" means any individual within a City Facility during a Security or Emergency Situation, including all City employees, elected officials, citizen members of committees, volunteers acting on behalf of the City, customers, visitors, contractors and tenants.

"City" means the Corporation of the City of Mississauga.

"City Facility" means any building that is owned, leased and/or occupied by the City, including but not limited to libraries, community centres, arenas, pools, museums, marinas, the Civic Centre and transit terminals.

"Facility Authority" means any City employee responsible for developing facility-specific procedures for each Protective Measure in one or more City Facility.

"Protective Measures Program" means the predetermined actions taken by the City before, during or following a Security or Emergency Situation at a City Facility to eliminate or reduce an immediate threat to life, public health or safety. The City recognizes four Protective Measures: Building Evacuation, Shelter in Place, Hold & Secure and Lockdown.

"Security or Emergency Situation" means any unforeseen situation affecting a City Facility that presents danger to, or threatens the health and safety of, Building Occupants or may cause physical or environmental damage.

Legislated Requirements

This policy complies with the *Accessibility for Ontarians with Disabilities Act, 2005* and its Regulations.

Protective Measures

The City may take the following Protective Measures in response to a Security or Emergency Situation at a City Facility to eliminate or reduce an immediate threat to life, public health or safety:

- **Building Evacuation** - A response to an immediate or imminent threat or hazard inside a City Facility whereby Building Occupants are required to exit the facility to a safe location.
- **Shelter in Place** - A response to a threat or hazard external to a City Facility (typically atmospheric or environmental in nature) whereby the Facility Authority ensures exterior doors are closed and exit from the Facility is discouraged.
- **Hold & Secure** - A response to an imminent or immediate threat or hazard external to a City Facility whereby the Facility Authority locks all exterior doors to prohibit access to and discourage exit from the Facility.
- **Lockdown** - A response to an immediate threat inside a City Facility. Daily routine is suspended. Locate the nearest “safe room”.

Requirements

The following activities are required under the Protective Measures Program:

Security and Emergency Procedures

Every employee must be provided with basic procedures to follow in the event of a Security or Emergency Situation at a City Facility.

These procedures must be available in accessible electronic format (alternative formats are available upon request).

Facility-Specific Procedures

Facility-specific procedures shall be developed for every City Facility for each of the Protective Measures.

Facility Authority

A Facility Authority and designate shall be identified for every City Facility.

Roles and Responsibilities

Security Services

Security Services is responsible for:

- Providing advisory and consultation services to the Facility Authority in the development and implementation of Facility-specific procedures
- Reviewing and updating all Protective Measures Program-related resources
- Ensuring that basic security and emergency procedures are available electronically for employees and the public, and
- Ongoing maintenance and overall sustainability of the Protective Measures Program

Directors

Directors are responsible for:

- Ensuring all applicable managers/supervisors are aware of this policy and related procedures and of any subsequent revisions
- Ensuring a Facility Authority and designate has been identified for every City Facility, and
- Ensuring that Facility-specific plans are complete and updated, as required

Managers/Supervisors

Managers/Supervisors are responsible for:

- Ensuring staff in their respective work units are aware of this policy and related procedures and of any subsequent revisions
- Ensuring applicable staff are trained on this policy with respect to their specific job function
- Ensuring all employees are aware of how to access security and emergency resources, information and training material
- Conducting annual training and drills, and
- Ensuring applicable staff comply with this policy

Employees

Employees are responsible for:

- Familiarizing themselves with this policy and asking for clarification from their manager/supervisor of any information not understood
- Attending training and drills as required
- Identifying to their manager/supervisor that they require assistance in the event of Security or Emergency Situation, and
- Acknowledging awareness of and compliance with this policy

Facility Authorities

Facility Authorities are responsible for:

- Developing and implementing Facility-specific procedures for each Protective Measure
- Reviewing and updating Facility-specific procedures annually, and
- Ensuring that all individuals with a role or responsibility in responding to a Security or Emergency Situation are provided training

Revision History

Reference	Description

City of Mississauga

Corporate Report



Date: 2017/05/25

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/06/14

Subject

Corporate Policy and Procedures - Overtime Policy (#01-04-03) Revisions

Recommendation

That the Corporate Policy and Procedures Overtime Policy (#01-04-03) Revisions Report dated May 25, 2017 from the Commissioner of Corporate Services and Chief Financial Officer be approved.

Background

The Overtime Policy (#01-04-03) has been revised based on recommendations resulting from a review by Internal Audit. HR and Finance staff took this opportunity to complete a thorough review of the Overtime Policy to ensure any existing gaps between policy and practice were identified.

Comments

The proposed revisions are the result of internal audit recommendations and changes to reflect current practices. Listed below are some revision highlights:

- Included language regarding working overtime during a City declared emergency.
- Allowed for some flexibility in the preapproval process – it was identified by meeting with Operations Managers that in many cases Managers are asking the employee to work overtime, meaning a formal preapproval form is not always necessary or possible.
- Allowed for some flexibility in use of the Overtime/Additional Hours Report (Weekly) Form E2169– again in meeting with the Operations Managers it was identified that not all employees use or have access to the form. However, language has been added to say that regardless of what 'form' is used it must be authorized by the applicable departmental HR representative.

- The City Manager may now award additional Management Leave days above the current maximum due to emergency situations. This allows for flexibility in recognizing significant hours worked by eligible staff in response to an emergency situation.

The project team overseeing this review has also developed a mandatory Overtime eLearning module for Approvers and Time & Labourer Reporters to help re-enforce policy requirements around overtime and their roles in the review, approval, and processing process.

This eLearning has been developed in tandem with the overtime policy revisions. The eLearning module will be rolled out once the revised policy is in place because much of the eLearning information revolves around the policy information.

Financial Impact

Most of the proposed revisions are administrative changes and do not create a financial impact.

Regular overtime is managed within approved operating budgets.

Management Leave days do not result in a direct financial impact to the organization. It only results in additional time off. It only becomes a financial impact if the management leave days have not been taken and are paid out upon termination or retirement.

Conclusion

It is proposed that the Overtime Policy (#01-04-03) be revised to meet audit recommendations.

Attachments

Appendix 1: Overtime Policy Revision (#01-04-03)



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Mark Beauparlant, Manager of Financial and Treasury Services

City of Mississauga

Corporate Policy & Procedure

**Policy Title: Overtime****Policy Number: 01-04-03****Revised – Draft Only – 2017 04 13**

Section:	Human Resources	Subsection:	Compensation
Effective Date:	July 6, 2011	Last Review Date:	December 2014
Approved by: Council	Owner Division/Contact: Human Resources		

Policy Statement

The City of Mississauga recognizes that employees may be requested to work hours in addition to their Regular Hours of Work and compensates employees for preapproved hours in accordance with this policy and the requirements of the *Employment Standards Act, 2000* (ESA).

Purpose

This policy outlines the City's expectations of employees within the policy Scope as they relate to employee Overtime and compensation following approval to work beyond their Regular Hours of Work.

Scope

This policy applies to all non-union staff, other than contract employees.

Union employees should refer to the terms of their particular collective agreement.

Contract employees should refer to the terms of their particular employment contract.

Alternative working arrangements are any working arrangements or schedules that differ from the employee's standard hours or days of work and may include, but are not limited to, banking of hours, compressed work week and flex time. Refer to Corporate Policy and Procedure – Alternative Work Arrangements and the accompanying Alternative Work Arrangements Guidelines for information on the effect of the arrangement on Overtime.

This policy does not apply to employees working as Election Poll Workers in a Municipal Election. However, the provisions of the ESA apply.

This policy does not cover meal expenses which employees may be entitled to claim while working Overtime. Refer to Corporate Policy and Procedure - Finance and Accounting - Meal Allowance for additional information.

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Last Review Date: December 2014

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Definitions

The definitions listed below are the types of Overtime an employee may be eligible for, depending on the terms of their employment. Refer to the “Eligibility” section of this policy for more details on which employees qualify for the different types of compensation.

A “Call-Out” is used only in “Emergency” situations and occurs when an employee is either requested to return to work or work from a fully equipped off site location after the end of a scheduled work day, before the start of a scheduled work day or on a scheduled day off.

“Call-Out Pay” is calculated from the time the employee physically reaches the job-site and begins work or, for an employee who is fully equipped to perform the required work from an off-site location, from the time work commences. An employee who works a Call-Out shall be paid a minimum of three hours of Overtime Pay (i.e. 4.5 hours).

“Emergency”, in accordance with the City’s Emergency Plan, means “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”. An Emergency can be “declared” or “undeclared”. An Emergency may also mean an infrequent, time sensitive tasks that must be completed by a non-negotiable deadline.

“Lieu time” is preapproved time to be taken off work with pay in lieu of accepting Overtime Pay and is banked at a rate of one and one half times for every hour or part hour worked.

“Management Leave” is preapproved time granted off work with pay, which may be awarded to employees who are not eligible for Overtime, Call-out or Standby Pay in recognition of significant or excessive additional hours worked.

“Overtime” refers to preapproved hours worked in excess of an employee’s Regular Hours of Work or 44 hours per week, whichever is less, subject to the “Eligibility” section of this policy.

Overtime may be requested by management or by the employee.

“Overtime Pay” means pay at a rate of one and one half times the employee’s regular rate of pay.

“Regular Hours of Work” means an employee’s regularly scheduled hours of work in a work day or a work week.

“Standby” occurs when an employee is notified in advance to be available for work, though not required to remain at the workplace.

Comment [PS1]: RATIONALE:

This definition has been added to put some parameters around what constitutes an “emergency” that might result in substantial overtime. Language to reflect Emergency Overtime has been added throughout the policy where applicable.

Comment [PS2]: RATIONALE:

This change recognizes that Overtime is often requested by management, especially in operational areas. Similar language has been added in applicable sections of the policy.

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“Standby Pay” means one regular hour’s pay for each period of up to eight hours on Standby, including paid holidays.

Legislative Requirements

This policy was written in accordance with the ESA, which sets out the minimum requirements governing hours of work and compensation in Ontario. In the event that an amendment to the ESA results in a conflict with this policy, the ESA will take precedence.

Daily Hours of Work

Generally, the ESA permits employees to work a maximum of eight hours per day or, where a different regular work day of more than eight hours is established, the number of hours in his or her regular work day, provided that it does not exceed thirteen hours per day, subject to certain exceptions (refer to the “Eligibility” section of the policy). Employees may work more than eight hours per day or longer than their regular work day if the employee has agreed in writing and provided such Overtime is preapproved and/or at the request of the employee’s manager/supervisor.

Weekly Hours of Work

The ESA permits employees to work no more than 48 hours per week unless the employee and the City agree, in writing, that the employee work more than 48 hours per week and provided the City receives an Excess Weekly Hours of Work Permit from the Ministry of Labour’s Director of Employment Standards.

Overtime

The City compensates eligible employees for any preapproved Overtime or Emergency hours worked beyond the employee’s established Regular Hours of Work. The ESA provides that employees are entitled to Overtime Pay for all hours worked in excess of 44 hours per week. Refer to the “Eligibility” section of this policy to determine who is entitled to Overtime.

Comment [PS3]: RATIONALE:
Minor revision to reflect the definitions for Overtime and Emergency.

An employee may be compensated for Overtime hours worked by receiving Lieu Time for each Overtime hour worked, provided the City and the employee agree, in writing and provided the Lieu Time is taken within three months of the work week it was earned in or, upon written agreement, within twelve months.

Overtime Averaging

The ESA also provides that an employer and an employee can agree, in writing, to average an employee’s hours of work over separate, non-overlapping periods of two or more consecutive weeks for the purposes of calculating Overtime Pay. Employers must apply for approval from the Ministry of Labour’s Director of Employment Standards once an employee has agreed to enter into an Agreement to Average Hours of Work. The Agreement must include an expiry date that

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cannot be more than two years after the date the Agreement takes effect.

Overtime e-Learning and Consent Form

Employees who work Overtime, ~~with the exception of Overtime worked in an Emergency, must complete have a signed the Overtime e-Learning training located on the City's e-Learning website, which is accompanied by the~~ City of Mississauga ~~Excess Hours of Work~~ Overtime Consent Form ~~on file.~~

Comment [PS4]: RATIONALE:
Revised to reflect current practice. The e-learning module is being revised to align with the revised policy.

ELIGIBILITY

Permanent Full-Time Salaried and Hourly Staff

All permanent, full-time, salaried staff in salary grades A-G and all permanent, full-time, hourly staff are entitled to receive Overtime Pay or Lieu Time for all ~~preauthorized-preapproved~~ Overtime, including Emergency Overtime; Standby Pay; and Call-out Pay.

Employees in salary grades H-J1/J2 are generally not eligible for Overtime Pay (including for time worked as the result of an Emergency), Lieu Time, Standby Pay or Call-out Pay, but may be granted Management Leave. Certain positions identified by Human Resources in salary grade H that do not have staff supervisory responsibilities may be eligible for Overtime, in accordance with the ESA.

Employees in salary grades K and L (the City Manager and Commissioners) are not eligible for Overtime Pay (including for time worked as the result of an Emergency), Lieu Time, Standby Pay, Call-out Pay or Management Leave.

Summer and/or Co-op Students and Temporary Staff Who Work Full-Time Hours

Summer students, co-op students and temporary employees who work full-time hours as outlined in their offer of employment letter are entitled to receive Overtime Pay or Lieu Time for preapproved Overtime worked, including Emergency Overtime, in excess of 44 hours, unless their offer of employment letter says otherwise.

Part-Time Staff, Including Summer and/or Co-op Students & Temporary Staff Working Part-Time Hours

Part-time employees are entitled to receive Overtime Pay or Lieu Time for all preapproved hours worked in excess of 44 hours per week, including those employees who hold more than one part-time position with the City.

Full-Time Staff Who Also Work Part-Time

Full-time employees may also work in another City position on a part-time basis. In this case, the total number of hours worked for both positions combined must not exceed 44 hours per week, except in an Emergency. These employees are entitled to Overtime Pay for any Overtime in association with their full-time job and, if the 44 hour weekly maximum is exceeded due to an

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Emergency, for all hours worked in excess of 44 hours per week. Compensation in this case must be based on either the rate of pay for the full-time position or the rate of pay for the part-time position, whichever is greater.

The onus is on the employee to ensure that the total number of hours worked does not exceed 44 hours per week. Where it is determined that an employee has exceeded 44 hours in a week as a result of part-time work that is not due to an Emergency, the employee may potentially be disqualified from any further eligibility to work part-time for the City.

Entitlement to Overtime

Employees are entitled to Overtime Pay as outlined in the "Eligibility" section, above. All Employee requested Overtime must be preapproved by the responsible applicable manager/supervisor, except in an Emergency or where it is not practical to do so. Employees should use Form E2169 – Weekly Overtime/Additional Hours Report to request preapproval of Overtime. Once the Overtime is worked, the same form is resubmitted to the applicable manager/supervisor for final approval.

City divisions/departments may use other means of approving and recording Overtime provided the method has been authorized by their Human Resources departmental representative.

The applicable manager/supervisor is responsible for ensuring that any Overtime is recorded and that all approved Overtime is forwarded to the Time and Labour Reporter for payroll purposes.

Emergency Overtime Authorization

Employees are expected to use their discretion when electing to work Overtime in an Emergency and should seek preapproval, verbal or written, prior to electing to work Overtime in an Emergency. If preapproval is not possible due to the urgency of the situation and Emergency Overtime is worked, the employee must advise the supervisor of the circumstances as soon as possible.

The employee's supervisor is responsible for ensuring that Emergency Overtime is worked only in unusual circumstances as required, for monitoring the amount of Overtime worked, and for maintaining a record of the reasons for Overtime worked. An employee who works Overtime that is neither preapproved nor due to an Emergency may potentially be disqualified from any further eligibility to work Overtime.

Attending Court on Behalf of the City on a Scheduled Day Off

Employees who, as part of their regular duties, are required to attend court on behalf of the City on their scheduled day off shall be paid a minimum of two hours Overtime or the actual approved court time required, whichever is greater. Employees are not eligible for Call-Out or Standby Pay for attending court.

Comment [PS5]: RATIONALE:

Although there is a need to have other methods for preapproving/approving overtime, similar business operations, such as one community centre vs. another community centre, should have consistent forms to ensure appropriate controls are in place.

Comment [PS6]: RATIONALE:

Revised to provide more thorough instruction for those employees who use Form E2169 and to acknowledge that not all areas are using the Form.

Comment [PS7]: RATIONALE:

A reminder to employees that an emergency does not provide unlimited overtime at the employee's discretion.

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Entitlement to Lieu Time

An eligible employee who works Overtime may request Lieu Time rather than Overtime Pay by completing [aForm E2169 - Weekly Overtime/Additional Hours](#) Report indicating their preference; this shall constitute an agreement in writing. However, supervisors are not required to offer Lieu Time (e.g. when the employee will accumulate more time than they can reasonably use in accordance with the ESA), and cannot require the employee to accept Lieu Time rather than Overtime Pay.

Taking Earned Lieu Time

Supervisor approval is required prior to taking Lieu Time. Employees are required to use Lieu Time within three months of earning it or, with the employee's written agreement, within twelve months. Supervisors may not withhold approval unreasonably.

Taking Unearned Lieu Time

The intent of this provision is to allow an employee to "top up" earned Lieu Time to allow for a full day or half-day off. As a rule, Lieu Time should not be taken unless it has already been earned. Supervisors may approve the taking of a limited number of hours of unearned Lieu Time only when there is a reasonable expectation that the employee will earn the time at a later date, prior to year end.

Monitoring Lieu Time

Employees should not be permitted to bank more hours than they can reasonably use within twelve months from the date they are earned. Departments should strive for zero Lieu Time balances at the end of each calendar year. Supervisors are responsible for reviewing Lieu Time banks at least quarterly to ensure that they remain manageable and at the end of each calendar year to address both outstanding balances and negative balances.

A Lieu Time bank with an outstanding balance at the end of the calendar year may be either carried over to the next year, in accordance with the "Taking Earned Lieu Time" section of this policy, or paid out in accordance with the "Paying out Lieu Time" section of this policy. If a Lieu Time balance is carried over, and it is not used, in accordance with the "Taking Earned Lieu Time" section of this policy, it must be paid out.

Employees must agree in writing to one of the following actions in order to bring a Lieu Time bank with a negative balance at the end of the calendar year to a zero balance:

- Make up the time, or
- Use time from another bank (i.e. Vacation, Personal Paid Days, etc.), or
- Payroll deduction

The agreement must be signed by the employee and their Manager and copied to the departmental Human Resources representative.

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Departmental Human Resources staff are responsible for providing Lieu Time reports to facilitate monitoring.

Paying Out Lieu Time

Lieu Time will be paid out at the employee's current rate of pay and must be paid out:

- On the written request of the employee to his/her supervisor
- On termination of employment
- On transfer of an employee, if requested by the department accepting the transferred employee from another department
- At any time if it appears to the supervisor that workloads or schedules will not permit the time to be taken before its expiry date, and
- In accordance with the "Taking Earned Lieu Time" section of this policy

Calculation of Call-Out Pay

When an employee receives a Call-Out in response to an emergency, he/she shall be paid Call-Out Pay. If more than one Call-Out is necessary within a period equal to an employee's normal working day, the employee may not be paid an amount exceeding the normal pay for the day at time and one-half, unless the employee has actually worked more than the normal hours.

Calculation of Standby Pay

The employee's supervisor is responsible for scheduling Standby employees. To qualify for Standby Pay the employee must:

- Be designated for Standby by the supervisor
- Be readily available when called in to work, and
- Report for duties as directed when the call is received

If an employee is required to attend work during Standby, they shall be entitled to Overtime Pay for the hours worked, in addition to their Standby Pay.

If direct contact cannot be made or if the Standby employee fails to report for work, the employee becomes ineligible for the Standby Pay for that day.

Entitlement to Management Leave

Management Leave is awarded at the discretion of the department head, within the limits established by this policy. Management Leave is not intended to represent hour-for-hour compensation. Up to a maximum of five days off per year may be awarded in recognition of significant overtime worked. In exceptional circumstances, up to a maximum of five additional days of Management Leave may also be awarded. In emergency situations the City Manager may award additional Management Leave days above the 10 day maximum.

Comment [PS8]: RATIONALE:
This allows for flexibility in recognizing significant hours worked by management in response to an emergency situations such as a major weather event.

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Last Review Date: December 2014

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Management Leave must be taken during the calendar year in which it was awarded, unless otherwise approved by the manager/supervisor and applicable division head. If it is impossible or impractical to take the time off, it must be paid out at straight time rates at the end of the calendar year. An employee who fails to take all of their Management Leave days during the calendar year for which they were awarded will lose the unused portion of their entitlement for that year. To avoid losing entitlement, it is to the employee's advantage to use Management Leave days prior to using vacation days each year.

Comment [PS9]: RATIONALE:
In practice, Management Leave has never been paid out. Management Leave is added at the beginning of each calendar year so can easily be taken before vacation days, where carry-over is permitted.

Reporting and Recording Time Earned or Taken

Overtime, Standby or Call-Out Pay

To effect Overtime, Standby or Call-Out Pay or to record Lieu Time, all time earned or taken must be recorded in the time and labour system using the appropriate time reporting codes. Overtime, Lieu Time, Standby Pay and Call-Out Pay must be recorded for the actual day worked, therefore, must be reported on a weekly basis.

In weeks when an employee's combined full time and part time hours exceed 44 hours due to hours worked at the part-time job, Overtime will be paid by the employee's part-time business unit.

In the case of an employee who is working two or more part-time positions, the business unit where the Overtime is accrued will pay the Overtime.

Management Leave

Management Leave must be entered into the system at the time it is awarded. Written approval of the Management Leave awarded must be forwarded to the department's Human Resources unit for entering into the system. Management Leave taken must then be recorded in the time and labour system using the appropriate time reporting code. Management Leave may not be taken unless the time awarded has already been recorded in the system.

Record Retention

In accordance with the Records Retention By-law 537-96, as amended, all documentation pertaining to scheduling, approval and completion of Overtime and hours awarded as Management Leave must be retained by Human Resources for two years.

Comment [PS10]: RATIONALE:
Record retention was not addressed in the policy. Scheduling and overtime documentation must be retained for two years.

Revision History

Reference	Description
GC-0136-2002 - 2002 02 27	
September 16, 2002	Amended –To clarify procedures re: Management Leave

Policy Number: 01-04-03

Effective Date: July 6, 2011

Policy Title: Overtime

Last Review Date: December 2014

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January 19, 2005	Amended – Requirement to report Management Leave to the City Manager changed to review by Director, HR
March 26, 2008	Amended –Resolution 0070-2008 – full-time employees who also work part-time
May 08, 2008	Amended – GC 0363-2008 – Lieu Time reporting, approval and payment
GC-0458-2011 - July 06, 2011	Clarified entitlement to Overtime in accordance with the ESA
June 04, 2014	Admin change to exclude election workers and clarify Summer and/or Co-op Students and Temporary Staff Who Work Full-Time Hours language
December 03, 2014	Scheduled review – Admin revision to align with current practices
<u>April 4, 2017</u>	<u>Revised to add information for overtime worked due to an emergency and use of Management Leave.</u>

City of Mississauga

Corporate Report



Date: 2017/05/25

To: Chair and Members of General Committee

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

Originator's files:

Meeting date:
2017/06/14

Subject

Records Retention By-law Revision

Recommendation

1. That the revised Records Retention Schedule attached as Appendix 1 to the report titled "Records Retention By-law Revision", dated May 25, 2017 from the Commissioner of Corporate Services and Chief Financial Officer be approved; and
2. That the necessary by-law to repeal and replace By-law 0537-96 as amended, being a by-law to establish a schedule of retention periods for records in the possession of the Corporation of the City of Mississauga, be adopted.

Report Highlights

- The current Records Retention By-law 0537-96, as amended, is outdated and requires revision.
- An extensive review has been undertaken to update the City Classification System and the associated Retention schedule.
- The proposed by-law will be complimentary to the Electronic Document and Records Management System initiative, currently underway at the City.
- Updates are required to reflect changes in legislative requirements, departmental operating requirements and organizational work flow processes.
- Updating the existing records retention schedule will enable staff to better manage corporate records.

Background

The *Municipal Act, 2001, S.O. 2001, C25* states that a municipality must retain and preserve its records in a secure and accessible manner. Section 255 of the Act provides that the municipality may establish retention periods, subject to the approval of the municipal auditor, and records may only be destroyed if a retention period established by the municipality has expired, or if the record is a copy of the original record.

The City of Mississauga's Records Retention Schedule works in conjunction with the City Classification System (CCS) and together they provide the foundation for organizing the City's records. The records retention by-law authorizes the length of time corporate records should be retained in active storage (i.e. offices), inactive storage (i.e. records centre), and specifies what type of disposition is required. Final disposition can either be destruction through secure shredding, transfer to Peel Art Gallery, Museum and Archives (PAMA) or other long-term preservation methods.

The current Records Retention By-law 0537-96, as amended, was passed in 1996, following an extensive physical inventory and appraisal of records and legal research and review. In the last twenty years, four housekeeping amendments to the by-law have been passed to reflect changes in legislative requirements and departmental operating requirements affecting records retention.

As part of the City's Electronic Document and Records Management System initiative, a review of the current records management practices was undertaken. A major review of the City Classification System and Records Retention Schedule has been undertaken to ensure that the records series and retention values accurately reflect current and future business, legal, financial, service delivery and operational needs. This review includes analysis of how current classifications are being applied, comparison against other municipalities' retention schedules (Toronto, Peel, Brampton, Oshawa, Ottawa & Hamilton), review of applicable legislation, and input gathered from key users and stakeholders.

Present Status

The last housekeeping amendment to the Records Retention By-law 0537-96 was passed in 2007. The amendment included additions of new classifications, deletion of obsolete classifications and terminology updates to the City Classification System. It also incorporated the addition of Schedule 2 – pertaining to Electronic Records.

Since 2007, the City has developed new business endeavours, and changed many of its departmental operations and workflow processes. How the Corporation creates, receives, uses and maintains information has dramatically changed, particularly with regard to electronic information. In preparation for the introduction of an Electronic Document and Records Management System, Records Management Services has been reviewing the City

Classification System to ensure it reflects legislative compliance and best business practices in our present environment.

Comments

Records Management Services is working on several initiatives to modernize and streamline information keeping practises at the City of Mississauga. Updating the existing records retention schedule will enable staff to better manage records and information with regard to:

- changes to technological uses of information; the way information is accessed, maintained, leveraged and shared;
- building of information policies in the upcoming Electronic Document and Records Management System & applications such as SharePoint;
- consolidated groups of information, for easier classifying and retention application; and
- more accurately reflect current City business services.

Meetings to discuss the Records Retention Schedule have been held with departments to review the record categories and corresponding retention periods. The revisions have been reviewed by an internal staff working group with representation from Legislative Services, Legal Services and Internal Audit.

In order to create an enhanced and condensed records retention schedule the following amendments have been made:

- revisions to Records Management Program information included in the introductory notes, definitions, abbreviations and terms and electronic records sections
- changes to retention periods to be compliant with current legislation and departmental operational practises
- removal of “copy” retention periods as the Municipal Act allows for the destruction of copies of original records
- updating of comments and notations
- rather than isolating physical (hardcopy) records and electronic records into individual record retention schedules, the record retention schedule has been revised to be one cohesive, media neutral document as it is the information contained, not the format, of the record that is key to the retention of the record

- the addition of a category for transitory records which are records, regardless of format, that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial, operational or other decisions of the municipality

Given the requirement of the Municipal Act that any retention period established is subject to the approval of the municipal auditor, the records retention schedule will not take effect until the City's external auditor has approved the bylaw. Bill 68, the Modernizing Ontario's Municipal Legislation Act 2016, proposes to remove the requirement for the municipal auditor to approve a records retention schedule. Going forward amendments to the Records Retention By-law will not require the approval of the municipal auditor if the amendments introduced by Bill 68 are passed.

Financial Impact

Not Applicable.

Conclusion

Replacement of the current record retention schedules will improve the operational efficiency of the records management program. These updates will complement the implementation of the Electronic Document and Records Management System and the modernization of record keeping in the City.

Attachments

Appendix 1: Records Retention Schedule



Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Cerise Lee, Manager Records Management Services

Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
BL	BYLAWS AND ENFORCEMENT City of Mississauga records related to the enforcement of municipal bylaws. May also include information related to the development, review and amendment of bylaws.				
BL.01	BYLAW DEVELOPMENT	S + 2	4	D	S = bylaw amended or file closed
BL.02	BYLAW ENFORCEMENT: PARKING ENFORCEMENT	2	4	D	
BL.04	BYLAW ENFORCEMENT: ANIMAL SERVICES	2	4	D	
BL.08	BYLAW ENFORCEMENT: GENERAL	2	4	D	
BL.09	ZONING BYLAW ISSUES	2	8	D	
BL.BL	BYLAWS				
	ORIGINAL BYLAWS	10	P	P	Archival Vital

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

BL.03	BYLAW ENFORCEMENT: SIGNS	2	4	D	
BL.05	BYLAW ENFORCEMENT: TERMITES/PEST CONTROL	2	4	D	
BL.06	BYLAW ENFORCEMENT: SWIMMING POOL ENCLOSURES	2	4	D	
BL.10	BYLAW ENFORCEMENT: PUBLIC VEHICLES	2	4	D	
BL.BL	BYLAWS				
	CASE FILES – REZONING BYLAWS	2	28	D	
	SUBJECT FILES	2	4	D	

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D = Destroy

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Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Record Series Title Active Inactive Disp. Remarks
Code

CA	CORPORATE ADMINISTRATION General administrative records and functions that are common to most departments within the Corporation.				
CA.01	STRATEGIC AND BUSINESS PLANNING				
	FINAL REPORTS	2	8	D	Archival Review
	SUBJECT FILES	2	4	D	
CA.02	INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	S + 2	4	D	S = system software or equipment replacement
CA.04	OFFICE ADMINISTRATION	2	0	D	
CA.05	RECORDS & INFORMATION MANAGEMENT	2	4	D	
CA.06	PRINTING SERVICES	2	2	D	
CA.10	ASSOCIATIONS AND ORGANIZATIONS	2	0	D	
CA.13	INFORMATION ENQUIRIES	2	1	D	
CA.15	AUDITS				
	FINAL AUDIT REPORTS	2	18	D	
	SUBJECT FILES	T + 2	5	D	T = Implementation of all recommendations or close of file
CA.16	STAFF COMMITTEES AND MEETINGS	2	1	D	
CA.17	PERFORMANCE MEASUREMENT	2	4	D	
CA.18	FORMS MANAGEMENT	T + 2	4	D	T = Form revision or discontinuation
CA.20	EXECUTIVE CORRESPONDENCE	2	8	D	Archival Review
CA.22	FREEDOM OF INFORMATION	2	1	D	
CA.24	POLICIES, PROCEDURES & GUIDELINES				
	CORPORATE POLICY	S	P	P	S = policy superseded Archival
	DEPARTMENTAL OPERATING PROCEDURES	S	6	D	S = procedure superseded

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		Active	Inactive	Disp.	
					Archival Review
	SUBJECT FILES	2	4	D	
CA.26	RECORDS RETENTION AND DISPOSITION MANAGEMENT	2	P	P	
CA.27	BACKUP DATA	1 DAY	2	OVER	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

CA.03	COMPUTER SYSTEM DOCUMENTATION	S	6	D	
CA.07	TELECOMMUNICATIONS	2	4	D	
CA.08	SECURITY	2	4	D	
CA.09	ACCIDENT/INCIDENT REPORTS – ADULTS	2	4	D	
CA.11	ORGANIZATIONAL EFFECTIVENESS				
	FINAL STUDIES	2	18	D	
	SUBJECT FILES	2	4	D	
	WORKING FILES	2	4	D	
CA.14	CALENDARS, APPOINTMENTS AND ITINERARY RECORDS	1	0	D	
CA.15	AUDITS				
	WORKING PAPERS	T + 2	5	D	T = end of project
CA.19	MAIL SERVICE	2	4	D	
CA.21	DEPARTMENTAL OPERATING PROCEDURES	S + 2	4	D	
CA.23	CITY OWNED/LEASED VEHICLES	2	4	D	
CA.25	EXTERNAL AUDIT	2	5	D	

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CCS Record Series Title Active Inactive Disp. Remarks
Code

CD	COMMUNITY DEVELOPMENT				
	Community planning and development records, including development applications.				
CD.01	OFFICIAL PLAN	S	P	P	Archival
CD.02	OFFICIAL PLAN REVIEW				
	PROJECT FILES	S + 2	P	P	Archival
	SUBJECT FILES	2	4	D	
CD.03	CHARACTER AREA POLICIES, LOCAL AREA PLANS AND PLANNING STUDIES				
	PROJECT FILES	S	P	P	Archival
	SUBJECT FILES	S + 2	8	D	
CD.05	BUSINESS IMPROVEMENT AREAS (BIA'S)	2	8	D	
CD.06	RESIDENTIAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.07	COMMERICAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.08	AIRPORT DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.09	INDUSTRIAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.10	PARK DEVELOPMENT				
	FINANCIAL	T + 2	4	D	T = completion of project
	HISTORICAL	2	P	P	Archival
	MASTER PLANS	S	20	D	Archival Review
	PROJECT FILES	T + 2	13	D	T = completion of project Archival Review
CD.11	RECREATIONAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review

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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	SUBJECT FILES	2	4	D	
CD.12	RECREATIONAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.15	DEMOGRAPHIC INFORMATION				
	PROJECT FILES	S	20	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.17	DEVELOPMENT – OTHER MUNICIPALITIES	2	8	D	
CD.19	AERIAL PHOTOGRAPHS	2	P	P	Archival
CD.20	MAPPING	S	P	P	Archival
CD.21	DEVELOPMENT – OTHER				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.22	WATERFRONT DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.23	ZONING BYLAW TEXT CHANGES	T + 2	4	D	T = approval of bylaw
CD.43R	REFERENCE PLANS				
	DRAWINGS	P	0	D	
CD.A	COMMITTEE OF ADJUSTMENT – MINOR VARIANCE				
	CORRESPONDENCE	T + 2	8	D	T = decision is made and/or all conditions are met
	DECISIONS AND FINAL NOTICES	P	0	P	Vital
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = all conditions met
CD.B	COMMITTEE OF ADJUSTMENT – CONSENT TO SEVER				
	CASH IN LIEU	T + 2	P	P	T = all payments received

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Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code	Record Series Title	Retention			Remarks
		Active	Inactive	Disp.	
	CORRESPONDENCE AND DRAWINGS	T + 2	8	D	T = decision is made and/or all conditions are met
	DECISIONS AND FINAL NOTICES	P	0	P	Vital
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	LEGAL DOCUMENTS OTHER DEPARTMENTS	T + 2	23	D	T = all conditions met Review for signed agreements
	TRANSPORTATION AND WORKS	T + 2	P	P	T = all conditions met
	SECURITIES	T + 2	4	D	T = all conditions met
CD.BL	REZONING BYLAWS				
	CORRESPONDENCE				
	OTHER DEPARTMENTS PLANNING AND BUILDING	2 2	4 28	D D	
CD.CDM	CONDOMINIUMS – PROPOSED				
	CORRESPONDENCE AND DRAWINGS	T + 2	4	D	T = application cancelled
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = application cancelled
	SECURITIES	T + 2	4	D	T = application cancelled
CD.M	SUBDIVISIONS – REGISTERED				
	CASH IN LIEU	T + 2	P	P	T = all payments received
	CORRESPONDENCE	T + 2	28	D	T = assumption
	DRAWINGS	T + 2	28	D	T = execution of service agreement
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = assumption

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CCS Code	Record Series Title	Retention			Remarks
		Active	Inactive	Disp.	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = assumption
	LEVY CALCULATIONS	P	0	P	
	LEGAL DOCUMENTS				
	OTHER DEPARTMENTS	T + 2	28	D	T = all conditions met Review for signed agreements
	TRANSPORTATION AND WORKS	T + 2	P	P	T = assumption
	LOT GRADINGS	T + 2	28	D	T = assumption
	SECURITIES	T + 2	4	D	T = assumption
	SOLICITORS LETTERS	2	4	D	
	TEST RESULTS	T + 2	4	D	T = assumption
	WORK FILE	T + 2	28	D	T = assumption
CD.OPA	OFFICIAL PLAN AMENDMENTS				
	AMENDMENT	2	P	P	Archival
	CORRESPONDENCE				
	OTHER DEPARTMENTS	T + 2	4	D	T = approval
	PLANNING AND BUILDING	T + 2	28	D	T = approval
CD.OZ	REZONINGS				
	CORRESPONDENCE AND DRAWINGS				
	OTHER DEPARTMENTS	T + 2	4	D	T = execution of servicing agreement or all conditions are met
	PLANNING AND BUILDING	T + 2	28	D	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	LEGAL DOCUMENTS				
	OTHER DEPARTMENTS	T + 2	28	D	T = all conditions met Review for signed agreements
	TRANSPORTATION & WORKS	T + 2	P	P	T = all conditions

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Retention
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CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
					met
	SECURITIES	T + 2	4	D	T = all conditions met
CD.PCC	CONDOMINIUMS - REGISTERED				
	CORRESPONDENCE AND DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = all conditions met
	SOLICITORS LETTERS	2	4	D	
CD. PCECP	PEEL COMMON ELEMENT CONDOMINIUM PLAN				
	CORRESPONDENCE AND DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = all conditions met
	SOLICITORS LETTERS	2	4	D	
CD. PPCP	PEEL PHASED CONDOMINIUM PLAN				
	CORRESPONDENCE AND DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = all conditions met

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CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
	SOLICITORS LETTERS	2	4	D	
CD. PSCP	PEEL STANDARD CONDOMINIUM PLAN				
	CORRESPONDENCE AND DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = all conditions met
	SOLICITORS LETTERS	2	4	D	
CD. PVLCP	PEEL VACANT LAND CONDOMINIUM PLAN				
	CORRESPONDENCE AND DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = all conditions met
	SOLICITORS LETTERS	2	4	D	
CD.RP	REGISTERED PLANS				
	CORRESPONDENCE	T + 2	28	D	T = assumption Archival Review
	DRAWINGS	P	0	D	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = assumption
	LEGAL DOCUMENTS	T + 2	P	P	T = assumption Archival
	SECURITIES	T + 2	4	D	T = assumption
CD.SP	SITE PLANS				
	CORRESPONDENCE AND DRAWINGS				

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		Active	Inactive	Disp.	
	OTHER DEPARTMENTS	T + 2	4	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	LEGAL DOCUMENTS				
	OTHER DEPARTMENTS	T + 2	28	P	T = all conditions met Review for signed agreements
	PLANNING AND BUILDING	T + 2	P	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = assumption
CD.T	SUBDIVISIONS – PROPOSED				
	CORRESPONDENCE AND DRAWINGS	T + 2	4	D	T = application cancelled
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = application cancelled
	LEGAL DOCUMENTS	T + 2	4	D	T = application cancelled
	SECURITIES	T + 2	4	D	T = application cancelled

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

CD.04	COMMUNITY STUDIES OF PLANNING DISTRICTS				
	PROJECT FILES	S	P	P	Archival Review
	SUBJECT FILES	S + 2	8	D	
CD.10	PARK DEVELOPMENT				
	ACTUAL PLANS	S	20	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.13	SURPLUS LANDS	2	4	D	

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CCS Code	Record Series Title	Retention			Remarks
		Active	Inactive	Disp.	
CD.19	AERIAL PHOTOGRAPHS - SUBJECT FILES	2	4	D	
CD.20	MAPPING - SUBJECT FILES	2	4	D	
CD.A	COMMITTEE OF ADJUSTMENT – MINOR VARIANCE				
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = all conditions met
CD.B	COMMITTEE OF ADJUSTMENT – CONSENT TO SEVER				
	DRAWINGS	T + 2	8	D	T = decision is made and/or all conditions are met
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = all conditions met
	WORK FILE	T + 2	4	D	T = all conditions met
CD.CDM	CONDOMINIUMS – PROPOSED				
	DRAWINGS	T + 2	8	D	T = application cancelled
CD.M	SUBDIVISIONS - REGISTERED				
	ACQUISITIONS	2	P	P	
	EASEMENTS	2	P	P	
CD.OZ	REZONINGS				
	ACQUISITIONS	2	P	P	
	DISPOSALS	T + 2	38	D	T = completion of transaction
	DRAWINGS OTHER DEPARTMENTS PLANNING AND BUILDING	T + 2 T + 2	4 28	D D	T = Execution of servicing agreement or all conditions are met T = Execution of servicing agreement or

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Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code	Record Series Title	Retention			Remarks
		Active	Inactive	Disp.	
					all conditions are met
	EASEMENTS	2	P	P	
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = all conditions met
	TEST RESULTS	T + 2	4	D	T = all conditions met
	WORK FILE	T + 2	23	D	T = all conditions met
CD.PCC	CONDOMINIUMS - REGISTERED				
	ACQUISITIONS	2	P	P	
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	EASEMENTS	2	P	P	
CD. PCECP	PEEL COMMON ELEMENT CONDOMINIUM PLAN				
	ACQUISITIONS	2	P	P	
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	EASEMENTS	2	P	P	
CD. PPCP	PEEL PHASED CONDOMINIUM PLAN				
	ACQUISITIONS	2	P	P	

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		Active	Inactive	Disp.		
	DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D		T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D		T = all conditions met
	EASEMENTS	2	P	P		
CD. PSCP	PEEL STANDARD CONDOMINIUM PLAN					
	ACQUISITIONS	2	P	P		
	DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D		T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D		T = all conditions met
	EASEMENTS	2	P	P		
CD. PVLCP	PEEL VACANT LAND CONDOMINIUM PLAN					
	ACQUISITIONS	2	P	P		
	DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D		T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D		T = all conditions met
	EASEMENTS	2	P	P		
CD.RP	REGISTERED PLANS					
	LEGAL DOCUMENTS					
	OTHER DEPARTMENTS	T + 2	23	D		T = assumption

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		Active	Inactive	Disp.	
CD.SP	SITE PLANS				
	ACQUISITIONS	2	P	P	
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	4	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	EASEMENTS	2	P	P	
	TEST RESULTS	T + 2	4	D	T = all conditions met
CD.T	SUBDIVISIONS – PROPOSED				
	DRAWINGS	T + 2	4	D	T = application cancelled
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = application cancelled
	LOT GRADING	T + 2	4	D	T = application cancelled
	TEST RESULTS	T + 2	4	D	T = application cancelled
	WORK FILE	T + 2	4	D	T = application cancelled

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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
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CP	CAPTIAL PROJECTS Major projects undertaken by the Corporation and approved by the Business Plan.				
CP.00	CAPITAL PROJECTS	T + 2	13	D	T = completion of project

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		Active	Inactive	Disp.	
CS	COMMUNITY AND SOCIAL SERVICES Services provided to the community, or at issue in the community.				
CS.01	EMERGENCY MEDICAL SERVICES, HOSPITALS AND OTHER HEALTH CARE	2	4	D	
CS.02	COMMUNITY RESOURCES	2	4	D	
CS.07	MUSEUMS, ART GALLERIES AND CULTURAL CENTRES	2	8	D	
CS.08	HERITAGE AND DESIGNATIONS CASE FILES	2	P	P	Archival
CS.09	UTILITY SERVICES	2	4	D	
CS.11	EMERGENCY MANAGEMENT	S + 2	4	D	S = approval of revised emergency plan or file closed
CS.13	FIRE ROUTES	S + 2	4	D	S = fire route changed
CS.14	FIRE PREVENTION	S + 2	8	D	S = inspection information is superseded or obsolete
CS.15	ANIMAL CONTROL	2	4	D	
CS.17	SOCIAL ISSUES	2	4	D	
CS.18	CEMETERIES CASE FILES – INTERMENT RIGHTS SUBJECT FILES	P 2	0 4	P D	Archival
CS.20	FIRE INCIDENTS AUDIO RECORDINGS	2 30 days	8 10	D D	
CS.21	THEATRE PRODUCTIONS	2	8	D	

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Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
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CS.03	NON-PROFIT HOUSING	2	4	D	
CS.04	GROUP HOMES AND INSTITUTIONS	2	4	D	
CS.05	SCHOOLS AND EDUCATION	2	4	D	
CS.06	LIBRARIES	2	4	D	
CS.08	HERITAGE AND DESIGNATIONS				
	SUBJECT FILES	2	4	D	
CS.10	POLICE	2	4	D	
CS.12	HUMAN RIGHTS	2	4	D	
CS.16	POSTAL SERVICE (CANADA POST)	2	4	D	
CS.19	SERVICES – OTHER	2	4	D	
CS.22	COMMUNICATION AUDIO DISKS	30 days	6	D	

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CCS Record Series Title Active Inactive Disp. Remarks
Code

EC	ENVIRONMENT AND CONSERVATION				
	Outdoor and indoor environment and conservation.				
EC.01	WATERCOURSES & STORM WATER MANAGEMENT				
	CASE FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
EC.02	WATERFRONTS				
	CASE FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
EC.03	WATER QUALITY				
		2	5	D	
EC.04	WASTE MANAGEMENT, GARBAGE & RECYCLING				
	HISTORICAL INFORMATION ON LANDFILL SITES	2	48	D	Archival Review
	SUBJECT FILES	2	4	D	Review for landfill site information
EC.05	HAZARDOUS MATERIALS				
	CASE FILES	2	18	D	
	SUBJECT FILES	2	4	D	
EC.07	NOISE POLLUTION & CONTROL				
		2	5	D	
EC.08	SURFACE & SUBSURFACE CONTAMINATION & TESTING				
	CASE FILES	2	28	D	
	SUBJECT FILES	2	4	D	
EC.09	WEED CONTROL				
		2	5	D	
EC.10	ENVIRONMENT PROTECTION AREAS				
	CASE FILES	2	28	D	
	SUBJECT FILES	2	4	D	
EC.11	GREENBELTS				
	CASE FILES	2	28	D	
	SUBJECT FILES	2	4	D	

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		Active	Inactive	Disp.	
EC.12	WOODLOTS	2	4	D	
EC.13	WETLANDS	2	4	D	
EC.14	ENVIRONMENTAL ASSESSMENTS				
	PROJECT FILES	2	15	D	
	SUBJECT FILES	2	4	D	
EC.15	SANITARY SEWAGE	2	5	D	
EC.17	WEATHER MONITORING	2	5	D	
EC.18	NATURAL RESOURCES	2	4	D	
EC.19	ENVIRONMENT - OTHER	2	4	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

EC.16	ENERGY CONSERVATION	2	4	D	
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Records Retention Schedule

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CCS Record Series Title Active Inactive Disp. Remarks
Code

FA	FINANCE AND ACCOUNTING All financial functions of the Corporation.				
FA.01	GENERAL LEDGER & DETAIL ORIGINAL GENERAL LEDGER & DETAIL SUBJECT FILES	2 2	P 4	P D	Vital
FA.02	FINANCIAL STATEMENTS & REPORTS ORIGINAL FINANCIAL STATEMENTS & REPORTS SUBJECT FILES	2 2	P 4	P D	Archival
FA.03	JOURNAL VOUCHERS & REGISTERS	2	4	D	
FA.04	CASH MANAGEMENT & RESERVE FUNDS	2	4	D	
FA.05	GRANTS & SUBSIDIES RECEIVED	2	5	D	Copies: 2 year retention must be fulfilled
FA.07	PAYMENTS IN LIEU OF TAXES	2	18	D	Copies: 2 year retention must be fulfilled
FA.08	TAX REVENUE & COLLECTIONS	2	4	D	Copies: 2 year retention must be fulfilled
FA.09	ASSESSMENT INFORMATION	2	4	D	
FA.10	ASSESSMENT ROLLS AMENDED ASSESSMENT ROLLS ORIGINAL ASSESSMENT ROLLS SUBJECT FILES	2 2 2	13 P 4	D P D	Archival Review Archival
FA.11	FEES & OTHER REVENUES (INCLUDES ACCOUNTS RECEIVABLE INVOICES)	2	4	D	Copies: 2 year retention must be fulfilled
FA.12	BANKING & RECONCILIATIONS	2	4	D	
FA.13	TAX ADJUSTMENTS	2	4	D	
FA.14	PAID VOUCHERS (INCLUDES SOURCE DOCUMENTS)	2	4	D	
FA.15	PERSONAL EXPENSES	2	4	D	
FA.16	CORPORATE GRANTS, SUBSIDIES & DONATIONS	2	4	D	Copies: 2 year

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CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
					retention must be fulfilled
FA.17	TAX PAID (FEDERAL & PROVINCIAL)	2	4	D	
FA.19	BUSINESS PLAN AND BUDGET	2	8	D	Archival Review
FA.20	BUDGETS – OTHER	2	4	D	
FA.21	REFUNDS & OTHER CREDITS	2	4	D	Copies: 2 year retention must be fulfilled
FA.25	INVENTORY & CAPTIAL ASSETS				
	ORIGINAL INVENTORY	2	P	P	
	SUBJECT FILES	2	4	D	Review for inventory documentation
FA.26	WARRANTIES & GUARANTEES	T + 2	4	D	T = expiry
FA.27	EMPLOYEE RECORDS – PAYROLL				
	EMPLOYEE CASE FILES	T + 2	4	D	T= termination
	PAYROLL REGISTER	2	73	D	Vital
	SUBJECT FILES	2	4	D	
FA.29	CREDIT CARD AUTHORIZATIONS & USE	2	0	D	
FA.30	CHEQUE LISTS/REGISTERS	2	4	D	
FA.31	CASH IN LIEU				
	CASE FILES	2	P	P	
	SUBJECT FILES	2	4	D	
FA.32	SECURITIES	T + 2	4	D	T = release of security or file closed
FA.33	CHARGE BACKS	2	4	D	
FA.34	REASSESSMENT	T + 2	18	D	T= implementation of reassessment
FA.35	DEVELOPMENT CHARGES	2	18	D	Vital
FA.36	ASSESSMENT APPORTIONMENT	2	4	D	
FA.37	TAX LEVIES PAID (SCHOOL BOARDS & REGION OF PEEL)	2	4	D	
FA.38	DEBENTURES	T + 2	4	D	T = Maturity

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		Active	Inactive	Disp.	
FA.41	TAX ROLLS	P	0	P	
FA.43	TAX SALES	2	18	D	
FA.44	FEDERAL/PROVINCIAL LOANS/GRANTS ADMINISTERED BY THE CITY	2	4	D	Copies: 2 year retention must be fulfilled
FA.45	INTERNAL REQUISITIONS	2	0	D	
FA.46	INVENTORY & CURRENT ASSETS	2	4	D	
FA.47	LOANS GRANTED BY THE CITY	T + 2	4	D	T = Until loan is fully repaid Copies: 2 year retention must be fulfilled
FA.49	PROCUREMENT & EXTERNAL SUPPLY CONTRACTS	T + 2	4	D	T = Real contract end date Copies: 2 year retention must be fulfilled Working files purged 2 years after contract is awarded
FA.50	MILL RATE	2	18	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

FA.22	TENDERS, QUOTES, PROPOSALS & RESULTING CONTRACTS & AGREEMENTS	T + 2	4	D	T = real contract end date
FA.39	CANADA SAVINGS BONDS	2	4	D	
FA.42	SUPPLEMENTARY ASSESSMENTS (TAX) SUBJECT FILES	2	4	D	
FA.45	INTERNAL REQUISITIONS AVANTI SYSTEM	4	0	D	
FA.48	PROCUREMENT	T + 2	0	D	T = real contract end date

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CCS Record Series Title Active Inactive Disp. Remarks
Code

HR	HUMAN RESOURCES Personnel resources of the Corporation, including training, employee records, benefits and negotiations.				
HR.01	ORGANIZATIONAL CHARTS ORIGINAL CHARTS SUBJECT FILES	S 2	P 4	P D	Archival Archival Review
HR.02	STANDARDS & CONDUCT	2	4	D	
HR.03	EMPLOYEE RECORDS (PERMANENT STAFF)	T + 2	48	D	T = termination
HR.04	EMPLOYEE RECORDS (TEMPORARY STAFF)	T + 2	18	D	T = termination
HR.05	RECRUITMENT & JOB POSTINGS	2	0	D	Unsolicited / unused applications discarded after 6 months
HR.06	VOLUNTEERS	2	0	D	
HR.07	SALARIES & JOB EVALUATION STUDIES	S + 2	4	D	
HR.08	LABOUR RELATIONS (INCLUDES EMPLOYEE GRIEVANCES)	T + 2	48	D	T = termination
HR.09	WEEKLY INDEMNITY	T + 2	8	D	T=termination or final settlement
HR.15	STAFF AWARDS	2	4	D	Archival Review
HR.16	VEHICLE ACCIDENTS (STAFF)	T + 2	8	D	T=termination or final settlement
HR.17	HEALTH & SAFETY EMPLOYEE CASE FILES SUBJECT FILES	T + 2 2	48 4	D D	T = termination
HR.18	WORKERS COMPENSATION EMPLOYEE CASE FILES SUBJECT FILES	T + 2 2	48 4	D D	T = termination
HR.19	TRAINING & DEVELOPMENT	2	4	D	
HR.20	ATTENDANCE & SCHEDULING	2	0	D	
HR.21	JOB DESCRIPTIONS	S	0	D	
HR.22	CONFERENCES & SEMINARS	2	0	D	
HR.23	HEALTH & SAFETY COMMITTEE	2	5	D	

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		Active	Inactive	Disp.	
HR.25	PENSION	2	4	D	
HR.26	BENEFITS	2	4	D	
HR.27	STAFFING	2	4	D	
HR.30	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES	T + 2	48	D	T = expiry of collective agreement or final settlement Archival Review

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

HR.10	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES CUPE 66 (WORKS) CANADIAN UNION OF PUBLIC EMPLOYEES	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.11	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES CUPE LOCAL 966 (LIBRARY) CANADIAN UNION OF PUBLIC EMPLOYEES	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.12	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES LOCAL 1212 (FIRE) MISSISSAUGA FIREFIGHTERS ASSOCIATION	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.13	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES LOCAL 1572 (TRANSIT) THE AMALGAMATED TRANSIT UNION	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.14	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES DISTRICT LODGE 78 (F&PM) THE INTERNATIONAL ASSOCIATION OF MACHINISTS & AEROSPACE WORKERS	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.28	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES UFCW CANADA	T + 2	8	D	T = expiry of collective agreement or

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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	UNITED FOOD & COMMERCIAL WORKERS INTERNATIONAL UNION				final settlement
HR.29	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES LOCAL 1572 (TRANSIT PART-TIME) THE AMALGAMATED TRANSIT UNION	T + 2	8	D	T = expiry of collective agreement or final settlement

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CCS Record Series Title Active Inactive Disp. Remarks
Code

LA	LEGAL AFFAIRS AND LEGISLATION Corporate litigation, provincial offence tickets, municipal court operations and other legal concerns. Federal and provincial legislation, by-laws and legislation from other municipalities.				
LA.01	INSURANCE CLAIMS				
	ACCIDENT BENEFIT CASE FILES	T + 2	8	D	T = accident date
	CASE FILES	T + 2	4	D	T = final settlement or file closed
	ACCIDENT/INCIDENT REPORTS - ADULTS	2	4	D	
LA.02	INSURANCE POLICIES	T + 2	48	D	T = expiry of policy
LA.04	LIENS	T + 2	4	D	T = seizure of property or payment of debt
LA.05	VANDALISM & OTHER CRIMES	2	4	D	
LA.06	INQUESTS	2	4	D	Archival Review
LA.07	LEGISLATION – FEDERAL, PROVINCIAL AND OTHER MUNICIPALITIES	2	4	D	
LA.12	LITIGATION	T + 2	4	D	T = case closed
LA.13	LAND TITLE APPLICATIONS	T + 2	4	D	T = approval of application
LA.16	LICENCE APPEALS	T + 2	4	D	T = decision is made
LA.17	RISK MANAGEMENT	2	4	D	
LA.18	ASSESSMENT APPEALS	T + 2	4	D	T = decision is made
LA.19	ONTARIO MUNICIPAL BOARD				
	CASE FILES	T + 2	8	D	T = decision is made
	ORIGINAL ORDERS	T + 2	P	P	T = decision is made Archival
LA.21	INSURANCE CLAIMS – MINORS	T + 2	18	D	T = final settlement or file closed

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		Active	Inactive	Disp.	
LA.22	INSURANCE CLAIMS – INTELLECTUALLY DISABLED	T + 2	48	D	T = final settlement or file closed
LA.23	VITAL STATISTICS	2	P	P	Archival
LA.24	LEGAL SERVICES – ALECTRA UTILITIES	2	4	D	
LA.25	LEGAL ADVICE	2	4	D	
LA.26	PROVINCIAL OFFENCES	T + 2	5	D	T = December 31 st of calendar year when payment received or case closed
LA.27	MUNICIPAL COURT DOCKETS	2	5	D	
LA.28	AGREEMENTS EXECUTED UNDER STANDING DELEGATION	T + 2	P	P	T = end of term of the agreement
LA.29	EXTERNAL LEGAL CORRESPONDENCE	2	4	D	

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LA.08	LEGISLATION – FEDERAL	2	4	D	
LA.09	LEGISLATION – OTHER MUNICIPALITIES				
	PROJECT FILES	2	8	D	
	SUBJECT FILES	2	4	D	
LA.20	RENTAL HOUSING PROTECTION	2	4	D	
LA.23	VITAL STATISTICS				
	ORIGINAL BIRTH & DEATH REGISTRATIONS	2	P	P	Archival
	REGISTER OF MARRIAGE LICENCES	2	48	D	
	SUBJECT FILES	2	4	D	
LA.26	PROVINCIAL OFFENCES PART 1	T + 3	0	D	T = December 31 st of calendar year when payment received or case closed
	PART 3	T + 2	5	D	T = December

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Records Retention Schedule

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		Active	Inactive	Disp.	
					31 st of calendar year when payment received or case closed

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Retention
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CCS Record Series Title Active Inactive Disp. Remarks
Code

LP	LICENCES & PERMITS All permits and licences issued, held or commented on by any City office or department, and related inspections and violations.				
LP.01	BUILDING PERMIT APPLICATIONS	2	3	D	
LP.03	BUILDING PERMITS ISSUED – OTHER				
	ORIGINAL ISSUED PERMITS	2	P	P	
	SUBJECT FILES	2	4	D	
LP.05	CERTIFICATE OF OCCUPANCY APPLICATIONS	2	3	D	
LP.06	CERTIFICATE OF OCCUPANCY – ISSUED	2	5	D	
LP.07	BUILDING PERMITS ISSUED – TEMPORARY STRUCTURES	T + 2	4	D	T = removal of structure
LP.08	MOBILE SIGN PERMITS	2	0	D	
LP.09	EXCESS LOAD MOVING PERMITS	2	4	D	
LP.11	ROAD OCCUPANCY PERMITS	2	4	D	
LP.12	POOL ENCLOSURE PERMITS	T + 2	8	D	T = certificate of approval issuance
LP.13	TAXIS, LIMOS & LIVERY OWNERS/DRIVERS	T + 2	4	D	T = expiry of licence
LP.14	REFRESHMENT VEHICLE OWNERS	T + 2	4	D	T = expiry of licence
LP.15	DRIVING SCHOOL INSTRUCTORS	T + 2	4	D	T = expiry of licence
LP.16	TRADE MASTER LICENCES	T + 2	4	D	T = expiry of licence
LP.17	TAXI PLATES	2	4	D	
LP.18	TRADE LICENCES	T + 2	4	D	T = expiry of licence
LP.19	LIMOUSINE PLATES	T + 2	4	D	T = expiry of licence
LP.20	TAXI PLATE PRIORITY LIST	S + 2	4	D	
LP.21	BUSINESS LICENCES	T + 2	4	D	T = expiry of licence
LP.22	LOTTERY LICENCES	T + 2	4	D	T = expiry of licence

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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
LP.23	BINGO LICENCES	T + 2	4	D	T = expiry of licence
LP.24	ANIMAL LICENCES	2	4	D	
LP.25	MARRIAGE LICENCE APPLICATIONS	1	0	D	
LP.26	FACILITY RENTAL CONTRACTS	2	4	D	
LP.27	VENDORS IN CITY PARKS PERMITS	2	4	D	
LP.31	LIQUOR LICENCES	2	4	D	
LP.32	BUILDING PERMITS ISSUED – RESIDENTIAL SINGLE FAMILY, SEMI-DETACHED	T + 2	5	D	T = final inspection
LP.33	BUILDING PERMITS ISSUED – INDUSTRIAL	T + 2	LOF	D	T = final inspection Vital
LP.34	BUILDING PERMITS ISSUED – COMMERCIAL	T + 2	LOF	D	T = final inspection Vital
LP.35	BUILDING PERMITS ISSUED – PUBLIC	T + 2	LOF	D	T = final inspection Vital
LP.36	BUILDING PERMITS ISSUED – CANCELLED AND REVOKED	T + 2	3	D	T = cancellation of application by applicant or permit revoked by City
LP.43	BUSINESS LICENCES – OTHER	2	4	D	
LP.45	OPEN BURNING FIRE PERMITS	1	0	D	
LP.46	PARKING PERMITS	2	4	D	
LP.48	TOW TRUCK OWNERS/DRIVERS LICENCES	T + 2	4	D	T = expiry of licence
LP.49	DOCKING PERMITS	2	4	D	
LP.50	FILMING PERMITS	2	4	D	
LP.51	TREE PERMITS	2	4	D	
LP.52	LICENCES & PERMITS – OTHER	2	4	D	
LP.53	BUILDING PERMITS ISSUED – RESIDENTIAL – MULTIPLE FAMILY	T + 2	LOF	D	T = final inspection Vital
LP.55	BUILDING COMPLAINTS AND ORDERS TO	T + 2	4	D	T = complaint

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		Active	Inactive	Disp.	
	COMPLY – RECTIFIED				investigation closed or order to comply rectified
LP.56	BUILDING PERMITS ISSUED – SIGNS	T + 2	4	D	T = date issued
LP.57	BUILDING PERMITS ISSUED – HERITAGE PROPERTIES	T + 2	LOF	D	Archival
LP.58	BUILDING PERMITS ISSUED – RESIDENTIAL DRAIN & SEPTIC SYSTEMS	T + 2	LOF	D	T = date issued
LP.59	BUILDING PERMITS ISSUED – COMPLETE DEMOLITIONS	T + 1	0	D	T = final inspection

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LP.02	BUILDING PERMIT APPLICATIONS - PLANS	2	3	D	
LP.28	OUTDOOR FACILITIES PERMITS	2	4	D	
LP.30	VEHICLES – OTHER	2	4	D	
LP.37	BUILDING PERMITS ISSUED – REVOKED – CORRESPONDENCE & PLANS	T + 2	3	D	T = permit revoked by City
LP.38	BUILDING PERMITS ISSUED – RESIDENTIAL SINGLE FAMILY, SEMI-DETACHED – PLANS	T + 2	5	D	T = final inspection
LP.39	BUILDING PERMITS ISSUED – INDUSTRIAL PLANS	T + 2	LOF	D	T = final inspection Vital
LP.40	BUILDING PERMITS ISSUED – COMMERCIAL – PLANS	T + 2	LOF	D	T = final inspection Vital
LP.41	BUILDING PERMITS ISSUED – PUBLIC – PLANS	T + 2	LOF	D	T = final inspection Vital
LP.54	BUILDING PERMITS ISSUED – RESIDENTIAL – MULTIPLE FAMILY – PLANS	T + 2	LOF	D	T = final inspection Vital

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Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Record Series Title Active Inactive Disp. Remarks
Code

MG	MUNICIPAL GOVERNMENT & COMMITTEES Direct responsibilities and functions of Council and its committees and the administration of municipal elections.				
MG.01	COUNCIL MINUTES, AGENDAS & RESOLUTIONS	10	P	P	Archival Vital
MG.11	OTHER COMMITTEES, BOARDS, COMMISSIONS & AUTHORITIES	2	8	D	Archival Review
MG.12	MUNICIPAL ELECTION RESULTS	P	P	P	Archival
MG.15	MUNICIPAL ELECTION FIELD SUPPLIES	T + 120 days	0	D	T = declaration of official results unless there is a court order or recount
MG.16	MUNICIPAL ELECTION ADMINISTRATION	2	2	D	Archival Review
MG.19	FORMER MUNICIPALITIES – PORT CREDIT, STREETSVILLE, TOWN OF MISSISSAUGA	0	0	P	Archival
MG.20	COUNCIL & COMMITTEE ADMINISTRATION	2	4	D	
MG.34	COUNCIL COMMITTEE MINUTES & AGENDAS	10	P	P	Archival Vital

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

MG.01	COUNCIL SUBJECT FILES COUNCIL MEETING VIDEOTAPES INAUGURAL MEETING VIDEOTAPES	2 3 2	4 0 P	D D P	Archival
MG.02	ADMINISTRATION & FINANCE COMMITTEE MINUTES & AGENDA SUBJECT FILES	2 2	P 4	P D	Archival Vital
MG.03	PLANNING & DEVELOPMENT COMMITTEE MINUTES & AGENDA SUBJECT FILES	2 2	P 4	P D	Archival Vital

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		Active	Inactive	Disp.	
MG.04	PUBLIC VEHICLE ADVISORY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.05	OPERATIONS & WORKS COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.06	PROPERTY STANDARDS COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.07	HERITAGE ADVISORY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.08	TRAFFIC SAFETY COUNCIL				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.09	LICENCE APPEAL COMMITTEE	2	4	D	
MG.11	OTHER COMMITTEES, BOARDS & COMMISSIONS - SUBJECT	2	8	D	
MG.13	MUNICIPAL ELECTION POLLING LOCATIONS	2	4	D	
MG.14	MUNICIPAL ELECTION PERSONNEL	2	4	D	
MG.17	ELECTIONS – PROVINCIAL & FEDERAL	2	4	D	
MG.22	MUNICIPAL & REGIONAL BOUNDARIES	2	4	D	
MG.23	GENERAL COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	

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	GENERAL COMMITTEE VIDEOTAPES	1	0	D	
MG.24	AUDIT COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.25	MISSISSAUGA CYCLING COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.26	MISSISSAUGA ACCESSIBILITY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.27	TRANSIT AUTHORITY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.28	SAFE DRIVING COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.29	BUDGET COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.30	MUSEUMS OF MISSISSAUGA ADVISORY COMMITTEE (MOMAC)				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEES	2	4	D	

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		Active	Inactive	Disp.	
MG.31	ENVIRONMENTAL ADVISORY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.32	SPACE ACCOMMODATION AD HOC COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.33	TOWING INDUSTRY ADVISORY COMMITTEE (TIAC)				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	

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		Active	Inactive	Disp.	
PM	PROPERTY MAINTENANCE (CORPORATE) Maintenance and service records for Corporate property.				
PM.02	FACILITIES MAINTENANCE	2	8	D	Review for facility history
PM.09	PARK MAINTENANCE CASE FILES – PARK HISTORY INSPECTIONS SUBJECT FILES	P 5 2	0 15 4	P D D	Archival Review
PM.12	FORESTRY	P	0	P	Archival Review
PM.13	WORK ORDERS	2	4	D	
PM.14	VEHICLE MAINTENANCE	T + 2	4	D	T = disposal of vehicle or close of file
PM.18	PRE-TRIP INSPECTION BOOKLETS	2	0	D	
PM.20	FACILITY MAINTENANCE HISTORY	LOF	0	D	Archival Review

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PM.01	HEATING & AIR CONDITIONING (ENVIRONMENTAL CONTROL)	2	4	D	
PM.04	AUDIOVISUAL MAINTENANCE	2	4	D	
PM.05	ELEVATOR MAINTENANCE	2	4	D	
PM.11	JANITORIAL SERVICES	2	4	D	
PM.15	MAINTENANCE INSPECTIONS	2	4	D	
PM.17	ROOF MAINTENANCE	2	8	D	
PM.19	TIME SHEETS	2	0	D	

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Records Retention Schedule

Retention
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CCS Record Series Title Active Inactive Disp. Remarks
Code

PO	PROPERTY OPERATIONS (CORPORATE) Acquisition, disposal, construction, use and operation of corporate lands and buildings.				
PO.03	SPACE ALLOCATIONS & OFFICE RELOCATIONS	S + 2	4	D	S = superseded / space redesigned or plan updated/ changed
PO.04	CONSTRUCTION, ALTERATION & RENOVATIONS OF MUNICIPAL FACILITIES				
	CONSTRUCTION MANAGEMENT	T + 2	18	D	T = end of project
	FINANCIAL	T + 2	4	D	T = end of project
	LONG-TERM DOCUMENTS	T+2	LOF	D	T = end of project Archival Review
	AS BUILT DRAWINGS	T + 2	LOF	D	T = end of project Archival Review
PO.08	ENERGY MANAGEMENT	2	4	D	
PO.10	ACQUISITIONS				
	CASE FILES	2	P	P	
PO.11	DISPOSAL				
	CASE FILES	T + 2	38	D	T = completion of transaction
PO.12	EASEMENTS & QUIT CLAIM DEEDS				
	CASE FILES – PERMANENT EASEMENTS	2	P	P	
	RELEASED, ABANDONED & TEMPORARY EASEMENTS	T + 2	4	D	T = termination of easement or file closed
PO.13	LEASES, LAND LICENCES, MANAGEMENT & OPERATIONS AGREEMENTS	T + 2	4	D	T = expiry of lease, land licence or agreement
PO.15	LAND EXCHANGES				
	CASE FILES	2	P	P	
PO.16	ENCROACHMENTS	T + 2	4	D	T = termination of encroachment
PO.18	FACILITY & PROPERTY INQUIRIES	2	4	D	
PO.23	EXTERIOR & INTERIOR APPURTENANCES	2	4	D	Archival Review
PO.26	SECURITY	2	4	D	

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Records Retention Schedule

Retention
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Active Inactive Disp. Remarks

PO.27	WORKPLACE FURNITURE AND EQUIPMENT	2	4	D	
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PO.01	FACILITY NAMING & NUMBERING	2	4	D	
PO.02	BUILDING SPECIFICATIONS & FLOOR PLANS				
	ORIGINAL SPECIFICATIONS & FLOOR PLANS	2	LOF	D	Vital
	SUBJECT FILES	2	4	D	
PO.04	CONSTRUCTION, ALTERATION & RENOVATIONS OF MUNICIPAL FACILITIES				
	DESIGN	T + 2	13	D	T = end of project
	POST CONSTRUCTION				
	OTHER REPORTS	T + 2	18	D	T = end of usefulness or end of project
	REPORTS	T + 2	5	D	T = completion of testing or resolution of deficiency
	PROJECT FILES	T + 2	LOF	D	T = end of project Vital
	SUBJECT FILES	2	4	D	Review for actual projects after 6 years
PO.05	SIGNS	2	4	D	
PO.06	RESERVATIONS & BOOKINGS	2	4	D	
PO.07	SPECIFICATION MANUALS	S + 2	4	D	
PO.09	FOOD & BEVERAGE SERVICES	2	4	D	
PO.10	ACQUISITIONS				
	SUBJECT FILES	2	4	D	
PO.11	DISPOSALS				
	SUBJECT FILES	2	4	D	
PO.15	LAND EXCHANGES				
	SUBJECT FILES	2	4	D	
PO.17	NOTICES OF PROPERTY FOR SALE	2	4	D	

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		Active	Inactive	Disp.	
PO.19	FILMS / PHOTOGRAPHY	2	4	D	
PO.20	PRO SHOPS	2	4	D	
PO.21	PROPOSALS FOR USE OF LAND & FACILITIES	2	4	D	
PO.24	EMERGENCY PLANNING FOR CITY FACILITIES				
	ORIGINAL EMERGENCY PLANS	S + 2	4	D	
	SUBJECT FILES	2	4	D	
PO.25	MINOR ALTERATIONS & RENOVATIONS, MAJOR FACILITY MAINTENANCE				
	ORIGINAL ALTERATIONS & RENOVATIONS	2	LOF	D	
	PROJECT FILES	2	8	D	
	SUBJECT FILES	2	4	D	Review for actual alterations or renovations after 6 years

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CCS Record Series Title Active Inactive Disp. Remarks
Code

PR	PUBLIC RELATIONS Promotion of the corporation's image, trade and industrial relations locally, nationally and internationally.				
PR.01	PROMOTION & MARKETING	2	4	D	Archival Review
PR.02	ADVERTISING	2	4	D	
PR.03	CORPORATE EVENTS	2	4	D	Archival Review
PR.04	COMMUNITY ORGANIZATIONS & EVENTS				
	EVENT FILES	2	18	D	Archival Review
	SUBJECT FILES	2	4	D	
PR.05	AWARDS	2	4	D	Archival Review
PR.06	PUBLICATIONS				
	ORIGINAL PUBLICATIONS	S+2	P	P	Archival
	SUBJECT FILES	2	4	D	Archival Review
PR.07	NEWS RELEASES				
	ORIGINAL NEWS RELEASES	2	18	D	
	SUBJECT FILES	2	4	D	Review for actual news releases
PR.08	MEDIA MONITORING & MEDIA RELATIONS	2	4	D	
PR.09	COMPLAINTS	2	4	D	
PR.11	RECOGNITION	2	4	D	
PR.12	HOSTING	2	4	D	
PR.14	EMPLOYEE COMMUNICATIONS				
	ORIGINAL EMPLOYEE NEWSLETTERS	2	P	P	Archival
	SUBJECT FILES	2	4	D	Archival Review
PR.15	SPEECHES	2	4	D	
PR.16	VISUAL IDENTITY				
	ORIGINAL MANUAL	S	P	P	Archival
	SUBJECT FILES	2	4	D	
PR.17	GRAPHIC DESIGN / ARTWORK	S	0	D	
PR.18	PUBLIC OPINION POLLS	2	4	D	
PR.19	STRATEGIC ALLIANCE	2	4	D	

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		Active	Inactive	Disp.	
PR.20	CUSTOMER SERVICE	2	4	D	
PR.21	PHOTOGRAPHY	2	P	P	

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PR.10	TOURS	2	0	D	
PR.13	TOURISM	2	4	D	

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CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
RA	RECREATION ACTIVITIES				
	Recreation programs offered by or in association with the Corporation, and information about participants.				
RA.10	PROGRAM RESEARCH & IMPLEMENTATION	2	8	D	
RA.11	REGISTRATION APPLICATIONS	2	1	D	
RA.12	RECREATION PROGRAMS	2	1	D	T = last date of participation in program or close of file
	CLIENT CASE FILES	T + 2	8	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

RA.02	YOUTH/CHILDREN'S PROGRAMS	2	4	D	
RA.03	SENIORS PROGRAMS	2	4	D	
RA.05	SKATING PROGRAMS				
	SUBJECT FILES	2	4	D	
	TEST SHEETS	2	0	D	
RA.06	AQUATICS PROGRAMS				
	LEADERSHIP / LIFESAVING TEST SHEETS	3	0	D	
	SUBJECT FILES	2	4	D	
	TEST SHEETS	2	0	D	
RA.07	ART PROGRAMS	2	4	D	
RA.08	FITNESS/ACTIVE LIVING PROGRAMS				
	FITNESS APPRAISALS & NUTRITION ASSESSMENTS	T+2	0	D	T=Last date of participation in program
	NEXT STEP TO ACTIVE LIVING CLIENT CASE FILES (DRAFT)	T+2	8	D	T = Last date of participation or close of file
	SUBJECT FILES	2	4	D	
RA.09	SPORTS PROGRAMS	2	4	D	

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CCS Record Series Title Active Inactive Disp. Remarks
Code

RT	ROADS & TRAFFIC				
	Pedestrian and roadway maintenance, operation and signage.				
RT.01	TRANSPORTATION PLANNING PROJECT FILES	2	28	D	Archival Review
RT.02	ROAD CONSTRUCTION AND MAINTENANCE	2	4	D	
RT.07	TRAFFIC CONTROL SIGNALS & INTERSECTIONS				
	MUNICIPAL SIGNALS	2	5	D	
	REGIONAL SIGNALS	2	8	D	
	SIGNAL TIMINGS & LEGAL PLANS	P	0	P	
RT.10	TRAFFIC MANAGEMENT	2	4	D	
RT.13	STREET NAMES & NUMBERING	2	18	D	
RT.14	STREET LIGHTING	2	4	D	
RT.15	BRIDGES AND GRADE SEPARATIONS	2	LOB	D	
RT.17	MUNICIPAL PARKING	2	4	D	
RT.18	STORM SEWER INSPECTIONS				
	CASE FILES	2	8	D	

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RT.01	TRANSPORTATION PLANNING SUBJECT FILES	2	4	D	
RT.03	ROAD CONSTRUCTION	2	4	D	
RT.04	ROAD OPENINGS & EXTENSIONS	2	4	D	
RT.05	ROAD CLOSINGS (TEMPORARY)	2	4	D	
RT.06	ROAD CLOSINGS (PERMANENT)	2	4	D	
RT.08	TRAFFIC ACCIDENTS	2	4	D	
RT.09	TRAFFIC COUNTS	2	4	D	
RT.11	TRAFFIC SIGNS	2	4	D	
RT.16	SIDEWALKS	2	4	D	
RT.18	STORM SEWER INSPECTIONS				
	SUBJECT FILES	2	4	D	
RT.19	BIKEWAYS / BICYCLE PATHS / PATHWAYS &	2	4	D	

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		Active	Inactive	Disp.	
	WALKWAYS				
RT.20	SNOW REMOVAL	2	4	D	
RT.21	CURBS & MEDIANS	2	4	D	
RT.23	REGIONAL & PROVINCIAL ROADS	2	4	D	
RT.24	GRADE SEPARATIONS	2	4	D	
RT.26	PARKING LOT MAINTENANCE	2	4	D	
RT.27	CULVERT/CURB CUT APPLICATIONS	2	4	D	
RT.28	RAILWAY CROSSINGS (LEVEL CROSSINGS)	2	4	D	

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		Active	Inactive	Disp.	
TS	TRANSPORTATION SERVICES				
	MiWay (Mississauga Transit) operations and other public transportation services				
TS.01	TRANSIT OPERATIONS	2	4	D	
	VOICE RECORDINGS	60 days	6	D	
TS.14	TRANSIT STUDIES				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	Review for actual studies prior to disposition
TS.19	OTHER TRANSPORTATION SERVICES	2	4	D	

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TS.04	TRANSIT STOPS	2	4	D	
TS.05	TRANSIT SHELTERS	2	4	D	
TS.06	TERMINALS & LOOPS	2	4	D	
TS.07	BUS BAYS	2	4	D	
TS.08	SCHEDULING/SERVICE	S	0	D	
TS.09	FARES	2	4	D	
TS.10	BASE DATA	2	4	D	
TS.11	VEHICLE OPERATION DATA	2	4	D	
TS.12	PASSENGER DATA	S	0	D	
TS.13	TRANSIT VEHICLE TECHNOLOGY	2	4	D	
TS.15	RAILWAY TRANSPORTATION	2	4	D	
TS.16	GO TRANSIT	2	4	D	
TS.17	OTHER TRANSIT SYSTEMS	2	4	D	
TS.18	AIR TRANSPORTATION	2	4	D	
TS.20	COMMUNICATION AUDIO TAPES	30 days	2	D	

Active = In Dept
Inactive = In Records Centre

Disp. = Disposition
D = Destroy

LOB = Life of Bridge
LOF = Life of Facility

OVER = Overwrite
P = Permanent

S = Superseded
T = Trigger event

Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
TR	TRANSITORY RECORDS AND INFORMATION Transitory records are records of temporary usefulness that are not integral to an administrative or operational record series, and are only required for a limited period of time to complete a routine action or prepare an ongoing record.				
N/A	RECORDS OF SHORT-TERM USE	T	0	D	T = No longer useful
N/A	DRAFT DOCUMENTS, REVISIONS AND WORKING MATERIALS	T	0	D	T = No longer useful
N/A	DUPLICATES	T	0	D	T = No longer useful
N/A	REFERENCE	T	0	D	T = No longer useful
N/A	ADVERTISING	T	0	D	T = No longer useful
N/A	PUBLICATIONS AND BLANK FORMS	S	0	D	S = Superseded or obsolete
N/A	EXPIRED VOUCHERS	T	0	D	T = Expiration date

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REPORT 4 -2017

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Environmental Action Committee presents its fourth report for 2017 and recommends:

EAC-0019-2017

That the deputation and associated presentation by Ryan Ness, Senior Manager, Toronto and Region Conservation Authority with respect to The Living City Report Card 2016 be received.
(EAC-0019-2017)

EAC-0020-2017

That the deputation and associated presentation by Jelmer Stegnik, Marketing Consultant, Transportation and Works, Infrastructure and Planning with respect to 2017 Mississauga Bike Challenge be received.
(EAC-0020-2017)

EAC-0021-2017

That the deputation and associated presentation by Julius Lindsay, Climate Change Specialist with respect to an update on the Climate Change Workshop be received.
(EAC-0021-2017)

EAC-0022-2017

That the Environmental Action Committee Work Plan be received for information.
(EAC-0022-2017)

EAC-0023-2017

That the EAC Environmental Actions Summary be received for information.
(EAC-0023-2017)

EAC-0024-2017

That the letter from Eashan Karnik, University of Toronto Mississauga representative on the Environmental Action Committee, with respect to Mr. Karnik's departure as the representative, be received.
(EAC-0024-2017)

REPORT 2-2017

To: CHAIR AND MEMBERS OF GENERAL COMMITTEE

The Public Vehicle Advisory Committee presents its second report for 2017 and recommends:

PVAC-0009-2017

That the Public Vehicle Advisory Committee (PVAC) provide comment to staff for inclusion in a future report to General Committee, on the report from the Commissioner of Transportation and Works dated May 30, 2017, entitled, "Issuance of Temporary Taxi Owners Plates for the duration of the Transportation Network Pilot Project."

(PVAC-0009-2017)

PVAC-0010-2017

1. That the Public Vehicle Advisory Committee requests that Council rescind Resolution 0054-2017, to remove Part 3 with respect to the issuance of 250 temporary taxi plates for the duration of the TNC Pilot Project;
2. That the recommendations from the Hara Report be considered and implemented where applicable.

(PVAC-0010-2017)

PVAC-0011-2017

That the depositions from the following individuals be received for information:

1. Philip Sheridan
2. Alexander Mantadis
3. Peter Pellier
4. Yad Sidhu

(PVAC-0011-2017)

PVAC-0012-2017

That Information Items 8.1, 8.2, and 8.3 on the Special Public Vehicle Advisory Committee agenda of June 7, 2017 be received for information.

(PVAC-0012-2017)